

## 24.10 COMMUNITY SERVICE PROGRAMS

When there is no employment or work-experience position for the client, the work participation requirement may be met by participation in a community service program. In addition, community service programs may eliminate some barriers to full-time employment by developing necessary skills and exposing the client to new experiences he may not have considered as possible means to becoming self-sufficient. Community service programs include, but are not limited to: life skills classes, parenting classes, dependent care, job readiness instruction, volunteer work, participation in a sheltered workshop, substance abuse treatment or mental health counseling. More information about these items follow, but the Worker is encouraged to develop other opportunities within the community.

### A. LIFE SKILLS

Life-skills classes may include information on proper nutrition and hygiene, budgeting, telephone usage, time management, housing, consumer skills, citizenship and community awareness. Referrals to such classes are based on need following the Worker's assessment and the availability.

Such classes may be funded through WIA or other funding sources. If the client is referred to WIA for certification and placement, form JTPA-1 is used. Other funding sources may have special referral procedures that the Worker must follow.

### B. PARENTING CLASSES

Parenting classes may include information on appropriate discipline, nutrition, health, parent/child interaction, anger and impulse control, hygiene, resources enhancement and other topics as needed.

### C. DEPENDENT CARE

A client may meet his work requirement by providing care to an incapacitated adult relative who lives in the client's home. If such care prevents institutionalization, the individual need not be related to the client, or be an adult, but must live in the client's home.

In addition, a client may meet his work requirement by providing care, without pay, to a child or incapacitated adult, when providing this care allows another WV WORKS recipient family to participate in a Community Service program. The care may be provided at any location.

**NOTE:** Providing dependent care under circumstances other than those described above in this item does not meet the work requirement unless the client is a paid caregiver. When the client is paid, the activity is not a community service activity; it is employment and the number of work hours determines if the work requirement is met.

D. JOB READINESS

**NOTE:** Job Readiness activities are limited to 6 week per fiscal year to meet the work participation requirement. No more than 4 weeks may be consecutive.

Job Readiness activities are for career planning and self assessment. They are designed to lead the client to take positive first steps toward self sufficiency. These activities also enable clients to recognize that the quality of their lives may be enhanced by becoming employed.

Job Readiness activities are designed to assist the participant in developing skills and a positive attitude toward achieving self-sufficiency through: problem-solving, decision making, interpersonal and communication skills and career exploration. Job Readiness participants learn the importance of entering or re-entering the work force; discover their own worth; recognize the importance of skills developed through life and work experience, acquire in-depth knowledge about potential occupations, define factors that limit employability and develop steps to overcome them, develop skills for managing home, life, and career, and to set realistic career goals and detailed steps in achieving that goal.

Classes must be scheduled for an average of at least 20 hours per week.

Job Readiness may be used as part of the Worker's assessment to determine how the individual will move to self-sufficiency and to complete the PRC.

A record of the participant's progress must be kept. This includes, but is not limited to, a Participant Time Sheet and evaluation, OFS-TS-12.

Flexibility must be maintained so that the client may leave Job Readiness activities at any time to accept employment.

E. VOLUNTEER WORK

Volunteer work may include activities in schools, libraries, government offices and community organizations. The Worker and client agree on the most appropriate location after determining the client's needs and available resources. Volunteer work is distinguished from CWEP and JOIN activities by the fact that the client finds his own volunteer placement and no negotiated agreement between the volunteer site and the Department is required.

Hours of participation are scheduled to best meet the needs of the client and the volunteer site and to meet the client's work requirement.

The staff at the volunteer site must verify hours of participation monthly.

F. PARTICIPATION IN A SHELTERED WORKSHOP

When a disabled individual is referred to DRS, DRS determines if retraining is feasible and if placement in a sheltered workshop is appropriate. Hours of participation and pay must be verified monthly.

G. SUBSTANCE ABUSE TREATMENT/MENTAL HEALTH COUNSELING

When the Worker determines that there is a need for substance abuse treatment and/or mental health counseling and the client agrees, a referral must be made to the appropriate source of such services.

Verification of attendance at scheduled sessions is required.

H. SPOKES/EXCEL

SPOKES and EXCEL are six-week open entry job preparation and life skills training programs. Held in six one-week modules, WV WORKS clients can be placed in this program on any given Monday. SPOKES/EXCEL participation hours are reported under the SP activity code in Work Programs.

I. Community Access, Inc. (CAI)

CAI provides intensive case management services to meet the needs of each WV WORKS client referred. CAI focuses on job preparation, job placement, and job retention. CAI provides or refers to mental health and/or substance abuse services, and other needed services. All WV WORKS clients reaching 42 months of receipt of TANF assistance must be referred.

All client participation hours, while in CAI activities, are reported under the IC component in Work Programs.

In addition, any other activities the client is participating in while receiving CAI services, such as, part-time employment, CWEP, JOIN, ABE, vocational training, etc. will also be reported under the IC component.