

25.3 FSE&T ACTIVITIES

All clients must complete a Personal Responsibility Plan (PRP) prior to placement in an activity. The activities available for placement are listed below. Clients must be placed in existing activities provided at no charge to the individual, or payment must be provided through other funding sources such as WIB or PELL grants, etc.

A. JOB SEARCH ACTIVITY

Job Search is a qualifying ABAWD activity only when it immediately precedes a qualifying placement. A qualifying placement is one which meets participation requirements for a non-exempt ABAWD.

Individuals who are determined to be job ready or individuals who have satisfactorily completed another program activity are placed in this activity. This activity consists of counseling on an as needed basis. The duration for this activity is one month.

Participants are required to make a pre-determined number of employer contacts in a month. Job contacts are to be recorded on the Job Search Employer Contact Verification Form (**DFA-WVW-25**) and returned to the **FSE&T** Worker at the end of the Job Search period. Contacts are verified on a random sample basis. When feasible, one contact should be with Job Service to register for work and to obtain WIB and WOTC certification. If the required contacts have not been made or if other questions arise, an interview is scheduled to determine good cause or to discuss other concerns when the WT-25 is not returned.

Registrants are to be paid \$25.00 for the month's activity. Payment will be made prior to, or when Job Search begins, and must be taken into consideration when scheduling the Job Search activity.

1. Job Contact Requirements

The number of job contacts required cannot exceed 12 per month.

2. When The Required Number Of Contacts Is Not Feasible

It may not always be feasible for a participant to complete the required number of contacts. The FSE&T Worker must determine on a case by case basis if good cause exists for not completing the required number of contacts. One example of good cause is when there is an insufficient number of employers within a reasonable distance of the individual. Also, the individual must possess the skills likely to be needed by the local employers.

When it is determined that an insufficient number of employers are available, the individual has satisfied the requirements for Job Search if the individual has contacted the available employers, as well as attended the scheduled classroom training.

One payment of \$25 may be made for transportation.

B. EDUCATIONAL ACTIVITIES

This activity includes placement in existing structured activities that includes **High School**, GED, Adult Basic Education, **Literacy**, English as a Second Language and post secondary education. High School, GED, English as a second language and Adult Basic Education classes are operated by the County Board of Education. In some counties, private not-for-profit groups offer this type of activity with Workforce Investment Board (WIB) funding. Individuals in college and other post-secondary activities must use private funds, existing grants (PELL), and loans to cover the cost of tuition, books, and fees. Skills training may be paid after all other resources are exhausted for vocational training (not including college).

Individuals under the age of 30 **without a High School Diploma** or GED are required to enter remedial or secondary education activities if they are not working part time or involved in another activity. Individuals who are already in college courses are expected to continue participating, or, as required, participate in another activity. Individuals are required to participate a minimum of 6 hours per week or 24 hours of classroom time in a four week period.

Only those scheduled to attend classes at least 24 hours each month will receive reimbursement for transportation. Non-exempt ABAWD individuals attending class less than 20 hours a week are required to participate in another activity to meet the 20 hour participation requirement.

The FSE&T Worker must refer individuals to the appropriate program such as ABE, GED, post-secondary, and **must** monitor progress on a monthly basis. A time sheet (**OFS-TS-12**) must be completed for each month's participation and signed by **each** service provider. The **FSE&T Worker** must also work with participants to help eliminate barriers to participation by making referrals to other services available in the community. The **FSE&T Worker** must work with **each** service provider to determine the **level of** progress being made. If satisfactory progress is not made, a penalty may be applied. **See Section 13.6.**

Individuals who participate in these activities are expected to improve basic functioning levels and/or obtain their GED. Upon completion individuals may be required to enter either the Job Skills/Vocational Training or EIP.

In order to meet the ABAWD participation requirement, the individual must attend the educational facility 20 hours per week. Assignment to an additional component **may be necessary to meet the 20 hour requirement if the educational component is less than 20 hours per week.**

EXAMPLE: **Twelve** hours per week are available in the educational component. The participant may be placed into an EIP for at least **8** hours a week in order to meet the participation requirement.

Participants are paid a \$25 transportation reimbursement for each month of participation.

It is permissible to pay for the GED exam when an applicant has successfully completed **the** classroom study and the GED teacher recommends that the test be taken.

The following lists educational activities that may meet an individual's work requirement.

1. Literacy

When the client cannot read, he may be placed in a **Literacy** Program. To qualify for such placement, the individual must test at or below standards set by the literacy provider.

2. High School

The student must adhere to the established attendance policy of the institution.

When the individual is no longer **eligible to be** in the school system, or placing him back in the school system is inappropriate, he must be placed in Adult Basic Education (ABE), vocational training or an alternative school setting.

3. English As A Second Language

Those adults who **cannot** read, write, and/or speak English, may receive education in English language skills. This is considered ABE/GED for coding purposes.

4. Adult Basic Education (ABE)

ABE includes training in basic skills. It may also be used to help prepare for the GED test.

5. College

NOTE: Student policy applies. See Section 9.1,A.

Attending undergraduate college classes part-time may meet the work requirement for an individual if the 20 hours per week requirement is met. Otherwise, hours spent in class may help meet the requirement. No hours of credit are given for study time.

Some undergraduate courses require that students be placed in an unpaid work environment. Such undergraduate placements may also be used to meet the work requirement. These placements include, but are not limited to: student teaching, internships, clinical work assignments and unpaid work experience. When the student does not participate in such activities for a sufficient number of hours to meet his participation requirement, the individual must also participate in another activity. If he does not participate in these activities, he must meet all of the work participation hours in another activity or combination of activities.

NOTE: Participation in College Work Study is **considered employment for coding purposes**.

A release of information form may be used to obtain information about a client's participation in educational activities, satisfactory progress and testing from institutions and other education activity providers. The form provides a means for the client to authorize the **FSE&T Worker** to **request** such information.

The form must be read and explained to the client prior to a specific placement or requirement. The form is signed by the client at the time the **FSE&T Worker** needs to obtain specific information. After completion, the form is filed in the case record.

A transportation payment of \$25 may be made for each month of participation. In addition a payment of up to \$50 may be made for GED Exams.

C. JOB SKILLS/VOCATIONAL TRAINING

Jobs Skills/Vocational Training enables individuals to acquire the necessary knowledge and skills to compete in a specific occupation. **This component may only** be used when the training is likely to lead to employment. This activity is provided through existing resources available in the community on a non-reimbursable basis, until the resources have been exhausted. This activity is for non-exempt ABAWD Food Stamp requirements only.

This training must be preparation for a specific occupation and conducted by an instructor in a non-work site or classroom setting. Entry into this activity is **selective and** training is authorized only for programs that can be completed in one year or less.

NOTE: Exception may be made by DFA.

Participants enrolled in this activity are required to participate a minimum of 80 hours per month. The Vocational Training component is used to train participants in specific job skills for jobs that exist in the local labor market area. Registrants in need of skill training **must be** referred to available vocational training schools, WIB sponsors and industrial training programs that provide the training free to the individual. The individual **may be referred** to a facility that charges a fee, **only after it has been determined that no training is available at no cost.**

The FSE&T Worker refers suitable candidates to Vocational Training. Attendance and progress must be reported on a monthly progress report **(OFS-TS-12) completed** by the vocational training facility and must be monitored **and reviewed by the FSE&T Worker monthly.** Vocational Training will vary according to training availability and the labor market needs of a particular area.

For individuals who have obtained a GED, refresher courses or certification to become employed in a particular occupation, **or to learn a skill in order to** become employable, are referred to Vocational Training facilities operated on the local level by the Boards of Education and the State Board of Education Bureau of Vocational Education.

The **FSE&T** Worker must determine who should be referred to outside sources for training during the assessment process. (See Section 25.4) and the development of the Personal Responsibility Plan. Referrals are made to WIB for certification and to specific programs located on the local level. The FSE&T **Worker** must monitor the attendance sheets **(OFS-TS-12) monthly. The FSE&T Worker** must maintain contact with the participant and service provider to insure satisfactory progress is being made and to help eliminate barriers when **needed.** Individuals who fail to meet the 80 required hours **cannot** be considered as making satisfactory progress unless they are also in another component and the total hours of participation equal 80 or more **monthly.**

Each participant receives a \$25 transportation reimbursement for each month of participation.

1. Placement Criteria

An individual, **who is determined to have** the ability to **complete** the course work and meets the entrance requirements, may participate when:

- **The goal is to enter** an occupation that requires completion of a vocational course prior to employment; or
- Has no job skills, obsolete or non-marketable skills and must be retrained to find employment; or
- Does not have a **High School Diploma**/GED, and the skill training has been identified as an alternative which **will** lead to employment.

2. Placement Standards

The training institution and instructor must meet licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

3. Contracts

Participants must be placed into training positions on a no-cost basis if such positions are available through WIB, Department of Education, Veterans Administration and other providers, before additional training positions **may be considered**.

The FSE&T **Worker** may write contracts for individuals without DFA approval for an amount **not exceeding** \$600. Individual contracts exceeding \$600 must be approved by DFA.

The FSE&T **Worker** uses the Training Agreement, **DFA-TA-34**.

4. Payment Limitations

Payments are limited to tuition, books, supplies and expenses associated with completing the course of study. Costs for medical procedures, such as Hepatitis B vaccines or physical exams, are not included. There is a limit of \$600/individual per registration period. This **limit** may **not** be exceeded **without** approval from DFA. To obtain approval, a written request must be submitted to the Director of DFA and include the client's name, address, SSN, name of the training facility and the occupation for which training is sought. The request must also include the usual pay rate for the occupation as well as the current employment prospects and labor demands.

Existing programs, offered through WIB, Department of Education and other agencies must be used first when services are available without cost. These providers are not reimbursed, unless all existing training positions have been filled and it is necessary to create additional positions for FSE&T clients.

A transportation payment of \$25 may be made for each month of participation.

D. COMMUNITY SERVICES PROGRAM

This program is for non-exempt ABAWD Food Stamp recipients only. These individuals must be placed in agencies **described below** in order to meet the work requirement. The primary purpose of Community Service is to provide work experience and training to assist a client who has limited work experience, is under-employed or has no immediate employment opportunities.

Placements may only be made with private not-for-profit agencies or public agencies. The FSE&T **Worker** is responsible for approving all work positions and for collecting **monthly** time sheets for each **participant**.

Each participant will receive a \$25 transportation reimbursement for each month of participation.

The FSE&T Worker must work closely with the WV WORKS Unit in making Community Service Placements. **An ABAWD recipient** should not be placed with an existing CWP sponsor.

1. Who May Be A Community Service Sponsor

Community Service sponsors are limited to public agencies, such as federal, local, state and not-for profit employers. It is limited to public services projects in fields such as health, social services, environmental protection, education, urban and rural development and re-development, welfare, recreation, public activities, public safety and child care.

2. Requirements Of The Sponsor

The Community Services Sponsor must **meet** the following requirements:

- Provide the client with guidance and supervision necessary to participate in the work experience project.

- Provide safety equipment, special clothing and tools needed to perform the assigned duties.
- Assume the cost of any required pre-employment medical examinations.
- The agency should provide medical coverage in the event the individual is injured while volunteering at the work site.
- Not schedule clients to work split shifts **during the work period.**

E. EMPLOYMENT

The first priority of **the FSE&T Program** is placement of the individual into full-time unsubsidized employment. When this is not possible, part-time unsubsidized, part-time or full-time subsidized employment and other activities **can** be explored.

The client's entry into employment may be the result of job development by the FSE&T **Worker**, efforts of other employment agencies, or the result of the client's own efforts. If the number of hours of employment does not meet the client's ABAWD work requirement, additional activities are required. Hours of employment count toward the client's ABAWD work requirement **during each month the client receives Food Stamp benefits.**

Items 1 and 2 below define unsubsidized and subsidized employment and provide other necessary information.

1. Unsubsidized Employment

Unsubsidized employment is when earnings are provided by an employer who does not receive a subsidy for the creation and maintenance of the employment position.

NOTE: Any tax credits being received by the employer are not considered subsidies.

a. Displacement/Replacement

There is no consideration of the displacement of other employees when the client is placed in unsubsidized employment.

b. Employment Standards

Unsubsidized employment must meet the following criteria to be considered appropriate. The employment is appropriate when the starting wage is at or above the applicable state or federal minimum wage. When employment does not meet the criteria, **this will be considered** good cause for refusing or failing to take action to secure the employment.

2. Subsidized Employment

Subsidized employment is work with earnings provided by an employer who receives a subsidy for the creation and maintenance of the employment position. To place an individual in subsidized employment, the displacement/replacement policy and the employment standards below apply.

3. Displacement/Replacement

Placement of FSE&T clients into subsidized employment and on-the-job training must not dislocate, displace, or otherwise have an adverse effect on an employer's regular labor force.

The following requirements apply:

- **All regular employees of this employer** must not suffer a reduction in work hours, overtime, fringe benefits or the opportunity for advancement.
- The employer must not **refuse** to hire a regular employee in **lieu** of a FSE&T placement.
- The employer **cannot reduce their normal labor force positions by increasing open positions** with FSE&T placements.
- FSE&T placements must not cause a relocation of workers from one geographical area to another.
- The regular employees at a work site must be informed that FSE&T placements **may** not cause any dislocation and that they may file a grievance if they feel their job has been adversely affected by FSE&T placements.
- FSE&T **placements can not be made without employers** involved in any abnormal labor condition, such as a strike or lockout.

a. Employment Standards

Subsidized employment must meet the employment standards listed below. When the subsidized employment does not meet all of the criteria, the client has good cause for refusing or failing to **accept** the position.

The employer must not be in violation of the Civil Rights Act, the Americans with Disabilities Act or any other law governing the equal treatment of employees in the workplace.

The employment must not impair existing contracts for service or collective bargaining.

The starting wage must be at or above the applicable state or federal minimum wage.

No payment is to be made under this section. **The recipient is not eligible for a \$25 transportation payment.**

F. EMPLOYER INCENTIVE PROGRAM (EIP)

EIP provides clients, hired by either public or private employers, with subsidized training and employment. Prior to the placement, the employer must commit to retain the employee after the completion of the contract. It is a hire-first program with training paid for by the Department.

EIP provides participants with structured skill training, opportunity to improve skill levels, and provides the marginally employable with an opportunity to become employed. The expected outcome at the conclusion of the contract is unsubsidized employment.

1. Who May Be An EIP Employer

Any employer, including a public agency, not-for-profit organization, and private business which is licensed to conduct business in West Virginia is eligible to be an EIP employer, provided all business tax payments are current. In addition, the employer must agree to the requirements specified below.

2. Employer Requirements

To become an EIP employer, the employer must abide by the following requirements:

- The employer must guarantee appropriate standards for employment.
- The employer must guarantee there will be no displacement/replacement.
- EIP placements must not provide more than 50% of the employer's labor force.
- The contract must be for at least 20 hours per week.
- Out-of-state training sites must be within 15 miles of the WV border.
- The employer must make a commitment to retain the client at the conclusion of the contract.
- The employment must **be permanent and not on a seasonal basis.**
- The number of EIP training hours are based upon the starting wage as shown:

Beginning Hourly Wage	EIP Training Hours
\$5.99 or less	200
\$6.00 through \$6.99	300
\$7.00 through \$7.99	400
\$8.00 through \$8.99	500
\$9.00 or more	600

Contracts are not written for employers in a highly mobile industry.

Contracts are not written for occupations that require certification and/or licensure, such as for a CNA, LPN or RN, if the schooling/training results in a certificate or license.

Contracts are not written for occupations requiring minimal training.

A transportation payment of \$25 may be made for each month of participation.

G. DRIVER'S EDUCATION

This program is for non-exempt ABAWD Food Stamp recipients only. Individuals, without a driver's license, may be placed in a class to learn how to drive. The instructor must be a certified driver's education instructor. The class must be designed to teach driving skills for beginning drivers. This component does not include classes designed to reduce driver's "points" received for traffic violations nor does it include regaining a driver's license after losing it for a driving violation.

A transportation payment of \$25 **may be** made for each month of participation. A tuition payment may be made once during the lifetime of the participant. The tuition payment is limited to no more than \$350.00.