

- Families with 1 parent and 1 stepparent included in the check when they have no common child;
- Families with 1 or 2 non-parent caretaker relatives included in the WV WORKS payment;

The minimum requirements for each group are found below.

1. One-Parent Families

The minimum hours of participation increase over time as follows:

Federal FY 97-98	20 hours/week (average)
Federal FY 99	25 hours/week (average)
Federal FY 2000 and later	30 hours/week (average)

The federal fiscal year begins on October 1st of the preceding year, i.e., FY 2000 begins 10/01/99.

There are 2 special considerations **for** a 1-parent family **which do not apply to households with 2 parents even when only 1 is included in the AG.**

a. Parent of a Child Under Age 6

A single parent with a child under age 6 meets the work participation requirement by participating an average of 20 hours/week. The parent may be required to participate more than 20 hours, or may volunteer to participate more than 20 hours, but no sanction may be imposed as long as the average 20 hours/week level is met.

b. Parent Under Age 20

A parent who is under age 20 and who does not have a high school diploma or the equivalent meets the family's work requirement as long as he:

- Maintains satisfactory attendance at a secondary school, or the equivalent, during the month; or
- Participates in education that is directly related to employment for at least the minimum average number of hours per week identified above in item 1.

2. Two-Parent Families

The minimum hours of participation for 2-parent families depend upon the receipt of federally funded child care.

When the family does not receive federally funded child care, the minimum number of hours of participation is 35 hours/week. The participation requirement may be met by one or both parents. There is no requirement that each parent participate equally.

When the family receives federally funded child care, the minimum number of hours of participation is 55 hours/week. The participation requirement may be met by one or both parents. There is no requirement that each parent participate equally.

The activities that may be used to meet the work requirement are found in Section 24.5.

B. ABSENCES

With the exception of inclement weather, Workers must determine whether absences are excused or unexcused. Participation is calculated on the actual hours of attendance or participation each month and converted to a weekly average. The following guidelines are used to determine actual hours of attendance/participation for planned school breaks, inclement weather or individual absences.

When excused absences are used in the total number of hours of participation, according to the instructions below, the Worker includes the excused absences on WP screen WPSC and records on CMIC how the total was computed.

1. Planned School Breaks

When calculating hours of participation certain rules must be followed. The specific activity determines when school breaks can be used as hours of participation.

- High School, Junior High or Middle School: When the student expects to return after the summer break, the normal hours of attendance are treated as participation hours for the summer. Breaks during the school year are also included, such as Thanksgiving, Christmas, Spring break, school holidays, etc.
- ABE: Only planned school breaks which occur during the regular school year are counted as participation hours. These include Thanksgiving, Christmas, Spring Break and other scheduled school holidays. Summer breaks are not counted.

- Vocational/Skills Training and Proprietary Schools: Only planned breaks which occur during the regular school year are counted as participation hours. Summer breaks are not counted.

2. Inclement Weather

When inclement weather results in school closings or imposition of a state of emergency that prevents travel, the client is considered to have participated.

Contact the **DFA Family Support** Policy Unit for approval when a closure of more than one day is anticipated or occurs.

3. Individual Absences

This policy establishes the guidelines for the treatment of hours missed in participation under WV WORKS. All missed time whether excused or unexcused, must be made up within the month in which it is missed. When it is impossible to make up time missed, the Worker must decide if the absence is excused or unexcused.

Excused absences of up to three days/month may be counted as hours worked in the month. The hours worked include the excused hours when participation did not actually occur. An excused absence includes illness or other good cause which prevented participation. It is the responsibility of the Worker to determine if the absence is excused or unexcused. Close contact must be maintained with the employer/contractor to ensure that the determination is made timely. A determination of good cause may only be made by the WV WORKS staff.

Unexcused absences that cannot be made up during the month are not counted as hours of participation. Only the hours actually worked count.

Record the results of all contacts with the employer/contractor concerning this issue on RAPIDS screen CMIC. At the end of the month the time sheet must correctly identify any absence. Any inconsistency or irregularity on the time sheet must be worked out with the employer/contractor. Absences that are made up during the month are not reported as excused or unexcused.

4. Holidays

Established holidays at the client's work site are counted as days worked by the client when he would normally have been scheduled to work on that day.

5. Paid Vacation

When the client is on paid vacation or paid annual leave from work, the time he would normally have spent at work during that time is counted as hours worked.

C. PARTICIPANT DOCUMENTATION

Written documentation of participation is required, when possible. The Worker may, in very unusual circumstances accept the information from the employer verbally, as long as he records on CMIC the same information found most on time sheets.

Some employers/sponsors/contractors have their own time sheets. These are normally acceptable, as long as they provide the necessary information and are signed by the employer or his representative.

The Participant Time Sheet (WT-12) may be used to document participation and satisfactory progress for work requirement activities. When used, it is given to providers to report attendance and satisfactory progress on a on s monthly basis. It may also be given to the client for self-declaration of his participation when no other source is available.

In addition, this form may also be used by participants to report days of actual participation for documentation of support service needs.

D. DISABILITY/INCAPACITY – DEFINITION ONLY FOR MINIMUM PARTICIPATION RATE

NOTE: The following definitions are used to determine the family's minimum hours of participation, i.e., whether or not there is a disabled or incapacitated parent. See item A above. Meeting either definition does not automatically exempt the family or individual from the 60-month or 24-month time limits described in Section 15.6 and 15.7.

Disability and incapacity may be established with or without a physician's statement as follows:

1. Establishing Disability Without A Physician's Statement

When the disability is obvious to the Worker, no verification is required. The Worker must record his findings and the reason for his decision.

If the disability is not obvious to the Worker, disability may be established according to another criteria below in this item. If disability cannot be established according to this item (1), see item 2 below.