

24.1	INTRODUCTION	1
24.2	PARTICIPATION RATES	3
24.3	MINIMUM HOURS OF PARTICIPATION	4
A.	REQUIRED PARTICIPATION.....	4
1.	One-Parent Families	6
2.	Two-Parent Families.....	7
B.	ABSENCES	7
1.	Planned School Breaks	7
2.	Individual Absences.....	8
3.	Holidays.....	8
4.	Paid Vacation/Sick Leave	8
C.	PARTICIPATION DOCUMENTATION	9
1.	Methods Of Documenting Participation Hours.....	9
2.	Case Recordings	10
3.	System Coding Of Participation Hours	10
D.	DISABILITY/INCAPACITY - DEFINITION ONLY FOR MINIMUM PARTICIPATION RATES.....	11
1.	Establishing Disability Without A Physician's Statement	11
2.	Establishing Disability With A Physician's Statement	12a
3.	Establishing Incapacity	12b
E.	LIMITATIONS ON DATA SYSTEM ENTRIES.....	12b
24.4	LOCAL OFFICE RESPONSIBILITIES IN THE WORK PROGRAM ASPECT OF WV WORKS	13
A.	CASE MANAGEMENT.....	13
B.	ASSESSMENT.....	15
C.	ASSESSMENT TESTING	17
1.	Learning Needs Screening	18
2.	TABE	18
3.	Work Keys	19
4.	Mental Health Screening - Emotional Health Inventory (EHI)	20

5.	Referral For Assessment Testing	22
6.	Worker Follow-Up	22
7.	Referrals to Workforce WV / BEP - Assessment Testing Results	22
8.	Assessment Testing Participation/Support Service Payments.....	23
9.	Substance Abuse.....	23
D.	DEVELOPMENT OF THE PRC SELF-SUFFICIENCY PLAN	23
E.	JOB DEVELOPMENT	24
F.	CHILD CARE REFERRAL	25
G.	MENTORING	25
H.	DOMESTIC VIOLENCE ASSISTANCE	26
I.	WV WORKS DONATED VEHICLE PROGRAM.....	26
1.	Appropriate Referrals	26
2.	Referral Process.....	27
3.	Vendor Responsibilities	28
J.	PERIODIC SELF-SUFFICIENCY EVALUATIONS (12, 24, 36, 48 MONTHS)	28
K.	VISION AND/OR DENTAL SERVICES	30
L.	WEST VIRGINIA DIVISION OF REHABILITATION SERVICES (DRS) VOCATIONAL EVALUATIONS	30a
M.	LEGAL AID OF WEST VIRGINIA (LAWV) WV WORKS LEGAL SUPPORT PROJECT	30c
1.	Appropriate Referrals.....	30c
2.	Referral Process	31
3.	Vendor Responsibilities.....	31
24.5	WORK REQUIREMENT ACTIVITIES	32
A.	DEFINITIONS OF ACTIVITIES	32
B.	TWO PARENT FAMILIES	35
C.	ALL FAMILIES	35

24.6 EMPLOYMENT (UNSUBSIDIZED AND SUBSIDIZED)	36
A. UNSUBSIDIZED EMPLOYMENT (FU, PU)	36
1. Displacement/Replacement	36
2. Employment Standards	36
B. SUBSIDIZED PRIVATE AND PUBLIC SECTOR EMPLOYMENT (FV, PV, FB, PB)	37
1. Displacement/Replacement	37
2. Employment Standards	38
C. JOB RETENTION FOLLOW-UP	38
24.7 ON-THE-JOB TRAINING (OJT)	40
A. EMPLOYER INCENTIVE PROGRAM (EI)	40
1. Who May Be An EIP Employer	40
2. Requirement Of The Employer	40
3. Standards For Contract Development	41
B. OTHER AGENCY OJT PROGRAMS (OJ)	42
24.8 JOB SEARCH AND JOB READINESS ASSISTANCE (JR)	43
A. JOB READINESS	43
B. JOB SEARCH	43
24.9 WORK EXPERIENCE	47
A. COMMUNITY WORK EXPERIENCE PROGRAM (CW)	47
1. Who May Be A CWEP Sponsor	47
2. Requirement Of The Sponsor	47
3. Standards For Contract Development	48
4. Determining The Hours Of Participation	49
5. Meeting The Minimum Core Hours in CWEP	50a
6. Placement In DHHR Offices	50b
B. JOINT OPPORTUNITIES FOR INDEPENDENCE PROGRAM (JN)	50d
1. Who May Be A JOIN Contractor	50d
2. Requirement Of The Contractor	50d

WV WORKS Activities/Requirements

3.	Contract Requirements.....	50f
4.	Determining The Hours Of Participation	50g
5.	Meeting The Minimum Core Hours in JOIN.....	51
C.	OTHER WORK EXPERIENCE PROGRAMS (WE)	51
24.10	COMMUNITY SERVICES PROGRAMS (CS)	52
A.	ACTIVITIES WHICH ARE NOT UNDER COMMUNITY SERVICE	52
B.	DETERMINING THE HOURS OF PARTICIPATION.....	53
24.11	VOCATIONAL EDUCATIONAL TRAINING (VT)/COLLEGE (CL).....	55
A.	PLACEMENT CRITERIA.....	56
B.	STANDARDS	56
C.	TRAINING	56
D.	PAYMENT LIMITATIONS	56a
E.	COLLEGE.....	56a
24.12	PROVIDING CHILD CARE FOR A COMMUNITY SERVICE PARTICIPANT (CC)	57
24.13	NON-CORE WORK ACTIVITIES	58
A.	JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT (JT)	58
B.	EDUCATION DIRECTLY RELATED TO EMPLOYMENT (ED).....	58
C.	SATISFACTORY ATTENDANCE AT SECONDARY SCHOOL OR GED PROGRAM (HS, AB)	59
24.14	PAYMENT FOR SUPPORT SERVICES	62
A.	WHO IS ELIGIBLE	62
B.	GENERAL REQUIREMENTS	62
C.	ALLOWABLE SUPPORT SERVICE PAYMENTS.....	65
1.	Collateral Expenses.....	67
2.	Clothing.....	68
3.	Tools	69
4.	Drivers/Chauffeurs License.....	70
5.	Commercial Drivers License (CDL)	71

6.	Professional License	72
7.	Relocation	73
8.	Transportation	75
9.	Vehicle Repair	77
10.	Vehicle Insurance	78
11.	DUI Offenses	79
12.	GED Achievement Bonus	80
13.	Six-Month Self-Sufficiency Achievement Bonus	81
14.	DRS Vocational Evaluation And Assessment	82
D.	CORRECTING THE SUPPORT SERVICE CHECK AMOUNT	84
E.	SUPPORT SERVICES CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE	84
F.	SUPPORT SERVICES CHECK REPLACEMENT PROCEDURES	84
G.	RECOUPMENT OF SUPPORT SERVICES PAYMENTS	84
24.15	PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES	85
A.	EIP EMPLOYERS	85
B.	PROVIDERS OF VOCATIONAL/SKILLS OR LIFE SKILLS TRAINING	85
24.16	CONTINUATION OF SERVICES	86
A.	APPLICATION PROCESS, CONTINUED SUPPORT SERVICE PAYMENTS	86
1.	Application Form, DFA-SS-2	86
2.	Client Notification, DFA-WVW-NL-3	87
B.	DETERMINING THE 6-CONSECUTIVE-MONTH PERIOD	87
C.	ELIGIBILITY REQUIREMENTS	91
D.	WORK PROGRAMS CODING	92
E.	APPROVAL OF PL SUPPORT SERVICE PAYMENTS	92
24.17	SPECIAL PAYMENT PROCEDURES	93
APPENDIX A	GRIEVANCE RIGHTS FOR REGULAR EMPLOYEES OF CWEP, JOIN AND EMPLOYER INCENTIVE PROGRAM EMPLOYERS	A-1
APPENDIX B	GRIEVANCE RIGHTS FOR CWEP AND JOIN PARTICIPANTS WITH RESPECT TO ON-THE-JOB WORKING CONDITIONS, WORKERS' COMPENSATION COVERAGE AND WAGE RATES	B-1

APPENDIX C	INSTRUCTIONS FOR COMPLETION OF DFA-EIP-1	C-1
APPENDIX D	INSTRUCTIONS FOR COMPLETION OF TRAINING AGREEMENT (DFA-TA-34)	D-1
APPENDIX E	WV WORKS VOLUNTEER JOB DESCRIPTION TEMPLATE	E-1