

WV WORKS staff may write training contracts for individuals without DFA approval for an amount up to \$600. Individual contracts which exceed \$600 must be approved by DFA. Group contracts are written by county staff, but must be approved by DFA, regardless of the amount.

**D. PAYMENT LIMITATIONS**

Payments are limited to the cost of 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 cost limit of \$600/individual. This cost may be exceeded only with approval from DFA. To obtain approval to exceed the limit, a written request must be submitted to the Director of DFA and must 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.

**E. COLLEGE (CL)**

Although College attendance does not count toward meeting the Federal participation requirements, the West Virginia State Code specifies that full-time College enrollment and attendance is an acceptable participation activity for the WV WORKS program. See Section 24.5,A,2, "Under WV State Law", regarding full-time attendance and satisfactory progress requirements.

Care must be made to correctly identify 18-month or 2-year Vocational programs being provided by Colleges and Community Colleges and that participants in those programs are enrolled in the VT Component.

Some under-graduate courses require that students be placed in an unpaid work environment. Such undergraduate placements may be used to meet the Federal work requirement. These placements include, but are not limited to: student teaching, internships, clinical work assignments and unpaid work experience. The portion including actual work must be counted as On-the-Job Training **(OJ)**, if paid, or Work Experience (WE), if unpaid.

**NOTE:** Participation in College Work Study is employment.

Participants in all other four-year degree programs must be enrolled in the College component and no additional hours are assigned to the participant as long as they are enrolled full-time and continue to make satisfactory progress. No part of four-year College courses may be used as vocational education.

Hours of participation for College are assigned according to the number of hours they are enrolled plus two hours of study time per credit hour.

**For College only**, school holidays may be counted, if the student would normally be scheduled to attend class on those days. **Summer breaks and semester breaks must not be counted.** All other absences must meet the excused absence policy of no more than two per month and not more than 10 per year.

1. Meeting the State Requirement

The participant in the College component must not be assigned to participate in any other activity to meet the federal work requirement when he chooses to attend College, as long as he attends full-time as defined by the institution.

For each credit hour for which the client is registered, 2 hours of study time, in addition to credit hours, is counted toward his participation hours.

2. Participation Calculation

The calculation of College hours of participation is based on the following process:

- Step 1: Determine the client's total monthly hours of participation, as reported on his time sheet.
- Step 2: Add time for excused absences, up to 2 days **as found in Section 24.3,B.**
- Step 3: Add hours **for school holidays.**
- Step 4: Convert total monthly hours to weekly average hours using the conversion chart for that month/year.
- Step 5: Add study hours (2 x credit hours)

The result is the average weekly participation hours.

**EXAMPLE:** Client is enrolled for 12 credit hours for the current semester. The following hours of participation are entered in RAPIDS:

12 credit hours  
+24 study hours (12 credit hours x 2)  
36 total weekly participation hours

**NOTE:** Please note that some College students may actually attend more hours than enrolled credit hours. This may occur when the student is required to participate in a lab, library activity, etc. which does not count towards his semester credit hours. This is significant when the credit hours are less than full-time during the current semester. In this case, the Worker must count all participation hours and confirm the details with the client. Make a full case recording on CMIC regarding the circumstances.

3. Payment of Support Services

The participant must submit a monthly timesheet, **DFA-TS-12**, to document the number of days he has attended during the month. The timesheet must be signed by the participant in order to receive support services. Enrollment and schedule information will be requested by the Worker at the beginning of each term and copies of grades from each grading period will be obtained to ensure the participant is maintaining satisfactory progress towards program completion.