

24.5 WORK REQUIREMENT ACTIVITIES

NOTE: The definitions of 1-Parent and 2-Parent Families in Section 24.3,A apply here.

To meet the State's participation rate found in Section 24.2, clients must be engaged in certain work activities listed below for the number of hours specified in Section 24.3. More details of each type of activity are in Section 24.6 - 24.13. Questions about client participation in programs or activities not clearly identified in Sections 24.6 - 24.13 must be forwarded to the Family Support Policy Unit for clarification and, if appropriate, guidance for placement in the correct Work Programs component. **WV WORKS participants who have a documented disability must be placed in the AD component in Work Programs in addition to other component codes.**

A. DEFINITIONS OF ACTIVITIES

1. For purposes of meeting the minimum required core hours of participation for Two-Parent Families and All-Families, following are the 9 Core Work Activities:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- On-the job training (OJT), such as EIP and other agency's OJT programs
- Job Search and Job Readiness Assistance, which includes SPOKES, EXCEL, other agency's job readiness/job search programs, life skills training, substance abuse treatment, mental health treatment, and rehabilitation activities.

NOTE: Job Search and Job Readiness Assistance programs are limited to 6 weeks/year with no more than 4 weeks being consecutive.

- Work Experience, such as JOIN, CWEP, or other work experience programs available in the community
- Community Service Programs are structured programs in which participants perform volunteer work for the direct benefit of the community under public or nonprofit organizations.

- Vocational Educational Training. There is a 12-month lifetime limit for each individual.
- Providing Child Care to an Individual who is Participating in a Community Service Program.

NOTE: When pay is received for providing child care, it must be entered in RAPIDS as employment.

2. If the minimum required core activity hours are met, following are the 3 Non-Core Activities which may be used to meet the remaining hours of required participation:

- Job Skills Training Directly Related to Employment includes training and education required by an employer and can also include literacy or language instruction.
- Education Directly Related to Employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency – education related to a specific occupation, job, or job offer. This may also include adult basic education and ESL.
- Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence, in the case of a recipient who has not completed secondary school or received such a certificate.

The federal government determines WV's 2 participation rates based on samples submitted by the State. One rate is for 2-Parent Families and the other is for All Families, which includes 1-Parent and 2-Parent Families, both of which are defined in Section 24.3,A.

The participation rate is determined not only by the total number of hours of the client's participation, but also by the type of activity in which the adult(s) are engaged as found below.

Federal Law and WV State Law may differ in the way educational activities may be used.

Under Federal Law: An educational activity is mandatory for parents under the age of 20, who do not have a high school diploma or its equivalent. In addition, attending school is an eligibility requirement for unmarried minor parents under age 18 who do not have a high school diploma or its equivalent, when the infant is at least 12 weeks old. See Section 9.21,A,3.

Any individual who does not fall into either of these two groups is restricted in the number of education hours which can be used to meet the federal participation requirement. This is described in detail in this section. However, under WV State Law, those who are not mandatory for participation in educational activities may select other educational options which do not meet federal work participation requirements.

Under WV State Law: Any WV WORKS recipient who must meet a federal participation requirement may elect to participate in any educational activity, regardless of any restrictions in Section 24.5. The participation must be full-time as defined by the institution or course of study, regardless of the number of hours of actual participation. The client must not be required to participate in any other activity to increase his participation hours to the minimum federal requirement. However, the client may voluntarily participate in any other activity, but no sanction may be imposed for failure to participate in that other activity. If the educational activity is college, it is limited to a 2- or 4-year undergraduate degree program. Full-time college students must not be required to participate in another work activity for more than 10 hours per week in order to meet the participation requirement. Participants in educational activities must be making satisfactory progress as determined by the program in which they are enrolled.

Educational activities include but are not limited to:

- Vocational Training
- Literacy Skills
- English as a Second Language (ESL)
- College (does not include graduate school)
- Job Skills Related to Employment
- Education Related to Employment
- ABE to improve basic skills (for those already possessing a high school diploma or GED)
- Attendance in a Secondary School or GED Program.

NOTE: College hours must be entered into RAPIDS.

B. TWO-PARENT FAMILIES

NOTE: See Section 24.3,A for the definition of a 2-Parent Family.

NOTE: See Section 24.3,A,1,b for requirements for parents under age 20. They are not subject to the following 30/50-hour average minimum rule.

The activities which may be used to meet the client's work participation requirement are based on the minimum number of participation hours the family must meet, according to Section 24.3,A, i.e., whether or not federally funded child care is received.

1. Family Has Minimum Requirement Of 35 Hours; Does Not Receive Federally Funded Child Care

A minimum of 30 of the average minimum participation hours must be attributable to one or more of the Core Work Activities.

Therefore, no more than 5 of the average minimum participation hours may be attributable to one or more of the Non-Core Work Activities.

2. Family Has Minimum Requirement Of 55 Hours; Receives Federally Funded Child Care

A minimum of 50 of the average minimum participation hours must be attributable to one or more of the Core Work Activities.

Therefore, no more than 5 of the average minimum participation hours may be attributable to one or more of the Non-Core Work Activities.

C. ALL FAMILIES

NOTE: See Section 24.3,A,1,b for requirements for parents under age 20. They are not subject to the following 20-hour average minimum rule.

A minimum of 20 of the average minimum participation hours must be attributable to one or more of the Core Work Activities.

Therefore, no more than 10 of the average minimum participation hours may be attributable to one or more of the Non-Core Work Activities.

NOTE: See Sections 24.6 – 24.13 for clarifying details about work activities.

NOTE: For single parents with a child under age 6, the minimum average participation requirement of 20 hours per week must be attributable to one or more of the core work activities.