

Step 4: Add the results of Steps 2 and 3 together and divide by the federal or state minimum wage, whichever is higher. This is the client's maximum monthly obligation. The resulting figure is rounded down to the nearest whole number.

EXAMPLE:

Add the AG's monthly benefits of:

\$340	WV WORKS Benefit
<u>+\$399</u>	Food Stamp Benefit
$\$739 \div \$6.55 = 112.83 \text{ hours} = 112 \text{ participation obligation hours}$	

EXAMPLE:

\$384	WV WORKS Benefit
<u>+\$506</u>	Food Stamp Benefit
\$890	
<u>+ \$25</u>	CSI
\$ 915	Total
<u>- \$250</u>	Redirected Child Support
$\$665 \div \$ 6.55 = 101.53 \text{ hours} = 101 \text{ participation obligation hours}$	

Under no circumstances is the client required to participate more than 40 hours in one week.

5. Meeting The Minimum Core Hours in CWEP

The minimum required core hours of 20 (1-parent) or 30 hours per week (2-parent) are met if the calculation of the CWEP obligation hours (using the Conversion Chart) equal less than the minimum average requirement of 20 or 30 hours per week. When this occurs, the Worker must assign additional core or non-core work activities not regulated by FLSA to meet the applicable minimum 20, 30, 35, or 55 hours average participation hours per week.

EXAMPLE:

1-parent household with child over age 6 for participation purposes:

\$301	WV WORKS Benefit
<u>+\$260</u>	Food Stamp Benefit
+ \$25	CSI
<u>- \$200</u>	Redirected Child Support
$\$386 \div \$6.55 = 58.94 \text{ hours} = 58 \text{ participation obligation hours}$	

To determine the weekly average hours, refer to the TANF Participation Hours chart on the DFA Intranet website.

In this example, the Worker must assign the client to an additional 10 hours average per week in a core activity not regulated under FLSA or a non-core activity to meet the 30 hour per week minimum.

Since the individual in this example is required to participate 30 hours per week, if the FLSA calculations permits this individual to complete 23 hours per week, the participant must be assigned 23 hours per week in the CWEP activity and 7 additional hours in another activity not regulated by the FLSA.

When the time sheet indicates the client participated the monthly assigned CWEP hours (including applicable excused absences and holidays) and this equals the required average hours per week, the Worker must record in CMIC that the required core activity hours are deemed to be met. When the actual weekly hours participated are less than required, the Worker must record in CMIC that the core hours are not deemed to be met. A full recording must be made each month indicating whether or not the required hours were met or deemed to be met.

NOTE: In all cases, the Worker must enter the actual hours participated in WPSC.

6. Placement In DHHR Offices

The Supervisor to whom the CWEP Worker is assigned is responsible for ensuring that the client understands and abides by all agency rules, regulations, and policy regarding confidentiality, security of records, information, and property. The Supervisor must provide an orientation which includes, at a minimum:

- What constitutes confidential information
- Penalties for Breach of confidentiality
- Discussion of public laws dealing with document integrity and penalties for altering, destroying, or concealing or making false statements.

CWEP participants may not be assigned to work in areas which provide access to sensitive data as defined in the Common Chapters. These restrictions are as follows:

- May not be assigned to job duties that require face-to-face interaction with other agency clients
- May not handle documents that contain client information other than name, address, and benefit amount
- Not authorized to use computers to transmit data
- May not handle negotiables or be assigned duties in the financial area
- May not be involved in policy decisions
- May not type confidential memoranda, letters, or other communication, or provide direct service to other clients
- May not complete or process applications

Participants may be assigned to perform the following functions:

- Answer phone and take messages for staff, but must not be allowed to receive client information of a sensitive nature, such as their social security numbers
- Pull and re-file records, but may not insert or remove information from files in offices in which Income Maintenance and Social Services records are combined.
- Schedule appointments
- Prepare and review letters or any pre-printed notification letters
- Sort/distribute mail and file printouts
- Complete and maintain logs
- List scheduled appointments on staff's calendars
- Prepare packets of training or orientation materials
- Schedule meetings and notify attendees of date, time, and location
- Alphabetize loose filing
- Type routine form letters

- Operate a copy machine for materials not related to individual clients
- Arrange appointments with outside agencies
- Distribute manual materials and update staff's manuals
- Assist with stocking shelves with supplies
- Keep interviewing areas stocked with supplies

B. JOINT OPPORTUNITIES FOR INDEPENDENCE PROGRAM (JN)

The Joint Opportunities for Independence Program (JOIN) is a State-operated employment program that provides clients the opportunity to participate in a work program that closely resembles full-time employment. The client may receive work experience in the private or public sector to improve his present job skills or to train him in new job skills. The work experience must meet local labor market demands.

A client is eligible if he has the necessary motivation, employment potential, education, previous work history and skills to benefit from the program. A placement should match the client's interests as determined during the assessment process. No client may participate in JOIN for more than 12 months, nor for more than 40 hours per week.

Prior to placement, a JOIN participation agreement must be completed. The client must be given copies of the job description and informed of the job requirements and general working conditions.

A review of the client's progress must be conducted at the end of the first 6 months of participation or earlier, to determine if there is satisfactory progress toward the goal of employment. The expected result of JOIN participation is employment, either at the JOIN training site or with another employer. The possibility of obtaining employment at the JOIN training site must be evaluated. Any contractor who repeatedly fails to commit to hiring placements may be denied future contracts. The client must be given the opportunity to evaluate his own placement and be involved in the review process.

NOTE: WV WORKS clients must not participate as a volunteer with Community Service at any active JOIN contract site regardless of whether or not there is a current JOIN placement at that site.