

## WV WORKS Activities/Requirements

- Participates in vocational education for at least 20 hours per week.

Individuals scheduled to attend class but who do not attend may not be credited with hours of participation. Actual hours of participation must be reported.

When class is not available for 20 hours per week, an additional activity assignment must be made to meet the minimum required hours.

## 2. Two-Parent Families

The minimum hours of participation for 2-parent families depend upon the receipt of federally funded child care. The participation requirement may be met by one or both parents. There is no requirement that each parent participate equally.

When the family does not receive federally funded child care, the minimum number of hours of participation is 35 hours/week. When the family receives federally funded child care, the minimum number of hours of participation is 55 hours/week.

**NOTE:** In a two parent family in which a parent under the age of 20, who does not have a high school diploma, that parent must maintain satisfactory attendance at a secondary school (or the equivalent) or be enrolled in a vocational education program. If both parents are under the age of 20 and do not have high school diplomas, both must meet this requirement.

## B. ABSENCES

Workers must determine whether absences are excused or unexcused. Participation for Work-Eligible Individuals 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 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 and Holidays

School breaks are not counted as participation hours. Only Federally designated holidays which occur during the regular school year are counted as participation hours. The participant must have been scheduled to attend on those holidays in order to receive participation credit. See item 3 in this Section.

**EXAMPLE:** A participant is scheduled Monday through Thursday in his activity. A federal holiday falls on a Friday. He must not receive participation credit for this holiday.

## 2. 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 2 days/month, **not to exceed a maximum of 10 days in the 12-month period, including the current and the preceding 11-months**, may be counted as hours worked in that 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 **based on** contact with the employer/contractor **and client documentation**. A determination of good cause may only be made by the WV WORKS staff.

**NOTE: A fixed calendar year is not used (i.e. January – December). The running total of excused absences credited for the most recent 12 months (defined as the most recent month plus the preceding 11 months) must be calculated each month.**

For each month the Worker must record in CMIC the number of days of excused absences counted towards participation for **the current** month and the **absences credited for the preceding 11 months. Each month, the preceding 11 months plus the current must be reviewed to insure the 10 day limit is not exceeded in any 12-month period.**

**EXAMPLE:** The timesheet for August 2007 is received. To determine the number of absences that may be used for August, the Worker must review all absences reported from September 2006 through July 2007.

**NOTE:** Additional days of absence may be considered excused if appropriate, but may not count as hours of participation. Inclement weather and states of emergency are included in the two days per month, maximum 10 days/year excused absences which may count as participation. A partial day of absence counts as one day towards the two days maximum.

Should there be more than two days of excused absences during the month, the Worker should use the two days in which the most hours were missed for participation hours credit.

**EXAMPLE:** During October, Mr. Foxworthy attended vocational training 18 days at 7 hours per day for a total of 126 hours. The school observed 1 federal holiday, Columbus Day, in October. Mr. Foxworthy missed 3 days of excused absences. He was ill 2 full days and missed another day due to flood waters covering the road to his home. Since only 2 days of excused absences can be credited as participation hours, his total hours for October are  $126 + 7$  (holiday) + 14 (excused absences) = 147.

**EXAMPLE:** Ms. Crump participates in a CWEP assignment 128 hours per month. She works 8 hours per day the first 4 weeks of each month, Monday through Thursday. There were no observed holidays during the month. In October, Ms. Crump had medical appointments and was absent on the following dates: 10/3, 2 hours; 10/11, 4 hours; 10/17, 2 hours; and 10/23, 4 hours. Although these absences are considered excused, the total that can be credited towards her participation for October are 8 hours for 10/11 and 10/23. Her total participation hours are:  $116 + 8 =$  124.

**EXAMPLE:** Ms. Poovy has a minimum weekly work requirement of 30 hours. She is assigned to JOIN and is scheduled to work 135 hours per month. She normally works 8 hours per day Monday through Friday during the first 3 weeks each month and the remaining 15 hours on Monday and Tuesday of the fourth week. During October she had an excused absence for the entire day on Tuesday, 10/6 (8 hours). There was a federal holiday but she was not scheduled to work on that day. Her total attendance for October was 127 hours. The conversion chart shows that without the excused absence added in, she still meets the minimum weekly average of 30 hours for October. The Worker enters 30 hours in WPSC for October. The Worker could add the excused absence which would give this client an average of 31 hours per week but chose not to in order to save counting this absence as participation hours towards the 10 days per year maximum.

**Form DFA-DRA-2 is used to track the number of absences in any 12-month period. This form must be attached to the case record and updated each month. A case recording must be made in CMIC each month listing the number of excused absences credited that month for participation hours and the total number of excused absences credited during the previous 11 months.**

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 timesheet must correctly identify any absence. Any inconsistency or irregularity on the timesheet must be worked out with the employer/contractor. Absences that are made up during the month are not reported as excused or unexcused.

### 3. Holidays

Only federally designated holidays may be counted as days worked when the client would normally have been scheduled. These include New Year's, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

### 4. Paid Vacation/Sick Leave

When the Work-Eligible Participant is on paid vacation, paid sick leave, 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

### 1. Methods Of Documenting Participation Hours

All hours of participation in activities must be verified. The Participant Timesheet, DFA-TS-12, is the standard timesheet used to document participation. When used, it is given to providers to report attendance and satisfactory progress in the activity. These timesheets may also be given to the client to have providers complete. Some employers/sponsors have their own timesheets. These are acceptable means of verification as long as these timesheets provide the necessary information and are signed by the site supervisor. Documentation is required and must be available from the activity site at least every two weeks for all activities except for Job Readiness and Job Search Assistance in which documentation is required and must be available daily. Monthly timesheets must be filed in participants' case records.

For Work-Eligible Participants who are employed, other documents and methods may be used to verify work hours. Although timesheets and written confirmation from the employer may be used, the following alternative methods may also be used to document these hours: