

## 5. College

**NOTE:** Student policy applies. See Section 9.1,A.

Attending undergraduate college classes part-time may meet the work requirement for an individual if the 20 hours per week requirement is met. Otherwise, hours spent in class may help meet the requirement. If the 20-hour requirement is not met, the individual may be subject to a penalty. No hours of credit are given for study time.

Some undergraduate courses require that students be placed in an unpaid work environment. Such undergraduate placements may also be used to meet the work requirement. These placements include, but are not limited to: student teaching, internships, clinical work assignments and unpaid work experience. When the student does not participate in such activities for a sufficient number of hours to meet his participation requirement, the individual must also participate in another activity.

**NOTE:** Participation in College Work Study is considered employment for coding purposes.

A release of information form may be used to obtain information about a client's participation in education from institutions and other education activity providers. The form authorizes the FSE&T Worker to request such information.

The form must be read and explained to the client prior to a specific placement or requirement. The form is signed by the client at the time the FSE&T Worker needs to obtain specific information. After completion, the form is filed in the case record.

A transportation payment of \$25 may be made for each month of participation.

## C. JOB SKILLS/VOCATIONAL TRAINING

Jobs Skills/Vocational Training enables individuals to acquire the necessary knowledge and skills to compete in a specific occupation. This component may only be used when the training is likely to lead to employment. This activity is provided through existing resources available in the community on a non-reimbursable basis, until the resources have been exhausted. This activity is for non-exempt ABAWD Food Stamp requirements only.

This training must be preparation for a specific occupation and conducted by an instructor in a non-work site or classroom setting. Entry into this activity is selective and training is authorized only for programs that can be completed in one year or less.

**NOTE:** Exceptions may be made by DFA Policy Unit.

Participants enrolled in **Vocational Training** are required to participate a minimum of 80 hours per month. The Vocational Training component is used to train participants in specific job skills for jobs that exist in the local labor market area. Participants in need of skill training must be referred to available vocational training schools, WIB sponsors and industrial training programs that provide the training free to the individual. The individual may be referred to a facility that charges a fee, only after it is determined that cost free training is not available.

The FSE&T Worker refers suitable candidates to Vocational Training. Attendance and progress must be reported on a monthly progress report, OFS-TS-12, completed by the vocational training facility. The FSE&T Worker must monitor and review the progress on a monthly basis. Vocational Training will vary according to training availability and the labor market needs of a particular area.

Individuals who have obtained a GED or certification to become employed in a particular occupation, or to learn a skill in order to become employable, are referred to Vocational Training facilities operated on the local level by the Board of Education and the State Board of Education Bureau of Vocational Education.

The FSE&T Worker must determine who should be referred to outside sources for training during the assessment process, See Section 25.4, and the development of the Personal Responsibility Plan. Referrals are made to WIB for certification and to specific programs located on the local level. The FSE&T Worker must monitor the attendance sheets, OFS-TS-12, monthly. The FSE&T Worker must maintain contact with the participant and service provider to insure satisfactory progress is being made and to help eliminate barriers when needed. Individuals who fail to meet the required 80 hours cannot be considered as making satisfactory progress, unless they are also in another component and the total hours of participation equal 80 or more monthly.

Each participant receives a \$25 transportation reimbursement for each month of participation.

1. Placement Criteria

An individual, who is determined to have the ability to complete the course work and meets the entrance requirements, may participate when:

- The goal is to enter an occupation that requires completion of a vocational course prior to employment; or
- Has no job skills, obsolete or non-marketable skills, and must be retrained to find employment; or
- Does not have a High School Diploma/GED, and the skill training has been identified as an alternative which will lead to employment.

**Participation hours for Job Skills are governed by the Fair Labor Standards Act (FLSA). The maximum monthly participation obligation is determined by dividing the amount of Food Stamp benefits by either of the state or federal minimum wage, whichever is higher.**

**Participants are deemed to have met the required number of hours in the component if they participate for the maximum number of hours permitted by FLSA.**

## 2. Placement Standards

The training institution and instructor must meet the licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

## 3. Contracts

Participants must be placed into training positions on a no-cost basis, if such positions are available through WIB, the Department of Education, Veterans Administration and other providers, before additional training positions may be considered. These providers are not reimbursed unless all existing training positions have been filled.

The FSE&T Worker may write contracts for individuals, without DFA approval, for an amount not exceeding \$600. Individual contracts exceeding \$600 must be approved by DFA.

The FSE&T Worker uses the Training Agreement, DFA-TA-34.

## 4. Payment Limitations

Payments are limited to 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 limit of \$600 per individual contract. This limit cannot be exceeded without approval from DFA. To obtain approval, a written request must be

submitted to the Director of DFA and 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.

A transportation payment of \$25 may be made for each month of participation.

#### D. COMMUNITY SERVICES PROGRAM

This program is for non-exempt ABAWD Food Stamp recipients only. These individuals must be placed with agencies described below in order to meet the work requirement. The primary purpose of Community Service is to provide work experience and training to assist a client who has limited work experience, is under-employed or has no immediate employment opportunities.

Placements are only made with private not-for-profit agencies or public agencies. The FSE&T Worker is responsible for approving all work positions and for collecting monthly time sheets for each participant.

Each participant receives a \$25 transportation reimbursement for each month of participation.

**Participation hours for Community Services are governed by the Fair Labor Standards Act (FLSA). The maximum monthly participation obligation is determined by dividing the amount of Food Stamp benefits by either of the state or federal minimum wage, whichever is higher.**

**Participants are deemed to have met the required number of hours in the component if they participate for the maximum number of hours permitted by FLSA.**

The FSE&T Worker must work closely with the local WV WORKS staff in making Community Service Placements. An ABAWD recipient can not be placed with an existing CWEP sponsor.

##### 1. Who May Be A Community Service Sponsor

Community Service sponsors are limited to public agencies, such as federal, local, state and not-for profit employers. It is limited to public services projects in fields such as health, social services, environmental protection, education, urban and rural development and re-development, welfare, recreation, public activities, public safety and child care.

## 2. Requirements Of The Sponsor

The Community Services Sponsor must meet the following requirements:

- Provide the client with guidance and supervision necessary to participate in the work experience project;
- Provide safety equipment, special clothing and tools needed to perform the assigned duties;
- Assume the cost of any required pre-employment medical examinations;
- The agency should provide medical coverage in the event the individual is injured while volunteering at the work site; and
- Not schedule clients to work split shifts during the work period.

## E. EMPLOYMENT

The first priority of the FSE&T Program is placement of the individual into full-time unsubsidized employment. When this is not possible, part-time unsubsidized, part-time or full-time subsidized employment and other activities can be explored.

The client's entry into employment may be the result of job development by the FSE&T Worker, efforts of other employment agencies, or the result of the client's own efforts. If the number of hours of employment does not meet the client's ABAWD work requirement, additional activities are required. Hours of employment count toward the client's ABAWD work requirement during each month the client receives Food Stamp benefits.

Items 1 and 2 below define unsubsidized and subsidized employment and provide other necessary information.

### 1. Unsubsidized Employment

Unsubsidized employment is when earnings are provided by an employer who does not receive a subsidy for the creation and maintenance of the employment position.

**NOTE:** Any tax credits received by the employer are not considered subsidies.

#### a. Displacement/Replacement

There is no consideration of the displacement of other employees when the client is placed in unsubsidized employment.

b. Employment Standards

Unsubsidized employment must provide the starting wage at or above the applicable state or federal minimum wage. When employment does not meet this criterion, it is considered good cause for refusing or failing to take action to secure the employment.

2. Subsidized Employment

Subsidized employment is work with earnings provided by an employer who receives a subsidy for the creation and maintenance of the employment position. To place an individual in subsidized employment, the displacement/replacement policy and the employment standards below apply.

a. Displacement/Replacement

Placement of FSE&T clients into subsidized employment and on-the-job training must not dislocate, displace, or otherwise have an adverse effect on an employer's regular labor force.

The following requirements apply:

- All regular employees of this employer must not suffer a reduction in work hours, overtime, fringe benefits or the opportunity for advancement.
- The employer must not refuse to hire a regular employee in lieu of a FSE&T placement.
- The employer cannot reduce the normal labor force positions by increasing open positions with FSE&T placements.
- FSE&T placements must not cause a relocation of workers from one geographical area to another.
- The regular employees at a work site must be informed that FSE&T placements may not cause any dislocation and that they may file a grievance if they feel their job has been adversely affected by FSE&T placements.
- FSE&T placements cannot be made with employers involved in any abnormal labor condition, such as a strike or lockout.