

- Multiply this amount by the number of people in the WV WORKS AG. Drop all cents. The result of this multiplication is the amount of Food Stamp benefits used to determine the obligation.

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) equals less than the minimum average requirement of 20 or 30 **core** 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 total of 30, 35 or 55 average participation hours per week.

**EXAMPLE:** The participant is required to complete 20 hours in a Core activity. The participant is assigned 15 hours/week in CWEP using FLSA calculations. On WPSC the assigned hours of 15 are entered for the work activity, **CW**, as well as the FL component. When the timesheet is received, actual hours including any federal holidays and verified excused absences are entered for the work activity, CW. The scheduled hours will be re-entered for the FL component. If the participant completes the 15 hours as scheduled, he is deemed to be meeting his Core requirement.

**NOTE:** FL is not a work component, it is a RAPIDS reporting mechanism which indicates the point where the individual is deemed to be meeting his Core participation requirements based on the FL calculation. If the FLSA calculation is more than the required core hours, enter the required core hours under the FL component as scheduled hours. The hours scheduled in FL always equal the completed hours in FL.

**EXAMPLE:** In the same scenario as above, the participant is assigned 15 hours. He actually participates 12 hours. The following figures are entered on WPSC:

Component	Scheduled Hours	Completed Hours
CW	15	12
FL	15	15

Because he did not complete the number of hours scheduled, he is not deemed to be meeting his Core requirement.

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

\$301	WV WORKS Benefit
<b>+\$351</b>	Food Stamp Benefit
<b>\$652</b> ÷ \$6.55 = <b>99.54</b> hours = <b>99</b> participation obligation hours	

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

Since the individual in this example is required to participate 30 hours per week, **and** the FLSA calculations only 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, **such as JT. The individual participates his required hours, the following figures are entered on WPSC:**

<b>Component</b>	<b>Scheduled Hours</b>	<b>Completed Hours</b>
<b>CW</b>	<b>23</b>	<b>23</b>
<b>FL</b>	<b>20</b>	<b>20</b>
<b>JT</b>	<b>7</b>	<b>7</b>

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 participant 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 phones 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 calendars
- Prepare packets of training or orientation materials
- Schedule meetings and notify attendees of date, time, and location
- Alphabetize any loose filing that does not contain client information other than name, address, and benefit amount.
- Type routine form letters
- Operate a copy machine for materials not related to individual clients
- Arrange appointments with outside agencies
- Distribute policy manual materials and update staff 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.

##### 1. Who May Be A JOIN Contractor

Any employer licensed to conduct business in West Virginia is eligible to be a JOIN contractor, provided all business tax payments are current. In addition, the potential contractor must agree to the requirements specified below in item B.

##### 2. Requirements Of The Contractor

To become a JOIN contractor, the following requirements must be met:

- JOIN placements may not exceed the number of full-time employees already on the contractor's payroll.

- The contractor must provide an orientation for the client that outlines the work schedule, job description, contractor's expectations, pay schedule, holidays and the workplace standards for special clothing, reporting absences, breaks and mealtimes.
- The contractor must report all attendance problems immediately to the Department.
- The contractor must not assign the client to work more than an 8 hour day, unless the normal work day exceeds 8 hours.
- The contractor must not schedule split shifts.
- The contractor must schedule the client to work the appropriate number of hours per week. See item D below. Hours worked in excess of the established number must be paid solely by the contractor, at the prevailing wage rate. All such income must be reported to the Worker.
- Contractors must keep daily attendance records for each client using form DFA-TS-12. It must be completed in its entirety and signed by both the client and supervisor monthly when all work hours have been completed. The DFA-TS-12 must be received by the Worker by the 5th working day of the following month. A copy is retained by the contractor for audit purposes.
- The contractor must provide a representative, when requested, to attend any Pre-Hearing Conference or Fair Hearing the client may request.

The contractor must advise his regular employees of their right to file a grievance, if they feel their job has been adversely affected by the JOIN program and must adhere to the displacement/replacement policy in Section 24.6,B,1. See Appendix A and B.

- The contractor must guarantee appropriate standards for employment. See Section 24.6,B,2.
- The contractor must provide Workers' Compensation or comparable coverage and pay into Social Security.
- The contractor must agree to provide safety equipment, special clothing, or tools not covered by the JOIN contract.
- The contractor must guarantee adequate supervision.