

24.1 INTRODUCTION	1
24.2 PARTICIPATION RATES	3
24.3 MINIMUM HOURS OF PARTICIPATION	4
A. REQUIRED PARTICIPATION.....	4
1. One-Parent Families	6
2. Two-Parent Families.....	7
B. ABSENCES	7
1. Planned School Breaks and Holidays.....	7
2. Individual Absences.....	8
3. Holidays.....	10
4. Paid Vacation/Sick Leave.....	10
C. PARTICIPATION DOCUMENTATION	10
1. Methods Of Documenting Participation Hours.....	10
2. Participation Calculation	11
3. Case Recordings	12
4. System Coding Of Participation Hours	12
D. DISABILITY/INCAPACITY - DEFINITION ONLY FOR MINIMUM PARTICIPATION RATES.....	12a
1. Establishing Disability Without A Physician's Statement	12a
2. Establishing Disability With A Physician's Statement	12c
3. Establishing Incapacity	12d
E. LIMITATIONS ON DATA SYSTEM ENTRIES.....	12e
24.4 LOCAL OFFICE RESPONSIBILITIES IN THE WORK PROGRAM ASPECT OF WV WORKS	13
A. CASE MANAGEMENT.....	13
B. ASSESSMENT.....	15
C. ASSESSMENT TESTING	17
1. Learning Needs Screening	18
2. TABE	18
3. Work Keys	20
4. Mental Health Screening - Emotional Health Inventory (EHI)	20

5.	Referral For Assessment Testing	22
6.	Worker Follow-Up	22
7.	Referrals To Workforce WV / BEP - Assessment Testing Results	22
8.	Assessment Testing Participation/Support Service Payments.....	23
9.	Substance Abuse.....	23
D.	DEVELOPMENT OF THE PRC SELF-SUFFICIENCY PLAN	23
E.	JOB DEVELOPMENT	25
F.	CHILD CARE REFERRAL	25
G.	MENTORING	25
H.	DOMESTIC VIOLENCE ASSISTANCE	26
I.	WV WORKS DONATED VEHICLE PROGRAM.....	26
1.	Appropriate Referrals	27
2.	Referral Process.....	27
3.	Vendor Responsibilities	28
J.	PERIODIC SELF-SUFFICIENCY EVALUATIONS (12, 24, 36, 48 MONTHS)	28
K.	VISION AND/OR DENTAL SERVICES.....	30
1.	Participation.....	30a
2.	Sole Barriers to Participation	30a
L.	VOCATIONAL EVALUATIONS	30b
1.	Vocational Evaluation Referral Process.....	30b
2.	Scheduling Appointments For Vocational Evaluations	30d
M.	LEGAL AID OF WEST VIRGINIA (LAWV) WV WORKS LEGAL SUPPORT PROJECT	30c
1.	Appropriate Referrals	31
2.	Referral Process.....	31
3.	Vendor Responsibilities	31
24.5	WORK REQUIREMENT ACTIVITIES	32
A.	DEFINITIONS OF ACTIVITIES.....	32
1	Core Activities	32
2.	Non-Core Activities.....	33

B.	GENERAL REQUIREMENTS	62
C.	ALLOWABLE SUPPORT SERVICE PAYMENTS.....	65
1.	Collateral Expenses	66
2.	Clothing.....	68
3.	Tools	69
4.	Drivers/Chauffeurs License.....	70
5.	Commercial Drivers License (CDL)	71
6.	Professional License.....	72
7.	Relocation.....	73
8.	Transportation.....	75
9.	Vehicle Repair	77
10.	Vehicle Insurance	78
11.	DUI Offenses.....	79
12.	GED or High School Diploma Achievement Bonus	80
13.	Six-Month Self-Sufficiency Achievement Bonus	81
14.	Vocational Education and Employment Achievement Bonus	82
D.	CORRECTING THE SUPPORT SERVICE CHECK AMOUNT	83
E.	SUPPORT SERVICES CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE	83
F.	SUPPORT SERVICES CHECK REPLACEMENT PROCEDURES	83
G.	RECOUPMENT OF SUPPORT SERVICES PAYMENTS.....	83
24.15	PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES	85
A.	EIP EMPLOYERS	85
B.	PROVIDERS OF VOCATIONAL/SKILLS OR LIFE SKILLS TRAINING	85
24.16	CONTINUATION OF SERVICES	86
A.	ELIGIBILITY REQUIREMENTS FOR POST EMPLOYMENT OPTIONS	87
B.	DETERMINING THE 6-CONSECUTIVE-MONTH PERIOD	89
C.	SUPPORT SERVICE PAYMENTS	90
D.	EMPLOYMENT ASSISTANCE PROGRAM (EAP)	91
E.	WORK PROGRAM CODING	92a
F.	APPROVAL OF SUPPORT SERVICE PAYMENTS	92a

24.17 SPECIAL PAYMENT PROCEDURES.....	93
A. WORK PROGRAMS CORRECTIVE PAYMENT	93
B. CORRECTIVE PAYMENT PROCEDURES	93
C. REASONS FOR CORRECTIVE PAYMENT	94
D. DISPOSITION OF CORRECTIVE PAYMENT	94
APPENDIX A GRIEVANCE RIGHTS FOR REGULAR EMPLOYEES OF CWEP, JOIN AND EMPLOYER INCENTIVE PROGRAM EMPLOYERS	A-1
APPENDIX B GRIEVANCE RIGHTS FOR CWEP AND JOIN PARTICIPANTS WITH RESPECT TO ON-THE-JOB WORKING CONDITIONS, WORKERS'COMPENSATION COVERAGE AND WAGE RATES	B-1
APPENDIX C INSTRUCTIONS FOR COMPLETION OF DFA-EIP-1	C-1
APPENDIX D INSTRUCTIONS FOR COMPLETION OF TRAINING AGREEMENT (DFA-TA-34)	D-1
APPENDIX E WV WORKS VOLUNTEER JOB DESCRIPTION TEMPLATE	E-1
APPENDIX F WV WORKS PUBLIC FORMS	F-1