

No client may be assigned to Vocational Educational Training unless the Worker is assured the client will accept training-related employment upon completion of the training.

3. Training

Participants must be placed into training positions on a no-cost basis if such positions are available through WORKFORCE WV, Department of Education, Veterans Administration and other providers, before additional training positions are developed.

WV WORKS staff may write training contracts for individuals without DFA approval for an amount up to \$600. Individual contracts which exceed \$600 must be approved by DFA. Group contracts are written by county staff, but must be approved by DFA, regardless of the amount.

4. Payment Limitations

Payments are limited to the cost of 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 cost limit of \$600/individual. This cost may be exceeded only with approval from DFA. To obtain approval to exceed the limit, a written request must be submitted to the Director of DFA and must 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.

5. Calculation of Participation Hours

The calculation of hours for Vocational **Educational Training** follows the process below:

- Step 1: Determine the client's total monthly hours as reported on his timesheet. This may include only the number of actual hours spent in class as well as time spent performing clinical requirements or lab time required for approved programs.
- Step 2: Add 1 hour of unsupervised homework time for each hour of class time.
- Step 3: Add supervised homework hours, if applicable. The total hours for unsupervised plus supervised homework time must not exceed the homework time required or advised by the educational program.

**Step 4:** This combination of actual monthly classroom hours plus homework time is entered separately in WPSC.

**Step 5:** Time for excused absences, up to 16 hours for the month if no more than 80 hours have been incurred over the 12-month period just ended is entered separately on WPSC as a monthly total. School holidays that are not federal holidays must be counted as one of the excused absences.

**Step 6:** Hours for any classes missed due to a federal holiday that occurred during that month is entered separately on WPSC as a monthly total.

**EXAMPLE:** Client attended class 66 hours for the current month. In addition, she had 4 hours of excused absence and 6 hours credit for a federal holiday. This is a 2-parent household.

66	hours of class time attended during the month
<u>+66</u>	hours unsupervised homework time
132	hours of actual participation (entered separately on WPSC)
<u>+ 4</u>	hours of excused absence (entered separately on WPSC)
<u>+ 6</u>	hours credit for federal holiday (entered separately on WPSC)

RAPIDS calculates the weekly average hours separately and divides each of the above by 4 for this non-paid work activity. The automatic calculation by RAPIDS is as follows:

$132 \div 4 = 32$	average hours per week class time + unsupervised homework time
$4 \div 4 = 1$	average hours per week for excused absence
$6 \div 4 = 1.5=2$	average hours per week for federal holiday
35	average hours of participation for the month

**NOTE:** Do not enter weekly average hours. Enter only monthly hours. Entry of less than 2 hours per month under either excused absences or federal holidays will result in an average weekly hour calculation of “0” by RAPIDS for unpaid work activities.

## 6. Verification Of Hours And Payment Of Support Services

The participant must submit a monthly timesheet, DFA-TS-12, to document the number of days and hours he has attended during the month. The timesheet must be signed by the participant and the educational supervisor. Enrollment and schedule information will be requested by the Worker at the beginning of each term and copies of grades are required at the completion of each term to ensure the participant is maintaining satisfactory progress.

One hour of unsupervised homework time for each hour of class time may be counted as participation. No additional hours of study may be reported, unless they are monitored hours in an approved educational program. The total of all study time reported must not exceed what is required by the educational program. Faculty, instructors, instructional aides, lab supervisors, study hall supervisors, contractors, and educational providers are examples of educational staff that may be responsible for the daily supervision of participants.

**B. COLLEGE (CL)**

Although College attendance does not count toward meeting the Federal participation requirements, the West Virginia State Code specifies that full-time College enrollment and attendance is an acceptable participation activity for the WV WORKS program. See Section 24.5,A,2, "Under WV State Law", regarding full-time attendance and satisfactory progress requirements.

Care must be made to correctly identify 18-month or 2-year Vocational programs being provided by Colleges and Community Colleges and that participants in those programs are enrolled in the VT Component.

Some under-graduate courses require that students be placed in an unpaid work environment. Such undergraduate placements may be used to meet the Federal work requirement. These placements include, but are not limited to: student teaching, internships, clinical work assignments and unpaid work experience. The portion including actual work must be counted as On-the-Job Training (OJ), if paid, or Work Experience (WE), if unpaid.

**NOTE:** See Section 24.11,A regarding counting up to 12 months of college as vocational educational training.

**NOTE:** Participants enrolled and attending college part-time must be enrolled in JT when the educational program meets the requirements of Section 24.13,A.

**NOTE:** Participation in College Work Study is employment.

Participants in all other 4-year degree programs must be enrolled in the College component and no additional hours are assigned to the participant as long as they are enrolled full-time and continue to make satisfactory progress.

Hours of participation for College are assigned according to the number of hours they attend class, plus 1 hour of study time.

For College only, school holidays may be counted, if the student would normally be scheduled to attend class on those days. Summer breaks and semester breaks must not be counted. All other absences must meet the excused absence policy of no more than 16 hours per month and not more than 80 hours per 12-month period.

1. Meeting The State Requirement

The participant in the College component must not be assigned to participate in any other activity to meet the federal work requirement when he chooses to attend College, as long as he attends full-time as defined by the institution.

For each hour for which the client attends class, 1 hour of study time is counted toward his participation hours.

2. Participation Calculation

The calculation of College hours of participation **follows the same process as Vocational Educational Training. See Section 24.11,B,5.**

**EXAMPLE:** Client attends class **60** hours for the month. The following hours of participation are entered in RAPIDS:

<b>60</b>	<b>attendance hours</b>
<b>+60</b>	<b>unsupervised study hours</b>
<b>120</b>	<b>total monthly participation hours</b>

**RAPIDS performs the following automatic calculation in determining the weekly average participation hours for this non-paid activity.**

**$120 \div 4 = 30$  average weekly hours**

**NOTE:** Please note that some College students may actually attend more hours than enrolled credit hours. This may occur when the student is required to participate in a lab, library activity, etc. which does not count towards his semester credit hours. This is significant when the credit hours are less than full-time during the current semester. In this case, the Worker must count all participation hours and confirm the details with the client. Make a full case recording on CMIC regarding the circumstances.

3. Payment Of Support Services

The participant must submit a monthly timesheet, DFA-TS-12, to document the number of days he has attended during the month. The timesheet must be signed by the participant in order to receive support services. Enrollment and schedule information will be requested by the Worker at the beginning of each term and copies of grades from each grading period will be obtained to ensure the participant is maintaining satisfactory progress towards program completion.