

## 24.8 JOB SEARCH AND JOB READINESS ASSISTANCE (JR)

Job Search and Job Readiness Assistance means the act of seeking or obtaining employment and preparation to seek or obtain employment. For federal participation purposes job search and job readiness assistance is a single component. This activity must be supervised no less frequently than daily.

Daily supervision does not necessarily mean daily in person. The case manager or other responsible party provides oversight; knows what the participant is supposed to be doing and is responsible for ensuring that the participant is actually performing these tasks. Contact may be by phone or electronic where available.

**NOTE:** There is a limit on the number of weeks that Job Search and Job Readiness Assistance may be used to meet the individual's work requirement; 120 hours for an individual with 20 hours per week work requirement or 180 hours for an individual with 30 hours per week work requirement. The limit is 6 weeks per the last 12-month period, no more than 4 of which may be consecutive. If a client participates longer than this period, the participation hours will not count in meeting the work requirement. The 12-month period is the current month plus the 11 previous months. Time used in JR before October 1, 2008 is not considered in the look-back period.

For Job Search and Job Readiness, a week of participation may begin any day of the week and ends 20 or 30 hours later, regardless of the number of days the individual participated during those hours.

Reporting any hours for this activity, in any week, triggers counting 1 of the time-limit weeks for the 4-week limit. For JR, a week of participation may begin any time and ends 20 or 30 hours later, regardless of the number of days the individual participated during those hours. Every 5<sup>th</sup> consecutive week, participation hours for JR must not be counted towards meeting the work requirement. The 6-week limit is converted to hours; 120 hours for individuals with a requirement of 20 hours per week or 180 hours for an individual with a requirement of 30 hours per week. Each time an individual uses 20 or 30 hours, a week is used up. The Case Manager may determine that it is necessary to schedule additional hours during weeks 1 through 4 to make up for hours that must not be counted in week 5 when using JR hours to supplement hours in another activity.

WV WORKS Activities/Requirements

**EXAMPLE:** Mr. Smith has a 20 hours/week participation requirement. He attends substance abuse treatment 5 hours per week and works 15 hours per week for a total of 20 countable participation hours. The substance abuse treatment is counted as Job Search and Job Readiness and may be counted as participation for up to 120 hours; keeping in mind that every 5<sup>th</sup> consecutive week, participation hours for JR must not be counted. Participation for JR may be counted as follows:

Week 1 – Week 4: 5 hours of participation could be counted for each week and recorded on WPSC in RAPIDS. This would total 20 hours of participation or the 1<sup>st</sup> week of the 6-week limit of JR.

Week 5: No JR participation hours may be counted toward his participation requirement. Participation could continue to be counted in this manner until the total counted participation hours reached 120 hours for the last 12-month period. After Mr. Smith has reached 120 hours for the last 12-month period, his participation hours in JR will not count in meeting the work requirement.

October 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 2 hours	2 2 hours	3 1 hour	4
5	6 2 hours	7	8 1 hour	9	10 2 hours	11
12	13 1 hour	14 1 hour	15 1 hour	16 1 hour	17 1 hour	18
19	20 1 hour	21 2 hours	22	23 2 hours	24	25
26	27	28	29 2 hours	30 3 hours	31	No Countable Hours

November 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 2 hours	6 2 hours	7 1 hour	8
9	10	11	12 1 hour	13 2 hours	14 2 hours	15
16	17 1 hour	18 1 hour	19 1 hour	20 1 hour	21 1 hour	22
23	24 5 hours	25	26	27	28	29
30						

December 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	2	3	4	5	6	No Countable Hours
7	8 3 hours	9	10	11	12 2 hours	13
14	15	16 2 hours	17 2 hours	18 1 hour	19	20
21	22 2 hours	23	24	25	26	27
28	29 3 hours	30 3 hours	31 2 hours	Total of 3 weeks for 20 hours/week		