

**24.12 PROVIDING CHILD CARE FOR A COMMUNITY SERVICE PARTICIPANT (CC)**

Providing child care services without payment to an individual who is participating in a community service program means providing child care to enable another TANF/WV WORKS recipient to participate in a community service program. Participants must be supervised daily.

Participants in this component must be working closely with a Child Care Agency to obtain certification to become a certified West Virginia Child Care Provider. This certification should be obtained within 6 months. The Child Care Agency must supervise the participant's activity on a daily basis and submit the DFA-TS-12 timesheet each month. If the individual is not working with a Child Care Agency to obtain certification, then the activity must not be counted towards participation.

In addition to the timesheet provided by the Child Care Agency, the Child Care Provider must also submit a timesheet each month. Parents for whom the Child Care Provider is working must sign this timesheet each day that care is provided for their child. The Case Manager may use information on this timesheet to check against the timesheets being provided by the Community Service Agencies for which the parents are working. This will ensure that the information being reported is complete and correct.

**NOTE:** This activity does not include providing child care to enable a TANF/WV WORKS recipient to participate in any of the other allowable work activities.

**NOTE:** In a two-parent family, or in a family with a parent and step-parent, one parent or step-parent cannot count as participating in a work activity by providing child care for his or her own child or step-child while the other parent or step-parent participates in Community Service. Also, no more than 1 Work Eligible Individual may receive credit for caring for the child(ren).

## 24.13 NON-CORE WORK ACTIVITIES

Following are the remaining 3 allowable work activities in which participation hours are allowed as long as the minimum hours of participation are met in one or more of the nine core activities. For distance learning, countable participation hours only include classes which allow for monitoring of the participant while logged in and summarize what is achieved during the time period engaged.

One hour of unsupervised homework time must be counted as participation hours for each hour of class time under any of the 3 activities listed below. Supervised homework may count if the hours of participation can be documented.

The total number of homework hours credited towards participation must be documented in **Work Programs comments** and must be based on the number of homework hours required or advised by the educational program.

**NOTE:** If the participant is under the age of 20 and does not have a high school diploma or its equivalent, the requirement to participate in educational activities must be included in the Personal Responsibility Contract. The three activities listed below, although they do not meet the Federal definition of Core Work Activities, are acceptable full-time activities for WV WORKS participants under State Law. See Section 24.5,A,2, “Under WV State Law”, regarding full-time attendance and satisfactory progress requirements.

### A. JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT (JT)

This activity is defined as education and training for job skills required by an employer to provide an individual with the opportunity to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training can include customized training to meet the needs of a specific employer or general training that prepares an individual for employment. This training can include literacy instruction or language instruction when such instruction is focused on skills needed for a job or combined in a unified whole with job training.

**NOTE:** Education leading to an associate or baccalaureate degree may also be counted under job skills directly related to employment so long as it is directly related to a specific job or occupation. Participants attending these programs part-time must be coded under this component.

### B. EDUCATION DIRECTLY RELATED TO EMPLOYMENT (ED)

Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency means education related to a specific occupation, job, or job offer. This activity includes training courses designed to provide the knowledge and skills for specific