

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.

School holidays that are not federal holidays must be counted as one of the excused absences. Summer breaks and semester breaks must not be counted **toward participation**. 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:

60	attendance hours
+60	unsupervised study hours
120	total monthly participation hours

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

$120 \div 4.33 = 27.71 = 28$ 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 in RAPIDS 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.