

24.1	INTRODUCTION	1
24.2	PARTICIPATION RATES	3
24.3	MINIMUM HOURS OF PARTICIPATION	4
A.	REQUIRED PARTICIPATION.....	4
1.	One-Parent Families	6a
2.	Two-Parent Families.....	7
B.	ABSENCES	8
1.	Planned School Breaks and Holidays.....	8
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	12a
4.	System Coding Of Participation Hours	12a
D.	DISABILITY/INCAPACITY - DEFINITION ONLY FOR MINIMUM PARTICIPATION RATES.....	12a
1.	Establishing Disability Without A Physician’s Statement	12b
2.	Establishing Disability With A Physician’s Statement	12d
3.	Establishing Incapacity	12e
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

WV WORKS Activities/Requirements

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 ASSESSMENTS	30b
1.	Vocational Assessment Referral Process	30b
2.	Scheduling Appointments For Vocational Assessment	30d
M.	LEGAL AID OF WEST VIRGINIA (LAWV) WV WORKS LEGAL SUPPORT PROJECT	31
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.	TWO PARENT FAMILIES	35
C.	ALL FAMILIES	35
24.6	EMPLOYMENT (UNSUBSIDIZED AND SUBSIDIZED)	36
A.	UNSUBSIDIZED EMPLOYMENT (FU, PU)	36
1.	Displacement/Replacement	36
2.	Employment Standards.....	37
B.	SUBSIDIZED PRIVATE AND PUBLIC SECTOR EMPLOYMENT (FV, PV, FB, PB)	37
1.	Displacement/Replacement	37
2.	Employment Standards.....	38
C.	JOB RETENTION FOLLOW-UP	38
24.7	ON-THE-JOB TRAINING	40
A.	EMPLOYER INCENTIVE PROGRAM (EI)	40
1.	Who May Be An EIP Employer.....	40
2.	Requirement Of The Employer	40
3.	Standards For Contract Development	41
B.	OTHER AGENCY OJT PROGRAMS (OJ).....	42a
24.8	JOB SEARCH AND JOB READINESS ASSISTANCE (JR)	43
A.	JOB READINESS	46
B.	JOB SEARCH	46
24.9	WORK EXPERIENCE	47
A.	COMMUNITY WORK EXPERIENCE PROGRAM (CW)	47
1.	Who May Be A CWEP Sponsor	47
2.	Requirement Of The Sponsor.....	47
3.	Standards For Contract Development	48
4.	Determining The Hours Of Participation	49
5.	Meeting The Minimum Core Hours in CWEP	50b
6.	Placement In DHHR Offices	50d

B.	JOINT OPPORTUNITIES FOR INDEPENDENCE PROGRAM (JN)	50f
1.	Who May Be A JOIN Contractor	50g
2.	Requirements Of The Contractor	50g
3.	Contract Requirements.....	50h
4.	Determining The Hours Of Participation	50i
5.	Meeting The Minimum Core Hours in JOIN	50k
C.	OTHER WORK EXPERIENCE PROGRAMS (WE)	51
24.10	COMMUNITY SERVICES PROGRAMS (CS)	52
A.	ACTIVITIES WHICH ARE NOT UNDER COMMUNITY SERVICE	52
B.	DETERMINING THE HOURS OF PARTICIPATION.....	53
24.11	VOCATIONAL EDUCATIONAL TRAINING (VT)/COLLEGE (CL).....	55
A.	VOCATIONAL EDUCATIONAL TRAINING.....	55
1.	Placement Criteria	56
2.	Standards	56
3.	Training	56a
4.	Payment Limitations	56a
5.	Calculation Of Participation Hours.....	56a
6.	Verification Of Hours And Payment Of Support Services	56b
B.	COLLEGE	56c
1.	Meeting the State Requirement	56d
2.	Participation Calculation	56d
3.	Payment of Support services.....	56d
24.12	PROVIDING CHILD CARE FOR A COMMUNITY SERVICE PARTICIPANT (CC)	57
24.13	NON-CORE WORK ACTIVITIES	58
A.	JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT (JT)	58
B.	EDUCATION DIRECTLY RELATED TO EMPLOYMENT (ED).....	58
C.	SATISFACTORY ATTENDANCE AT SECONDARY SCHOOL OR GED PROGRAM (HS, AB)	59
24.14	PAYMENT FOR SUPPORT SERVICES	62
A.	WHO IS ELIGIBLE	62

B.	GENERAL REQUIREMENTS	63
C.	ALLOWABLE SUPPORT SERVICE PAYMENTS	65
1.	Collateral Expenses	66
2.	Clothing.....	68
3.	Tools And/Or Equipment	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 AND BA-67 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	92b
F.	APPROVAL OF SUPPORT SERVICE PAYMENTS	92b

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
DFA-PRC-1, Personal Responsibility Contract	
DFA-SS-2, Application for Continued Support Services	
DFA-TS-12, Participant Time Sheet	
DFA-WVW-100-A, 55 Month Letter	
DFA-WVW-100-B, 60 Month Extension Request	