

For federal TANF purposes, all AG's with 2 work eligible parents or 2 work eligible non-parent caretakers included, whether married to each other or not, are 2-parent families. With that starting point, those families with 2 parents/non-parent caretakers that meet certain requirements could then be exempt from meeting the 2-parent family requirements. This also includes non-recipient Work-Eligible Individuals.

The definitions below are used only for the Worker to determine the required level of participation, based on the family's circumstances, and should not be used for any other purpose.

- A 2-parent family, for these purposes only, meets all of the following criteria:
 - There are 2 parents with a common child living together and included in the same WV WORKS payment; or
 - There are 2 parents with a common child living together and one or both is excluded from the WV WORKS payment unless the exclusion is due to one of the following reasons:
 - Minor parent who is not the head-of-household;
 - Ineligible alien due to immigration status;
 - SSI recipient; and
 - Neither parent is incapacitated or disabled according to SSA.
- A 1-parent family, for these purposes only, is a family that does not meet all of the 3 criteria above, regardless of the number of parents or other adults included in the household.

One-parent families include, but are not limited to, the following situations:

- Families with only 1 parent living in the home, whether he is included in the AG or is a non-recipient Work-Eligible Individual;
- Families with 2 parents with a common child living together and one is excluded from the WV WORKS payment due to one of the following reasons:
 - Minor parent who is not the head-of-household

WV WORKS Activities/Requirements

- Ineligible alien due to immigration status
 - SSI recipient
- Families with 2 parents included in the WV WORKS payment when one or both parents is incapacitated or disabled according to item D below;
- Families with 1 parent and 1 stepparent included in the check when they have no common child;
- Families with 1 or 2 non-parent caretaker relatives included in the WV WORKS payment;

The minimum requirements for each group are found below.

Required monthly participation hours listed in this section are minimum hours only. The number of required participation hours must be included on the participant's PRC, in RAPIDS and in Work Program comments. Additional hours of participation may be assigned when appropriate. However, no sanction is applied if the minimum monthly hours are met.

NOTE: For the initial month of benefit receipt, required monthly participation begins the first full week after eligibility has been confirmed. To determine the scheduled hours of participation for the initial month, the remaining business days, Monday through Friday, beginning with the Monday after eligibility is confirmed are used. Actual hours of participation from the participation time sheet. DFA-TS-12, are entered as the completed hours.

For informational purposes, we consider EI, FB, FU, FV, OJ, PB, PU, and PV as paid work components. All other components are considered non-paid work components. For paid work components, RAPIDS will add actual monthly participation hours to the monthly excused absence hours and monthly holiday hours and then divide the result by 4.33. Round that result to obtain the weekly average for TANF reporting purposes. For non-paid work activities, RAPIDS will divide monthly completed hours by 4.33, excused absence hours and holiday hours by 4, and then round the number for each entry. These items will not be added together but will be reported as individual items for TANF reporting purposes.

NOTE: A fixed calendar year is not used (i.e. January – December). The running total of excused absence hours credited for the most recent 12 months (defined as the most recent month plus the preceding 11 months) must be calculated each month.

For each month the Worker must record in Work Program comments the number of hours of excused absences counted towards participation for the current month and the absence hours credited for the preceding 11 months. Each month, the preceding 11 months plus the current month must be reviewed to ensure the 80-hour limit is not exceeded in any 12-month period.

EXAMPLE: The timesheet for October 2009 is received. To determine the number of absence hours that may be used for October, the Worker must review all absence hours reported from November 2008 through September 2009.

NOTE: Additional days/hours of absence may be considered excused if appropriate, but must not count as hours of participation. Inclement weather and states of emergency are included in the 16 hours per month, maximum 80 hours/year excused absences which may count as participation.

EXAMPLE: During October, Mr. Foxworthy attended vocational training 18 days at 7 hours per day for a total of 126 hours. The school observed 1 federal holiday, Columbus Day. Mr. Foxworthy missed 2 days. He was ill 1 full day, 7 hours, and had a doctor's statement to verify the illness; he missed the 2nd day because he overslept. Since the excused absence may be counted and credited as participation hours, his total hours for October are 126. Seven hours are entered for holiday and 7 hours are entered for excused absences. These are separate entries.

EXAMPLE: Ms. Crump participates in a CWEP assignment 128 hours per month. She works 8 hours per day the first 4 weeks of each month, Monday through Thursday. There were no observed holidays during the month. In October, Ms. Crump had medical appointments and was absent on the following dates: 10/3, 2 hours; 10/11, 4 hours; 10/17, 2 hours; and 10/23, 4 hours. These absences are considered excused, the total that can be credited towards her participation for October are 12 hours for these days. Her total participation hours are 116. Twelve hours are entered for excused absences.

NOTE: Any ongoing cases will begin a new absence look-back period as of October 1, 2008.

NOTE: Because use of excused absences is limited to 16 hours per month / 80 hours per 12-month period, the Case Manager should use his discretion when counting these hours. If the participant will not meet the participation requirement when including the absence hours, it may not be in the best interest of the client to count these absence hours for participation. **Participation credit for excused absences must not be entered when sufficient hours have been entered for the work or educational activity to meet the minimum required participation rate.**

Unexcused absences that cannot be made up during the month are not counted as hours of participation. Only the hours actually worked are used.

Record the results of all contacts with the employer/contractor concerning this issue in RAPIDS. At the end of the month the timesheet must correctly identify any absence. Any inconsistency or irregularity on the timesheet must be worked out with the employer/contractor. Absences that are made up during the month are not reported as excused or unexcused.

3. Holidays

Only federally designated holidays may be counted as days worked when the client would normally have been scheduled. These include New Year's, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Note: Participation credit for holiday hours must not be entered when sufficient hours have been entered for the work or educational activity to meet the minimum required participation rate.

4. Paid Vacation/Sick Leave

When the Work-Eligible Participant is on paid vacation, paid sick leave, or paid annual leave from work, the time he would normally have spent at work during that time is counted as hours worked.

C. PARTICIPANT DOCUMENTATION

1. Methods Of Documenting Participation Hours

All hours of participation in activities must be verified. The Participant Timesheet, DFA-TS-12, is the standard timesheet used to document participation. When used, it is given to providers to report attendance and

EXAMPLE: The participant is required to complete 128 hours in a core activity. He actually participates 103 hours in JR and will receive 8 hours for federally designated holiday. Attached to his time sheet were 2 doctor's statements for 16 hours of excused absences. Hours will be entered on as follows:

Component	Scheduled Hours	Completed Hours	Monthly Excused Hours	Monthly Holiday Hours
JR	128	103	16	8

$103 \div 4.33 = 23.79 = 24$	average hours/week attended
$16 \div 4 = 4$	average hours/week excused absence
$8 \div 4 = \underline{2}$	average hours/week for federal holidays
30	weekly average

3. Case Recordings

Appropriate case recordings are required in documenting participation hours for Work-Eligible Individuals and how support service payments are calculated (Example, transportation).

4. System Coding Of Participation Hours

Participation hours for months in which WV WORKS benefits were received must be entered in RAPIDS Work Programs as soon as possible but no later than the last day of the following month. The Worker must be certain to enter the hours of participation for the correct month.

For entry of participation hours after the deadline, please refer to the RAPIDS Work Programs Desk Guide, "**Work Component and Hour Entries Deadlines**".

D. DISABILITY/INCAPACITY – DEFINITION ONLY FOR TEMPORARY GOOD CAUSE

NOTE: A two-parent family with one parent disabled or incapacitated according to this section is still considered a two-parent family for minimum participation rate requirements. The family may be temporarily granted good cause for not meeting the minimum requirements. See Section 13.10. Meeting either definition does not automatically exempt the family or individual from the 60-month or 24-month time limits described in Section 15.6 and 15.7.

Disability and incapacity for a Work-Eligible Individual may be established with or without a physician's statement as follows:

1. Establishing Disability Without A Physician's Statement

When the disability is obvious to the Worker, no verification is required. The Worker must record his findings and the reason for his decision in case comments.

If the disability is not obvious to the Worker, disability may be established according to other criteria below. If disability cannot be established according to this item (1), see item 2 below.

- The individual receives benefits from a governmental or private source, and these benefits are based on his own illness, injury or disability.

This includes, but is not limited to: Workers' Compensation, RSDI, SSI, Veteran's Administration (VA) benefits, Black Lung benefits, Medicaid (incapacity, blindness or disability), private insurance, sickness benefits, etc. However, if any of these conditions are questionable, such as a low percentage disability for VA benefits, a physician's statement may still be required.

For SSI and RSDI purposes, being certified for these benefits (approved, but not yet receiving payment withheld to repay, etc.) is the same as receiving them.

- The individual is a veteran with a service-connected or non-service connected disability, rated or paid as total, under Title 38 of the United States Code.
- The individual is a veteran who is considered by the VA to be in need of regular aid and attendance, or permanently housebound, under Title 38 of the United States Code.
- The individual is a surviving spouse of a veteran and is considered by the VA to be in need of aid and attendance, or permanently housebound, under Title 38 of the United States Code.
- The individual is a surviving child of a veteran and is considered by the VA to be permanently incapable of self-support, under Title 38 of the United States Code.
- The individual has one of the following conditions:
 - Permanent loss of use of both hands, both feet or one hand and one foot