

24.10 COMMUNITY SERVICE PROGRAMS (CS)

Community Service Programs are those structured programs in which WV WORKS participants perform work for the direct benefit of the community through public or nonprofit organizations. This could include public or private volunteer organizations. Community Service is limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community Service programs must be supervised daily.

The Community Service component is governed by the Fair Labor Standards Act (FLSA). Participants assigned to this component must also be enrolled in the FLSA (FL) component. The actual hours are scheduled using the WV WORKS FLSA Computation Sheet, DFA-WVW-FLSA-1, or eRAPIDS and are entered in the FL and CS components and documented in Work Programs comments. The DFA-WVW-FLSA-1 is filed in the participant's case record. At the end of the reporting period, the Worker must record the actual hours completed in the CS Core component and the scheduled hours as assigned by FLSA computations are recorded as completed in the FL component. The scheduled and completed hours entered for the FL component will be the same as the FLSA calculation. The scheduled hours in eRAPIDS must not exceed the minimum monthly participation rate requirements. The parent may be required on their **SSP** to participate for their FLSA computed hours, but no sanction may be imposed as long as the minimum level is met. Thorough case comments must be made. If the hours reported in the CS component match the hours reported in the FL component, the participant will be deemed to meet the Core participation requirements.

Community Service participation is a self-initiated volunteer activity on the part of WV WORKS clients. Client selection of a volunteer position with a community agency is acceptable if the agency and position meet the definition of Community Service under the first paragraph of this section. The Worker may provide clients with a known list of local appropriate Community Service sites. However, the Worker must not direct or "place" clients at any particular volunteer site.

The Worker is responsible for contacting the community agency selected by the client in order to confirm what tasks the volunteer work entails, how the placement will enhance the client's job skills and experience, the days and number of hours of work which will be completed each week, and what service is being provided to the community. The Worker must then complete a Volunteer Job Description which will include the information above in addition to the expected length of time of participation for the client and how the participation will enhance the ability of the client in his transition to employment. A copy of the Volunteer Job description must be placed in each client's case record. Volunteer positions should be reviewed on a monthly basis to determine the usefulness of the client's participation and if placement in another activity may be more appropriate. A template of the Volunteer Job Description is in Appendix E.

B. DETERMINING THE HOURS OF PARTICIPATION

In determining hours of participation for Community Service activities, the Fair Labor Standards Act of 1938 (FLSA) applies. The maximum monthly participation obligation is determined in the same manner as for CWEP and JOIN and calculated using the DFA-WVW-FLSA-1. See Section 24.9. An updated **SSP**, reporting a change in the number of assigned hours is required anytime there is a change in the applicable minimum wage, the amount of benefits received, or household composition.

NOTE: The minimum wage used for the calculation is the federal or state minimum wage, whichever is higher.

EXAMPLE: A single parent with a child age 10 has child support collected and retained by BCSE in the amount of \$175 and has a participation requirement of 30 hours/week average, and receives monthly benefits of:

| | |
|--|--------------------------------|
| 301 | WV WORKS Benefit |
| +284 | SNAP Benefit |
| + 125 | CSI and Pass-through |
| <u>710</u> | |
| - 75 | Child Support Retained by BCSE |
| <u>635</u> | |
| $\div \$7.25 = 87.59 = 87 \text{ participation hours}$ | |

Assigned monthly hours of 87 are entered **in eRAPIDS** the CS and FL component. The Worker must assign this participant an additional minimum of 41 hours per month in an activity not regulated under FLSA to meet the required 128 hours/month. Actual Community Service participation hours must be entered in RAPIDS. See Section 24.3 for participation requirements. (128 required participation hours – 87 FLSA required hours = 41 additional hours required.)

EXAMPLE: A single parent with a 12 year old receives the following:

| | |
|--|--------------------------------|
| 201 | WV WORKS Benefit |
| +284 | SNAP Benefit |
| + 125 | CSI and Pass-through |
| <u>610</u> | |
| - 60 | Child Support Retained by BCSE |
| <u>550</u> | |
| $\div \$7.25 = 75.87 = 75 \text{ participation hours}$ | |

The assigned hours of 75 are entered for CS and FL. As long as the participant attains his hours required by FLSA, he is deemed to be meeting his core requirement of 85 hours. Actual hours completed are entered from the timesheet into the Core CS component. He must be assigned 43 hours per month in another activity not regulated by FLSA to meet the required participation hours. (128 required participation hours – 85 required core hours = 43 additional hours required.)

EXAMPLE: A two parent household with 3 children receives benefits of \$420 TANF and \$793 SNAP. The wife is caring for the children and is not in an activity at the present time. She would be coded in the NA component. The husband has agreed to participate in Community Service. The following FLSA calculation is completed for the husband.

$$\begin{array}{r}
 420 \text{ WV WORKS Benefit} \\
 + 793 \text{ SNAP Benefit} \\
 \hline
 1,213 \div \$7.25 = 167.31 \text{ hours} = 167 \text{ participation hours.}
 \end{array}$$

The scheduled hours would be the same for the CS component as well as the FL component. The actual hours are scheduled using the WV WORKS FLSA Computation Sheet, DFA-WVW-FSLA-1, and are entered in the FL and CS components and documented in Works Programs comments.

In this example, the participant completed 166 hours in Community Service. At the end of the reporting period, the Worker must record the actual hours completed in the CS Core component and the scheduled hours as assigned by FLSA computations are re-entered as completed in the FL component.

| Component | Scheduled Hours | Completed Hours | Monthly Excused Hours | Monthly Holiday Hours |
|-----------|-----------------|-----------------|-----------------------|-----------------------|
| CS | 150 | 166 | 0 | 0 |
| FL | 150 | 150 | 0 | 0 |

The minimum monthly hours required to meet participation requirements is 150, so no sanction would be applied for not meeting the 167 FLSA calculated hours.

NOTE: The participant's **SSP** must include the number of monthly obligation hours required while in this activity. The monthly obligation hours must be recalculated whenever benefit amounts or minimum wage changes occur and the PRC must be updated accordingly.