

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 **SSP**, 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.

	Single Parent Child Under Age 6		All Family Household		Two-Parent Household		Two-Parent Household Receiving Federal Day Care	
	Minimum Monthly Hours	Average Weekly Hours	Minimum Monthly Hours	Average Weekly Hours	Minimum Monthly Hours	Average Weekly Hours	Minimum Monthly Hours	Average Weekly Hours
Work Components: Participation Requirements	85	20	128	30	150	35	236	55

1. One-Parent Families

The minimum hours of participation are 128 hours/month or 30 hours/week.

There are 2 special considerations for a 1-parent family which do not apply to households with 2 parents even when only 1 is included in the AG.

a. Parent of a Child Under Age 6

A single Work-Eligible parent with a child under age 6 meets the work participation requirement by participating 85 hours/month or 20 hours/week. The scheduled hours in eRAPIDS must not exceed the minimum monthly participation rate requirements. The parent may be required to participate more than 85 hours on their **SSP**, or may volunteer to participate more than the required hours, but no sanction may be imposed as long as the minimum level is met.

b. Parent Under Age 20

A Work-Eligible parent who is under age 20 and who does not have a high school diploma or the equivalent meets the family's work requirement as long as he: