

## 24.8 JOB SEARCH AND JOB READINESS ASSISTANCE (JR)

Job Search and Job Readiness Assistance means the act of seeking or obtaining employment and preparation to seek or obtain employment. For federal participation purposes job search and job readiness assistance is a single component. This activity must be supervised no less frequently than daily.

Daily supervision does not necessarily mean daily in person. The case manager or other responsible party provides oversight; knows what the participant is supposed to be doing and is responsible for ensuring that the participant is actually performing these tasks. Contact may be by phone or electronic where available.

There is a limit on the number of weeks that Job Search and Job Readiness Assistance may be used to meet the individual's work requirement; 120 hours for an individual with 20 hours per week work requirement or 180 hours for an individual with 30 hours per week work requirement. The limit is 6 weeks per the last 12-month period, no more than 4 of which may be consecutive. See note for WV's status as a needy state. Any holiday or excused absence hours that are used for participation credit for the JR component count toward the 120- or 180-hour limit. If a client participates longer than this period, the participation hours will not count in meeting the work requirement. The 12-month period is the current month plus the 11 previous months. Time used in JR before October 1, 2008 is not considered in the look-back period.

For Job Search and Job Readiness, a week of participation may begin any day of the week and ends 20 or 30 hours later, regardless of the number of days the individual participated during those hours.

Reporting any hours for this activity, in any week, triggers counting 1 of the time-limit weeks for the 4-week limit. For JR, a week of participation may begin any time and ends 20 or 30 hours later, regardless of the number of days the individual participated during those hours. Every 5<sup>th</sup> consecutive week, participation hours for JR must not be counted towards meeting the work requirement. The 6-week limit is converted to hours; 120 hours for individuals with a requirement of 20 hours per week or 180 hours for an individual with a requirement of 30 hours per week. See note for WV's status as a needy state. Each time an individual uses 20 or 30 hours, a week is used up. Any holiday or excused absence hours that are used for participation credit for the JR component count toward the hour limit. The Case Manager may determine that it is necessary to schedule additional hours during weeks 1 through 4 to make up for hours that must not be counted in week 5 when using JR hours to supplement hours in another activity.

**NOTE:** WV may qualify to count up to 6 additional weeks for participation credit in Job Search and Job Readiness when declared a needy state by ACF. [http://www.acf.hhs.gov/programs/ofa/policy/pi-ofa/12wks\\_qualifiers12.htm](http://www.acf.hhs.gov/programs/ofa/policy/pi-ofa/12wks_qualifiers12.htm). When this occurs the time limit will be 240 hours for an individual with 20 hours per week work requirement or 360 hours for an individual with 30 hours per week work requirement. The limit will be 12 weeks per the last 12 month period,