NOTE: A CWEP Individual Participation Agreement, DFA-CWEP-1, must be completed as a condition of placement in a CWEP position. The original DFA-CWEP-1 is provided to the contractor, the second copy is placed in the participant's case record, and the bottom copy is given to the participant. The client must not work more hours for the CWEP sponsor, regardless of the amount calculated below. A new DFA-CWEP-1 is required to increase or decrease hours when the client's WV WORKS and/or SNAP benefits increase, decrease, or there is a change in the state or federal minimum wage used to calculate the number of participation hours assigned.

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

The maximum monthly participation obligation is based on the following process:

Step 1:   Determine the amount of the WV WORKS check prior to any previous overpayments and any amount not paid due to sanctions being applied to the current benefit.

Step 2:   Determine the amount of the AG's SNAP entitlement. This is the amount actually received by the AG, plus any amount withheld to repay a previous over-issuance.

> **NOTE:** When the WV WORKS recipients are included in the same SNAP benefit group with non-WV WORKS recipients, a separate calculation must be performed, as follows, to determine the share of the SNAP benefits belongs to the WV WORKS recipients.
>
> -   Divide the SNAP allotment by the number of people in the SNAP AG.
>
> -   Multiply this amount by the number of people in the WV WORKS AG. Drop all cents. The result is the amount of SNAP benefits used to determine the obligation.

Step 3:   Add the WV WORKS benefit and SNAP benefit.

Step 4:   Add Child Support Incentive (CSI) and pass-through payment to the result of Step 3.

Step 5:   Subtract the amount of current child support retained for the month by the Bureau for Child Support Enforcement (BCSE) from the result of Step 4. Only current support payments are

Step 5:   Subtract the amount of current child support retained for the month by the Bureau for Child Support Enforcement (BCSE) from the result of Step 4. Only current support payments are subtracted not arrearages or other payments. Use the amount of child support retained by BCSE 2 months prior to the month for which the obligation is calculated.

Step 6:   Divide the result of Step 5 by the federal or state minimum wage, whichever is higher. This is the client's maximum monthly obligation. The resulting figure is rounded down to the nearest whole number.

NOTE: There may be some fluctuation in the number of hours worked each week to meet the requirements of the contractor. This is acceptable as long as the total number of hours per month is met**,** but not exceeded.

5.   Meeting The Minimum Core Hours In JOIN

The policy for meeting the minimum core hours of participation for JOIN is the same as listed in Section 24.9,A, Item 5 under CWEP.

The policy for meeting the minimum core hours of participation is the same as listed under CWEP and JOIN.

EXAMPLE: The TANF AG consists of a single mother and two children under the age of 6. Her benefits are $340 TANF and $463 SNAP and she has agreed to participate in JOIN.

$340 TANF
$463 SNAP
$803 / $7.25 = 110.75 hours = 110 participation obligation hours.

She actually participated 95 hours in JOIN. The following figures are entered in RAPIDS.

Component	Scheduled Hours	Completed Hours	Monthly Excused Hours	Monthly Holiday Hours
JN	85	95	0	0
FL	85	85	0	0

The minimum monthly hours required to meet participation requirements is 85, so no sanction would be applied for not meeting the 110 obligation hours.

C.   OTHER WORK EXPERIENCE PROGRAMS (WE)

This would include any other Work Experience programs offered in the community. Programs offered by other agencies must be submitted to the DFA Family Support Policy Unit for review and approval to ensure they meet all requirements for the Work Experience component.