

## WV WORKS Activities/Requirements

- Provides payment for support services, as appropriate
- Identifies potential resources and makes appropriate referrals to secure them
- Conducts a home visit or a work/activity-site visit a minimum of once each 12 months for cases requiring a PRC and SSP. **Results of these visits must be recorded in PIN comments.**

This case management process provides for substantial flexibility in administration of the work component of WV WORKS, but the mandates must be met for each Work-Eligible Individual to meet a work requirement and for the State to meet and maintain an established participation rate. The Worker has the discretion to tailor the work requirements to the needs and goals of each family. Therefore, there are no mandatory procedures or processes that must be applied to each family. Instead, the Worker's reasonable and appropriate guidance and discretion are used to assist the client in accepting personal responsibility and achieving self-sufficiency.

Self-sufficiency is defined as being able to provide for the family's basic needs without relying on WV WORKS monthly cash assistance. It is recognized that some families will not be able to become completely self-sufficient. For these families the goal is to reduce the reliance on cash assistance as much as possible and to find additional resources before the family reaches the 60-month lifetime limit.

#### B. OTHER WORK ACTIVITIES

The Other Work Activities (OW) component is to be used to track time spent on tasks leading to self-sufficiency. Individuals placed in this component may still be considered in the federal participation rate calculation. The OW component will document the extent in which individuals are involved in other work-related activities that do not count toward the federal participation rates, but lead to their self-sufficiency.

Allowable activities include all of the following, but may include other documented Self-Sufficiency Plan (SSP) activities, agreed upon by the Customer and the Case Manager:

- Appointments with local resources that may be assisting with barrier removal activities;
- Arranging for child care;
- Arranging for housing;
- Arranging for transportation or working with Good News Mountaineer Garage;
- Child Support meetings or hearings;
- Development of the Self-Sufficiency Plan
- Emotional Health Inventory;

An in-depth assessment is necessary to discover the client's challenges to meeting his goals and to develop plans to overcome them.

The assessment is limited to producing information useful to both the client and the Worker in evaluating the client's challenges and in meeting his goals.

Rather than being a fixed process with mandated procedures, assessment is an ongoing activity. As the client's circumstances change, his goals and/or challenges may change, resulting in changes in the actions or activities necessary for him to succeed.

The assessment process necessarily includes a series of interviews/conversations with the client. It may also include educational and/or aptitude/interest testing and interpretation of this information; identification of the client's skills, abilities and interests; use of community resources; and research into possible employment opportunities.

The following eRAPIDS screens record the appropriate assessment results. Entries on these screens are mandatory.

- Education and Testing Assessment
- Employment History
- Self-Sufficiency Goals
- Job Readiness Assessment

The WV WORKS Self-Sufficiency Appraisal Form, OFA-WVW-3A, is essential to the assessment process and its use is mandatory for all Work-Eligible Individuals. The purpose of the form is to gather pertinent information about the client: work experience, what type of work the client desires, educational background, family information and family support system, individual and family health, client's finances, life situations, and goals. This information, along with testing and other assessment information, is used to negotiate the client's Self-Sufficiency Plan (SSP). It is expected that the SSP will be a step-by-step plan to lead the client toward his goal of self-sufficiency.

In order to gain as much information as possible prior to negotiation of the first full SSP, a home visit is required within 45 days of the date of application. At a minimum, the Worker must review the completed appraisal form with the client during the home visit. **Results of the initial home visit must be documented in PIN comments.** The first full SSP and the appraisal form must also be completed within 45 days of the date of application, so the home visit must not be delayed until the last day. When the WV WORKS benefit is re-opened within 3 months of a home visit, a new initial home visit is not required.

The form is designed for either the client or Worker to complete and may be completed in the office or at the client's home. Allowing the client to take it home to complete gives him the opportunity to think about his strengths, what he wants to change about his life and what he would like to obtain for himself and