

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. 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.