

24.9 WORK EXPERIENCE

Work Experience is defined as a work activity, performed in return for cash assistance that provides an individual with an opportunity to gain the general skills, training, knowledge, and work habit necessary to obtain employment. All Work Experience activities must be supervised by an employer, work site sponsor, or other responsible party, daily.

The Work Experience components are governed by the Fair Labor Standards Act (FLSA). Participants assigned to these components 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 in eRAPIDS and are entered in the FL and Work Experience components and documented in Work Program comments. At the end of the reporting period, the Worker must record the actual hours completed in the appropriate Core components, CW, JN, or WE and the hours scheduled by FLSA computations are re-entered in the FL component as completed hours. The scheduled and completed hours entered for 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 the 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 Core component match the number of hours assigned in the FL component, the participant will be deemed to be meeting the Core participation requirement, and no additional core hours may be required.

Work Experience sponsors must provide Workers' Compensation coverage. In addition to other structured Work Experience opportunities that may be available in the community, the following two Work Experience programs are offered by the Department of Health and Human Resources.

A. COMMUNITY WORK EXPERIENCE PROGRAM (CW)

The Community Work Experience Program (CWEP) is a work activity for parents or other caretaker relatives age 18 and older. The primary purpose is to provide work experience and training to assist a client who has limited work experience, is under-employed or has no immediate employment opportunities.

NOTE: WV WORKS clients must not participate as a volunteer with Community Service at any active CWEP contract site regardless of whether or not there is a current CWEP placement at that site.