

## Specific WV WORKS Requirements

He is given 2 working days to arrange for child care and he is assigned to begin a CWEP activity on August 8<sup>th</sup>. On the 1<sup>st</sup> day of his scheduled placement, his Worker contacts the CWEP sponsor and finds that he did not report for his placement.

The Worker schedules a good cause interview for August 19<sup>th</sup>. The Worker continues to follow up with the sponsor and determines that the participant failed to report. The client comes in for his good cause interview and states his son had a cold and he chose to stay home with him. Since the grandmother was available to provide care and he failed to contact the sponsor or his Worker regarding his absence, and there is no verification of the illness, he is determined not to have good cause. The advance notice requirements apply and his WV WORKS benefit is closed.

**EXAMPLE:** A Work-Eligible Individual applies for WV WORKS on January 3<sup>rd</sup>. The PRC, SSP, orientation, and application are completed on January 10<sup>th</sup>. The benefits are confirmed and backdated to January 3<sup>rd</sup>. The client shows up for his placement on January 14<sup>th</sup> and 15<sup>th</sup> and then fails to report again. A good cause appointment is scheduled for January 26<sup>th</sup>. The client fails to keep the good cause appointment and the WV WORKS benefit is closed. Since the good cause letter was requested by the Worker after adverse action deadline, February benefits are issued. The client receives a closure notice and comes in to reapply on Feb 5<sup>th</sup>. The Worker explains that he must attend his activity and complete all his scheduled hours for at least 5 full work days before his WV WORKS benefits may be reopened. He goes to the placement as scheduled beginning February 7<sup>th</sup>. If he does not continue to go to the placement each day for the full 5-day period, his application is denied. Because the client has already received February benefits, the Worker has time to check on his progress and ensure the client is attending the activity before March benefits are approved. If he fails to participate and complete his assigned hours, the benefits are not approved for March.

**NOTE:** The 5-hour requirement that applies to 24-month cases does not apply to applicants who have received less than 24 months of WV WORKS benefits. See Section D. If an individual demonstrates good cause for not meeting his work requirement, the situation must be re-evaluated monthly. If he does not continue to have good cause for not meeting his participation hours, he must be assigned to an activity and meet his required participation hours or the sanction process begins.

**EXAMPLE:** A 19 year-old single-parent with one child applies for WV WORKS benefits on September 26<sup>th</sup>. She completes her application, orientation, SSP, and PRC on October 3<sup>rd</sup> and opts not to receive benefits for September. She completes the assessment process and she has not graduated from high school. The only transportation available is a neighbor who has agreed to transport her to the library once a week so she can work on her high school equivalency diploma. She can attend the class once a week for 6 hours.