

When the time sheet indicates the client participated the monthly assigned CWEP hours (including applicable excused absences and holidays) and this equals the required hours, the Worker must record that the required core activity hours are deemed to be met. When the actual hours participated are less than required, the Worker must record that the core hours are not deemed to be met. A full recording must be made each month indicating whether or not the required core hours were met or deemed to be met.

NOTE: In all cases, the Worker must enter the actual hours participated as a monthly total. Federal holiday or excused absence hours must each be entered separately as a monthly total.

6. Placement In DHHR Offices

The Supervisor to whom the CWEP participant is assigned is responsible for ensuring that the client understands and abides by all agency rules, regulations, and policy regarding confidentiality, security of records, information, and property. The Supervisor must provide an orientation which includes, at a minimum:

- What constitutes confidential information; **CWEP participant must sign a Confidentiality Agreement.**
- Penalties for Breach of confidentiality
- Discussion of public laws dealing with document integrity and penalties for altering, destroying, or concealing or making false statements.
- Responsibilities for maintaining program integrity

CWEP participants may not be assigned to work in areas which provide access to sensitive data as defined in the Common Chapters. These restrictions are as follows:

- May not be assigned to job duties that require face-to-face interaction with other agency clients
- Not authorized to use computers to transmit data
- May not handle negotiables or be assigned duties in the financial area
- May not be involved in policy decisions

WV WORKS Activities / Requirements

- May not type confidential memoranda, letters, or other communication, or provide direct service to other clients
- May not complete or process applications

Participants may be assigned to perform the following functions:

- Answer phones and take messages for staff
- Pull and re-file records, **but may not insert or remove information from files in offices which Social Services and Income Maintenance records are in the same area.**
- Schedule appointments
- Prepare and review letters or any pre-printed notification letters
- Sort/distribute mail and file printouts
- Complete and maintain logs
- List scheduled appointments on staff calendars
- Prepare packets of training or orientation materials
- Schedule meetings and notify attendees of date, time, and location
- Alphabetize and file any loose filing
- Type routine form letters
- Operate a copy machine for materials not related to individual clients
- Arrange appointments with outside agencies
- Distribute policy manual materials and update manuals
- Assist with stocking shelves with supplies
- Keep interviewing areas stocked with supplies

The participant must possess the following skills and abilities:

- Is literate and knows the alphabet. High School education or equivalent preferred, but must have completed the 8th grade.
- Can follow simple instructions