

24.13 NON-CORE WORK ACTIVITIES

Following are the remaining three allowable work activities in which participation hours are allowed as long as the minimum hours of participation are met in one or more of the nine core activities.

Unsupervised homework time may not be counted as participation hours under any of the 3 activities listed below. However, structured programs which include monitored study hours may count if the hours of participation can be documented.

A. JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT

This activity is defined as education and training for job skills required by an employer to provide an individual with the opportunity to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training can include customized training to meet the needs of a specific employer or general training that prepares an individual for employment. This training can include literacy instruction or language instruction when such instruction is focused on skills needed for a job or combined in a unified whole with job training.

B. EDUCATION DIRECTLY RELATED TO EMPLOYMENT

Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency means education related to a specific occupation, job, or job offer. This activity includes training courses designed to provide the knowledge and skills for specific occupations or work settings and may also include adult basic education and English as a Second Language (ESL). Literacy skills and tutoring fall under this activity. When required as a pre-requisite for employment by employers or occupations, it may also include education leading to a General Education development (GED) or high school equivalency diploma.

C. SATISFACTORY ATTENDANCE AT SECONDARY SCHOOL OR GED PROGRAM

Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate means regular attendance, according to the requirements of the secondary school or GED program. Attendance in secondary school is primarily aimed at minor parents still in high school.

This activity, unlike education directly related to employment, is not restricted to those for whom obtaining a GED is a prerequisite for employment. However, it may not include other related educational activities, such as adult basic education or language instruction unless it is linked to attending a secondary school or leading to a GED. Participants must be making “good or satisfactory progress” in order for this activity to count. A standard of progress established by the educational institution must be monitored such as grade point average and a time frame in which the participant is expected to complete such education. The Worker must collaborate with the teacher(s) or instructors to monitor this standard of progress. Most WV WORKS participants attending GED programs will fall under this activity.

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