

## 24.8 JOB SEARCH AND JOB READINESS ASSISTANCE (JR)

Job Search and Job Readiness Assistance means the act of seeking or obtaining employment and preparation to seek or obtain employment. For federal participation purposes job search and job readiness assistance is a single component. This activity must be supervised no less frequently than daily.

Daily supervision does not necessarily mean daily in person. The case manager or other responsible party provides oversight; knows what the participant is supposed to be doing and is responsible for ensuring that the participant is actually performing these tasks. Contact may be by phone or electronic where available.

**NOTE:** There is a limit on the number of weeks that Job Search and Job Readiness Assistance may be used to meet the individual's work requirement; 120 hours for an individual with 20 hours per week work requirement or 180 hours for an individual with 30 hours per week work requirement. The limit is 6 weeks per the last 12-month period, no more than 4 of which may be consecutive. Any holiday or excused absence hours that are used for participation credit for the JR component count toward the 120- or 180-hour limit. If a client participates longer than this period, the participation hours will not count in meeting the work requirement. The 12-month period is the current month plus the 11 previous months. Time used in JR before October 1, 2008 is not considered in the look-back period.

For Job Search and Job Readiness, a week of participation may begin any day of the week and ends 20 or 30 hours later, regardless of the number of days the individual participated during those hours.

Reporting any hours for this activity, in any week, triggers counting 1 of the time-limit weeks for the 4-week limit. For JR, a week of participation may begin any time and ends 20 or 30 hours later, regardless of the number of days the individual participated during those hours. Every 5<sup>th</sup> consecutive week, participation hours for JR must not be counted towards meeting the work requirement. The 6-week limit is converted to hours; 120 hours for individuals with a requirement of 20 hours per week or 180 hours for an individual with a requirement of 30 hours per week. Each time an individual uses 20 or 30 hours, a week is used up. Any holiday or excused absence hours that are used for participation credit for the JR component count toward the 120- or 180-hour limit. The Case Manager may determine that it is necessary to schedule additional hours during weeks 1 through 4 to make up for hours that must not be counted in week 5 when using JR hours to supplement hours in another activity.

WV WORKS Activities/Requirements

**EXAMPLE:** Mr. Smith has a 20 hours/week participation requirement. He attends substance abuse treatment 5 hours per week and works 15 hours per week for a total of 20 countable participation hours. The substance abuse treatment is counted as Job Search and Job Readiness and may be counted as participation for up to 120 hours; keeping in mind that every 5<sup>th</sup> consecutive week, participation hours for JR must not be counted. Participation for JR may be counted as follows:

Week 1 – Week 4: 5 hours of participation could be counted for each week and recorded in RAPIDS. This would total 20 hours of participation or the 1<sup>st</sup> week of the 6-week limit of JR.

Week 5: No JR participation hours may be counted toward his participation requirement. Participation could continue to be counted in this manner until the total counted participation hours reached 120 hours for the last 12-month period. After Mr. Smith has reached 120 hours for the last 12-month period, his participation hours in JR will not count in meeting the work requirement.

October 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 2 hours	2 2 hours	3 1 hour	4
5	6 2 hours	7	8 1 hour	9	10 2 hours	11
12	13 1 hour	14 1 hour	15 1 hour	16 1 hour	17 1 hour	18
19	20 1 hour	21 2 hours	22	23	24 2 hours	25
26	27	28	29 2 hours	30 3 hours	31	No Countable Hours

November 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 2 hours	6 2 hours	7 1 hour	8
9	10	11	12 1 hour	13 2 hours	14 2 hours	15
16	17 1 hour	18 1 hour	19 1 hour	20 1 hour	21 1 hour	22
23	24 5 hours	25	26	27	28	29
30						

December 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	2	3	4	5	6	No Countable Hours
7	8 3 hours	9	10	11	12 2 hours	13
14	15	16 2 hours	17 2 hours	18 1 hour	19	20
21	22 2 hours	23	24	25	26	27
28	29 3 hours	30 3 hours	31 2 hours	Total of 3 weeks for 20 hours/week		

WV WORKS Activities/Requirements

**NOTE:** Each parent in a two-parent household has his own limit.

**EXAMPLE:** Mr. and Mrs. Jones have 2 children and do not use federally funded child care so their participation requirement is 35 hours/week. Mrs. Jones participates in CWEP based on the FLSA calculation and is deemed to be meeting the core work requirement of 30 hours. Mr. Jones completes structured job search 5 hours/week to meet the family’s participation requirement. Participation for JR may be counted as follows:

Week 1 – Week 4: Five hours of participation could be counted for each week and recorded in RAPIDS.

Week 5: No JR participation hours may be counted toward his participation requirement.

Week 6 – Week 7: Five hours of participation count each week towards the work requirement and total 30 hours of countable participation or the 1<sup>st</sup> week of the 6 week limit of JR. His participation in JR could continue to be counted in this manner until the total counted participation hours reached 180 hours for the last 12-month period. Ms. Jones would also be able to participate in JR which would count towards participation for up to 180 hours.

October 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 2 hours	2 2 hours	3 1 hour	4
5	6 2 hours	7	8 1 hour	9	10 2 hours	11
12	13 1 hour	14 1 hour	15 1 hour	16 1 hour	17 1 hour	18
19	20 1 hour	21 2 hours	22	23 2 hours	24	25
26	27	28	29 2 hours	30 3 hours	31	No Countable Hours

November 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 2 hours	6 2 hours	7 1 hour	8
9	10	11	12 1 hour	13 2 hours	14 2 hours	15
16	17 1 hour	18 1 hour	19 1 hour	20 1 hour	21 1 hour	22
23	24 5 hours	25	26	27	28	29
30						

December 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 No Countable Hours
7	8 3 hours	9	10	11	12 2 hours	13
14	15	16 2 hours	17 2 hours	18 1 hour	19	20
21	22 2 hours	23	24	25	26	27
28	29 3 hours	30 3 hours	31 2 hours	Total of 2 weeks for 30 hours/week		

**EXAMPLE:** Mr. Wilson has a child age 3 and he participations in JR for 40 hours each week for 2 weeks; this uses the 4 consecutive weeks of his 6-week limit and any participation hours in JR for the next week must not be counted toward meeting his work requirement.

Changes in the hourly requirement due to the child's age or changes in household composition are effective the month after the change occurs.

**EXAMPLE:** Ms. Young's youngest child turns 6 in March, beginning in April she will be required to complete 30 hours/week and the Case Manager may count up to 180 hours of participation for the last 12-month period.

**EXAMPLE:** Ms. Williams is a single parent with a 7-year-old daughter. She has a participation requirement of 30 hours/week. In January, she has a new baby. If 120 hours have already been counted in JR in the last 12 months, then participation in JR can not be counted again until the total is less than 120 hours in the last 12-month period.

Participants assigned to EXCEL or SPOKES full time will have their participation hours counted in the same manner.

**EXAMPLE:** Mr. Lee has a 13-year-old son and is assigned to SPOKES beginning December 1<sup>st</sup> for 30 hours/week. Once he completes the 4-week Job Readiness class, he must be enrolled in a different allowable activity for his participation hours to count.

#### A. JOB READINESS

Job Readiness must be a structured and supervised program and includes two types of activities.

- Preparation for seeking or obtaining employment. This includes activities such as preparing a resume or job application, training in interviewing skills, instruction in work place expectations, training in effective job seeking, parenting, financial literacy, relationship education, and life skills training.
- Substance abuse treatment, mental health treatment, or rehabilitation activities

#### B. JOB SEARCH

Job Search must be a structured and supervised activity which may include the following:

- Making contacts with employers by phone
- Making contacts in person

- Use of the Internet to learn of suitable job openings, applying for jobs, and interviewing for jobs

**NOTE:** Travel time to and from job interviews does not count as participation hours. However, the travel time between multiple interviews may be counted as participation.

Structured Job Search follows a recognized Job Search model that is provided by a contractor, another agency, or by WV WORKS staff. Existing programs offered through WORKFORCE West Virginia, Department of Education, and other agencies must be used first when services are available without cost. These providers are not reimbursed, unless all existing training positions have been filled and it is necessary to create additional positions for WV WORKS clients, or if there is a contractual agreement between DHHR and a grantee.

SPOKES and EXCEL classes fall under job search and job readiness assistance activities.

Referrals to the SPOKES program are limited to those participants who have at least a 4<sup>th</sup> grade academic level in reading and math. Exceptions to this requirement may be made only after WV WORKS staff consults with and receives approval from the local SPOKES staff.

**NOTE:** Since job search and job readiness are no longer considered separate activities, they cannot be used twice in order to meet the work requirement.

**EXAMPLE:** Mr. Cox attends a structured job search activity from 10/6/08 – 10/31/08 at the WORKFORCE WV Center and completes 4 weeks of supervised job search 30 hours each week. On 12/4/08, he is placed in a SPOKES class full-time. Although his Worker may leave him in the SPOKES activity through completion, his attendance in SPOKES may only count for the first 2 weeks in meeting the federal work participation requirement.