

24.1	INTRODUCTION	1
24.2	PARTICIPATION RATES	3
24.3	MINIMUM HOURS OF PARTICIPATION	4
A.	REQUIRED PARTICIPATION	4
1.	One-Parent Families	
2.	Two-Parent Families	5
B.	ABSENCES	6a
1.	Planned School Breaks	6a
2.	Inclement Weather	6b
3.	Individual Absences	6b
4.	Holidays	6b
C.	PARTICIPATION DOCUMENTATION	7
D.	DISABILITY/INCAPACITY - DEFINITION ONLY FOR MINIMUM PARTICIPATION RATES	7
1.	Establishing Disability Without A Physician's Statement	7
2.	Establishing Disability With A Physician's Statement	10
3.	Establishing Incapacity	12
24.4	LOCAL OFFICE RESPONSIBILITIES IN THE WORK PROGRAM ASPECT OF WV WORKS	13
A.	CASE MANAGEMENT	13
B.	ASSESSMENT	15
C.	DEVELOPMENT OF THE PRC SELF-SUFFICIENCY PLAN	16
D.	JOB DEVELOPMENT	18
E.	CHILD CARE REFERRAL	19
F.	MENTORING	19
G.	WELFARE TO WORK (WtW)	20
1.	Referral Process	20a
2.	Appropriate Referrals	20b
3.	Allowed Activities	20f

H.	DOMESTIC VIOLENCE ASSISTANCE	20e
I.	VISION AND/OR DENTAL SERVICES	20e
J.	WV WHEELS	20f
	1. Appropriate Referrals	20f
	2. Referral Process	20h
	3. Vendor Responsibilities	20h
K.	IN-SERVICE TO WV	20h
	1. Eligibility Requirements	20h
	2. Special Procedures For Determining/Redetermining Benefit Amount	20i
	3. Limits On Participation	20k
	4. Effect On Other Benefits	20k
	5. Support Services	20m
	6. Determining The Hours Of Participation And BEP Payment Amount	20m
	7. Client Notification	20m
	8. Interview Requirements	20m
L.	BEP JOB DEVELOPMENT	20n
M.	BEP JOB RETENTION	20o
24.5	WORK REQUIREMENT ACTIVITIES	21
24.6	EMPLOYMENT	23
A.	UNSUBSIDIZED EMPLOYMENT	23
	1. Displacement/Replacement	23
	2. Employment Standards	23
B.	SUBSIDIZED EMPLOYMENT	23
	1. Displacement/Replacement	24
	2. Employment Standards	24
24.7	EMPLOYER INCENTIVE PROGRAM (EIP)	26
A.	WHO MAY BE AN EIP EMPLOYER	26
B.	REQUIREMENTS OF THE EMPLOYER	26
C.	STANDARDS FOR CONTRACT DEVELOPMENT	27

24.8	COMMUNITY WORK EXPERIENCE PROGRAM (CWEP)	29
A.	WHO MAY BE A CWEP SPONSOR	29
B.	REQUIREMENTS OF THE SPONSOR	29
C.	STANDARDS FOR CONTRACT DEVELOPMENT	30
D.	PLACEMENT IN DHHR OFFICES	31
E.	DETERMINING THE HOURS OF PARTICIPATION	32
24.9	JOINT OPPORTUNITIES FOR INDEPENDENCE (JOIN)	34
A.	WHO MAY BE A JOIN CONTRACTOR	34
B.	REQUIREMENTS OF THE CONTRACTOR	34
C.	CONTRACT REQUIREMENTS	36
D.	DETERMINING THE HOURS OF PARTICIPATION	37
24.10	COMMUNITY SERVICES PROGRAMS	39
A.	LIFE SKILLS	39
B.	PARENTING CLASSES	39
C.	DEPENDENT CARE	39
D.	JOB READINESS	40
E.	VOLUNTEER WORK	41
F.	PARTICIPATION IN A SHELTERED WORKSHOP	41
G.	SUBSTANCE ABUSE TREATMENT/MENTAL HEALTH COUNSELING	41
24.11	JOB SEARCH	42
24.12	JOBS SKILLS/VOCATIONAL TRAINING	44
A.	PLACEMENT CRITERIA	44
B.	STANDARDS	44

C.	CONTRACTS	45
1.	Individual Contracts	45
2.	Group Contracts	45
D.	PAYMENT LIMITATIONS	46
24.13	EDUCATIONAL ACTIVITIES	48
A.	LITERACY	48
B.	HIGH SCHOOL	48
C.	ENGLISH AS A SECOND LANGUAGE	48
D.	ADULT BASIC EDUCATION (ABE)	48
E.	COLLEGE	48
1.	Meeting The Federal Requirement	48
2.	Meeting The State Requirement	48a
3.	West Virginia Education Program (WVEP)	48a
F.	RELEASE OF INFORMATION (WT-15)	48b
24.14	PAYMENT OF SUPPORT SERVICES	49
A.	WHO IS ELIGIBLE	49
B.	GENERAL REQUIREMENTS	49
C.	ALLOWABLE SUPPORT SERVICE PAYMENTS	52
1.	Collateral Expenses	53
2.	Clothing	55
3.	Tools	56
4.	Drivers/Chauffeurs License	57
5.	Commercial Drivers License (CDL)	58
6.	Professional License	59
7.	Relocation	60
8.	Transportation	61
9.	Vehicle Repair	62a
10.	Vehicle Insurance	62b
11.	DUI Offenses	62c

D.	CORRECTING THE SUPPORT SERVICES CHECK AMOUNT	62c
E.	SUPPORT SERVICES CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE	62d
F.	SUPPORT SERVICES CHECK RETURNED BY THE POST OFFICE TO THE STATE OFFICE	62d
G.	LOST, STOLEN OR DESTROYED SUPPORT SERVICES CHECKS .	62d
H.	RECOUPMENT OF SUPPORT SERVICES PAYMENTS	63
24.15	PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES	64
A.	EIP EMPLOYERS	64
B.	PROVIDERS OF VOCATIONAL/SKILLS OR LIFE SKILLS TRAINING	64
24.16	CONTINUATION OF SERVICES	65
APPENDIX A	GRIEVANCE RIGHTS FOR REGULAR EMPLOYEES OF CWEP, JOIN AND EMPLOYER INCENTIVE PROGRAM EMPLOYERS	A-1
APPENDIX B	GRIEVANCE RIGHTS FOR CWEP AND JOIN PARTICIPANTS WITH RESPECT TO ON-THE-JOB WORKING CONDITIONS, WORKERS' COMPENSATION COVERAGER AND WAGE RATES	B-1
APPENDIX C	SUMMARY OF WtW REFERRALS	C-1
APPENDIX D	INSTRUCTIONS FOR COMPLETION OF OFS-EIP-1	D-1
APPENDIX E	COMPARISON OF: WV WORKS EDUCATION COMPONENT AND WVEP	E-1