

## 24.5 WORK REQUIREMENT ACTIVITIES

**NOTE:** The definitions of 1-Parent and 2-Parent Families in Section 24.3,A apply here.

**NOTE:** Participation is recorded on WPCS in RAPIDS. The Worker must be certain to enter the hours of participation for the correct month. The hours must be entered for the actual month(s) of participation regardless of the month the information is being entered into RAPIDS. See the RAPIDS User Guide.

To meet the State's participation rate found in Section 24.2, clients must be engaged in certain work activities listed below for the number of hours specified in Section 24.3. More details of each type of activity are in Section 24.6 - 24.13. **Questions about client participation in programs or activities not clearly identified in Sections 24.6 – 24.13 must be forwarded to the Family Support Policy Unit for clarification and, if appropriate, guidance for placement in the correct Work Programs component.**

- Unsubsidized employment
- Subsidized private sector employment, including on-the-job training programs, such as EIP
- Subsidized public sector employment, including on-the-job training programs, such as EIP
- Work experience, such as JOIN, CWEP, or other work experience programs available in the community
- Community service programs, such as volunteer work, life skills classes, parenting classes, providing dependent care, job readiness programs, sheltered workshop participation, substance abuse treatment, mental health counseling

**NOTE:** Job readiness programs are limited to 6 weeks/year to meet the work participation requirement. No more than 4 of these weeks may be consecutive.

- Job search

**NOTE:** There is a 6-week limit/year on using job search to meet the work participation requirement. No more than 4 of these weeks may be consecutive.

The client must participate in job search for a full work week. However, not more than once per individual, participation in job search activities for 3 or 4 days during a week may be counted as a full week of participation

- Vocational education or job skills training. There is a 12-month lifetime limit for each individual.
- Provision of child care to an individual who is participating in a community service program.

**NOTE:** When pay is received for providing child care, it must be entered in RAPIDS as employment.

- Education directly related to employment. This activity is limited to clients who do not have a high school diploma or its equivalent. Unlike attending high school or a course designed to lead to its equivalent, a parent under age 20, must participate for at least 20 hours per week in order to meet the work participation requirement.
- Satisfactory attendance at a high school or in a course designed to lead to the equivalent of a high school diploma. This activity is limited to clients who do not have a high school diploma or the equivalent. When a parent is under age 20 without a high school diploma or its equivalent, the work requirement may be met in full by participation in this activity, regardless of the number of hours of actual attendance.

The federal government determines WV's 2 participation rates based on samples submitted by the State. One rate is for 2-Parent Families and the other is for All Families, which includes 1-Parent and 2-Parent Families, both of which are defined in Section 24.3,A.

The participation rate is determined not only by the total number of hours of the client's participation, but also by the type of activity in which the adult(s) are engaged as found below.

A. TWO-PARENT FAMILIES

**NOTE:** See Section 24.3,A for the definition of a 2-Parent Family.

**NOTE:** See Section 24.3,A,1,b for requirements for parents under age 20. They are not subject to the following 30/50-hour average minimum rule.

The activities which may be used to meet the client's work participation requirement are based on the minimum number of participation hours the family must meet, according to Section 24.3,A, i.e., whether or not federally funded child care is received.

1. Family Has Minimum Requirement Of 35 Hours; Does Not Receive Federally Funded Child Care

A minimum of 30 of the average minimum participation hours must be attributable to:

- Unsubsidized employment
- Subsidized private-sector employment
- Subsidized public-sector employment

- Work experience, such as JOIN, CWEP, or others in the community
- Job search
- Community service programs
- Vocational education, but not job skills training\*
- Provision of child care for a community services participant

Therefore, no more than 5 of the average minimum hours may be attributable to: education related to employment, high school, high school equivalent, or \*job skills training.

**NOTE:** See Sections 24.6 - 24.13 for clarifying details about work activities.

2. Family Has Minimum Requirement Of 55 Hours; Receives Federally Funded Child Care

A minimum of 50 of the average minimum participation hours must be attributable to:

- Unsubsidized employment
- Subsidized private-sector employment
- Subsidized public-sector employment
- Work experience, such as JOIN, CWEP, or others in the community
- Job search
- Community service programs
- Vocational education, but not job skills training\*
- Provision of child care for a community services participant

Therefore, no more than 5 of the average minimum hours may be attributable to: education related to employment, high school, high school equivalent, or \*job skills training.

**NOTE:** See Sections 24.6 - 24.13 for clarifying details about work activities.

B. ALL FAMILIES

**NOTE:** See Section 24.3,A,1,b for requirements for parents under age 20. They are not subject to the following 20-hour average minimum rule.

A minimum of 20 of the average minimum participation hours must be attributable to:

- Unsubsidized employment
- Subsidized private-sector employment

- Subsidized public-sector employment
- Work experience, such as JOIN or CWEP or others in the community
- Job search
- Community service programs
- Vocational education, but not job skills training\*
- Provision of child care for a community services participant

Therefore, no more than 10 of the average minimum hours may be attributable to: education related to employment, high school, high school equivalent, or \*job skills training.

**NOTE:** See Section 24.6 for clarifying details about work activities.