

24.13 EDUCATIONAL ACTIVITIES

This Section provides information about types of educational activities that may meet an individual's work requirement. However, the federal law and the WV state law differ in the way educational activities may be used.

Under Federal Law: An educational activity is mandatory for parents under the age of 20, who do not have a high school diploma or its equivalent. In addition, attending school is an eligibility requirement for unemancipated parents under age 18 who do not have a high school diploma or its equivalent, when the infant is at least 12 weeks old. See Section 9.21,A,3. Any individual who does not fall into either of these 2 groups is restricted in the number of education hours which can be used to meet the federal participation requirement. This is described in detail in Section 24.5. However, under WV state law, those who are not mandatory for participation in educational activities, may select other educational options which do not meet federal requirements.

Under WV State Law: Any WV WORKS recipient who must meet a federal participation requirement may elect to participate in any educational activity, regardless of any restrictions in Section 24.5. The participation must be full-time as defined by the institution or course of study, regardless of the number of hours of actual participation. The client must not be required to participate in any other activity to increase his participation hours to the minimum federal requirement. However, the client may voluntarily participate in any other activity, but no sanction may be imposed for failure to participate in that other activity. If their educational activity is college, it is limited to a 2- or 4-year undergraduate degree program. **The participant must be making satisfactory progress as determined by the program in which they are enrolled.**

EXAMPLE: A mother and 2 children apply for WV WORKS. She is not temporarily exempt from meeting the work participation requirement, so the Worker discusses possible opportunities for her to become self-supporting. The client indicates that she wants to participate in a literacy program and the Worker accepts this as her work activity. The literacy classes are held 2 nights/week for 2½ hours each night. This does not meet the client's federal work participation requirement, but the client has selected an educational activity and full-time is defined by the literacy course as 5 hrs./week. Therefore, the client must not be required to participate in any other work activity while participating in a literacy program.

A. LITERACY

When the client cannot read, he may be placed in a literacy program. To qualify for such placement, the individual must test at or below standards set by the literacy provider.

B. HIGH SCHOOL

The student must adhere to the established attendance policy of the institution. Regardless of the actual number of hours of attendance, the parent meets his participation requirement.

When the individual is no longer accepted in the school system, or, placing him back in the school system is inappropriate, he must be placed in Adult Basic Education (ABE), vocational training or an alternative school setting.

C. ENGLISH AS A SECOND LANGUAGE

Those adults whose native language is in not English and who have difficulty reading, writing and/or speaking English, may receive education in English language skills.

D. ADULT BASIC EDUCATION (ABE)

Adult Basic Education (ABE) includes training in basic skills. It may also be used to help prepare for the General Equivalency Diploma (GED) test. **For participation purposes, an ABE class must be 30 hours per week to be full-time, as defined by the West Virginia Department of Education.**

E. COLLEGE

Use of college attendance to meet a work requirement depends on the kind of requirement being met.

1. Meeting the Federal Requirement

Attending undergraduate or graduate college classes does not meet the federal work requirement for any individual. However, some undergraduate courses require that students be placed in an unpaid work environment. Such undergraduate placements may be used to meet the work federal requirement. These placements include, but are not limited to: student teaching, internships, clinical work assignments and unpaid work experience. No such placements for graduate students are used to meet the work requirement. When the student does not participate in such activities for a sufficient number of hours to meet his participation requirement, he must also participate in another activity. If he does not participate in such activities at all, he must meet all of his work participation hours in another activity or combination of activities.

NOTE: Participation in College Work Study is employment.

Clients in college are to be placed in the VT component for up to 12 months. These months need not be consecutive. If the client was in Vocational Training previously, the months in that Vocational Training activity must be deducted. Lifetime limit for the VT component is 12 months.

EXAMPLE: Mr. Sales is a new WV WORKS client and is in college. Mr. Sales has not attended Vocational Training previously. The Worker must place him in the VT component in Work Programs for 12 months. At the end of 12 months the Worker must place him in the college (CL) component.

EXAMPLE: Ms. Smith is reopened for WV WORKS in June. In August she begins college. She previously attended Business Education at the Vo-Tech Center for 6 months in 2001. The Worker may now place Ms. Smith in VT for 6 months.

EXAMPLE: Mr. Barnhorse is an active WV WORKS recipient and enters college in January. He has not previously attended vocational training. He attends college January through May. The Worker enters him in the VT component. He is out of college for the summer and returns in August. In August he still has 7 months in which the Worker may use the VT component for his college attendance.

EXAMPLE: Ms. Gilligan is reopened for WV WORKS and is already attending college. While previously receiving WV WORKS in 2000, she attended LPN training at the Vo-Tech center for 12 months and was coded in the VT component during that time. The Worker must not use the VT component now for her college attendance.

NOTE: Hours entered by the Worker in WP for clients in college under the VT component are to be calculated the same as if the client is in the college (CL) component.

2. Meeting the State Requirement

The client cannot be required to participate in any other activity to meet the federal work requirement when he chooses to attend college, as long as he attends full-time as defined by the institution. (See **Section 24.13, "Under WV State Law".**)

For each credit hour for which the client is registered, 2 hours of study time, in addition to credit hours, is counted toward his participation hours.

The calculation of college hours of participation is based on the following process:

Step 1: Determine the client's total monthly hours of participation, as reported on his time sheet. College students may self-report.

Step 2: Add time for excused absences (up to 3 days)

WV WORKS Activities and Requirements

- Step 3: Add hours for other excused absences as found in Section 24.3.B. (Summer breaks and semester breaks must not be counted.)
- Step 4: Convert total monthly hours to weekly average hours using the conversion chart for that month/year.
- Step 5: Add study hours (2 x credit hours)

The result is the average weekly participation hours.

EXAMPLE: Client is enrolled for 12 credit hours for the current semester. In 4/04 he reports attending class 16 days @ 3 hours per day = 48 total hours for the month. He skipped class on 4/29. The following hours of participation are entered in RAPIDS for 4/04:

11 hours/week (per conversion chart for 4/04)
+24 study hours (12 credit hours x 2)
35 total weekly participation hours

NOTE: Please note that some college students may actually attend more hours than enrolled credit hours. This may occur when the student is required to participate in a lab, library activity, etc. which does not count towards his semester credit hours. This is significant when the credit hours are less than full-time (12 hours) during the current semester. In this case, the Worker must count all participation hours and confirm the details with the client. Make a full case recording on CMIC regarding the circumstances.

NOTE: College students who are doing student teaching, serving an internship in a hospital, etc. should have their hours counted as community service based on the number of hours he participates each month.