



PROCEDURE TRANSMITTAL

SUBJECT:	Career Advancement Program (formerly Welfare Transition) Work Activity Requirements	Procedural/Guidance No.: #1 PY2007-2008
APPLIES TO:	Career Center Operators Refugee Employment and Training Program Contractors Providing Career Advancement Program Services	Effective Date: July 9, 2007
		Revised Date: June 26, 2007
		Expiration Date: Indefinite
REFERENCE:	Florida Statute 445.024, Deficit Reduction Act, 2005, Interim Final Rules, 2006	

OBJECTIVE

South Florida Workforce (SFW) is mandated to fulfill the requirements of the Temporary Assistance to Needy Families (TANF) Program by requiring that non-exempt recipients of Temporary Cash Assistance (TCA) work or be engaged in work activities and participate for a minimum number of hours per month as a condition of receiving ongoing TCA.

BACKGROUND

The October 1996 Federal Act: **The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), Public Law 104-193**, eliminated the open-ended federal entitlement program, Aid to Families with Dependent Children (AFDC), and replaced it with the Temporary Assistance for Needy Families (TANF) welfare program. The TANF program changed the nation's welfare system from the receipt of cash assistance as an entitlement to one that requires work in exchange for time-limited assistance.

Federal law requires that the all regions within the State of Florida meet a specified participation rate each fiscal year in order to receive full federal TANF funding. In order to meet the work participation rate, each work eligible individual must be engaged in a countable work activity for at least the minimum number of hours required per week, averaged over the month.

The Deficit Reduction Act (DRA), 2005, Public Law 109-171, includes provisions to reauthorize TANF. It directs Secretary of Health and Human Services (HHS) to publish regulations to ensure consistent measurement of work participation rates, define work activities requirements, determine how to count and verify reportable hours and determines who is work eligible.

The Interim Final Regulations, 2006 implements the statutory changes enacted in the reauthorization of the Temporary Assistance for Needy Families (TANF) program in the Deficit Reduction Act of 2005.

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A. Work Eligible

Work-eligible individual means an adult (or minor child head-of-household) receiving assistance under TANF or separate State program or **a non-recipient parent** living with a child receiving such assistance (*usually a child-only case*) unless the parent is:

- A minor parent and not the head-of-household or spouse of the head-of-household;
- An alien who is ineligible to receive assistance due to his or her immigration status; or
- On a case-by-case basis, a recipient of Supplemental Security Income (SSI) benefits.

The term also excludes:

- A parent providing care for a disabled family member living in the home, who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation.

To ensure that participation rates are met, it is critical that work eligible individuals be assigned to an appropriate work activity and be engaged for the minimum hours; failure of participants to complete activities without a good reason must be reported immediately to the Department of Children and Families (DCF); and activities assigned and hours completed be entered accurately and timely into the One Stop Service Tracking System (OSST).

B. OSST System

All actions taken must be documented in the OSST System. Some of the data for monthly performance reports, the balanced scorecard, legislative reports, and federal participation rate calculation, etc. are taken from the OSST System. Therefore, it is imperative that information be entered correctly and in a timely manner into the system. **It is equally important that valid supporting documentation be maintained in the participant's case file to support all entries.**

C. OSST System Entries

All activities, training, and services, whether countable or not, should be entered in OSST on the Skill Development Screen. Actual Begin Dates should not be entered until it has been documented that the individual actually began participating in the assigned activity. JPR screens must be updated weekly and documentation received to substantiate data entry must be placed into participant's case file, regardless of when the documents are obtained.

D. Orientation

All work eligible participant's must complete orientation within 10 calendar days upon receipt of a "new", "re-open"" Case To Do. An orientation must be scheduled and completed for all "reopen" cases closed for a period of six (6) months or longer. The Opportunities and Obligations form along with all supporting documentation must be signed and maintained in the participant's case file.

E. Assessment

An assessment must be initiated within 10 calendar days and completed within 30 days for each participant upon receipt of a "new", "re-open" or "reassigned" Case To Do. It must include participant's skills, prior work history and employability/capability of the participant

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to become employed. A budget planner in OSST and a resume in OSST or Employ Florida Marketplace (EFM) must also be included. All supporting documentation must be signed and maintained in the participant's case file.

F. Individual Responsibility Plan (IRP)

A plan must be developed for each participant within thirty (30) calendar days, and shall be jointly developed with the participant using the assessment results and shall, at a minimum, describe all employment barriers identified and include the mix and sequence of service that should help the participant to overcome the barriers identified, supportive services to be provided, and the expected employment outcome(s) or goals. Steps to Self-Sufficiency must be created for each participant that clearly defines the responsibility of both the participant and the career advisor. As the needs of the customer change, the steps must be modified to reflect the changes. The new or revised action plan (steps) shall become a modification or addendum to the participants IRP and must be printed, signed and placed in the case file.

G. Case Notes

The OSST System generates case notes whenever action is taken on a case; therefore, Career Advisors must ensure that there is sufficient information that is clear and concise and documents the progression of the participant via comments stated in the case notes.

The OSST Case Notes are accessible for review to anyone with the proper authorization to the system. Every effort must be made to protect the participant's privacy, while continuing to record the development of the participant.

The OSST case notes should not make any reference to test results nor the medical condition of the participant.

In instances where a participant may be the victim of domestic violence, a separate, hard copy case file must be maintained in a secure location and marked "confidential". Domestic violence victims' addresses, telephone numbers, and social security numbers are exempt from the open public records' requirement and should be kept confidential except as allowed by statute. Information that may jeopardize the safety of the domestic violence victim and the victim's children must be maintained in the separate file. OSST case notes should refer the reader to the confidential hard copy case file without making reference to the nature of the issue. **Note: Abbreviations should be used only if they are commonly used and are easily understood by all users of OSST.**

H. Families

1. **Single Parent** (Public Assistance – PA) Cases
Each participant shall be required to participate in a work activity for a minimum of 30 hours per week in which 20 hours must be in a Core Activity.
2. **Two-Parent** (Unemployed Parent –UP) Cases
Two parent cases are counted as one family, not two individuals.
If the family is not receiving subsidized childcare, the family shall be required to participate in a work activity for a minimum of 35 hours per week in which 30 of the required hours must be in a core activity. If the

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family is receiving subsidized childcare and neither parent is disabled, the family shall be required to participate in a work activity for a minimum of 55 hours per week in which 50 of the required hours must be in a core activity.

Note: In order to count in the All Families Rate and the Two-Parent Family Rate at least one parent must be assigned to 35 hours per week in which 30/50 must be in a core activity.

3. **Minor Head of Household (Teen Parent -TP) Cases**

A Two Parent family head of household under the age of 20 must be engaged in a work activity for a minimum of 20 hours per week for the month. Both parents must participate in order for hours to count in the participation rate.

Based on the number of Mondays in the month, each participant shall be required to participate in a work activity for a monthly minimum number of hours, unless a deferral is granted, or if the participant is subject to sanction.

Families	Minimum Work Activity Hours			
	4 Mondays	5 Mondays	Minimum Weekly Required Hours	Minimum Weekly Core Hours
Single Parent	120	150	30	20
Single Custodial Parent with a Child Under the Age of 6	80	100	20	20
Two-Parent Family	140	175	35	30
Two-Parent Family Receiving Federally Funded Childcare	220	275	55	50
Two-Parent Minor Heads of Household	80	100	20	20

The minimum required weekly hours must be met by requiring each participant to participate in a work activity. Core hours must be met in order for the required hours to count in the participation rate. Participants who fail (without good cause) to meet the minimum weekly scheduled hours shall be subject to sanction.

Note: *For Minor Head of Household, all work activities are core activities.*

I. Calculating the Participation Rate

1. Who Calculates the Rate?

The Agency for Workforce Innovation (AWI) measures each region within the State of Florida on a monthly basis to determine if regions have met its objective for participation rate.

2. Data Entry Deadline

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Career Advisors must enter accurate and verifiable (valid) data in the One Stop Service Tracking (OSST) by the 10th of the month to document the participant's completed work activity.

3. How is the Participation Rate Calculated?

The total number of participants who participated for the minimum required monthly hours divided by the total number of participants on the recurring payroll who received TCA minus participants subject to sanction.

4. Participants Excluded from the Participation Rate

- Participants who are not on the recurring benefit payroll
- Teen parents who are in school are excluded (not required to participate) during school breaks and holidays.
- Employed participants
- Participants enrolled in community service, or work experience, are excluded (not required to participate) during a holiday, if they would normally be paid for the holiday. Therefore, for participants engaged in work experience, community service or employment, participation hours should be provided if the holiday is considered a paid holiday according to the approved holidays (10). **Note:** For these instances, the word "holiday" should be written on the time sheets.
- Participants who are subject to sanction (currently sanctioned and those who have a pending request for a sanction) are not counted toward the participation rate.

Note: *If the participant is subject to sanction for more than 3 months in the preceding 12 months, the participant will not be removed from the participation rate calculation.*

J. Work Activities

Core work activities may be used individually or in combination with core plus work activities (job skills training, education directly related to employment and Attendance at a Secondary School or in a GED class) to satisfy the work requirements.

When a core plus work activity is assigned in addition to core work activities, the participant must be assigned to the minimum required core work activity. (See Chart Below)

Work Activities require daily supervision and cannot be assigned more than a maximum of **35** hours per week. **Exception:** If employed assign initial hours according to the employment verification. Hours may be adjusted to reflect the average of two (2) pay stubs when the assigned hours are not being met according to employment verification information. A SFW Verification of Work Hours Receipt may be used to document hours worked by a participant when s (he) has not received their first pay stub. The JPR screen must be updated to reflect actual hours completed.

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There are nine (9) core activities and three (3) core plus activities.

Core Work Activities	Core Plus Work Activities
1. Unsubsidized Employment	1. Satisfactory Attendance at Secondary School
2. Subsidized Private Sector Employment	2. Education Directly Related to Employment
3. Subsidized Public Sector Employment	3. Job Skills Training
4. Job Search and Job Readiness	
5. Community Service Program	
6. Work Experience	
7. Providing Childcare	
8. Vocational Training	
9. On-the-Job Training (OJT)	

1. Unsubsidized Employment (Core)

a. Definition

Unsubsidized employment is full or part-time employment that is not directly supplemented by federal or state funds. Full-time employment is defined as 32 or more hours per week and part-time employment is less than 32 hours per week.

b. Time Limit

Unlimited

c. Required Documentation

Employment must be verified by appropriate documentation such as the following:

- Employment Verification
- SFW Verification of Work Hours Receipt
- Pay stub (must indicate hours and wages)
- Signed Time Sheets
- Record of business expenses (self-employed)
- Invoice
- Receipt of payment
- Copy of check (must indicate hours and wages)
- Letter from consumer (must indicate hours and wages)

d. Tracking Participation

- Employment verifications must include the contact information such as the employer's name; date contacted, phone number, employee work days/hours, wage rate, employment start date, and the name of the staff person who verified the employment.
- Detailed Case Notes
- Employment verification is used to enter placement in OSST Skill Development under Job Tracking Section.
- If participant does not meet TANF eligibility requirements due to earned income, the participant's status is updated to

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reflect Transitional in OSST Case-At-A-Glance under Demographic Information Section.

- Hours of participation for self employed participants must be determined by dividing the gross income minus business expenses by the applicable minimum wage as verified by documentation
- Daily supervision is required.
- Update case file (hard copy)
- Update IRP as necessary

The following are considered unsubsidized employment.

a. Self-Employment

May include, but is not limited to, domestic work and childcare, and it may also include individuals that receive benefits for services rendered (i.e. rent). In order to earn participation credit for hours of self-employment, a participant must provide documentation that includes, but is not limited to gross income obtained minus business expenditures as substantiated by copies of the following:

- Record of business expenses
- Invoices for services rendered
- Receipt for payment of services

Calculating Hours Worked (Self employed)

Fair Labor Standard Act (FLSA) applies the higher of the two minimum wages (State / Federal). Using the documentations, the Career Advisor will calculate the number of hours worked per week.

Gross income minus business expenses is divided by the applicable minimum wage. **Example:** *Gross income = \$300.00 – business expenses = \$75.00 / minimum wage = \$6.67 total = 34 hours.*

b. Registered Apprenticeship

Registered apprenticeship is an organized program of instruction registered and approved by the U.S. Department of Labor. It provides both related instruction and on-the-job training for the purpose of preparing workers for a skilled occupation or trade. Through formal agreements, apprentices become paid employees during their learning period which is usually four years in length. Apprentices are taught by and work under experienced craft workers until trained employee or journey worker status is reached. The participant has the opportunity to work while learning and earning.

Note: Training funds must not be used to pay for apprenticeship programs.

c. Pre-apprenticeship

Pre-apprenticeship is a training program for out-of-school youths and adults who do not meet the requirements for entry into registered apprenticeship programs. The pre-apprenticeship program is usually one year in length. While in paid jobs, pre-apprentices receive employability

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skills training, work toward high school completion, develop work habits and skills and receive technical instruction related to their career path.

d. Cooperative Education

Cooperative education is a structured method of secondary or post secondary job preparatory instruction consisting of 40 or more hours on the work site whereby students alternate or coordinate their studies with a paid job that is related to those studies. Instruction is based on written training and evaluation plans agreed to by the school and employer, and the student receives credit for both classroom and work experience.

e. Commission

Participants who work on commission are not paid a set salary and normally do not work a consistent number of hours per week. Career Advisors therefore need to determine the number of hours worked per week and the hourly salary, in order to update the JPR. The number of hours worked per week will be calculated based on the minimum wage. If the calculation comes out to less than the required minimum hours, then the Career Advisor must assign the participant to do additional hours to bring the participant up to the required minimum hours.

Calculating Hours Worked (Commission)

1. Determine the monthly income.
2. Divide the monthly income by \$6.67 (minimum wage).
3. Divide the resulting figure by 4.3 weeks, which will equal the number of hours worked per week.

Calculating Salary Earned (Commission)

1. Weekly: daily salary X # of days worked.
2. Monthly: weekly salary X 4.3 (weeks).
3. Hourly: divide monthly salary by 4.3 weeks, divided by number of weekly hours worked.

2. Subsidized Private Sector Employment (Core)

a. Definition

Employment for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a participant.

b. Time Limit

Must be assigned in six (6) month intervals
Maximum of twelve (12) months in a lifetime.

c. Required Documentation

- Employment Verification
- Pay stub (must indicate hours and wages)
- Signed Time Sheets

d. Tracking Participation

- Update IRP as necessary

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- Update case file folder (hard copy)
- Detailed case notes
- Valid supporting documentation must be maintained in the participant's case file to support all entries.
- Employment verification is used to enter placement in OSST Skill Development under Job Tracking Section.
- Employment verifications must include the contact information such as the employer's name; date contacted, phone number, employee work days/hours, wage rate, employment start date, and the name of the staff person who verified the employment.
- Daily supervision is required.

Note: If the participant is not meeting minimum required hours an additional activity must be assigned. (See participation rate)

3. **Subsidized Public Sector (Core)**

a. **Definition**

Employment for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a participant.

b. **Time Limit**

Must be assigned in six (6) month intervals.
Maximum of twelve (12) month lifetime limit.

c. **Required Documentation**

- Employment Verification
- Pay stub (must indicate hours and wages)
- Signed Time Sheets

d. **Tracking Participation**

- Detailed Case Notes.
- Valid supporting documentation must be maintained in the participant's case file to support all entries.
- Employment verification is used to enter placement in OSST Skill Development under Job Tracking Section.
- Employment verifications must include the contact information such as the employer's name; date contacted, phone number, employee work days/hours, wage rate, employment start date, and the name of the staff person who verified the employment.
- Daily supervision is required.
- Update IRP (steps to self sufficiency) must be in accordance with goals

Note: If the participant is not meeting minimum required hours an additional activity must be assigned.

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e. Employment Follow-ups

- Must be conducted for customers who are currently employed and whose cases are open in the OSST System, i.e., Mandatory cases or Transitional cases.
- The Career Advisor must follow-up on employment for at least 12 months, at 30, 60, 90, 180 and 365-day intervals, while the customer is employed.
- Employment Follow-ups must be entered in the OSST System by updating the “Add/Edit Follow-Up Record” in the skill development section as follows:
 - Date follow-up was conducted
 - Name of Contact spoken to
 - Wage per hour at follow-up
 - Hours per week scheduled
 - Follow-up type of verification used (phone call, pay stub, or employment verification form)
- Once the customer’s employment has ended, the Career Advisor will discontinue follow-ups. If the customer obtains a new position while the case is open, the new follow up intervals must take place beginning at the 30-day interval, until employment is terminated.

Note: Phone call must be the last option and be documented in the case notes.

4. Job Search/Job Readiness (Core)

a. Definition

The participant is actively seeking or obtaining employment, preparation to seek or obtain employment, including life skills training and substance abuse treatment, mental health treatment or rehabilitation activities for those who are otherwise employable.

- **In House - Job Readiness (Employment Preparation)** is designed to improve an individual’s job seeking and retention skills, and provides support for job-seeking activities. Participants will receive credit for hours spent (hour for hour) participating in the activity. The following activities are acceptable as in-house job readiness: workshops, resource room, in-house job fairs, class hours, or other career center activities.
- **Substance Abuse and Mental Health (SAMH)** Some individuals are not able to get and keep a job because of substance abuse/mental health treatment or rehabilitation services. Hours must be documented and supervised by treatment program daily and valued as “hour for hour”. In order to credit the hours of participation, the need for such treatment must be verified by qualified medical or mental health

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professionals stating that the treatment is necessary. The Career Advisor shall only count a participant's actual hours of participation in treatment or rehabilitation activities. The portion of the treatment or rehabilitation activities that meet a common-sense definition of another work activity may be credited as actual hour for hour in the appropriate allowable work category. Example: A participant who is otherwise able to work but for the need to reinforce substance abuse treatment into a special program also fulfills assigned supervised, documented work responsibilities for the benefit of all the residents, such as preparing meals, housecleaning, or scheduling group activities.

b. Time Limit

Participation in Job Search and Job Readiness is limited to four (4) consecutive weeks, and no more than six (6) weeks total in a federal fiscal year (October through September).

Reporting any hours of participation in a week as job search and job readiness assistance triggers the start of one week against the time limit.

c. Required Documentation

- Initial Assessment Database Print-Out.
- SFW SAMH Treatment Daily Verification Form.
- Certification from qualified medical or mental health professional licensed and/or board certified in Florida (as applicable).

d. Tracking Participation

- Job Search and Job Readiness include several components, Job Search, Job Readiness and SAMH. Job Readiness is in house. Substance Abuse and Mental Health (SAMH) is documented as in-house and hours shall be tracked using the SFW SAMH Treatment Daily Verification Form.
- Each participant engaged in In-house job search activities must register into the "Initial Assessment Data Base" prior to engaging in any activities and will also be required to sign out with the designated staff person in order to receive credit for their participation.
- Job Search and Job Readiness activities are subject to limitations. A participant who has used 6 weeks of job search has no time remaining in either job readiness or SAMH.
- Job search hours should be used in conjunction with the IRP and when employment related goals are being addressed.
- Job search and job readiness must be part of a structured activity and requires daily supervision.

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5. Community Service Program (must be for the benefit of the community) (Core)

a. Definition

Structured program in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community Service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection education, urban and rural redevelopment, recreation, public facilities, public safety, and childcare.

Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment. Prior training, experience and skills of the participant must be taken into account prior to making assignments. **It may be selected as an activity for participants who need to increase employability skills by improving their interpersonal skills, job-retention skills, stress management, and job problem solving and by learning to attain a balance between job and personal responsibilities,** and is intended to:

- Assess Career Advancement Program compliance before referral of the participant to costly services such as vocational education or training;
- Maintain work activity status while the participant awaits placement into paid employment or training;
- Fulfill a clinical practicum or internship requirement related to employment and/or;
- Provide work-based learning.

b. Time Limit

- Community Service agreements shall be limited to a minimum of three (3) months and a maximum of six (6) months per assigned slot.
- Participants who do not gain employment upon completion of the Community Service assignment shall be re-assessed.
- Shall not exceed 12 months in a lifetime.

c. Required Documentation

- Community Service Work-Site Agreement;
- Signed Time Sheet (participant, employer representative, career advisor);
- Work-site agreement must include job title, clear job description, party responsible for supervising the participant and signing timesheets/documentation, performance benchmarks, goals and outcomes and time limits.
- Must document daily supervision (must include dates, required hours and actual hours);
- Must be signed by the participant, authorized employer representative, and the career advisor;

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- Detailed Case Notes.

d. Tracking Participation

- The Career Center shall be responsible for establishing community service agreements.
- Career Centers must enter into a work-site agreement prior to negotiating individual participant agreements.
- The approved holiday leave schedule must be attached to the Worksite agreement.
- Based on the Fair Labor Standards Act, a participant cannot be required to do more hours in Community Service than is determined by the calculation $[(\text{Cash} + \text{Food Stamp amount}) / \text{minimum wage}] / 4.3$. An example of the work hour calculation is $\$100.00 \text{ plus } \$225.00 = \$325.00$, divided by $\$6.67 = \48.74 , divided by $4.3 = 11$ hours.
- When hours are used as primary (core), participant must be assigned to the exact hours as indicated on the benefit screen calculation.
- When hours are used in conjunction with primary (core), participant may be assigned up to the number of hours on the benefit screen calculation.
- The Career Advisor must make a case note to indicate what the calculated hours are at the time the participant is assigned into this activity.
- “Deeming” provisions are allowed.
- Daily supervision is required.
- Community Service should be entered in the OSST Skill Development Screen. The total hours should be entered in the Hours Per Week field.
- An entry must be made in the case notes to identify the location of the work site, the number of hours at the work site, as well as the number of hours assigned.
- Update case file folder (hard copy)
- Update IRP as necessary

e. “DEEMING”

The All Family Rate requires 20 hours in a core activity; the Two Parent Rate requires 30 or 50 hours in a core activity depending on the receipt of subsidized childcare. If the individual’s/family’s calculation is less than the required core hours for Community Service, the individual is deemed to have met core hours if calculated hours are met.

Example

Sherry is a single parent.

Her cash is \$241 and her food stamp amount is \$241.

The calculation $[(\$241 + \$241) \text{ minimum wage}] / 4.3 = 17.5$ hours.

She is assigned for the month to complete 17 hours at a worksite.

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She turns in her timesheet after her first week indicating all 17 hours were complete.

She is “deemed” to have completed her core requirement of 20 hours.

f. Recording “Deemed” Hours

Sherry’s JPR for the week was “20” hours

Her timesheet was placed in the case file and included:

- The appropriate dates;
- The appropriate signatures;
- The required hours, and
- The actual hours completed.

A case note states “Sherry” was required to complete 17 hours for the week of (indicate week start and end date). She completed her required 17 hours based on the calculation, and documentation is in the file. She was “deemed” to complete 20. 20 is recorded on the JPR screen”.

g. Participation in the AmeriCorp Program

Participation in the AmeriCorp counts as participation in COMMUNITY SERVICE. The number of hours of participation shall be dictated by the AmeriCorp Program and not determined by the same calculation as with COMMUNITY SERVICE. The participant must continue to receive the authorized TCA and food stamps in lieu of a wage.

6. Work Experience (Core)

(Including work associated with the refurbishing of publicly assisted housing)

a. Definition

A work activity performed in return for welfare combined with food stamps. This activity provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. It should be used to improve employability of those who cannot find unsubsidized employment. This is an appropriate work activity for participants who lack preparation for, or experience in, the workforce. It must be tied into the participant’s employment goals and must be designed to move the participant from the work experience to paid employment.

b. Time Limit

- Work Experience work-site agreements shall be limited to a minimum of three (3) months and a maximum of six (6) months per assigned slot.
- Participants who do not gain employment upon completion of the Work Experience assignment shall be re-assessed.

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- Shall not exceed 12 months in a lifetime.

c. Required Documentation

- Work Experience Work-Site Agreement - must be performed at a public or private not-for-profit agency.
- Work-site agreement must include job title, clear job description, party responsible for supervising the participant and signing timesheets/documentation, performance benchmarks, goals and outcomes and time limits.
- Signed Time Sheet (participant, employer representative, career advisor).
- Must document daily supervision (must include dates, required hours and actual hours).
- Detailed Case Notes.
- Update case file folder (hard copy).

d. Tracking Participation

- The Career Center shall be responsible for establishing work experience agreements with private or public agencies.
- Career Centers must enter into a Work-Site Agreement prior to negotiating individual participant agreements.
- Based on the Fair Labor Standards Act, (FLSA) no participant can be required to do more hours in Community Service than is determined by the calculation [(Cash+food stamp amount)/minimum wage]/4.3. An example of the work hour calculation is \$100.00 plus \$225.00 = \$325.00, divided by \$6.67 = \$48.74, divided by 4.3 = 11 hours.
- The approved holiday leave schedule must be attached to the Worksite agreement.
- When hours are used as primary (core), participant must be assigned to the exact hours as indicated on the benefit screen calculation.
- When hours are used in conjunction with primary (core), participant may be assigned up to the number of hours on the benefit screen calculation.
- The Career Advisor must make a case note to indicate what the calculated hours are at the time the participant is assigned into this activity.
- “Deeming” provisions are allowed.
- Daily supervision is required.
- Only one activity (Work Experience) should be entered in the OSST Skill Development Screen. The total hours should be entered in the Hours per Week field.
- Participant must also be entered into an educational activity. The education activity must be recorded as a separate activity in OSST.
- An entry must be made in the Case Notes to identify the location of the work site, the number of hours at the work site, as well as the number of hours assigned.
- Detailed Case Note.
- Update IRP as necessary

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7. Providing Childcare (Core)

a. Definition

Participants may provide childcare services to an individual who is participating in a Community Service Program.

b. Time Limits

Unlimited

c. Required Documentation

- The Community Service/Worksite agreement.
- Signed Weekly - Community Service Time Sheet.
- Weekly case notes indicating that the participant actually provided the community service.

d. Tracking Participation

- The number of hours that is credited to the participant providing the childcare services is based on the number of hours that the Community Service participant is scheduled for the Community Service activity.
- Must be supervised daily through documentation of hours.
- Documentation must be submitted every two weeks at a minimum.
- Detailed case notes.
- Update case file folder (hard copy).
- Update IRP as necessary

Note: Only actual hours where the participant engaged in community service actually attends those community service hours may yield countable hours for the participant caring for the children.

8. Vocational Training (Core)

a. Definition

Organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Vocational training programs should be limited to activities that give individuals the knowledge and skills to perform a specific occupation.

Vocational Education must be vocation in nature and must be provided by education or training organizations. This may include basic skills if embedded in vocational program and short term.

Self-Initiated Education

Self-initiated education is where the participant enrolls in a training activity independent of SFW at the time of referral to the Career Center.

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Exceptions are to be made to SFW policy requiring that participants enroll in an approved course of study at an approved training agent, when the participant enters the program already enrolled in a training program.

If the participant is attending and progressing satisfactorily the participant should be allowed to remain in the approved course of study and support services, excluding tuition should be provided, if necessary and if funds are available.

If the participant is enrolled in a non-approved course of study and is not progressing satisfactorily, the participant must be counseled and offered the opportunity to enroll in an approved course of study at an approved training agent. If the participant chooses to remain in the non-approved course of study, no support services will be paid until participant provides documentation of satisfactory progress.

Distance Learning

Courses in which students accessing classroom training via the Internet without having to physically report to a classroom training is considered distance learning. Participation in distance learning courses must be documented in the form of an official computer generated attendance sheet or a signed document, which verifies daily attendance.

b. Time Limit / Limitation

- Vocational Training as a core work activity is limited to a total of 12 months during the participant's lifetime on assistance. When the work activity is entered into OSST as Vocational Education (Primary) on the Skill Development Screen it counts toward the 12-month limit, regardless of the number of hours assigned to the activity.
- The 12-month restriction applies to instruction in a vocational program. It does not include remediation of basic skills through adult basic education. Any necessary remediation should be completed before a participant is referred to Vocational Education.
- **ESOL can not be used as the course name when assigning this activity unless the participant is employed and core hours are met.**

c. Required Documentation

- A daily attendance time sheet shall be completed and signed by the instructor of the educational institution, and maintained in the participant's case file and shall be used to document the hours entered in the OSST JPR screen.
- Attendance information must include participant's name, the course and instructor's name, name of person certifying attendance and dates.

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- Training Package which includes: TABE scores, Assessment results, Copy of Financial Aid Application(s), Training Options Selection Guide, Financial Support Form, Training Plan, and Analysis of Student Progress Report, note: Training Option Selection Guide is not required when enrollment is self-initiated.
- Daily supervision is required.
- Detailed case notes.
- Update case file folder (hard copy).
- Update IRP as necessary.

d. Tracking Participation

- Must receive written verification of progress on a quarterly or semester basis or as established by the training institution.
- Participant must be making satisfactory progress in order for hours to count.
- Participant must receive Test for Adult Basic Education (TABE) prior to entry into education or training program.
- Participant must receive a periodic (at least every 6 months), reassessment and scores compared and recorded as part of the “good or satisfactory progress” determination.
- The Career Advisor must go to SAMS to obtain the participant’s attendance on a monthly basis. If the information is not located on SAMS the Career Advisor must attain the information from the participant.
- Attendance must be supervised no less than daily, and documentation must be collected at least bi-weekly and maintained in the case file.
- Attendance documentation must include the participant’s name, course, instructors name, name of person certifying the hours/attendance and dates of attendance.
- Unsupervised homework time cannot be counted however monitored study sessions hours are allowable if the hours of participation can be documented through supervision.
- Update case file folder (hard copy).
- Update IRP as necessary.

Notes: SFW does not permit the use of funds to pay for AA degree programs.

9. On-the Job Training (OJT) (Core)

a. Definition

OJT is paid training in the public or private sector that is provided by an employer to an eligible participant while engaged in a job that allows the participant to acquire knowledge or skills essential to the full and adequate performance on the job.

All participants that are hired under an OJT agreement are not fully qualified for the job and require training above and beyond the type of training usually provided to new employees. OJT may be

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sequenced with, or accompanied by, other types of training such as remedial education, basic skills training or occupational training.

Infrequently, OJT may be combined with customized training. Normally a worker would not be simultaneously utilizing OJT and customized training services, however, it is possible that a worker might be a participant in OJT and simultaneously be a participant in off-the-job customized training such as classroom training. Combining these two services requires prior SFW approval.

b. Required Documentation

- Signed OJT Agreement form.
- OJT Package including a Financial Viability Checklist, Referral, Contract Body (A. Training Outline B. Competency Certification C. Payment Method D. Employer Handbook E. Assurances and Certifications, Monitoring Worksheet, OJT Invoice and Trainee Evaluation.
- OJT Contract -must include hourly wage, training hours, and total training days, start date—end date, signature of participant, authorized employer representative and the career advisor.
- Must be full-time 32-40 hours.
- Pay stub-In accordance to pay schedule.
- Signed Time Sheet (participant, authorized employer representative, career advisor) at least bi-weekly.

c. Tracking Participation

- The Service Partner shall be responsible for establishing OJT Work-site agreements.
- Must be full-time 32-40 hours.
- Must document daily supervision (must include dates, required hours and actual hours)
- Employment verifications must include the contact information such as the employer’s name; date contacted, phone number, employee work days/hours, wage rate, employment start date, and the name of the staff person who verified the employment.
- Employment verification is used to enter placement in OSST Skill Development under Job Tracking Section.
- Documentation must be collected and maintained in the case file at least bi-weekly.
- Fair Labor Standards Act (FLSA) requirements apply.
- Pay stub
- Detailed case notes.
- Update case file folder (hard copy).
- Update IRP as necessary.

10. Satisfactory Attendance at a Secondary School (Adult Basic Education) and General Education Diploma (GED) (Core Plus)

a. Definition

Regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a

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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.

ABE, GED and high school credit programs provide opportunities for an individual to achieve a Diploma either through the GED testing program or the completion of high school credits required for graduation.

b. Time Limit / Limitations

Unlimited

ESOL can not be used as the course name when assigning this activity unless the participant is employed and core hours are met.

c. Required Documentation

- Initial Assessment scores (TABE)
- School enrollment / Class schedule
- A daily attendance time sheet shall be completed and signed by the instructor of the educational institution, and maintained in the participant's case file.
- SAMS attendance records (if applicable)
- Attendance information must include participant's name, the course and instructor's name, name of person certifying attendance and dates.
- Documentation of supervised homework, study sessions (if applicable)
- Attendance time sheet shall be used to document the hours entered in the OSST JPR screen and must be collected at least bi-weekly.
- Training Package which includes: TABE scores, and Analysis of Student Progress Report.
- Verification of progress (from training institution)
- Periodic reassessment scores (at least every six months)
- Certificate or Diploma (as applicable)
- Detailed case notes.

d. Tracking Participation

- If adult head of household, must be in addition to the 20/30/50 core hours
- Must receive written verification of progress on a quarterly or semester basis or as established by the training institution.
- Participant must be making satisfactory progress in order for hours to count.
- Participant must receive Test for Adult Basic Education (TABE) prior to entry into a basic education or GED program.
- Participant must receive a periodic (at least every 6 months), reassessment and scores compared and recorded as part of the "good or satisfactory progress" determination.
- The Career Advisor must go to SAMS to obtain the participant's attendance on a monthly basis. If the information is not located

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on SAMS the Career Advisor must attain the information from the participant.

- Attendance must be supervised no less than daily, and documentation must be collected at least bi-weekly and maintained in the case file.
- Attendance documentation must include the participant's name, course, instructors name, name of person certifying the hours/attendance and dates of attendance.
- Unsupervised homework time cannot be counted however monitored study sessions hours are allowable if the hours of participation can be documented through supervision.
- Update case file folder (hard copy).
- Update IRP as necessary.

11. Education Directly Related to Employment (Core Plus)

a. Definition

If a participant has not received a high school diploma or GED, (s) he may receive credit for hours by participating in education related to specific occupation, job or job offer. This includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic education and ESOL. Where required as pre-requisite for employment by employers or occupation, this activity may also include education leading to a General Education Development (GED) or high school equivalency diploma.

b. Time Limit / Limitations

Unlimited

ESOL can not be used as the course name when assigning this activity unless the participant is employed and core hours are met.

c. Required Documentation

- Initial Assessment scores (TABE)
- School enrollment / Class schedule
- A daily attendance time sheet shall be completed and signed by the instructor of the educational institution, and maintained in the participant's case file and shall be used to document the hours entered in the OSST JPR screen.
- SAMS attendance records (if applicable)
- Attendance information must include participant's name, the course and instructor's name, name of person certifying attendance and dates.
- Documentation of supervised homework, study sessions (if applicable)
- Training Package which includes: TABE scores, and Analysis of Student Progress Report.
- Verification of progress (from training institution)
- Periodic reassessment scores (at least every six months)
- Certificate or Diploma (as applicable)

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- Detailed case notes.

d. Tracking Participation

- If adult head of household, must be in addition to the 20/30/50 core hours
- Must receive written verification of progress on a quarterly or semester basis or as established by the training institution.
- Participant must be making satisfactory progress in order for hours to count.
- Participant must receive Test for Adult Basic Education (TABE) prior to entry into a basic education or GED program.
- Participant must receive a periodic (at least every 6 months), reassessment and scores compared and recorded as part of the “good or satisfactory progress” determination.
- The Career Advisor must go to SAMS to obtain the participant’s attendance on a monthly basis. If the information is not located on SAMS the Career Advisor must attain the information from the participant.
- Attendance must be supervised no less than daily, and documentation must be collected at least bi-weekly and maintained in the case file.
- Attendance documentation must include the participant’s name, course, instructors name, name of person certifying the hours/attendance and dates of attendance.
- Unsupervised homework time cannot be counted however monitored study sessions hours are allowable if the hours of participation can be documented through supervision.
- Update case file folder (hard copy).
- Update IRP as necessary.

12. Job Skills Training directly Related to Employment (Core Plus)

a. Definition

Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. May include literacy training or language instruction when it is EXPLICITLY focused on skills needed for employment or combined in a unified whole with job training.

b. Time Limit / Limitations

Unlimited

ESOL can not be used as the course name when assigning this activity unless the participant is employed and core hours are met.

c. Required Documentation

- Initial Assessment
- School enrollment / Class schedule

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- A daily attendance time sheet shall be completed and signed by the instructor of the educational institution, and maintained in the participant's case file.
- SAMS attendance records (if applicable)
- Attendance information must include participant's name, the course and instructor's name, name of person certifying attendance and dates.
- Documentation of supervised homework, study sessions (if applicable)
- Attendance time sheet shall be used to document the hours entered in the OSST JPR screen and must be collected at least bi-weekly.
- Training Package which includes: TABE scores, and Analysis of Student Progress Report.
- Verification of progress (from training institution)
- Periodic reassessment scores (at least every six months)
- Certificate or Diploma (as applicable)
- Detailed case notes.

d. Tracking Participation

- If adult head of household, must be in addition to the 20/30/50 core hours
- Must receive written verification of progress on a quarterly or semester basis or as established by the training institution.
- Participant must be making satisfactory progress in order for hours to count.
- Participant must receive Test for Adult Basic Education (TABE) prior to entry into a basic education or GED program.
- Participant must receive a periodic (at least every 6 months), reassessment and scores compared and recorded as part of the "good or satisfactory progress" determination.
- The Career Advisor must go to SAMS to obtain the participant's attendance on a monthly basis. If the information is not located on SAMS the Career Advisor must attain the information from the participant.
- Attendance must be supervised no less than daily, and documentation must be collected at least bi-weekly and maintained in the case file.
- Attendance documentation must include the participant's name, course, instructors name, name of person certifying the hours/attendance and dates of attendance.
- Unsupervised homework time cannot be counted however monitored study sessions hours are allowable if the hours of participation can be documented through supervision.
- Update case file folder (hard copy).
- Update IRP as necessary.

K. Excused Absence Unpaid Activities

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- a. **Definition**
Unpaid activities-“actual hours completed” on the JPR screen for up to 10 absences (no more than 2 in any month) must be approved by SFW as “excused” during the federal fiscal year.
- b. **Required Documentation (as applicable)**
 - Self Attestation
 - Official notification(s) - letters - Dr’s appointment, conferences, re-certifications, court, etc.
- c. **Tracking Participation**
 - All scheduled hours will be credited as “actual hours” and are entered on the JPR screen
 - Detailed case notes
 - Update case file folder (hard copy)

L. Excused Absence Paid Activities

- a. **Definition**
Paid activities-“actual hours of participation” on the JPR screen for scheduled hours missed due to illness or other reasons where personal (including vacation) or sick leave is used.
- b. **Required Documentation (as applicable)**
 - Self Attestation
 - Official notification(s) - letters - Dr’s appointment, conferences, re-certifications, court, etc.
 - Approved leave request or other documentation verifying leave (notes, pay stubs, etc.).
- c. **Tracking Participation**
 - All scheduled hours will be credited as “actual hours” and are entered on the JPR screen.
 - Detailed case notes.
 - Update case file folder (hard copy)

M. Holiday Unpaid Work Activities

- a. **Definition**
 - **Unpaid work activities** – participation hours for hours scheduled on holidays observed by the federal or state government as published on an annual basis.
- b. **Required Documentation**
 - SFW Approved Holiday Schedule.
 - Documentation verifying holidays (notes, pay stubs, etc.)
 - Documentation to support the provision will be required for the hours attributed to “actual hours of participation” recorded on the JPR screen.
- c. **Tracking Participation**
 - All holiday hours are entered on the JPR screen.

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- Documentation verifying holidays (notes, pay stubs, etc.) must be maintained in the case file.
- Detailed case notes.
- Update case file folder (hard copy)

N. Holiday Paid Work Activities

- a. **Definition**
Paid work activities - “actual hours of participation” on the JPR screen for all hours for any holiday that an employer designates as a paid holiday for its employees.
- b. **Required Documentation**
 - SFW Approved Holiday Schedule.
 - Documentation verifying holidays (notes, pay stubs, etc.)
- c. **Tracking Participation**
 - All holiday hours are entered on the JPR screen.
 - Documentation verifying holidays (notes, pay stubs, etc.) must be maintained in the case file.
 - Detailed case notes.
 - Update case file folder (hard copy)

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FORMS ATTACHED

- [Analysis of Student Progress Report](#)
- [Attendance Time Sheet](#)
- [Authorization to Obtain Confidential Employment Information](#)
- [Employment Verification](#)
- [Initial Assessment Application Form](#)
- [Initial Assessment Job Search Procedures](#)
- [Opportunities and Obligations](#)
- [Participant's Informed Choice on Individual Training account \(ITA\)](#)
- [Maintain Financial Support Form](#)
- [SFW Approved Holiday Schedule](#)
- [SFW SAMH Daily Treatment Verification](#)
- [SFW Verification of Earned Income](#)
- [SFW Verification of Work Hours Receipt](#)
- [Training Options Selection Guide](#)
- [Training Plan](#)
- [Welfare Transition Orientation Acknowledgement](#)
- [Work Activities Chart](#)
- [Worksite Agreement](#)
- [2008 Poverty Guidelines](#)
- [Excused Absence/Holiday Tracking Form](#)

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