



- Step 4: Add Child Support Incentive (CSI) and pass-through payment to the result of Step 3.
- Step 5: Subtract the amount of current child support retained for the month by the Bureau for Child Support Enforcement (BCSE) from the result of Step 4. Only current support payments are subtracted, not arrearages or other payments. Use the amount of child support retained by BCSE two months prior to the month for which the obligation is calculated.
- Step 6: Divide the result of Step 5 by the federal or state minimum wage, whichever is higher. This is the client's maximum monthly obligation. The resulting figure is rounded down to the nearest whole number.

Determining Hours of Participation Example 1: The household consists of Mr. and Mrs. Rhododendron and their two children. Mrs. Rhododendron receives Supplemental Security Income (SSI) and she is not included in the WV WORKS AG. When determining Mr. Rhododendron's CWEP obligation, Mrs. Rhododendron's portion of the SNAP allotment is not included. The family's total SNAP allotment is divided by the number of people in the SNAP AG and this amount is multiplied by the number of people in the WV WORKS AG. Drop all cents, and this amount is what is used to determine Mr. Rhododendron's CWEP obligation.

\$642.00	Rhododendron family's SNAP allotment
<u> </u>	
÷ 4	Number of people in the SNAP AG
\$160.00	Individual SNAP allotment
<u> </u>	
x3	Number of people in the WV WORKS AG
\$180	(Drop all cents)
\$480	SNAP amount used to determine Mr. Smith's CWEP obligation

Add the AG's monthly benefits of:

\$374	WV WORKS Benefit
<u>+ \$480</u>	SNAP Benefit Used
\$854	

÷ \$8.75

97.6 hours = **97** core participation obligation hours

Determining Hours of Participation Example 2:

\$422	WV WORKS Benefit
+ \$640	SNAP Benefit
<u>\$1,062</u>	
+ \$225	CSI and Pass-through
<u>\$1,287</u>	Total
<u>- \$50</u>	Child Support Retained by BCSE
<u>\$1,237</u>	
<u>÷ \$8.75</u>	
141.37	hours = 141 assigned participation obligation hours

Under no circumstances is the client required to participate more than 40 hours in one week.

Participants assigned to CWEP, JOIN, Other Work Experience, or Community Service components must also be enrolled in the FLSA (FL) component. FL is not a work component, it is an eligibility system reporting mechanism which indicates the point where the individual is deemed to be meeting his Core participation requirements based on the FL calculation. The actual hours are scheduled using the WV WORKS FLSA Computation Sheet, DFA-WVW-FLSA-1 or in the eligibility system and are entered in the FL and Work Experience components and documented in Work Program comments.

Required hours based on the FLSA calculation are entered as scheduled hours for the FL component unless the FLSA calculation exceeds the minimum participation requirements. The scheduled hours in the eligibility system must not exceed the minimum monthly participation rate requirements. The participant may be required on their SSP to participate for the FLSA computed hours, but no sanction may be imposed as long as the minimum level is met. Thorough case comments must be made.

At the end of the reporting period, the Worker must record the actual hours completed in the appropriate Core components, CW, JN, WE, or CS, and the hours scheduled by FLSA computations are re-entered in the FL component as completed hours. The scheduled and completed hours entered for FL component will be the same as the FLSA calculation. Refer to the FSPU-12 desk guide or Appendix E.

There may be some fluctuation in the number of hours worked each week to meet the requirements of the contractor. This is acceptable as long as the total number of hours per month is met, but not exceeded.

If the hours reported in the Core work activity equal the number of hours assigned in the FLSA-related activity component, the participant will be deemed to be meeting the Core participation

Component	Scheduled Hours	Completed Hours	Monthly Excused Hours	Monthly Holiday Hours
CW	67	50	12	--
FL	67	67	--	--

Because she did not complete the number of hours scheduled, she is not deemed to be meeting her Core requirement. If she would have worked the 67 hours as assigned, she would have been deemed to have worked the 85 required core hours. The 12 hours excused would not actually be used, since the addition of these hours would not meet the participation requirement of 67 hours.

Minimum Core Hours Example 3: An All Family Household with children over age six for participation purposes:

\$374 WV WORKS Benefit

+\$504 SNAP Benefit

\$878

+ \$8.75

100.34 hours = 100 core participation obligation hours

The required core hours are 100. The required total participation hours are 128.

Since the participant in this example is required to participate 128 hours per month, and the FLSA calculations permits this individual to complete 100 hours/month, the participant must be assigned 100 hours per month in the CWEP activity and 28 additional hours in another activity not regulated by the FLSA, such as JT. There were no excused absences or holidays. The participant participates his required hours.

The following figures are entered in the eligibility system:

Component	Scheduled Hours	Completed Hours	Monthly Excused Hours	Monthly Holiday Hours
CW	100	100	--	--
FL	100	100	--	--
JT	28	28	--	--

18.16 VOCATIONAL EDUCATIONAL TRAINING/COLLEGE

18.16.1 VOCATIONAL EDUCATIONAL TRAINING (VT)

Vocational Educational Training includes organized educational programs that are directly related to the preparation of participants for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. This activity is limited to those programs that prepare participants for one specific trade, occupation, or vocation. This training is conducted in a non-work site or classroom setting.

Vocational Educational Training programs should be limited to activities that give participants the knowledge and skills to perform a specific occupation. These programs, while they may last longer than 12 months, and are in an approved Vocational Educational Training program, may not be counted for participation purposes for more than 12 months. Participants in Vocational Educational Training must be supervised daily.

For distance learning, countable participation hours only include classes which allow for monitoring of the participant while logged in and summarize what is achieved during the period engaged.

Although Vocational Educational Training may only be used for 12 months to meet federal participation requirements, a participant in one program that lasts longer than 12 months who continues to make good progress must be allowed to complete the course of training. Participants meeting these requirements must not be placed in additional activities while they continue to make satisfactory progress in their course of study. Vocational training exceeding 18 months must be approved by the Division of Family Assistance (DFA) Family Support Policy Unit.

For two-parent households where one parent is attending vocational educational training or college, the additional parent must not be required to engage in more than ten hours per week in a work activity. Good cause may be granted to the second parent for not participating in an allowable activity depending on household circumstances or if he is providing child care for a child who is under the age of six.

Some Vocational Associate Degree Programs may combine coursework with actual work. For these courses, the actual work placements may be counted as On-the-Job Training (OJT), if paid, or Work Experience if unpaid.

Masters or Doctorate programs must not be counted as Vocational Educational Training **or college** for any period of time.

18.19 PAYMENT FOR SUPPORT SERVICES

Payment for support services is authorized to assist WV WORKS participants in securing or maintaining employment or participating in other activities.

The type and amount of any payment made must be based on need, i.e., without receiving the payment in that amount the participant is not able to participate in an activity. The Case Manager and the participant must discuss available services and assess needs during the interview and assessment process, and at reviews. The participant may also request services as needs arise.

Support services may be issued during any month for which a WV WORKS payment is made. In addition, some former Work-Eligible Individuals in a previous WV WORKS case continue to be eligible for support service payments as long as the conditions in Section 18.22 are met. This Section contains information about support services available to active assistance group (AG) members and non-recipient Work-Eligible Individuals in the household.

18.19.1 WHO IS ELIGIBLE

Those who meet all of the following criteria are eligible for payment of support services:

- Work-Eligible Individual in an active WV WORKS case for the month for which the support service payment is intended.
- Non-recipient Work-Eligible Individuals who are not in the AG, as long as they meet all other eligibility requirements.
- A non-recipient parent, stepparent, or caretaker relative receiving Supplemental Security Income (SSI) who has chosen to volunteer to participate in a work activity.
- Participating, or preparing to participate, in a work activity listed in Sections 18.10 – 18.18.
- For individuals who are preparing to participate, **certain** support service payments may be made under Other Work Activities to remove challenges to participation.
- Has not received and is not expected to receive a Diversionary Cash Assistance (DCA) payment which covers the month for which the support service is requested.
- Did not receive WV WORKS fraudulently or is not subject to repayment for the total monthly allotment.

18.19.3.G Relocation

A participant may be relocated to a different area of the State or to a different state when an offer of unsubsidized employment has been verified.

- The move must be more than one hour in normal traffic before relocation payments may be approved.
- The payment may include such items as a rental vehicle, mileage for a personal vehicle, and initial living expenses in the new employment area.
- These expenses must be verified and documented in case comments. For any cost that cannot be verified, the Case Manager must justify why the payment was made and the calculations used to determine the payment.

In addition, payments may be made to relocate victims of domestic violence when the safety of the participant and/or the children is compromised. To qualify for payment, the requirements in Section 14.9.1.B must be met and the current living situation must be unsafe. Funds may not be used to move someone to a shelter but may be used to move from a shelter to a residence.

Payment may also be made for relocation within the same general vicinity **only when relocating to an area where public transportation is available. Proximity to public transportation must be one mile or more and be reduced to one mile or less. Relocation for this reason does not require an offer of employment. The Case Manager must take the participant's system of support into consideration when relocating to access transportation. Once the participant has relocated to an area where public transportation is available, transportation must no longer be considered a challenge to participation.**

The lifetime limit applies, regardless of the reason for the relocation. If the available relocation amount has been used and domestic violence becomes an issue for the family, contact the DFA Family Support Policy Unit regarding approval.

When both parents in a two-parent household have verified offers of employment, the household may receive a payment up to the \$1,500 lifetime limit to meet their moving expenses. The amount paid is divided between the two parents and half of the payment is disbursed equally between the two parents.

After receipt of a relocation payment due to employment, the household is ineligible for Temporary Assistance for Needy Families (TANF) in West Virginia for three months following the month of receipt. This restriction does not apply to victims of domestic violence who have been relocated or relocation for proximity to public transportation

The Case Manager must make a case comment regarding relocation and the three-month ineligibility period.

Chapter 18

passengers, the passengers may be reimbursed for their charges. Members of the owner's AG may not be reimbursed when traveling in the same vehicle.

- Requests for transportation received more than three months past the month of participation are ineligible. Requests for exceptions due to extenuating circumstances may be sent to the DFA Family Support Policy Unit for consideration.
- **Payment may be made under Other Work Activities to applicants who need transportation assistance to complete required drug testing.**

NOTE: Participants in temporary barrier components may receive \$15 daily transportation to attend assessment testing or to meet with a resource agency assisting with barrier removal activities.

- A BA-67 is not required for transportation payments made to a vendor.

Payments may be made for **transportation** as follows:

WV WORKS Activity	System Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Subsidized, Full- or Part-time	FU, FV, FB, PU, PV, PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Activities	OW	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	Payments may not exceed \$15 per day; \$345 per month

Payment may be made for ***DUI-Related expenses*** as follows:

WV WORKS Activity	System Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time	FU, FV, FB, PU, PV, PB	
Job Search and Job Readiness	JR	\$250/one offense
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

18.19.3.L High School Diploma or Equivalency Diploma Achievement Bonus

Any **Work-Eligible** Individual **or their dependent child included** in an active WV WORKS case or either of the continuation of services options who passes the high school equivalency diploma, graduates from Adult Basic Education (ABE) class or obtains his high school diploma is eligible for an achievement bonus. **This includes dependent children in child-only cases.**

This is a one-time only payment. Payment may be made only to those **individuals** without a high school diploma or equivalent, who pass the Test Assessing Secondary Completion (TASC) or obtain a high school diploma. It is not necessary to wait until the diploma is issued.

Parents who are under age 18 and unemancipated at the time the TASC is passed or the high school diploma is received are **not also** eligible for this bonus, **since they must attend school in order to remain eligible.**

The full amount of \$100 must be paid **for each individual or their dependent child who obtains**

their high school diploma or equivalent. Payment for dependent children is issued to the primary person in the case.

Payment may be made for the *high school equivalency diploma* or *High School Diploma Achievement Bonus* as follows:

WV WORKS Activity	System Component	Limitations
Applies to any active WV WORKS participant or their dependent child who obtains a high school equivalency diploma or high school diploma	AB, CC, CS, CW, EA, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, VT, WE	\$100 per individual

18.19.3.M Self-Sufficiency Achievement Bonuses

An achievement bonus is paid for retaining employment. To be eligible for this payment, the participant must maintain West Virginia residency during the entire employment period.

- Paid to each former Work-Eligible Individual who is employed full-time during each of the months following AG closure or EAP begin date.
- Payment is made at the end of the specified month. The case must have been closed or in EAP for the entire post-employment period.
- Full-time employment is defined as 100 hours per month.
- The amount of the payment must be equal to the maximum payment, the employment hours may be averaged over the time period as 100 hours per month.
- The person employed is not required to be working for the same employer as when the AG was closed.
- Any full-time employment qualifies.
- There is no minimum earnings level to qualify for this bonus.

Payment may be made for the *Self-Sufficiency Achievement Bonuses* as follows:

WV WORKS Activity	System Component	Limitations
Continued Support Services/Employment Assistance/Job Retention	EA, PL	\$250 per lifetime

18.19.3.N Vocational Educational and Employment Achievement Bonus