

WV WORKS Activities/Requirements

- EIP placements must not provide more than 50% of the employer's labor force.
- The employer must make a commitment to retain the client at the conclusion of the contract.
- The employment must not be temporary or seasonal.
- The employer must pay wages, not commissions. However, commissions may be paid in addition to the wage specified in the EIP contract.
- The working conditions and fringe benefits of the EIP employee must be the same as for any other employee in the same class.
- The occupation must require a training period of at least 200 hours.
- The job must be within the scope of the client's assessment and must be one that he may be reasonably expected to learn.
- The employer must guarantee at least 30 hours of employment per week. The maximum number of hours per week is 40.
- The employer must not have employees in lay-off status in the occupation/job title for which the contract is being negotiated.
- Employers must keep daily attendance records for each client. When the DFA-TS-12 is used, it must be completed in its entirety and signed by both the client and supervisor monthly when all training/work hours have been completed. The participation documentation must be received by the Worker by the 5th working day of the following month. A copy is retained by the contractor for audit purposes.

The DFA-TS-12 may also serve as the employer's request for an EIP payment or the employer may submit a request for payment on the business letterhead. The Worker must review the DFA-TS-12 for accuracy prior to issuing payment.

3. Standards For Contract Development

The standards for contract development are:

- An EIP contract may be written for one job slot only.
- The EIP contract may be written for a minimum of 200 hours and a maximum of 600 hours.