

No client may be assigned to Vocational Educational Training unless the Worker is assured the client will accept training-related employment upon completion of the training.

3. Training

Participants must be placed into training positions on a no-cost basis if such positions are available through WORKFORCE WV, Department of Education, Veterans Administration and other providers, before additional training positions are developed.

WV WORKS staff may write training contracts for individuals without DFA approval for an amount up to \$600. Individual contracts which exceed \$600 must be approved by DFA. Group contracts are written by county staff, but must be approved by DFA, regardless of the amount. **The training contract must be completed before the participant's first day.**

4. Payment Limitations

Payments are limited to the cost of tuition, books, supplies and expenses associated with completing the course of study. Costs for medical procedures, such as Hepatitis B vaccines or physical exams, are not included. There is a cost limit of \$600/individual. This cost may be exceeded only with approval from DFA. To obtain approval to exceed the limit, a written request must be submitted to the Director of DFA and must include: the client's name, address, SSN, name of the training facility and the occupation for which training is sought. The request must also include the usual pay rate for the occupation as well as the current employment prospects and labor demands.

5. Calculation of Participation Hours

The calculation of hours for Vocational Educational Training follows the process below:

Step 1: Determine the client's total monthly hours as reported on his timesheet. This may include only the number of actual hours spent in class as well as time spent performing clinical requirements or lab time required for approved programs.

Step 2: Add 1 hour of unsupervised homework time for each hour of class time.

Step 3: Add supervised homework hours, if applicable. The total hours for unsupervised plus supervised homework time must not exceed the homework time required or advised by the educational program.

One hour of unsupervised homework time for each hour of class time may be counted as participation. No additional hours of study may be reported, unless they are monitored hours in an approved educational program. The total of all study time reported must not exceed what is required by the educational program. Faculty, instructors, instructional aides, lab supervisors, study hall supervisors, contractors, and educational providers are examples of educational staff that may be responsible for the daily supervision of participants.

NOTE: Use of 1 day in any month in the time limited component of VT uses 1 month of the 12 month lifetime limit. Support payments made after VT component closure for VT activities may be made under the current component for this reason.

Example: Ms. Jones' summer class ends on June 30th, her case manager disenrolls her from the VT component at that time and enrolls her in Job Search / Job Readiness (JR). After her time sheet is received in July, her Worker opens the VT component for 1 day to make the transportation payment. The month of July will then count as one of her 12 lifetime months in VT. To keep from using one of Ms. Jones' months, the Worker pays her June transportation under the JR component and makes thorough case comments.

B. COLLEGE (CL)

Although College attendance does not count toward meeting the Federal participation requirements, the West Virginia State Code specifies that full-time College enrollment and attendance is an acceptable participation activity for the WV WORKS program. See Section 24.5,A,2, "Under WV State Law", regarding full-time attendance and satisfactory progress requirements.

Care must be made to correctly identify 18-month or 2-year Vocational programs being provided by Colleges and Community Colleges and that participants in those programs are enrolled in the VT Component.

Some under-graduate courses require that students be placed in an unpaid work environment. Such undergraduate placements may be used to meet the Federal work requirement. These placements include, but are not limited to: student teaching, internships, clinical work assignments and unpaid work experience. The portion including actual work must be counted as On-the-Job Training (OJ), if paid, or Work Experience (WE), if unpaid.

Doctorate programs must not be counted as CL for any period of time.