

3. Employment Subsidy Program (ESP)

The Employment Subsidy Program (ESP) is a statewide subsidized employment placement program. Eligible WV WORKS participants will be referred by local WV WORKS staff to employers for placement in full-time private or public subsidized employment positions. Priority is to be given to those WV WORKS participants who require necessary work experience and job skills in order to enter unsubsidized employment. ESP placements will be for up to 6 months. Reimbursement will be 100% of the individual's wage. ESP placements must not provide more than 50% of the employer's labor force.

Only Work-Eligible Individuals in active WV WORKS cases may be referred for ESP placement.

**The ESP placement cannot begin until the ESP agreement is signed by all parties.**

WV WORKS staff will negotiate and sign the ESP Agreement, DFA-ESP-1, when placing individual WV WORKS participants in ESP positions. WV WORKS staff will complete the DFA-ESP-1 in duplicate and will distribute in the following manner:

- 1 original provided to the ESP Employer
- 1 copy to local WV WORKS staff for filing
- 1 copy to the DFA, Family Support Policy Unit

Copies of all ESP contracts must be scanned to DFA to ensure the available funding is not exceeded.

Participants in ESP will be placed in the following components in e-RAPIDS:

| CODE | COMPONENT                                      |
|------|--|
| FV   | Full-Time Subsidized Private Sector Employment |
| FB   | Full-Time Subsidized Public Sector Employment  |

All ESP placements will be at least 30 hours per week.

The Participant Time Sheet, DFA-TS-12, and the Employer Reimbursement Request, DFA-ESP-2, will serve as the employer's request for an ESP reimbursement. Both forms will be provided monthly by the employer to the local DHHR office. Payment is made to the business/vendor via support services with copies going to DFA Family Support Policy Unit. Payment type ES in Work Programs is used. A BA-67 is not required.