

## 24.13 NON-CORE WORK ACTIVITIES

Following are the remaining 3 allowable work activities in which participation hours are allowed as long as the minimum hours of participation are met in one or more of the nine core activities. 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 time period engaged.

One hour of unsupervised homework time must be counted as participation hours for each hour of class time under any of the 3 activities listed below. Supervised homework may count if the hours of participation can be documented.

The total number of homework hours credited towards participation must be documented in Work Programs comments and must be based on the number of homework hours required or advised by the educational program.

**NOTE:** If the participant is under the age of 20 and does not have a high school diploma or its equivalent, the requirement to participate in educational activities must be included in the Personal Responsibility Contract. The three activities listed below, although they do not meet the Federal definition of Core Work Activities, are acceptable full-time activities for WV WORKS participants under State Law. See Section 24.5,A,2, "Under WV State Law", regarding full-time attendance and satisfactory progress requirements.

### A. JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT (JT)

This activity is defined as education and training for job skills required by an employer to provide an individual with the opportunity to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training can include customized training to meet the needs of a specific employer or general training that prepares an individual for employment. This training can include literacy instruction or language instruction when such instruction is focused on skills needed for a job or combined in a unified whole with job training.

**NOTE:** Education leading to an associate or baccalaureate degree may also be counted under job skills directly related to employment so long as it is directly related to a specific job or occupation. Participants attending these programs part-time must be coded under this component.

### B. EDUCATION DIRECTLY RELATED TO EMPLOYMENT (ED)

Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency means education related to a specific occupation, job, or job offer. This activity includes training courses designed to provide the knowledge and skills for specific

occupations or work settings and may also include adult basic education and English as a Second Language (ESL). Literacy skills and tutoring fall under this activity. When required as a pre-requisite for employment by employers or occupations, it may also include education leading to a General Education development (GED) or high school equivalency diploma.

C. SATISFACTORY ATTENDANCE AT SECONDARY SCHOOL OR HIGH SCHOOL EQUIVALENCY PROGRAM (HS, AB)

Satisfactory attendance at secondary school or in a 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 means regular attendance, according to the requirements of the secondary school or equivalent program. Attendance in secondary school is primarily aimed at minor parents still in high school.

This activity, unlike education directly related to employment, is not restricted to those for whom obtaining a high school diploma or equivalent is a prerequisite for employment. It may include other related educational activities, such as adult basic education or language instruction if it is linked to attending a secondary school or leading to a high school diploma or equivalent. Participants must be making “good or satisfactory progress” in order for this activity to count. A standard of progress established by the educational institution must be monitored such as grade point average and a time frame in which the participant is expected to complete such education. The Worker must collaborate with the teacher(s) or instructors to monitor this standard of progress. Most WV WORKS participants attending high school equivalency programs will fall under this activity.

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