## ATTACHMENT P – ANTICIPATED WORK ACTIVITIES AND DOCUMENTATION REQUIREMENTS

**Federally Defined Core Activities.**

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| Unsubsidized employment | **WEJ** |
| Subsidized private sector employment | **WSU** |
| Subsidized public sector employment | **WSP** |
| Work experience | **WEX** |
| On-the-job training | **OJT** |
| Job search and job readiness | **JBS/OBS** |
| Substance Abuse Treatment (part of job search and job readiness) | **JBT/OBM** |
| Mental Health Treatment (part of job search and job readiness) | **JBM** |
| Rehabilitation Services (part of job search and job readiness) | **JBR** |
| Community service programs | **WEM** |
| Vocational education | **BEV/OEV** |
| Child care for an individual participating in community service | **WEC** |

**Federally Defined Non-Core Activities.**

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| Satisfactory attendance at a secondary school or in a GED program | **BED** |
| Education (directly related to employment) | **BER** |
| Job skills training directly related to employment | **IST** |

**State Defined Activities**\***.**

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| Prenatal/12 week postpartum | **OTP** |
| Caring for a child under age (max. 12 months in parent’s lifetime) | **OTB** |
| Disabled for more than 12 months | **OTD** |
| Illness or incapacity/wellness rehabilitation < 12 months | **OTM** |
| Caring for a disabled household member | **OTG** |
| Court ordered appearance | **OTO** |
| Temporary incarceration | **OTJ** |
| Family crisis/family services | **OTF** |
| Breakdown in transportation/seeking trans (max. 30 days) | **OTT** |
| Breakdown in childcare/seeking childcare (max. 30 days) | **OTZ** |
| Substance abuse referral/waiting list | **OTS** |
| Substance Abuse Treatment (when exceeding allowed time) | **OBT** |
| Mental Health Treatment (when exceeding allowed time) | **OBM** |
| Rehabilitation Services(when exceeding allowed time) | **OBR** |
| Domestic /family violence | **OTV** |
| In conciliation | **OTC** |
| Pursuit of Income Supports | **OTL** |
| Adverse action or sanction period | **OTX** |
| Under appeal for work sanction | **OUT** |
| Customer transferring between districts or district offices | **OTQ** |

\* These activities can be used as excused absences from work activities for up to 16 hours (a maximum of 80 hours per fiscal year) for customers who would otherwise not meet the WPR for the week/month, and for barrier removal activities.

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| **Activity** | Revised Activity Definitions **10/01/08** | **Requirements Specific to the Activity** | Verification andSupervision Required |
| Unsubsidized  Employment (**WEJ**) | Full or part time employment in the public or private sector that is not subsidized by TCA or any other public program. | Customer has countable earned income. | Use signed time sheets or pay stubs to show activity verification. |
| Subsidized private  Sector Employment (**WSU**) | Employment in the private sector for which the employer receives a subsidy from TCA or other public funds to offset some or all of the wages and cost of employing a recipient. | Grant Diversion  or P-10 funded | Use signed time sheets or pay stubs to show activity verification. |
| Subsidized public  sector employment (**WSP**) | Employment in the public sector for which the employer receives a subsidy from TCA or other public funds to offset some or all of the wages and cost of employing a recipient. | Use signed time sheets or pay stubs to show activity verification. |
| Work Experience (**WEX**) | A work activity that provides an individual with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment.  Participants continue to receive TCA. | Fair Labor Standards Act (FLSA) | Time sheets or activity sheets, showing daily activity and signed by the supervisor or the employer. Supervision of the individual is performed as part of the normal workday by the site supervisor, employer, the vendor, or the case manager. |
| On-the-job-training **(OJT)** | Training in the public or private sector that is given to a paid employee while he or she is engaged in productive work that provides knowledge and skills essential to the full and adequate performance of the job. | Not subject to FLSA | Time sheets or activity sheets. Supervision of the individual is performed as part of the normal workday by the site supervisor, the vendor, or the case manager. |

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| **Activity** | | Revised Activity Definitions **10/1/06** | **Requirements Specific to the Activity** | Verification and Supervision Required |
| Job Search and Job Readiness Assistance (**JBS**) - | | The act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and short-term substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. A qualified medical or mental health professional must determine that treatment or therapy is necessary. | May only participate for **4 consecutive weeks and 120 hours (child under 6) or 180 hrs. per federal fiscal year** to be countable in the WPR.  Can only count independent job search if supervised by an employment specialist. | Time sheets or activity sheets must show daily time. Supervisor is aware of daily activity.  Supervision of the individual is performed as part of the normal workday by the site supervisor or the vendor, or case manager. |
| Community service programs (**WEM**) | TCA recipients perform work **in structured programs** for the direct benefit of the community under the aid of public or nonprofit organizations. Community service programs improve the employability of recipients unable to obtain employment. | | Take into account prior training, experience, and skills of a recipient in making appropriate community service assignments.  WEM is limited to projects that serve a useful community purpose.  Is subject to FLSA. | Time sheets or sign in/out sheets  Supervision of the individual is performed as part of the normal workday by the site supervisor, the vendor, or the case manager. |
| Vocational Educational  Training (**BEV**) | Organized educational programs directly related to the preparation of individuals for employment in current or emerging occupations requiring training. Training must be provided by an educational organization. (e.g. Vocational-Technical School, Community College, or proprietary school.) | | Not to exceed 12 months (52 weeks) in any individual’s lifetime.  Must be provided by education or training organizations, such as vocational –technical schools, community colleges, post secondary education institutions and proprietary schools. | Attendance records or grading records showing attendance.  Supervision of the individual is through vendor or case manager contact. |
| Child care for an individual participating in a community service program (**WEC**) | Providing childcare to allow another TCA recipient to participate in a community service program. | | May only be childcare for another TCA recipient in a WEM program. | Use log of hours care was provided. May not be used by one parent in a 2 parent household. |

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| **Activity** | **Definitions** | **Requirements Specific to the Activity** | Verification and Supervision Required |
| Job skills training directly related to  Employment **(IST)** | Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or adapt to the changing demands of the workplace | May be for a specific occupation such as truck driving, welding, nursing assistance. May also be for general training that prepares and individual for work.  Activities like ESL and literacy training may be included when the focus of training is on the skills the individual needs to move to employment.. | Use attendance records or report cards showing attendance or sign in and out sheet to verify attendance and supervision. |
| Education directly related to Employment/ABE/ ESL (**BER**) | Education related to a specific occupation, job, or job offer. When a prerequisite for a job the activity may include education leading to a high school diploma or GED. Means education related to specific job or job offer.  May include immigrants whose high school diploma can not be compared to a US diploma. | Adult education and English as a second language may be included as long as they are part of the normal work-focused curriculum.  Assessment or FIP must document how job related. | Use attendance records or report cards showing attendance or sign in and out sheet to verify attendance and supervision. |
| Satisfactory attendance at secondary school or in a GED program (**BED**) | Regular attendance in accordance with the requirements of the secondary school leading to a GED certificate. | Recipients who have not received a high school diploma or equivalency.  May not include adult education or ESl unless they are linked to attending the secondary school. | Use attendance records, report cards showing attendance, or sign-in-and-out sheet to verify attendance and supervision. |