

Department of Public
Health and Human Services

SECTION:

PARTICIPATION REQUIREMENTS

WoRC CONTRACTOR GUIDELINES

SUBJECT:

Participation Verification

References: 45 CFR 261.20-.25; TANF 701-4

GENERAL RULE -- States must report the actual number of participation hours for each work activity in which an adult (or minor child head of household) participated. The state must report actual participation hours for each benefit month rather than the hours negotiated to ensure "accurate and complete" information is reported in the TANF file. All participation hours must be verified in order to be reconciled.

COMPONENT	VERIFICATION REQUIRED	CASE MANAGEMENT REQUIRED
EMP	Every 2 weeks	Every 2 weeks
WEX	Every 2 weeks	Every 2 weeks
JBS	Weekly	Weekly
STT	Monthly	Every 2 weeks
ABE/HSE	Monthly	Weekly
CSP	Weekly	Weekly
JST	Weekly	Weekly
Assessment Period	Weekly	Weekly

Verification of actual participation hours must be in the case file to support any activity hours reconciled. **Third-party verification is more than the participant and case manager signing off on timesheets. Third party verification means a person outside the agency or not directly involved in the case management is affirming the participant completed the activity.** There may be activities (orientation, job club activities, study time) that a case manager is third party verification for a participant. Case manager needs to sign timesheets and enter a case note on TEAMS if they are ever verification for a participant. An example of a person outside the agency might be the adult basic education instructor. An example of the person from your agency but not directly involved in the case management might be the job search supervisor, the WIO instructor, etc. The dates on the verification must match with the week and/or month you are reconciling activity hours. For example if the job search timesheet is for the period of 10/1 to 10/7, you cannot use job search completed on 10/10 for that week. Third party verification will be one of the focal points for reviews as it is directly tied to the participation rate and reporting accurate information.

Department of Public
Health and Human Services

SECTION:

PARTICIPATION REQUIREMENTS

WoRC GUIDELINES MANUAL

SUBJECT:

Participation Verification

Case management should be done face-to-face, but in the event face-to-face meetings cannot occur, meetings can be done via phone, fax and email. Please case note if meetings are not done face-to-face.

Acceptable verification:

EMP

► Verification is required every two weeks, at a minimum. If case is closing due to income you can use the prospected hours from the Employer Verification form or collateral information as TEAMS case noted by OPA to reconcile hours for that month. You can also use pay stubs, income tax return copy, self-employment bookkeeping records, employer schedule for work shift, employer's wage/payroll records, hand written note from the person requesting the work. If participant's case is not closing due to income he/she must turn in any of the above verification every two weeks to case manager to ensure employment is ongoing.

► If the individual is moving to the Post Employment Program, the employer verification form or collateral contact information as TEAMS case noted by OPA may be used to negotiate and reconcile employment hours for the 3 months, provided it contains the name of the employer; the start date of employment; anticipated hours of employment and the hourly rate of pay. If the participant quits or loses the employment, different activities need to be negotiated and reconciliation cannot occur based upon the employer verification form or collateral contact information. Collateral information is to be used in rare instances as the employer verification form is the preferred method of verification.

WEX

Verification is required every two weeks, at a minimum. Verification needs to be third party verification (i.e. site supervisor signature) on the WEX timesheet form.

► **JBS**

Verification is required on a weekly basis. Verification needs to be third party verification (signature), front page of application printed off, or business card, attendance record from job club, treatment plan documentation, time sheets from assessment site supervisor, etc. The participant must use the HCS 774 Weekly Job Search Timesheet/Employer Contact Sheet and attach verification. If the HCS 774 is submitted without verification, the case manager must complete a random review of 10% of the contacts. If the contacts are legitimate, the case manager can then give credit for all of the contacts. If the contacts are not legitimate, then only those confirmed can be counted towards participation hours.

Department of Public
Health and Human Services

SECTION:

PARTICIPATION REQUIREMENTS

WoRC CONTRACTOR GUIDELINES

SUBJECT:

Participation Verification

► **STT**

Verification is required on a monthly basis (weekly is still recommended-but cannot sanction if you don't get it). Verification should be a printed off version of class schedule, attendance records, time sheets signed by instructor or advisor, log-in and on-line activity reports. Grades must be collected to determine participant's progress.

ABE/HSE

Verification is required on a monthly basis (weekly is still recommended-but cannot sanction if you don't get it). Verification should be a printed off version of class schedule, attendance records, time sheets signed by instructor or advisor, log-in and on-line activity reports. Grades must be collected to determine participant's progress.

► **CSP**

Verification is required on a weekly basis. Verification needs to be third party verification (i.e. site supervisor signature) on the CSP Timesheet, or a statement from the volunteer agency with the hours, days of service, and a signature from the volunteer agency. The CSP Timesheet or statement must be submitted directly to the WoRC Operator by the volunteer agency.

► **JST**

Verification is required on a weekly basis. Verification may include a printed version of the class schedule, attendance records, timesheets signed by instructor or advisor, log-in and on-line activity reports. Grades must be collected to determine participant's progress. If JST is being used due to exhausting STT time limit, verification would be required on a monthly basis and a specific case note must be entered as to why monthly verification is acceptable vs. weekly.

► **ASSESSMENT**

The Assessment Activities Log must be in the case file and a copy given to the participant at the time of negotiation. The specific activities and assessment need to be identified. The third party verification may include but is not limited to business cars to support housing or child care search, assessment results, or attendance records.

LOST VERIFICATION

It is the participant's responsibility to submit time sheets/third party verification of participation hours. If at any point a timesheet/verification is lost, it is up to the participant to recreate and verify the hours if they are to be counted toward participation and reconciling.

Department of Public
Health and Human Services

SECTION:

PARTICIPATION REQUIREMENTS

WoRC GUIDELINES MANUAL

SUBJECT:

Participation Verification

► Third party verification should not be family of the participant, unless the family member is employed at the said agency in a supervisory position. If a family member is the signatory for the verification the case manager must contact said person and verify accuracy. The case manager will document on the verification the person contacted, time, day, and outcome.

If verification is a signature or initial on a timesheet, name, title and phone number must be included.

Example:

JBS	Searched job board at Job Service	2 hours	SP	(Incorrect)
JBS	Searched job board at Job Service	2 hours	Susie Public,	Office Manager, 444-1234