

Department of Public Health
and Human Services

SECTION:

PROGRAM DESCRIPTION

WoRC GUIDELINES MANUAL

SUBJECT:

General Information

References: ARM 37.78.103, .206, .216 and .832
TANF 701.3

WoRC Case Managers review the TEAMS' RELI (Referral Listing) Screen on a daily basis to determine new referrals to their program. The start date of the WRC component is listed on RELI with the participant's TEAMS case number.

PRIMARY & SECONDARY ACTIVITIES:

Activity components are separated into specifically defined primary and secondary categories.

1. **Primary** activity components must account for at least 25 hours each week for single parent (child under age of six) households or 23 hours each week for single parent (no child under the age of six) and 28 hours per week per adult in a two-parent household.
2. **Secondary** activities are scheduled for any allowable hours above the primary components. For single parent, the countable hours cannot exceed 10 hours each week. For two parent households, the countable hours cannot exceed five (5) hours per week per individual. This manual section provides a detailed description of allowable activities.

	1 P (child under 6)	1 P (no child under 6)	2P
Primary hrs/week	25	23	28/each
Secondary hrs/week	Up to 10	Up to 10	Up to 5/each

Primary activities and corresponding TEAMS coding include the following areas:

- Unsubsidized employment (EMP – Section 3.1);
- Work experience placement (WEX – Section 3.2);
- **Time limited** job search and/or job readiness assistance (JBS – Section 3.3);
- **Time limited** assessment process (WEX – Section 3.01) ;
- Community service program activities as a volunteer in a recognized volunteer position (CSP – Section 3.4);

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- **Time limited** short term training in education beyond a high school degree that leads to certificate or degree (STT – Section 3.5); and
- Educational activities for participants who are less than 20 years old and do not have a high school diploma or a GED (HSE – Section 3.7).

Secondary activities and corresponding TEAMS coding include the following areas:

- Job skill training (JST – Section 3.6); and
- Education activities for participants who are 20 years old or older and who do not have a high school diploma or GED (ABE – Section 3.7).

MONTHLY HOURS:

It is allowable for a participant to be solely involved in primary activities for the entire week and/or month's worth of participation hours. However, the converse is not true. Secondary hours are optional.

Important Reminder ►**VERIFICATION:**

Third party verification is the basis for countable hours for all activities for all participants in order to reconcile hours. A case manager cannot reconcile hours for a participant unless third party verification is received. Please verify who the third party verification is that is signing off on hours for participants.

Third party verification should not be family of the participant, unless the family member is employed at said agency. 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	DM	(Incorrect)
JBS	Searched job board at Job Service	2 hours	Dana Meldrum, Office Manager 444-4139	