

**WORK VERIFICATION - HOURS NEEDED TO MEET PARTICIPATION AND OTHER IMPORTANT NOTES**

<b><u>Family Type</u></b>	<b><u>Weekly Hours</u></b>	<b><u>Monthly Hours</u></b>	<b><u>Requirement</u></b>
1P w/child under 6yrs	20	87	20hrs must be core activities
1P	30	130	20hrs must be core activities
2P	35 (AF rate-1 must do 30hrs; 2P rate combine hours)	152	30hrs must be core activities
2P w/PASS I paid	55 (AF rate-1 must do 30hrs; 2P rate combine hours)	239	50hrs must be core activities

**Note:** In a 2P HH, 1 parent must participate 30hrs to meet the AF & 2P rates. If both participate 15hrs, they meet 2P, but not AF.

**Conversion factor to use when someone goes to work**

- On the 1<sup>st</sup> day of the month – multiply weekly hours by 4.33. If the client starts work after the 1<sup>st</sup> day of the month use actual hours.

**Important Notes (clarification of the Performance Measures Definitions):**

- Baby exempt families are excluded from the rate if they are coded BA on the first day of the report month. They are included in the rate if they meet it.
- Penalized families are excluded from the rate if they are penalized on the first day of the report month, but not more than 3 months in the last 12. They are included in the rate if they meet it.
- Families where all family members are caring for a disabled family member are excluded from the All Families rate if they are coded CA or CD on the first day of the report month. They are included in the rate if they meet it.
- 2P IC families (IC must be coded on the SSDO screen) are included in the All Families denominator and will meet the rate if one of the adults has an average of 30 hours per week of which 20 are core.
- 2P IC families are not included in the 2P rate even if they meet it.
- Ineligible aliens and refused cash cases are not included in the rate even if they meet it.
- A parent under age 20 w/satisfactory attendance at secondary school (E5, HS) meets the rate (enter 5 hours in CMS).
- Vocational Education, VE, is limited to 12 months in a lifetime.
- Job Readiness, J3, is limited to 12 weeks in the previous 12 months (240 hours per 12 month period with a child under 6, or 360 hours per 12 month period without a child under 6).
- Only 30 hours per week of J3 can be counted per adult. In a 2P family, the second parent must complete an average of 5 hours per week in a core activity for the family to meet the rate (w/o PASS I), or 25hrs with PASS I.