

WORK VERIFICATION PLAN HIGHLIGHTS

Unsubsidized Employment; Subsidized Employment; OJT (*use 4.33 conversion*)

- Use ET CANO of employer statement, employer phone call, or subsidized work contract. A single pay stub can be used to project continuing hours.
- If verification indicates full time with no hours stated, enter 36 hours per week.

Self Employment; In-Kind & Commission (*can project for 6 months*)

- Use ET CANO - adjusted gross divided by federal minimum. If no CANO and client report expenses, reduce gross by 50%. If no expenses, use gross.
- In-kind income that is self-employment: use client statements of the value of the goods received and divide by the federal minimum wage to get the hours.
- In-kind income that is not self-employment: verify hours worked and value of the goods, shelter or service with the payer and divide the value by the number of hours worked to get the wage.
- Salary or Commission: verify income & hours with employer; divide to get wage.

Work Search & Job Readiness (*limited to 12 weeks in the past 12 months*)

- Verify using job search log and interactive de-briefing sessions. Hours can include FSSP appointments, job center use, listening to jobs hotline, researching employment, preparing applications, attending interviews, following up with employers, job coaching, job leads, workshops, and time spent with the case manager in debriefing the work search process if work search was done.
- Workshop attendance to be verified with the instructor.
- Treatment or assessment for substance abuse, mental health, rehabilitation or domestic violence verified by the provider if it is short term (12 or fewer weeks).
- Medical wellness appointments can be counted if they are short term (12 or fewer weeks) and linked to the client's employability/job readiness.

CWE & BWE: Site supervisor to approve and sign an hour and attendance form.

Vocational Education & Training (*12 month lifetime limit*); **and all other training:**

- Course work and class schedule must be confirmed and hours shown on FSSP.
- Can count 1 hour of unsupervised homework for each hour of class time (*must be on syllabus or thru collateral contact with the school*); must be on homework log.
- Attendance form must be signed by instructor. Electronic attendance records may be used if received directly from the school or training organization's office.

Excused Absences & Holidays (*countable for unpaid activities only*)

- Up to 80 hours of excused absence a year (*limited to 16 hours per month*), in addition to these state & federal holidays: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day