

8.4.2 What are the Community Works referral criteria?

Revised: [July 1, 2021](#)

Community Works counts towards federal participation and is intended to provide employment experience that supports a participant's personal employment goals and educational pathway if applicable. See the [FLSA/Deeming](#) and [Stacking Activities](#) sections for more information about how we use participation in the Community Works Program to meet participation requirements. See WFHB [1.2.3](#) for additional information about adding an additional three hours (preferably core activity hours) in the parent's IRP when possible. Don't exceed the FLSA maximum hours for unpaid work activities. You can substitute non-core hours for core hours as needed to stay within the FLSA maximum.

Participants who meet at least one of the following will enroll in their work activity for a minimum of one (1) month to a maximum of twelve (12) months:

- Employed less than 32 hours per week;
- Participating in other activities, but need additional hours to meet WorkFirst participation requirements;
- Transitioning between activities;
- Need a beginning level of activity for very hard to serve families whose participation capabilities are limited;
- Need additional support for re-training or additional experience to be competitive in the labor market;
- Have the ability to participate at least five hours per week in Community Works;
- Need an activity to cure a Non-Compliance Sanction-~~Termination~~; or
- Engaged in an education pathway; and:
 - Would benefit from a work experience to enhance their educational plan.

Example: Mary is enrolled in a Business Technology Program to become an office assistant. She is coded for 27 hours per week. A work experience in an office setting would enhance Mary's employability and would build upon her interest in the field. Her FLSA maximum allows her to work in an unpaid position for up to 28 hours per week. To create a full time program that supports Mary's educational pathway, she may participate in the Community Works activity for a minimum of 5 hours per week to bring her participation hours up to full time participation of 32 per week.

- Needs a core activity that supports their educational track.

Example: Steve lacks his high school equivalency. This is his only identified barrier to employment. After Steve obtains his high school equivalency, he plans to go to work in the food service industry. He can be referred to the Community Works Program for a core activity. His stacked non-core activity can then be high school equivalency at the community college.

- Completed their Work Study and need a core activity.

Example: Erika is in a 20-hour per week vocational training program, and her Work Study ended. She may participate in the Community Works Program as the core activity to provide her with additional work skills in the field she is studying.

The WorkFirst Program Specialist/Social Service Specialist (WFPS/WFSSS):

- Codes the other activity in eJAS for the participant
- Codes WC component with the Commerce contractor code
- Determines the number of hours (five hours or more) that a participant can be required to participate in a work activity per week. This information must be included in the referral.
- Enters the scheduled end date (**Note:** End date needs to align with educational pathway component's scheduled end date, if applicable.)