

1.2.2 What are the WorkFirst participation requirements?

The chart below shows WorkFirst (WF) requirements for parents/caregivers who are able to participate and includes strengthened participation requirements. Most parents/caregivers are still required to participate 32-40 hours per week with at least 20 of those hours in core activities. Even though the participant has these requirements, it is also important to meet them where they are and engage them in WorkFirst activities that count and move them forward to self-sufficiency.

Most participants must meet the requirements in row 1. WorkFirst doesn't require the following to participate in core activities (rows 4 through 6 below):

- One parent in a two-parent family when s/he meets the conditions in WFHB 1.2.3
- Exempt participants in the Pregnancy to Employment Infant Exemption
- Teen head of households (age 18 or 19 years of age) who don't have a High School Diploma or GED
- Minor parents who do not have a child under 12 weeks old

Strengthened participation is an additional three hours (preferably core activity hours) in the participant's IRP to assist them in meeting the federal participation rate when participants may have unexcused absences or too many excused absences.

The strengthened participation requirements are shown in the chart below.

Who	Core Activity Requirements	Core/Non-Core Activity Requirements	WF Participation Requirements	Strengthened Participation Requirements
1. Each participant	20 hrs/wk	12-20 hrs/wk	32-40 hrs/wk	35 hrs/wk (at least 20 hrs core)
2. Recipient parents in a two-parent household who qualify for the two-parent options (see 1.2.3)	30 hr/wk	5 hrs/wk	35 hrs/wk	38 hrs/wk (at least 30 hrs core)
3. Single parent/caregiver with a child under 6	20 hrs/wk	None (additional hours are voluntary)	20 hrs/wk	23 hrs/wk (at least 20 hrs core)
4. Participants claiming the Infant Exemption	None	None	None (exempt)	None
5. Teen head of households (age 18 or 19 years of age) that don't have a High School Diploma or GED	None	Participate in HS, GE, or BE as per school requirements to progress towards graduation	Based on school requirement but can be a minimum of 1 hr/wk	None
6. Unmarried pregnant or parenting minors (age 17 and younger); except between infant's birth and turning 12 weeks old during 12 week post-partum period	None	Participate in HS, GE, or BE as per school requirements to progress towards graduation	Based on school requirement but can be <u>a minimum of 1</u> hr/wk	None

The following activities in most cases meet strengthened participation without adding additional hours (additional hours may be added when necessary):

- Community Jobs and Career Jump
- Work Study students as long as they meet the requirements in [WFHB 8.1.10](#)
- Vocational Education

The following are **important to remember** when including strengthened participation in a participant's IRP:

- A 38-hour per week full time job search is available when only one parent in a two-parent family is participating under the two-parent option.
- Don't exceed the FLSA maximum hours for Community Service or Community Works. You can substitute non-core hours for core hours as needed to stay within the FLSA maximum. See [WFHB 3.3.2.5](#) for more information about deeming rules and the FLSA maximum.
- 20 hours of unsubsidized employment (or 30 hours for a two-parent family) meets the core activity requirement. For two-parent families or single parents with no children under six in this situation, consider adding non-core activities to meet the strengthened participation requirements.

Examples:

1. Nancy is a single parent with no children under six in a full-time vocational education (VE) program. The college she is attending has a 35 hour per week vocational education program in her field of study. Her education plan shows 35 hrs/week in a VE. She meets the 35 hrs/week strengthened participation requirements for a parent/caregiver.

2. Mary is a single parent with no children under six pursuing a specialized certificate program taking 15 credits including 15 hrs/week homework and 2 hrs/week lab time. Her education plan shows VE 32 hours per week. This is acceptable even though it doesn't meet the minimum 35 hrs/week strengthened participation requirement because adding hours in her case isn't possible.

3. Sharon is a single parent with ten-year-old child. She works 5 hrs/week at an unsubsidized job and participates 12 hrs/week in a high school equivalency program. ~~Her WFPS adds~~ Sharon agrees to participate in 18 hrs/week of job search to meet the strengthened participation core requirement of 23 hours per week. ~~Her her minimum core hours of 23 (18 JS5 PT, and 18-5 JSPT, and 12 GE) and meet the~~ 35 hrs/week strengthened participation requirements.

a. Update: Sharon loses her job and completes her high school equivalency. Her WFPS increases her to 35 hrs/week full-time job search. She meets the 35 hrs/week strengthened participation requirements for a parent/caregiver.

b. Update:- The father of Sharon's child, Mark, returns to the home and they qualify for the two-parent participation options. Sharon and Mark decide that Sharon will continue participating and Mark will opt out of participation. Her WFPS increases job search to 38 hrs/week. Sharon and Mark meet the 38 hrs/week strengthened participation requirements for a two-parent household.

4. Tom is a single parent raising a teen-age son participating in Community Works with a 25 hrs/week FLSA maximum. His WFPS schedules him for ~~25~~3 hrs/week Community Works and 10 hrs/week high school equivalency for a total of ~~35~~3 hours per week participation. Tom meets the 35 hrs/week strengthened participation requirements for a parent/caregiver.

a. Update: Tom's FLSA maximum is 16 hrs/week. Under deeming, this will meet his 20 hours of core activity, but we can't require any additional hours of Community Works. Tom continues to participate in high school equivalency classes for 10 hours per week. To help Tom reach strengthened participation, Tom agrees

to participate 3 hours/week in a Life Skills activity. There is a Life Skills (LS) class available, so his WFPS schedules him for 3 hrs/week of LS to meet his core requirement of 23 hours. His 16 WC, 3 LS, and 10 GE meet the 35 hrs/week strengthened participation requirement.

b. Update: Tom’s FLSA maximum is still 16 hrs/week, but there is no Life Skills class or other core activity available that can be added to Community Works to bring his core activity up to 23 hours per week (16 hrs/week deems to 20 hrs/week). He has been doing 10 hrs/week of high school equivalency at the local community college. College staff agreed to provide an additional 53 hrs/week by enrolling Tom in a study hall to meet the 35 hours/week strengthened participation requirements.

1.2.10 What are the WorkFirst requirements for dependent teens and pregnant or parenting minors?

Dependent teens that are on an adult's WorkFirst cash assistance grant aren't required to do an IRP or verify school attendance.

The following chart summarizes the CE, IRP, participation, and verification requirements for dependent teens/pregnant or parenting minors and teen head of households:

Age	Dependent Teen	Teen Head of Household
Federal Reporting	Not included in the work participation rate.	Included in the work participation rate.
17 and younger	Parent’s responsibility to ensure the child is in school. No IRP required.	<p>Participate in HS<u>High School Completion or Equivalency courses, GE, or BE</u> as per school requirements to progress towards graduation is required unless parenting a child under the age of 12 weeks.</p> <ul style="list-style-type: none"> • CE Required • IRP required. • Must verify actual hours of high school <u>attendance monthly.</u>
18-19	<p>Parent's responsibility to ensure the child is in school. No IRP required.</p> <p>Note: This category may include 20-year-old dependents receiving SFA.</p>	<p>20 hours per week HS, GE or BE is required unless exempt. <u>Participate in HS High School Completion or Equivalency courses as per school requirements to progress towards graduation is required unless parenting a child under the age of 12 weeks.</u></p> <ul style="list-style-type: none"> • CE Required • IRP required. • Must verify actual hours of high school attendance monthly. <p>Note: These participants may be eligible for the Infant Exemption.</p>
Upon Graduation	N/A	Same as adult parent/needly care relatives:

		<ul style="list-style-type: none"> • Must do CE Required & • IRP required. • Participate 32-40 hours per week in required core and non-core activities as described in the participation requirements table in 1.2.2: • 20 hours core, and • 12-20 hours core or non-core.
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There are no WorkFirst requirements for dependent teens that are in an adult's WorkFirst cash assistance grant. It is the participant's responsibility to ensure the child is in school. However, a Children's Administration (CA) referral may be appropriate if a dependent teen isn't in school.

Some pregnant or parenting minors must go to school and be in an approved living arrangement as a condition of TANF/SFA eligibility. See these sections of the EAZ Manual for more information:

- [Teen Parents](#)
- [Age Requirements](#)

1.2.12 eJAS/ACES codes

- **RO** (referred to social service specialist)
- ~~HS or GE (in high school or pursuing high school equivalency)~~ **(High School completion or High School equivalency for participants 19 years of age and younger)**
- **BE (High School completion, including High School 21, for participants 20 years of age and older)**
- **GE (High School equivalency for participants 20 years of age and older)**