

### 3.3.2.2 What are Countable Core and Non-Core Activities?

All WorkFirst activities were designed for a purpose - but not all of them count towards meeting the federal Work Participation Rate (WPR). WorkFirst activities fall into one of five broad categories:

- **Fully countable core activities** (paid and unpaid work).
- **Time-limited countable core activities** (job search, independent life skills training, issue resolution and vocational education) which only count for a limited period of time.
- **Countable Non-core activities** (skills enhancement training, high school, completion or GED and basic education for participants age 20 or older), which count once a parent/participant has met her or his core activity requirements.
- **Exemptions and exceptions**, ~~most of which~~ which may count or qualify for federal participation exemptions.
- **Stabilization services**, uncountable 'X' codes which ~~do not~~ don't count towards the rate but are needed ~~for a temporary period of time~~ temporarily to resolve a barrier.

The [Core & Non-Core Activity chart](#) lists countable core and non-core activities.

The [Stacking Activities Chart](#) sorts WorkFirst activities by how they count towards meeting the rate, listing all exemptions, exceptions, stabilization (uncountable), and core activities. The chart gives an overall strategy for ~~each, including the types of~~ core and non-core activities you may stack ~~onto the primary activity~~ to help move the parent/participant towards employment.

~~For more information about Life Skills training, please refer to section 7.3.6 What is Independent Life Skills Training?~~

### 3.3.2.3 How to maximize CE Recommendations to Meet WorkFirst and Participation Goals

Comprehensive Evaluation (CE) recommendations ~~should be~~ designed to meet parents'-participants' needs while maximizing our ability to meet federal participation requirements. ~~To meet WorkFirst program and participation goals: should:~~

- Address the parent's/participant's primary need and build from that.
- Start with employment, job search, or unpaid work (like Community Works) as the parent's/participant's primary activity whenever possible.
- Make strategic use of time-limited core activities, while headquarters staff maximizes the work participation to count:
  - Do issue resolution and job search when needed ~~and we will maximize the count at the headquarters level.~~
  - Add activities to issue resolution to make it short-term and full-time when possible.
  - Job Enroll parents/participants in job search lasts 4 weeks at a time and may be interspersed with work experience activities interspersed between enrollments.
  - Start vocational education once the parent/participant is ready and ~~make it~~ help them progress to full-time.
- Stabilize the parent's/participant's situation as soon as possible if ~~the parent is~~ they are unable to participate in countable activities.
- Offer participation exceptions (that is, pregnancy to employment and high school/GED for minor parents/dependent teens).

- Plan ahead and use [continuous activity planning](#) to keep participants in countable activities and moving towards employment goals whenever possible. You can do this by:
  - Speeding up handoffs and start-ups.
  - Resolving sanction and re-engaging parents/participants who have failed to participate.
  - Making current activities support the parent's/participant's next steps.

### 3.3.2.4 How to Build an Individual Responsibility Plan (IRP) that Meets the Rate

We build an IRP based on the primary activity the participant needs to progress. Some participants will be exempt and others will be required to access stabilization services (uncountable "X" codes).

~~For participants who do not have Washington Apple Health due to citizenship verification requirements AND who have an activity requirement that is dependent on Washington Apple Health coverage, please refer to Note: Please refer to section 6.3.5- How do we treat parents/participants with medical issues who don't have Washington Apple Health? for participants who do not have Washington Apple Health? (WAH) due to citizenship verification requirements AND have an activity requirement that is dependent on WAH coverage.~~

You can require a participant to apply for ~~Washington Apple Health~~ WAH in ~~his or her~~ their IRP, and sanction for failure to follow through, if they are potentially eligible but have never applied or let ~~his or her~~ their coverage lapse. For example, use an IRP to require WAH application for a participant who needs chemical dependency treatment but has no current WAH coverage (See [WAH Application IRP](#) for suggested IRP language.).

A few ~~participants~~ parent/caregivers, minors and teens will meet the rate while participating fewer hours under federal participation exceptions. Participation requirements are:

- Up to 20 hours per week of core, non-core, or uncountable activities for participants with reduced participation requirements under the pregnancy to employment pathway or who have a child under six years old
- Up to 20 hours per week of high school completion or high school equivalent, GED for pregnant and parenting minors age 18 and 19 if they don't already have their high school diploma or equivalent GED, unless they have a child under the age of 12 weeks old (Hours are or basic education based on school requirements to progress towards graduation) for teen head of households pregnant and parenting minors age 18 and 19 (unless if they don't already have their high school/GED) diploma or GED unless they have a child under 12 weeks old
- Participation in high school, completion or high school equivalent GED, or Basic Education as per school requirements to progress towards graduation for pregnant and parenting minors age 17 and younger, unless they have a child under the age of 12 weeks old

Most parents/caregivers are able to participate and don't qualify for federal participation exemptions. You can [stack activities](#) to build an IRP that meets the rate as follows:

1. Start with 20 hours per week of core activities, and see WFHB 1.2.23 for additional information about adding an additional three hours (preferably core activity hours) in the participant's IRP when possible:
  - a. The parent-participant can do more than one type of core activity to reach 20 hours per week. Just add a few hours of a "good match" core activity to the parent's-participant's primary core activity to meet the 20 hour requirement.
  - b. Working the FLSA maximum hours of WEX or community service meets the full core activity requirement. [[See 3.3.2.5. How to Deem](#) below].
2. Add 12-20 hours per week of countable activities:
  - a. More hours of the core activity
  - b. Add a "good match" core activity
  - c. Non-core activities (job skills training, basic education, or high school completion or high school equivalency/GED)
3. Using this formula, the parent-participant will end up with 32-40 hours total hours of participation each week.

Example: Jacques and Sarah are married with two children and on WorkFirst. Jacques is working 25 hours per week and Sarah has been staying at home with the children. Both Sarah and Jacques want to participate in WorkFirst activities. Their WorkFirst Program Specialist looks at their CE results, talks to them and develops an IRP for each of them for full-time participation that meets the two-parent participation requirement of 38 hours per week including three hours of strengthened participation. See WFHB 1.2.2 for participation requirements.

Jacques' employment meets his 20-25 hours of the household's 30 hour core activity requirement. and contributes 5 hours towards his 12-20 hour core/non-core activity requirement. Jacques Based on Jacques' CE options, he selects his CE basic education option and agrees to attend basic education the option of attending job skills training classes for 2 ½ hours a day, 3 times 6 hours per week. This brings Jacques' bringing his total participation up to 32 ½ hours per week.

The CE recommends that Sarah starts off with full-time job search. Sarah Based on the results of Sarah's CE options, she agrees to go to job search for 32 hours per week. The household exceeds their 38 hour per week participation requirements by doing 57 hours per week of core activity and 6 hours per week of countable non-core activity. which meets her 20-hour core activity requirement and her additional 12-20 hours per week of core/non-core activities.