

## 1.2.2 What are the WorkFirst participation requirements?

The chart below shows WorkFirst (WF) requirements for parent/caregivers who are able to participate and includes strengthened participation requirements. Most parent/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 [See 5.1.11](#)
- 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 Par Requir
1. Each participant	20 hrs/wk	12-20 hrs/wk	32-40
2. Recipient parents in a two-parent household who qualify for the two-parent options (see <a href="#">1.2.3</a> )	30 hr/wk	5 hrs/wk	35 h
3. Single parent/caregiver with a child under 6	20 hrs/wk	None (additional hours are voluntary)	20 h
4. Participants claiming the <u>Infant Exemption</u> or <u>Infant Exemption Extension</u>	None	None	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 as per school requirements to progress towards graduation	Based o requiremen minimum

Who	Core Activity Requirements	Core/Non-Core Activity Requirements	WF Par Requirements
6. Unmarried pregnant or parenting minors (age 17 and younger); except between infant’s birth and turning 12 weeks old	None	Participate in HS as per school requirements to progress towards graduation	Based on requirements minimum

The following activities in most cases meet strengthened participation without adding additional hours (add 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. Sharon agrees to participate in 18 hrs/week of job search to meet the strengthened participation core requirement of 23 hours per week. Her 5 PT, 18 JS, and 12 GE 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 hrs/week Community Works and 10 hrs/week high school equivalency for a total of 35 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. 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 5 hrs/week by enrolling Tom in a study hall to meet the 35 hours/week strengthened participation requirements.

### 1.2.3 What are the participation requirements for two-parent households?

The participation standard for two-parent households is full-time (32-40 hours per week) for each parent. However, under some circumstances, we can allow a household to choose a two-parent option.

Two-parent options are available to two-parent families who are:

- In compliance with WorkFirst,
- Appropriate for the option, and
- Electing to choose that option after a discussion that includes both parents and the WFPS/WFSSS.

Use these options when appropriate to assist two-parent families towards family stability and self-sufficiency.

In order to utilize the two-parent options, a conversation must occur with the family to determine whether this option is appropriate for their household and to determine if one parent may opt out of participation. The conversation must focus on the whole family to determine the best participation option for the family to reach self-sufficiency.

The two-parent options are only available when both parents are in full compliance with WorkFirst requirements. Any time one or both of the parents utilizing the two-parent option falls out of compliance, the household will return to the full time participation standard for each individual.

Option One: Recipient two-parent families may choose to have one parent opt out of participation requirements to stay home and care for the children as long as:

- Both parents are participating satisfactorily, meaning they have completed their Comprehensive Evaluation and any assessments needed. If one or both parents are in WorkFirst sanction, the sanction(s) must be cured before the household can be offered the 2-parent participation option;
- The parent opting to stay home is capable of caring for the child(ren);
- The other parent agrees to participate 35 hours per week (30 hours core and 5 hours core or non-core); and
- Both parents engage in any needed chemical dependency or mental health treatment.

If the WFPS or WFSSS and the TANF family determine that this option is appropriate, use the participating parent's time spent in treatment to help meet the family's work participation requirements. If the participating parent stops participating as required without good cause, pursue sanction and send an appointment letter to the parent who was opting to stay home scheduling him or her for an appointment to develop an IRP.

Note: If there is a child under ~~12 months~~ two years old and no mandatory participation is required, one parent can opt out of participation instead of using their infant exemption or infant exemption extension (IE or TE). Parents must complete all requirements found in section 5.1 before considering the opt-out option. This family would still be subject to all of the requirements under option one.

Option Two: Recipient two-parent families may choose to have both parents split participation requirements, as long as:

- Both parents are participating satisfactorily, meaning they have completed their Comprehensive Evaluation and any assessments needed. If one or both parents are in WorkFirst sanction, the sanction(s) must be cured before the household can be offered the 2-parent participation option;
- They meet the core requirement of 30 hours per week, in addition to at least 5 hours of core or non-core; and
- Both parents engage in any needed chemical dependency or mental health.

Note: If there is a child under ~~12-2 years~~ months old and no mandatory participation is required, neither parent would need to use the Infant Exemption or infant exemption extension. Parents must complete all requirements found in section 5.1 before considering the split participation option. The family would still be subject to all of the requirements under option two above.

If one parent ceases to participate without good cause, pursue sanction and send an appointment letter to the other parent to come in for an appointment to build a full time IRP.

Examples:

Julie and Tom have two children ages 3 years old and 8 months old. Julie and Tom choose full participation for Tom and Julie will stay home with the children. Tom agrees to JS 35 hours per week. This family meets participation requirements for a two-parent household. Even though they have a child that meets the IE criteria, Julie shouldn't use IE months because Tom is fulfilling the two-parent participation requirement.

Pam and Shawn have a 5-year-old child. Pam and Shawn choose full participation for Shawn and Pam will stay home with the child. Shawn agrees to CJ 20 hours per week and JT 15 hours per week. This **doesn't** meet the participation requirements for a two-parent household, as Shawn doesn't have 30 hours of core activity participation. Pam agrees to participate in Community Works (WC) 10 hours per week. They now meet the participation requirements for a two-parent household.

### 3.2.1.10 What are the pathways of the Comprehensive Evaluation?

The following criteria is designed to help the WFPS make an informed decision about which employment pathway(s) is most appropriate for a ~~participant~~ parent after completing the CE.

CE recommendations should be designed to meet ~~parents'~~ participants' needs while maximizing federal participation requirements. Refer to the Stacking Activities Chart when determining the appropriate stackable activities for the ~~parent~~ participant.

Prior to approving ~~a~~ referrals to any of the employment pathways listed, ~~parents~~ WorkFirst staff must advise participants ~~must be advised~~ of WorkFirst program requirements and their responsibility to participate in the activities identified in their Individual Responsibility Plan.

~~Parents~~ Ensure P ~~participants~~ should have ~~approved~~ child-care and transportation plans in place prior to referral. ~~Parents~~ Participants reporting to an activity without arranged childcare and transportation may be referred back as they are unable to begin participating as required.

If the CE results don't identify an appropriate pathway(s) based on the following criteria, a Continuous Activity Plan (CAP) may be conducted immediately.

### *Career Scope*

Referrals to Career Scope may be appropriate for ~~parents~~ participants who:

- ~~Are currently employed or have had~~ Have current employment or employment within the last 90 days
- Are receiving UI benefits or have a 'pending' UI claim ( *note: JS should be the requirement for parents in this category* )
- Indicate an interest in pursuing employment
- Are ready and able to accept employment within four (4) weeks
- ~~Have r~~ Recently completed an education or supported work program
- Are participating in another core activity for no more than 20 hours per week and need another activity to meet federal requirements and can accept employment within four (4) weeks
- Would benefit from an On-the-Job Training (OJT)

**Exception:** ~~Parents~~ Participants who are working full-time and want assistance finding a better job are appropriate for Career Scope services as long as they can come into the office at least once a week to receive assistance. Otherwise, ~~they can be referred~~ you may refer them to the WorkSource Center as a self-directed job seeker.

### *Education & Training Activity*

Referrals to Education & Training may be appropriate for ~~parents~~ participants who:

- Have little or no work history
- ~~Are c~~ Currently engaged in ~~attend~~ an educational activity
- Indicate interest in pursuing educational opportunities or want to enter an occupation that requires training
- ~~Haven't obtained a~~ Indicate an interest in getting a high school diploma or high school equivalency certificate
- Completed high school equivalency (HSE) but need or want to brush up on their skills
- Have had difficulty in school with reading, writing, math, following verbal directions, etc. and want to improve their basic skills in order to get a job or a better job

### *Community Jobs*

Referrals to full-time Community Jobs may be appropriate for ~~parents~~ participants who:

- Are currently working on barrier/issue resolution and are ready to combine issue resolution with work in a supportive setting
- Are ready to learn to self-manage issues that affect the ability to obtain or keep employment
- Aren't viable candidates for placement through Job Search
- Are open in WF sanction and are interested in curing the sanction

- Are ready and able to be employed full-time (32-40 hours per week) within six months of the CJ enrollment
- Are able to participate full-time (40 hours per week) right now
- Have childcare and transportation plans
- Have demonstrated workplace behaviors that adversely affect the participant's ability to fully engage in Job Search
- Have participated in other activities without success
- Don't currently hold an unsubsidized job unless these hours are minimal and career progression is unlikely. These will be approved on a ~~case-by-case~~case-by-case basis by Commerce Headquarters.

Referrals to part-time Community Jobs may be appropriate for ~~parents~~participants who:

- Are single parents with a child under the age of six
- Aren't viable candidates for placement through Job Search
- Are open in WF sanction and are interested in curing the sanction
- Are ready and able to be employed at least part-time (20 hours per week) within six months of the CJ enrollment
- Are able to participate 23 hours per week
- Have childcare and transportation plans
- Are managing known barrier removal issues (such as mental or physical health, chemical dependency and family violence)
- Don't currently hold an unsubsidized job

### *Community Works Program*

Referrals to Community Works may be appropriate for ~~parents~~participants who:

- Are currently enrolled/interested in an education component.
- Are employed less than 32 hours per week.
- Need additional hours to meet WorkFirst participation requirements.
- Are transitioning between activities,
- Need additional support for re-training or additional experience to be competitive in the labor market
- Will be in the work activity for 1-12 months for at least five hours per week

### *Unsubsidized Employment*

~~Parents~~Participants may be in this pathway full- or part-time:

- Have a paid, unsubsidized job

- Are self-employed
- Are participating in a college work study
- Are participating in a paid work experience, practicum or internship

### ***LEP Pathway***

Referrals to the LEP Pathway may be appropriate for ~~parents~~ participants who:

- Receive Cash Assistance
- Have difficulty understanding or communicating in English
- An LEP ~~parent~~ participant with ESL Level 1 through 6 who is identified by college staff or an employment counselor as needing specialized assistance to participate
- Individuals receiving Refugee Cash Assistance (RCA) or Refugee Medical Assistance (RMA)

### ***Issue Resolution***

Participants may be in this pathway full- or part-time, depending on their ability to participate in work or work-like activities. Whenever possible, these issue resolution activities should be stacked with one of the above activities as appropriate.

Issue resolution activities assist in helping participants (such as parenting minors, teen head of households or pregnant, hard to engage, sanctioned, and disabled/incapacitated individuals) -resolve issues, including:

- Mental, physical, and/or learning disabilities
- Caring for a child with special needs
- Alcohol or substance abuse/chemical dependency
- Family violence
- Homelessness
- Family planning
- Parental education or support
- Pregnancy to Employment
- Child Protective Services

### ***Exempt***

Referrals to the Exempt Pathway may be appropriate for ~~parents~~ participants who:

- Are a needy caregiver relative and aged 55 or older
- Have a severe and chronic disability (including those likely to be approved for SSI or other federal benefits)
- Are required to be in the home to care for a child with special needs
- Are required to be in the home to care for an adult relative with a disability



### *3rd trimester of pregnancy Deferral*

- ~~Parents-Participants~~ in the third trimester of pregnancy can choose ~~not to~~~~not~~ participate in WorkFirst activities if there are no identified mental health and/or chemical dependency issues.

### *Infant Exemption and Infant Exemption Extension*

- The Infant-Exemption and Infant Exemption Extension may be appropriate for ~~parents~~ participants who are parenting parent an infant age 12 months a child 2 years or younger or less (12-24 months in a lifetime limit in infant this exemption)

## 3.4.2 Who needs intensive services?

The WFPS should conduct or review a comprehensive evaluation and consider whether intensive services ~~would~~may be beneficial for the following ~~individuals~~participants:

1. Pregnant women and parents with ~~infants~~children under two (always, and always followed by a WFSSS assessment);
2. Those deferred from job search or school because of issues like homelessness, family violence or chemical dependency;
3. Those referred back early from job search;
4. Those who complete job search without finding a job;
5. Those who complete other work activities without progressing towards steady employment;
6. Those who are able to find work, but repeatedly lose their jobs; and
7. ~~Anyone-Those~~ who ~~does not~~don't progress.

### 8. 5.1 Pregnancy to Employment

## 5.1 Pregnancy to Employment

*(Infant Exemption)*

Legal References:

- [WAC 388-310-0200](#)
- [WAC 388-310-0300](#)
- [WAC 388-310-0400](#)
- [WAC 388-310-1400](#)
- [WAC 388-310-1500](#)

The Pregnancy to Employment section includes:

- [5.1.1](#) What is Pregnancy to Employment?
- [5.1.2](#) Who ~~is required to~~must participate in Pregnancy to Employment?

- 5.1.3 What is a Pregnancy to Employment full comprehensive assessment?
- 5.1.4 What is a partial Pregnancy to Employment assessment?
- 5.1.5 When to conduct a full vs. a partial Pregnancy to Employment assessment?
- 5.1.6 What additional assessments are required?
- 5.1.7 How is the ~~parent~~ participant identified in eJAS once s/he enters Pregnancy to Employment?
- 5.1.8 What are the participation requirements during the first and second trimester?
- 5.1.9 What are the participation requirements during the third trimester?
- 5.1.10 What are the participation requirements after the child is born?
- 5.1.11 What is the "infant exemption" and "Infant Exemption Extension"?
- ~~5.1.12~~ ~~What is the "infant exemption extension"?~~
- 5.1.132 How is the parent identified in eJAS once s/he chooses to claim the "Infant Exemption"?
- 5.1.143 What is the "12-week postpartum exemption period"?
- 5.1.154 How is the ~~participant~~ parent identified in eJAS once s/he chooses to claim the "12-week postpartum exemption period"?
- 5.1.165 What are the Pregnancy to Employment participation options and requirements?
- 5.1.176 What is WorkFirst Family Literacy?
- 5.1.187 What is First Steps?
- 5.1.198 Can a ~~participant~~ parent in Pregnancy to Employment be sanctioned?
- 5.1.2019 eJAS Codes
- 5.1.2120 Pregnancy to Employment - Step-by-step guide

## 5.1.2 Who ~~is required to~~ must participate in Pregnancy to Employment?

Every pregnant woman or parent(s) receiving TANF/SFA with a child under the age of ~~one year~~ two years is a mandatory participant in P to E. In a two-parent household, both parents are participants and must receive an assessment by a WFSSS.

Note: Schedule an assessment using an ACES General Appointment Letter (50-05), the eJAS appointment letter, or in the IRP.

## 5.1.4 What is a partial P to E assessment?

A partial assessment includes a minimum requirement to identify if the family's circumstances have changed and the family's needs require the department to address any potential issues such as mental health, chemical dependency, etc.

To fulfill partial assessment minimum requirements, the WFSSS must cover the following:

- Who is in the household besides the mother and ~~infant~~child under two?
- What type of family support is available?
- Assess for all of the following:
  - Family Violence.
  - Family Planning.
  - First Steps.
  - Chemical Dependency.
  - Mental Health.
  - Child and adult health needs.
  - Documentation of involvement with WIC, prenatal care provider or pediatrician.
  - Activities the parent can engage in.

### 5.1.5 When to conduct a full vs. partial P to E assessment?

~~Work~~First staff must schedule All P to E assessments ~~must be scheduled~~ within 30 days of the referral ~~to the social service specialist~~.

A participant must complete full comprehensive assessment ~~is required~~ when the department first becomes aware ~~that a parent participant is~~they are:

- Pregnant or
- Parenting a child under the age of ~~one~~two.

**NOTE:** ~~Don't require~~ The other parent in a 2-parent household ~~is not required~~ to complete a full assessment or any assessment before the baby is born.

A partial P to E assessment ~~is required~~requirement applies to:

- ~~For b~~Both parents when they report the birth of the child ~~is reported~~, or
- ~~For t~~The parent choosing the ~~le~~infant exemption, infant exemptoin e ~~IE~~Extension, or 12-week postpartum exemption ~~if neither that doesn't have~~ a full nor partial completed assessment ~~has been completed~~ since the birth of the child, or
- ~~For t~~The other parent if added to the grant after the birth of the child.

**NOTE:** The WFSSS may require a partial assessment at any time if information ~~is~~ received indicating there are mental health and/or chemical dependency issues.

### 5.1.7 How is the parent participant identified in eJAS once ~~s/he~~they enters Pregnancy to Employment?

PI (Pregnancy/Infant Child under two) is the indicator component code used to identify P to E ~~parents participants~~ on the Component Screen in eJAS.

The PI indicator code allows ~~workers staff~~ to track and monitor all of their P to E ~~parents~~ participants. The PI component is NOT an activity; it is an identifier. Another component, such as GE or XP, should always go with ~~The PI component should always be accompanied by another component, such as PI paired with GE or XP,~~ unless the parent/caregiver is is not required to participate, or is choosing not to participate, because they are:

- In their third trimester of pregnancy,
- Choosing the Infant Exemption or Infant Exemption Extension, or,
- The non-participating parent in a two-parent household.

WF Staff should enter ~~The PI component can be opened with zero hours~~ for a maximum of 21-33 months ~~and should only be entered with zero hours.~~ You may want to use the length of the component as a tickler for the pathway milestones. Note: The PI component has a limit of 21 months. Staff will need to create a new PI component to capture months more than 21.

For example, a ~~parent participant~~ reports a pregnancy with an estimated due date. The WFSSS or WFPS may then set the end date of the PI code to coincide with the date the ~~parent participant~~ will enter the third trimester, the date the baby is due or every three months until the date the baby ~~is expected to~~ reaches one-two years of age.

If there is a future estimated due date on the eJAS Client Demographic screen and no active PI component on the Component/Contractor/IRP Update screen, the WFPS or WFSSS will receive a pop-up message notifying a PI component is needed.

## 5.1.10 What are the participation requirements after the child is born?

After the child is born, the ~~parent participant~~(s) receiving TANF cash assistance:

- ~~Will be required~~ Must, at minimum, ~~to~~ complete a partial assessment with a WFSSS to assess the ~~parent participant~~(s) needs for continued services when the child is born or prior to choosing the infant exemption, infant exemption extension, or postpartum exemption if no assessment has been completed since the child was born.
- May choose to take the infant exemption or postpartum exemption and not participate in WorkFirst activities until the child reaches the age of one-two years (only one parent living in the household can claim this exemption at any given time).
- May volunteer to fully participate in WorkFirst activities (see WAC [388-310-0300](#)).
- May choose to take the 12-week postpartum exemption period if the ~~parent participant has used up all of their 1224-month lifetime infant exemption or infant exemption extension~~ and chooses not to participate in WorkFirst activities until the child reaches 12 weeks of age.

- ~~Will be required to~~Must participate up to 20 hours per week if the comprehensive evaluation or assessment indicates a need for mental health and/or alcohol or drug treatment (unless medical evidence indicates that ~~parent participant is not~~isn't able to participate in any activity).
- ~~Will be required to~~Must participate up to 20 hours per week if the comprehensive evaluation or assessment indicates a need for parental education or parent skills training in Parental Education Project pilot sites only.

If a ~~parent participant~~ qualifies for the infant exemption, infant exemption extension, or postpartum exemption, has no identified mental health and/or chemical dependency issues per the comprehensive evaluation or P to E assessment(s) and chooses to participate in WorkFirst activities the department ~~will not~~won't pursue sanction if we learn they are no longer participating as required in their IRP.

Take the following steps ~~will be taken~~ when the ~~parent participant~~ stops participating:

- Send the Pregnancy to Employment Infant Exemption letter giving the parent 10-day notice that we plan to put them into Infant-Exemption or Infant Exemption Extension status.
- If the ~~parent participant~~ contacts their worker within the 10 days and wants to continue participating, update the IRP as needed and ~~do not~~don't enter the IE or TE component.
- If the ~~parent participant does not~~doesn't contact you:
  - Close the activity(ies) at the end of the 10-day period, and
  - For families with a child 0-12 months old, Enter the infant exemption (IE) for families with a child 0-12 months old, = Enter the infant exemption (IE) until (whichever comes first):
    - The child's first birthday,
    - A combination of 365 days (including a combination of days between IE and TE), or
    - 730 days if the total number of days in IE or TE has exceeded 365.

—For families with a child 13-24 months old, enter the infant exemption extension (TE) until (whichever comes first)::

The end date of the Infant Exemption (365 days) or Infant Exemption Extension (730 days)

- The child's first or second birthday,
- 365 days (including a combination of IE and TE), or the child turns one (not to exceed 365 days) for appropriate coding (see 5.1.12)
- 730 days if the total number of days in IE or TE has exceeded 365.

~~The Pregnancy to Employment Infant Exemption letter is available in eJAS Letters in English and Spanish.~~ Staff must also document in eJAS "Pregnancy/Parenting" notes the period of time the ~~parent participant~~ is taking the ~~IE~~infant exemption or infant exemption~~IE extension~~ and that they provided the letter was provided.

Note:

If the ~~parent-participant~~ stops participating in required mental health and/or alcohol or drug treatment, ~~we would~~ start the good cause process whether or not the ~~parent-participant~~ is using the IE or ~~IE-Extension~~TE. If the ~~parent-participant~~ has chosen to use their IE or ~~the IE-extension~~T and enters sanction, they continue using their ~~IE~~exemption.

If a mental health or chemical dependency professional indicates that a ~~parent-participant~~ should do more than 20 hours per week of treatment, ~~we should~~ encourage the ~~parent-participant~~ to participate in the number of hours recommended; however, we can only REQUIRE 20 hours per week of participation.

### 5.1.11 What is the "infant exemption" and "infant exemption extension"?

Participants can choose to be excused from participating in WorkFirst activities during months that they are needed in the home to personally provide care for their child(ren) under two years of age. Participants have a personal responsibility to decide whether to choose the infant exemption or infant exemption extension. The exemption isn't automatic; participants must choose to claim the exemption.

The infant exemption and infant exemption extension options serve as a safety net to allow parents to be in the home with their child for the early stages of development while still having WorkFirst opportunities available. Encouraging voluntary WorkFirst participation is important since the exemption doesn't stop the 60-month TANF time limit clock.

When offering either exemption, staff must remind the participant of the benefits of participating in WorkFirst activities, such as:

- Employment and training opportunities.
- Enhancement of skills.
- Support services and childcare.

All rules of the Infant Exemption (IE) apply to the Infant Exemption Extension~~Infant Exemption Extension~~with the exception of age requirements and the lifetime limit.

- The Infant Exemption – Exemption from WorkFirst activities for participants with a child under the age of one (0-12 months old) ~~up to 730 days.~~
- The Infant Exemption Extension ~~Infant Exemption Extension~~ – Exemption from WorkFirst activities for participants with a child ~~under~~ between the age of one and two (13-24 months old) ~~from 366-730 days.~~
- Use of the Infant Exemption and/or Infant Exemption Extension can't exceed 24-months (730 days) in a participant's lifetime on TANF.

- The expansion/extension of the infant exemption to children under the age of two changes the way we code them in eJAS:
  - IE – Infant Exemption or Infant Exemption Extension for a child 0-12 months
  - TE – Infant Exemption or Infant Exemption Extension for a child 13-24 months
- Any combination of the IE and TE can be used for up to 24 months (or 730 days), but only one exemption at any given time. If a household has multiple children under the age of two, use the infant exemption or infant exemption extension for the youngest child.

Participants can choose to be excused from participating in WorkFirst activities during months that they are needed in the home to personally provide care for their child(ren) under one year of age. Participants have a personal responsibility to decide whether to choose the infant exemption/extension. The exemption/extension is not isn't automatic; participants must choose to claim the infant exemption.

Any combination of the IE and TE can be used for up to 24 months (or 730 days), but only one exemption at any given time. If a household has multiple children under the age of two, use the infant exemption or infant exemption extension for the youngest child.

Only the custodial parent(s) can claim the infant exemption or infant exemption extension; needy relatives/caregivers ~~are not~~ aren't eligible for this exemption unless they have legally been given parental rights.

Unmarried Parenting minors can choose to take the IE for up to 12 weeks after the birth of the child. After the 12 weeks, they ~~would be~~ are subject to the school attendance requirement for unmarried parenting minors.

Only one participant living in the household with the ~~infant~~ a child under two years old (even if there are two infants/toddlers in the household) can claim the ~~infant exemption~~ exemption at any given time, for a maximum of ~~12-24~~ months in a lifetime, not to exceed ~~365-730~~ days. (Note: Participants can use this exemption for one or more children.) Participants choosing to use the infant exemption or infant exemption extension may:

- Be required to participate up to 20 hours per week if the comprehensive evaluation or assessment indicates a need for mental health and/or alcohol or drug treatment, or
- Be required to participate up to 20 hours per week if the comprehensive evaluation or assessment indicates a need for parental education or parent skills training in Parental Education Project pilot sites only, or
- Participate in the WorkFirst program on a voluntary basis if there are no identified mental health and/or chemical dependency issues.

- Choose not to ~~not~~ participate in WorkFirst activities for a set period of time or until the child turns ~~one~~ two years of age if there are no identified mental health and/or chemical dependency issues.

The infant exemption options serve as a safety net to allow parents to be in the home with their child for the early stages of development while still having WorkFirst opportunities available. When offering the infant exemption extension, remind the participant of the benefits of participating in WorkFirst activities, such as:

— Employment and training opportunities.

— Enhancement of skills.

— Support services and childcare.

This will give the participant the information they need to decide whether to claim the infant exemption.

Remind the participant that they can only claim the infant exemption/exemption extension for ~~12-24~~ months (730 days) in a lifetime. Then tell the participant what their required participation will be if they DO claim the infant exemption, and if they do NOT claim the ~~infant~~ exemption. This will give the participant the information they need to decide whether or not to claim the ~~infant~~ exemption.

Upon 365 days in either exemption (or combination of the two), WorkFirst staff must schedule an ~~in-person~~ Annual Comprehensive Evaluation update appointment for ~~the participant will be scheduled an in-person Comprehensive Evaluation update appointment to review their situation and determine if they need any additional services are needed.~~ WorkFirst staff may require a new Pregnancy to Employment Assessment at this time if deemed necessary. ~~If it is determined necessary, a new Pregnancy to Employment assessment may be required at that time.~~

**Example One:** The assessment indicates a need for three hours a week of chemical dependency treatment. You explain that the treatment is required and if she doesn't want to claim the exemption she will be required to do an additional 17 hours of another approved activity. She decides to use the infant exemption. Code the required treatment hours and infant exemption, and track her treatment participation.

**Example Two:** The assessment indicates a need for two hours a week of mental health treatment. Based on her medical evidence, CE and assessment, she is unable to do anything but the mental health treatment for at least the next six months. You explain that her participation requirement will be the same, whether or not she uses her infant exemption. She decides she doesn't want to use her infant exemption. You code the treatment and track her participation, but don't code an IE.

**Example Three:** Based on the CE and assessment, there are no mental health, chemical dependency or other barriers and the parent is working five hours per week. You explain that if she doesn't use her infant exemption, she will be required to participate in other activities to bring her up to 20 hours per week. She decides to use her infant exemption and will voluntarily keep



working. You code her infant exemption and her work hours. We can provide support services and child care because her employment increases her self-sufficiency.

**Example Four:** This is a two-parent household. Based on the CE, assessment and medical evidence, the father is exempt due to a disability and the mother has no barriers. You explain that only one parent can claim the exemption, the father won't be required to participate (whether or not he claims an infant exemption) and the mother will need to participate at least 35 hours per week if she doesn't claim the infant exemption. The mother decides to use her infant exemption so she can care for her husband and newborn. You code the father with an XB and the mother with an IE.

**Example Five:** Sarah applies in September. She opts for the infant exemption extension as she has a child age 13 months (TE) and only uses 3 months of the exemption. She reapplies in June and now has a newborn child. Sarah wants to opt for the infant exemption for her newborn (IE) even though there are two qualifying children in the home. Once the newborn turns 9 months old, Sarah exhausts all 365 days have been used between the Infant Exemption and Infant Exemption Extension. of her Infant Exemption. Her WFPS mails an engagement appointment. Sarah has no mandatory requirements and wants to continue providing care for her infant. Sarah is now continues taking the Infant Exemption Extension for her newborn (IE) through his first birthday. Once he turns two one, close his the IE component will be changed to and open the TE component.

It is essential to document in the eJAS "Pregnancy/Parenting" note type whether a participant chooses ~~the infant exemption~~ either exemption. If the participant chooses the infant exemption or infant exemption extension, document the period of time the participant is choosing to take it.

The department will contact a participant choosing ~~either the infant~~ exemption who ~~is not~~ isn't engaged in any other WorkFirst activities once every three months to:

- Offer available services and/or referrals.
- Remind them that they can choose to end the ~~infant~~ exemption and engage in WorkFirst activities at any time.

The ~~three month~~ three-month contact may be either by a letter or telephone. (WorkFirst staff must document ~~the contact must be documented~~ in eJAS and update the IRP ~~updated~~, if necessary.)

The ~~Three Month Infant Exemption Contact Letter~~ is available in English and Spanish via eJAS Letters.

Effective October 19, 2017, the Infant Exemption extends to those with a child under the age of two for a lifetime limit of 24 months. Participants who have used their 365-day limit of infant exemption with a child under two years old can choose to be excused from participating in WorkFirst activities to personally provide care for their child. The exemption is not automatic; participants must choose to claim the infant exemption.

~~All rules of the Infant Exemption apply to the Infant Exemption Extension with the exception of age requirements and the lifetime limit~~

~~The two major changes with this rule are:~~

- ~~• The Infant Exemption Extension Exemption from WorkFirst activities for participants with a child under the age of two from 366-730 days.~~
- ~~• The expansion of the infant exemption to children under the age of two changes the way we code them in eJAS:~~
  - ~~○ IE Infant Exemption or Infant Exemption Extension for a child 0-12 months~~
  - ~~○ TE Infant Exemption or Infant Exemption Extension for a child 13-24 months~~

~~Any combination of the IE and TE can be used for up to 24 months (or 730 days), but only one exemption at any given time. If a household has multiple children under the age of two, use the infant exemption or infant exemption extension for the youngest child.~~

~~The infant exemption options serve as a safety net to allow parents to be in the home with their child for the early stages of development while still having WorkFirst opportunities available. When offering the infant exemption extension, remind the participant of the benefits of participating in WorkFirst activities, such as:~~

- ~~• Employment and training opportunities.~~
- ~~• Enhancement of skills.~~
- ~~• Support services and childcare.~~

~~This will give the participant the information they need to decide whether to claim the infant exemption.~~

~~Once the participant has chosen the infant exemption extension, the department will continue to contact them once every three months to:~~

- ~~— Offer available services and/or referrals.~~
- ~~— Remind them that they can choose to end the infant exemption and engage in WorkFirst activities at any time.~~

~~Upon 365 days in either exemption, the participant will be scheduled an in-person Comprehensive Evaluation update appointment to review their situation and determine if any additional services are needed. If it is determined necessary, a new Pregnancy to Employment assessment may be required at that time.~~

~~**Example:** Sarah applies in September. She opts for the infant exemption as she has a child age 13 months (TE) and only uses 3 months of the exemption. She reapplies in June and now has a newborn child. Sarah wants to opt for the infant exemption for her newborn (IE) even though there are two qualifying children in the home. Once the newborn turns 9 months old, all 365 days have been used of her Infant Exemption. Her WFPS mails an engagement appointment. Sarah has no mandatory~~

~~requirements and wants to continue providing care for her infant. Sarah is now taking the Infant Exemption Extension for her newborn (IE) through his first birthday. Once he turns two, his component will be changed to TE.~~

### 5.1.12 How is the parent-participant identified in eJAS once s/he chooses to claim the infant exemption or infant exemption extension?

Component code IE will ~~be used to~~ identify parents-participants who are choosing the infant exemption for a child age 0-12 months and the TE to identify participants who are choosing the infant exemption for a child age 13-24 months. These ~~is~~ component codes are:

- For DSHS staff use only
- Not able to generate support services and support services can't be generated from this component.
- ~~ONLY to be used~~ for parents who choose to use their exemption.
- Time limited (not to exceed 12-24 months).

~~Do not~~ Don't use this code for any other reason. Using this code for any other reason will make a parent's-participant's exemption count inaccurate.

eJAS will track and display the total number of days a parent-participant ~~has used~~ uses their infant exemption and infant exemption extension combined ~~exemption~~ in the "Number of days in IE" field on the Component/Contractor/IRP Update screen. This number will reflect days used in both the IE and the TE.

When opening the IE or TE component, the WFPS or WFSSS will be required to indicate the appropriate participation status for parent's-participants choosing to take the IE exemption on the "Pregnancy to Employment Participation Status" field by indicating if the parent-participant is:

- Required to participate in mental health and/or chemical dependency treatment;
- Volunteering to participate in mental health and/or chemical dependency treatment; or
- Exempt from participating (choosing not to participate in any activities).

Staff will:

- Use the eJAS component IE to identify the infant exemption period for a child age 0-12 months.
- Use the eJAS component TE to identify the infant exemption period for a child age 13-24 months.
- After entering the IE or TE code, select the parent's participation status.
- Document the period of time a parent-participant wants to take the infant exemption in eJAS notes under the "Pregnancy to Employment" note type.

- ~~Enter the IE or TE start date as the date the parent-participant notifies the department that s/he wants to claim the either infant exemption.~~
- ~~Enter the infant exemption (IE) end date for families with a child 0-12 months old, until (whichever comes first):~~
  - ~~The child's first birthday.~~
  - ~~365 days (including a combination of IE and TE), or~~
  - ~~730 days if the total number of days in IE or TE has exceeded 365.~~
- ~~Enter the infant exemption extension (TE) end date for families with a child 13-24 months old, until (whichever comes first):~~
  - ~~The child's second birthday.~~
  - ~~365 days (including a combination of IE and TE), or~~
  - ~~730 days if the total number of days in IE or TE has exceeded 365.~~

~~Enter the IE or TE end date as the soonest of the following:~~

~~The child's birthdate~~

~~The end date of the Infant Exemption or Infant Exemption Extension and an end date of the elected infant exemption period, not to exceed 12 months.~~

- Use the Caseload Management Report (CLMR) and/or ad-hoc report to monitor these cases.
- Encourage ~~parent~~-participation in WorkFirst activities during this time-limited opportunity activities as ~~the infant exemption is limited to 12 months in the parent's lifetime.~~

Note:

WorkFirst ~~parents-participants~~ may choose to use their ~~i~~Infant ~~e~~Exemption or infant exemption extension when needed in the home to personally provide care for their child under ~~one year~~two years of age whether they are receiving TANF for that child or not.

If the child under ~~two~~a years old ~~is not~~isn't on the TANF assistance unit, add the child as a non-member. ACES will then let eJAS know that the ~~parent-participant~~ has a child under ~~one year~~two years old in the home, and eJAS will allow you to code the IE or TE.

### 5.1.13 What is the 12-week postpartum exemption period?

~~Parents-Participants~~ who have already claimed the infant exemption or infant exemption extension (or a combination of the two) for a maximum of ~~365-730~~ days can request an additional 12-week postpartum exemption period (84 days) if they have another child. This period allows ~~parents~~ participants to spend time with the newborn before they ~~are required to~~must participate in WorkFirst activities.

A parent-participant can participate in the WorkFirst program on a voluntary basis during this period if there are no identified mental health and/or chemical dependency issues. If a parent-participant qualifies for a postpartum exemption period, has no identified mental health and/or chemical dependency issues per the P to E assessment(s) and chooses to participate in WorkFirst activities the department will not pursue sanction if we learn that a parent-participant is no longer participating as required in the IRP.

Take the following steps ~~will be taken~~ when the parent-participant stops participating:

- Send the Pregnancy to Employment Infant Exemption letter giving the parent 10-day notice that we plan to put them into the 12-week postpartum exemption period status.
- If the parent-participant contacts their worker within the 10 days and wants continue participating, update the IRP as needed and ~~do not~~don't enter the IE or TE.
- If the parent-participant ~~does not~~doesn't contact you:
  - Close the activity(ies) at the end of the 10-day period, and
  - Enter the postpartum exemption period (PD) until the child turns 12 weeks of age (not to exceed 84 days).

Staff must also document in eJAS "Pregnancy/Parenting" notes the period of time the parent-participant is taking the PD and that the letter was provided.

If the comprehensive evaluation or other assessment(s) indicates a need for mental health and/or alcohol or drug treatment, the parent-participant ~~will be required to~~must participate up to 20 hours per week.

A parent-participant may choose to not participate in WorkFirst activities for a set period of time or until the child turns 12-weeks of age if there are no identified mental health and/or chemical dependency issues. Only one parent living in the household can claim this 12-week postpartum exemption, not to exceed 84 days, at any given time.

### 5.1.18 Can a parent-participant in Pregnancy to Employment be sanctioned?

Participantsrents in P to E ~~may be sanctioned~~ enter sanction for:

- ~~Refusing~~ Refusing to participate in an assessment with the WFSSS to identify family needs and determine what WorkFirst services are appropriate, or for. ~~Parents can also be sanctioned for~~
- ~~failing to~~ Not participating in ~~other required~~ WorkFirst activities. (See [3.6.1 Sanction](#))

When a parent ~~is sanctioned~~ enters sanction for refusing to complete an assessment and they ~~have not~~didn't choose the infant exemption or infant exemption extension, ~~do not~~don't code the IE or TE with the sanction.

When a ~~parent-participant is sanctioned~~enters for refusing to complete an assessment, and then completes an assessment:

- Lift the sanction the first of the following month, if **not required to participate** in mental health and/or chemical dependency treatment, and if choosing the infant exemption or infant exemption extension;
- ~~Leave T~~the parent-participant remains-in sanction until they participate for 4 consecutive weeks, if the assessment **requires participation** in mental health and/or chemical dependency treatment; or
- ~~Continue T~~the sanction would remain-until they participate for 4 consecutive weeks, if not choosing the ~~infant exemption~~either exemption.

Note: When the parent is at the end of their exemption period and you ~~are scheduling~~schedule a next steps appointment, you ~~cannot~~can't sanction the parent for not attending ~~if the~~the appointment ~~was scheduled to take place~~ during the parent's exemption period.

## 5.1.19 eJAS codes

The following eJAS codes are commonly used for WorkFirst individuals engaged in P to E:

- RO is used to refer cases to the WFSSS and to require mental health assessments
- PI (pregnancy/child under two~~infant~~) is an indicator for all ~~parents~~-participating in P to E
- PD (postpartum exemption period) is an indicator to identify ~~parents~~participants using the 12-week postpartum exemption period
- IE (infant exemption) is an indicator to identify ~~parents~~ participants using their 12-month infant exemption for a child under the age of one
- TE (toddler exemption) is an indicator to identify participants using their infant exemption extension for a ~~one-year-old child~~ child between one and two years old
- XP is used for actual hours each week spent learning parenting skills, taking nutrition classes, choosing child-care
- XC is used for actual hours each week that no appropriate child-care is available – or no appropriate care for an incapacitated adult

In addition to the PI identifier code, indicate the WorkFirst participation by using the appropriate eJAS codes on the component code screen as needed, to the actual hours of time spent in activities (such as XF for family violence resolution or JS for job search). It is important for tracking program progress to show the different components the ~~parent-participant~~ is in.

## 5.1.20 Pregnancy to Employment - Step-by-step guide

1. The WFPS:

1. Completes the Comprehensive Evaluation and chooses the appropriate pathway(s):
  - Issue Resolution pathway if a P to E assessment is required,
  - 3rd trimester of pregnancy Deferral pathway if she is in her 3rd trimester,
  - Infant Exemption pathway if the ~~parent participant~~ has ~~an infant age 12 months or less~~ a child under the age of ~~two~~ one (0-12 months old) and has used ~~365 days or less of the exemption~~, or
  - Infant Exemption Extension if the parent has a child between one and two years old (13-24 months). ~~under the age of two and has used between 365-730 days of the exemption.~~

Note: The Infant Exemption and Infant Exemption Extension (or a combination of the two) can't be used for more than 730 days in a participant's lifetime on TANF.

2. Refers all pregnant women and parents of ~~infants 12 months~~ children age two and younger to a WFSSS for an assessment using the appropriate eJAS codes:

RO for a P to E assessment when:

1. The department becomes aware a woman is pregnant or parenting an infant child under the age of ~~one year~~ two.
2. The ~~parent reports the child's birth or~~ participant is choosing chooses the Infant Exemption or Infant Exemption Extension and ~~has not~~ hasn't completed an assessment since the child's birth ~~and is now choosing to take the IE.~~

PI indicator to identify the parent in P to E. (Enter eJAS notes ~~must be entered~~ in the Pregnancy/Parenting category prior to entering the PI code indicating the parent is a Pregnancy to Employment participant.)

NOTE: On the Customer Accountability Report (CAR), ~~parents participants~~ in stand-alone PI will display in Participation Not Required (State Only) section. However, ~~parents participants~~ coded PI with other components will display in the section of the report determined appropriate based on their level of participation. For example, a ~~parent participant~~ is coded PI and 20 hours per week in PT. The parent will show in section 6 - Participation Below Full Time at WorkFirst Standard.

1. The WFSSS:

1. Completes a full or partial assessment, using the eJAS assessment or the DSHS 14-433(X), Intensive Services Assessment. WFSSSs may also draw upon assessments from other agencies. However, if the eJAS assessment is not used and the DSHS 14-433(X), or another assessment form is used, all the same eJAS assessment topics should be

covered and documented in eJAS. The WFSSS should assess all areas relevant to the participantparent and review any other available information.

2. Uses the assessment to identify the participantparent's strengths, barriers, issues and needs. Also the assessment needs to identify what activities participation a participantparent is able to do and the maximum number of participation hours including stacking activities so they parent participates to the fullest of their abilities. The WFSSS makes decisions about which cases have barriers or issues that could benefit from continuing case management by the WFSSS until those issues are resolved. Other cases may be referred back to the WFPS for case management.
  3. Makes appropriate referrals, based on the assessment and the completed CE.
  4. Works with the WFPS, parent participant and other service providers (as appropriate) to build an IRP as required that addresses the participant's parent and infant's child's needs as identified in the full or partial assessment or comprehensive evaluation.
  5. Enters (if not already entered) the PI code on the eJAS Component Screen with the accompanying component when required.
2. Either the WFSSS or WFPS - whomever is case managing the case:
1. Updates the IRP ~~If participating in WorkFirst activities, updates the IRP~~
  2. Monitors /reviews on a monthly basis for attendance and progress ~~If participating in WorkFirst activities, monitors /reviews on a monthly basis for attendance and progress.~~
  3. Doesn't pursue sanction if the participant is no longer participating as required in the IRP if a participantparent they qualifies qualify for an IE, TE or PD, has not don't have identified mental health and/or chemical dependency issues per the P to E assessment(s) and chooses to participate in WorkFirst activities, the department will not pursue sanction if we learn that a participantparent is no longer participating as required in the IRP. The following steps will be taken when the participant parent stops participating:
    - Send the Pregnancy to Employment Infant Exemption letter giving the participantparent 10-day notice that we plan to put them into Infant Exemption status.
    - Update the IRP as needed and don't enter the IE or TE if the participantparent contacts their worker within the 10 days and wants to continue participating, update the IRP as needed and do not enter the IE.
    - Close the activity(ies) at the end of the 10-day period, and enter the infant exemption (IE for a child 0-12 months or TE for a child 13-24 months) if the parentparent does not doesn't contact you, c: Close the activity(ies) at the end of the 10 day period, and enter the infant exemption (IE for a child 0 12 months or TE for a child 13 24 months) until:
      - The child's first or second birthday,
      - 365 days (including a combination of IE and TE), or



- ~~The end date of the Infant Exemption or the Infant Exemption Extension~~ 730 days if the total number of days in IE or TE has exceeded 365.
  - Enter the infant exemption (IE) until the child turns one or postpartum exemption period (PD) until the child turns 12 weeks of age (not to exceed 12 weeks).
4. ~~If taking the infant exemption, update the component screen with the IE code and enter the start and end date of the time the parent is choosing to claim this exemption. This documentation is very important because a parent is only eligible for this exemption 12 months in a lifetime (not to exceed 365 days).~~
- 5.4. After entering the IE ~~or TE~~ code, enter the appropriate participation status in the "Pregnancy to Employment Participation Status" field.
- 6.5. If taking ~~the infant either~~ exemption and not required to participate in mental health and/or chemical dependency treatment, makes follow-up contact (via office interview, phone, letter or home visit) with the parent participant at least every three months to re-evaluate the participant parent's/infant's child's needs to ensure that the ~~parent and the infant~~ are receiving the services they need.
- 7.6. At each 3-month contact, the assigned worker will offer services, resources, ~~referrals~~ and ~~or~~ remind the parent participant that s/he can choose to end the ~~infant~~ exemption and fully participate in the WorkFirst program. ~~(If contacting via letter, the Three-Month Infant Exemption Contact Letter is available in English and Spanish via eJAS Letters.)~~
- If the participant parent chooses to end their ~~infant~~ exemption, update the IRP to reflect any changes in their parent's activity ensuring the IRP and activity reflect a steady progression towards work, looking for work, or preparing for work.
- 8.7. If taking the postpartum exemption period, ~~enter the~~ update the component screen with the PD code ~~for and enter the start and end date of the time the~~ parent participant is choosing to claim this exemption up to 12 weeks.
- 9.8. After entering the PD code, enter the appropriate participation status in the "Pregnancy to Employment Participation Status Required" field.

## 6.8.1 What are exemptions?

Exemptions waive ~~participation requirements~~ for participants individuals who ~~are not~~ aren't able to actively participate in working, looking for work or preparing for work. We may lift participation requirements and approve exemptions for parents of infants children under two and older needy caretaker relatives. Grant ~~participants individuals may be granted~~ an exemption if they:

1. Are the parent or legal guardian of an infant age 12 months a child age two or less,
2. Are a needy caregiver relative and aged 55 or older,

3. Have a severe and chronic medically verified condition (including individuals likely to be approved for SSI or other federal benefits),
4. ~~Are required to~~ Must be in the home to care for a child with special needs, or
5. ~~Are required to~~ Must be in the home to care for an adult relative with a severe and chronic medical condition.

~~Individuals-Defer P~~ participants who have health or family issues that temporarily interfere with their ability to work, ~~should be deferred~~ (instead of exempt,) from job search and other WorkFirst activities. See [WFHB 6.3, Deferrals](#), for more information.

Documentation to support an exemption may come from a variety of sources based on the ~~individual's~~ participant's situation. Medical documentation must be adequate to identify the severity and duration of the disability. Exemptions ~~cannot~~ can't be approved without the appropriate documentation.

## 6.8.2 Infant exemptions and infant exemption extensions

For the Infant Exemption see [WFHB 5.1, Pregnancy to Employment](#) and [WAC 388-310-0300](#) and [WAC 388-310-1450](#) (exemption from full-time participation for a maximum of ~~twelve~~ twenty-four months in a lifetime if caring for ~~an infant~~ a child less than ~~one year~~ two years of age).