



Attachment 1 Job Search and Job Readiness Assistance

The United Department of Health and Human Services (HHS) released the TANF Final Rule in February 2008. The rule:

- Defines the Job Search and Job Readiness activity,
- Clarifies the supervision requirements,
- Outlines documentation requirements (to receive credit for hours of participation), and
- Gives states the option to convert job search weeks into hours.

I. Definition of Job Search and Job Readiness Assistance and other critical components outlined in the Work Verification Plan

The activity was defined in the 2008 TANF Final Rule. As required, Florida submitted a Work Verification Plan, which was later approved, to document how the activity will be used to engage program participants in the State of Florida. The approved [Work Verification Plan](#) can be found on the [Agency for Workforce Innovation's](#) (AWI's) website.

Regional Workforce Boards (RWBs) can design programs that include a Job Search and Job Readiness activity. If the participant is engaged in an activity coded as Job Search and Job Readiness Assistance, code 120, the activity must meet the definition outlined in the approved [Work Verification Plan](#). The activity must also be supervised according to the requirements outlined in the plan and hours of participation must be documented and retained in the participant's case file.

Job Search and Job Readiness include the act of seeking or obtaining employment. This activity may also include teaching participants how to seek employment. The RWB may offer information and build skills during formal, planned workshops and classes or through less structured individualized activities. Specific components are outlined in the [Work Verification Plan](#) on pages 11 and 12.

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The participant engaged in Job Search and Job Readiness Assistance must be supervised to ensure the participant is actually engaged. The RWB must ensure that participants are actually participating in the activity for each hour reported. Documentation for each hour of participation must be secured prior to hours being entered on the Job Participation Rate (JPR) screen. The documentation and supervisory requirements are outlined on pages 12 and 13 of the [Work Verification Plan](#).

II. Converting the weeks of participation into hours of participation

The HHS provided states with the flexibility of converting the “six weeks” limit to “hours.” Prior to October 2008, if a participant was included in the numerator for one hour of participation in the Job Search and Job Readiness activity, the participant would have used an entire week of the six week limitation. Now, if the participant was included in the numerator of the participation rate for completing one hour in a Job Search and Job Readiness activity, the participant will only use one hour of the “six week” credit. The participant still used one week of the four week “consecutive” limitation. However, the participant can be engaged in the Job Search and Job Readiness activity over the rolling 12-month period “off and on.”

The conversions for the six week cumulative period are based on the family type and applied by the Department of Children and Families (DCF) when calculating the participation rates for both the HHS and the State of Florida.

1. 120 hours for a single custodial parent with a child under the age of six is the equivalent of six cumulative weeks in job search.
2. 180 hours (for all other work eligible individuals) is the equivalent of six cumulative weeks in job search.

Currently, Florida is considered a “needy state,” which means that participants may be included in the numerator of the participation rate for up to 12 weeks in a rolling 12-month period. The conversions for the 12-week period are as follows:

1. 240 hours for a single custodial parent with a child under the age of six is the equivalent of 12 weeks in a designated “needy state.”
2. 360 hours (for all other work eligible individuals) is the equivalent of 12 weeks in a designated “needy state”.

III. Rolling 12-month period

Under the 1996 Act, participants of the Welfare Transition program could be included in the numerator of the participation rates if the participants

- o Met the required hours of participation, and
- o Did not exceed the limited number of hours in the activity during the federal fiscal year.

Under the 2005 Deficit Reduction Act and the subsequent Final Rule, the HHS changed the limit from a “federal fiscal year” to a “rolling 12-month period.” Essentially, participants cannot be included in the numerator of the participation rates if they have been engaged for more than four weeks during a rolling 12-month period or six weeks (converted to hours) in a rolling 12-month period. Remember, Florida is a “needy state;” therefore, participants cannot be included in the numerator of the participation rates if

they have been engaged for more than 12 weeks (converted to hours) in a rolling 12-month period.

What is a rolling 12-month period?

A rolling 12 month period is simply defined by the following statements:

- Has the participant been included in the numerator of the participation rates for hours completed in a Job Search and Job Readiness activity (coded 120 in OSST) for more than 4 weeks in a row during the last 12 months (including the month being reviewed)?
- Has the single custodial parent with a child under the age of six been included in the numerator of the participation rates for more than 240 hours for participation in a Job Search and Job Readiness activity (coded 120 in OSST) during the last 12 months (including the month being reviewed)?
- Has the participant (not a single custodial parent with a child under six) been included in the numerator of the participation rates for more than 360 hours for participation in a Job Search and Job Readiness activity (coded 120 in OSST) during the last 12 months (including the month being reviewed)?

To determine if the participant can be included in the numerator of the participation rates, the reviewer must determine if the limits have been exceeded in the last 12 months, including the month being reviewed.