

# Fact Sheet

U.S. Department of Health and Human Services  
Administration of Children and Families  
Office of Public Affairs  
Washington, D.C.

## TANF Work Activities

<b>“Core” Activities (from which at least 20 hours/week of participation must come)</b>	
<b>Activity Category</b>	<b>Federal Definitions Under New Rules</b>
<b>Unsubsidized employment</b>	Full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program.  ~ Self-employment; child care, maid work, Avon, Tupperware mechanics, etc. <b>Formula: Gross wages/ minimum wage/4.33=approved work hours.</b> ~ Retention of copies by county and social services. ~ Travel time is countable if employer pays for travel. ~ Daily supervision is required. ~ Work hours may be projected
<b>Subsidized private sector employment</b>	Employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient.
<b>Subsidized public sector employment</b>	Employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient.
<b>On-the-job training</b>	Training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job.  ~ Client is in training but is paid for employment. ~ Need a training plan. ~ Require copy of paystub. ~ Daily supervision

<p><b>Job search and job readiness assistance</b></p>	<p>The act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and short-term substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. Such treatment or therapy must be determined to be necessary and certified by a qualified medical or mental health professional. Job search and job readiness assistance activities must be supervised by the TANF agency or other responsible party on an ongoing basis no less frequently than daily.</p> <p>This activity is limited by statute to 120 hours per year (no more than four weeks may be consecutive to count toward the work participation rates).</p> <p><b>The Case Manager needs to conduct random sampling monthly</b></p> <ul style="list-style-type: none"> <li>~ Making contact with employers (Community Options will determine # of contacts per week) – Complete Business contact form.</li> <li>~ Interviewing- Indicate on Business contact form.</li> <li>~ Travel time in between interviews.</li> <li>~ Job Research- Complete Market Research Form/Registration.</li> <li>~ Phone contact, on-line, in-person or completing applications- Complete Business Contact form.</li> <li>~ Projection of work activity hours not approved.</li> <li>~ Vocational Skills Workshops.</li> <li>~ Counseling</li> <li>~ Life skills education.</li> <li>~ Client must maintain daily log sheet (submitted every 2 weeks)</li> <li>~ Substance abuse treatment or mental health treatment or rehabilitation activity; qualified medical or mental health professional will certify hours to Case Manager.</li> <li>~ Providers will maintain a record of attendance and submit to coordinator on 2 week timesheet.</li> <li>~ Projection of work activity hours not allowed.</li> </ul>
<p><b>Work experience</b></p>	<p>A work activity, performed in return for welfare, that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. This activity must be supervised by an employer, work site sponsor, or other responsible party on an ongoing basis no less frequently than daily.</p> <ul style="list-style-type: none"> <li>~ Client must sign in and out on the JOBS time sheet each time (1 month CAP). Work hours may also be verified by telephone contact form.</li> <li>~ Work as trainees, not employees.</li> <li>~ Daily supervision is required.</li> <li>~ Work hours may not be projected.</li> <li>~ Background check is required for this activity</li> <li>~ Timesheets required.</li> </ul>

<p><b>Community service programs</b></p>	<p>Structured programs in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment, and must be supervised on an ongoing basis no less frequently than daily. A State agency shall take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service assignments.</p> <p>~ Formula to calculate work hours – <b>TANF benefit plus (+) Food Stamp Benefit (SNAP) divided (/) minimum wage divided (/) 4.33 = # of volunteer hours allowed each week.</b></p> <p>If this number is less than minimum required hours then the client will participate in those hours in CS and can be deemed hours up to the CORE hours of 20 if calculation is less than 20 hours per week. No deeming of hours can be given past the CORE hours (20 per week) and participant will need documentation needed to support this in their file (participant’s monthly report, conversation with EW for SNAP benefit, timesheets, and case notes each month).</p> <p>~ Must verify work hours with JOBS time sheet or telephone contact form with the supervisor of that site.</p> <p>~ Background check is required for this activity.</p>
<p><b>Vocational educational training not to exceed 12 months</b></p>	<p>Organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. Vocational educational training must be supervised on an ongoing basis no less frequently than daily and may include work-focused general education and language instruction.</p> <p>~ Study time is not counted unless it is supervised.</p>
<p><b>Child care for an individual participating in a community service program</b></p>	<p>Providing child care to enable another TANF recipient to participate in a community service program. This activity must be supervised on an ongoing basis no less frequently than daily.</p>

<b>“Non-Core” Activities (cannot count without 20 hours/week from “core” activities)</b>	
<b>Activity Category</b>	<b>Federal Definitions Under New Rules</b>
<b>Job skills training directly related to employment</b>	<p>Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training directly related to employment must be supervised on an ongoing basis no less frequently than daily.</p> <ul style="list-style-type: none"> <li>~ This activity can only be used as a secondary work activity.</li> <li>~ Customized trainings (CNA's, etc) or trainings to advance or adapt to changes in workplace.</li> <li>~ Supervised homework.</li> <li>~ One hour to transport children to/from daycare and to work sites.</li> <li>~ Requires 2 week timesheet signed by instructors or advisors turn in monthly.</li> <li>~ Daily supervision by instructors.</li> </ul>
<b>Education directly related to employment</b>	<p>Education related to a specific occupation, job, or job offer. Education directly related to employment must be supervised on an ongoing basis no less frequently than daily.</p> <ul style="list-style-type: none"> <li>~ This can only be used as a secondary work activity</li> <li>~ Individual has not retained a high school diploma, or certificate or equivalent.</li> <li>~ Adult basic Education, supervised homework, education leading to GED or high school equivalency diploma.</li> <li>~ Hours of actual participation in class and supervised study halls, therefore work activity hours can not be projected.</li> <li>~ If under the age of 20 and has completed 20 hours a week, are considered fully engaged in work.</li> <li>~ 2 week times sheet, attendance record, or letter from instructor at least monthly. Coordinator enters Holidays.</li> <li>~ Instructor provides daily supervision.</li> </ul>

<p style="text-align: center;"><b>Satisfactory attendance at secondary school or in course of study leading to Certificate or GED.</b></p>	<p>Regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. This activity must be supervised on an ongoing basis no less frequently than daily.</p> <ul style="list-style-type: none"> <li>~ This work activity can only be used for <b>client age 20 years and under</b> who has not attained any general equivalency or any secondary studies. If the client is older than 20 years then the work activity must be categorized as Education Directly Related to Employment.</li> <li>~ Must retain satisfactory attendance (any age without any equivalency).</li> <li>~ Must retain consistent satisfactory grades, established by institution.</li> <li>~ 2 week time sheet signed by instructor and participant, actual hours spent in class and supervised study halls.</li> <li>~ If under the age 20 may be counted as fully engaged in work.</li> <li>~ Daily supervision by instructor.</li> </ul>
--	--