

**Appendix Y
Work Activities**

Core Activities (count towards first 20 hours)	
Activity	
Unsubsidized Employment	This is a paid activity which includes any bona-fide job in which the wages are fully paid by the employer (at no cost to the government). Sustaining, unsubsidized paid employment is the primary goal for Temporary Assistance (TA) recipients. This is a core activity for MWA participants, but can also be used to meet non-core hourly requirements.
Subsidized Employment	This is a paid activity. Subsidized employment in the private sector is employment by private, for-profit employers; and subsidized employment in the public sector is employment by governmental or other public or non-profit entities. Wages are paid by federal, state, or other public funds. This activity does not guarantee employment, but can give the TA recipient the skills in “regular employment” to lead to unsubsidized employment. This is a core activity, but can also be used to meet non-core hourly requirements.
Work Experience	<u>Alternative Work Experience Program (AWEP) / Community Work Experience Program (CWEP)</u> : This is an unpaid activity in which the TA recipient performs volunteer work designed to improve employability when he/she is not otherwise able to obtain sufficient or suitable employment. This activity is used for the TA recipient who have soft skills and for the TA recipient to gain “work skills” such as: keyboarding, mechanical, accounting, etc. The allowable hours in the AWEP/CWEP activity are limited by the Fair Labor Standards Act (FLSA), but can be deemed as meeting participation if the hours are less than his/her required amount of participation hours. For TA recipients in an activity (other than Community Service) which is not meeting the hourly requirement and he/she needs to gain additional skills, this activity can be used to “supplement” that activity up to the allowable hours.
On-the-Job Training	This is a paid activity that occurs when a public or private employer hires a TA recipient through a contractual arrangement to provide hands-on training at the employer's place of business. At the end of the agreement, the employer hires the TA recipient. Employers are reimbursed from MWA or other federal funds for up to one-half of the employee's wage during the period of training. This is a core activity,

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	<p>but can also be used to meet non-core hourly requirements.</p>
<p>Job Search/Job Readiness</p>	<p>This is an unpaid activity. The Job Search and Job Readiness activities are limited to 240 hours for single parent households and 360 hours for all two-parent households for the previous 12-month period. This activity is allowed for four consecutive weeks only with the fifth week “off”. This is a core activity, but can also be used to meet non-core hourly requirements.</p> <p>In the job search activity TA recipients look for suitable jobs by making contact with potential employers. The TA recipient presents himself/herself to a prospective employer as available for work. The prospective employer ordinarily employs persons in areas of work for which the TA recipient is reasonably qualified by means of experience, training, or ability.</p> <p>The job readiness activity involves preparing a TA recipient to seek, obtain, and maintain employment through assessments, workshops, classes, and treatment programs.</p>
<p>Community Service</p>	<p>This is an unpaid activity in which the TA recipient performs volunteer work designed to improve employability when he/she is not otherwise able to obtain sufficient or suitable employment. This activity is used for TA recipients to gain soft skills such as: coming to work on time; dressing appropriately; calling in; etc.</p> <p>The allowable hours in the Community Service activity are limited by the FLSA, but can be deemed as meeting participation if the hours are less than his/her required amount of participation hours. For TA recipients in an activity (other than AWEP/CWEP) which is not meeting the hourly requirement and he/she needs to gain additional skills, this activity can be used to “supplement” that activity up to the allowable hours.</p>
<p>Vocational Education and Training</p>	<p>This is an unpaid activity which is any formalized training program that prepares TA recipients for current or emerging occupations. This training must lead to a certificate, license, or degree. TA recipients are limited to participating in this activity for 12 months for CAP purposes. (He/she can continue to</p>

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	attend school, but completes the required participation hours in other work activities.) This is a core activity, but can also be used to meet non-core hourly requirements.
Non-Core Activities (do not count towards first 20 hours)	
Job Skills Training	This is an unpaid activity and is any training or education for specific job skills required by an employer to provide a TA recipient with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. This is a non-core activity and only satisfies non-core requirements.
Education Related to Employment	This is an unpaid activity and is only used when the TA recipient is seeking or has already obtained employment where a GED or high school diploma is required, or continued employment is conditional on receiving this diploma, and when necessary, LEP is a component of the course of study. TA recipients who have already obtained an overseas diploma may fit into this category if the diploma is not recognized by the employer or potential employer; this is evaluated on a case-by-case basis. This is a non-core activity and only satisfies non-core requirements.
Secondary School Attendance	<p>This is an unpaid activity for teen parents up to the month he/she turns age 20 who have not obtained a high school diploma or GED and includes high school, home schooling (where the recipient is the student), GED preparatory classes and testing, and LEP classes. This is a core activity where the TA recipient is “deemed” to meet participation hours.</p> <p>NOTE: For teen parents, he/she is required to participate in this activity. In rare cases, he/she may participate in other activities, but is required to complete the same hours as any other adult.</p>