

TANF Policy 28 - Averaging Participation Hours

This policy allows for the averaging of participation hours for the following activities: stand-alone job search, job readiness, unsubsidized employment, and a combination of unsubsidized employment and education. Contractors have the ability to include appropriate excused and holiday hours when averaging. The clients mandated hours of participation dictate the total number of hours needed in any given time frame. Averaging can be done for these activities and it will be based on the total number of weeks tied to any given payment point. Please Note: the purpose of the total line after every two week period for EC is to provide contractors with a visual that shows the difficulty of achieving necessary hours when averaging.

For EC there is one exception - contract language allows the Enrollment payment to be tied to the 1st Consecutive 4 Weeks if each two week period within the four week timeframe meets the necessary hours of participation. The second table below provides an example of an allowable 1st Consecutive 4 Weeks when tied to an Enrollment payment. The third table below provides an example of an allowable 1st Consecutive 4 Weeks when there is a break after the first two weeks of participation.

Employment Connections

Employment Connections	WEEK 1	WEEK 2	Total			
Payment Point 1-Enrollment						
Enrollment A- 20 hours	15	25	40			
Enrollment B-30 hours	12	48	60			
	Week 3	Week 4	Total			
Payment Point 2-1st Consecutive 4 weeks						
Enrollment A- 20 hours	10	30	40			
Enrollment B-30 hours	20	40	60			
	Week 1	Week 2	Total	Week 3	Week 4	Total
Payment Point 2-1st Consecutive 4 weeks						
Enrollment A- 20 hours	13	27	40	17	23	40
Enrollment B-30 hours	32	28	60	19	41	60
Payment Point 3-2nd Consecutive 4 weeks	Week 1	Week 2	Total	Week 3	Week 4	Total
Enrollment A- 20 hours	19	21	40	8	32	40
Enrollment B-30 hours	33	27	60	31	29	60
Payment Point 4-3rd Consecutive 4 weeks	Week 1	Week 2	Total	Week 3	Week 4	Total
Enrollment A- 20 hours	9	31	40	5	35	40
Enrollment B-30 hours	32	28	60	35	25	60

Keep a Job

This policy allows for the averaging of participation hours for the following activities: stand-alone job search, job readiness, unsubsidized employment, and a combination of unsubsidized employment and education. The clients mandated hours of participation dictate the total number of hours needed in any given time frame. Averaging can be done for these activities and it will be based on the total number of weeks tied to any given payment point. Please Note: the purpose of the total line after every four week period for Keep A Job is to provide contractors with a visual that shows the difficulty of achieving necessary hours when averaging.

For KAJ there is one exception - contract language allows the Enrollment payment to be tied to the 1st 12 Consecutive Weeks if the first four week timeframe meets the necessary hours of participation. The tables below do not provide an example of this. The tables below only reflect payment points that are representative of a break after the first four weeks of participation.

KAJ	WEEK 1	WEEK 2	Total	Week 3	Week 4	Total									
Payment Point 1-Enrollment															
Enrollment A- 20 hours	15	25	40	23	17	40									
Enrollment B-30 hours	12	48	60	17	43	60									
	Week 1	Week 2	Week 3	Week 4	Total	Week 5	Week 6	Week 7	Week 8	Total	Week 9	Week 10	Week 11	Week 12	Total
Payment Point 2-1st Consecutive 12 weeks															
Enrollment A- 20 hours	10	30	15	25	80	9	22	15	34	80	17	20	22	21	80
Enrollment B-30 hours	20	40	23	37	120	21	26	20	53	120	25	20	25	50	120
	Week 1	Week 2	Week 3	Week 4	Total	Week 5	Week 6	Week 7	Week 8	Total	Week 9	Week 10	Week 11	Week 12	Total
Payment Point 3-2nd Consecutive 12 weeks															
Enrollment A- 20 hours	13	27	23	17	80	15	10	21	34	80	20	17	25	18	80
Enrollment B-30 hours	32	28	41	19	120	31	19	27	43	120	25	32	27	36	120
	Week 1	Week 2	Week 3	Week 4	Total	Week 5	Week 6	Week 7	Week 8	Total	Week 9	Week 10	Week 11	Week 12	Total
Payment Point 4-3rd Consecutive 12 weeks															
Enrollment A- 20 hours	15	27	22	16	80	14	15	30	21	80	15	18	22	25	80
Enrollment B-30 hours	29	29	31	31	120	29	32	32	27	120	15	45	32	28	120

For data entry purposes each week must equal 30 hours. Actual hours should be entered in the appropriate activity and the balance should be entered in "Other".

Effective Date: October 13, 2016