

TANF and SNA MOE Work Activities Countability Desk Guide

(Households with Dependent Children)

Work Activities	Definition	TANF/SNA MOE All Families* (50%)
Unsubsidized Employment	Employment in the private, public, or nonprofit sector for which the employer does not receive a subsidy. Includes paid internships.	All scheduled hours are fully countable.
Subsidized Private Sector Employment	Employment in the private sector for which the employer receives a subsidy that is funded by federal, State, or local funds to support the employment. Includes positions subsidized through grant diversion (TEAP), supported employment programs and paid college work study programs at private institutions.	All scheduled hours are fully countable.
Subsidized Public Sector Employment	Employment in the public sector for which the employer receives a subsidy that is funded by federal, State, or local funds to support the employment. Includes positions subsidized through grant diversion (TEAP), supported employment programs and paid college work study programs at public institutions.	All scheduled hours are fully countable.
Work Experience	A work activity in which a person performs unpaid work in the public or nonprofit sector to improve the employability of the participant. Includes unpaid internships.	All actual hours are fully countable. The monthly work experience hours must not exceed the amount derived by the monthly PA grant plus the Supplemental Nutrition Assistance Program (SNAP) allotment divided by the State or federal minimum wage, whichever is higher.
On-the-Job Training	A work activity in which a person receives training by the employer while on the job. On-the-job training may be subsidized or unsubsidized employment.	All scheduled hours are fully countable.
Job Search	A work activity in which a person is engaged in an active effort to secure employment.	All actual hours are fully countable, but for only 6*** weeks, no more than 4 consecutive, during a 12 month period, separately or combined with job readiness training. (Rest of State systems changes tracking job search/job readiness activities within a 12 month period are being developed as a system enhancement to WTWCMS. Until that time, participation in job search or job readiness training activities will continue to be tracked per federal fiscal year. Districts will be notified once the changes are made.)
Job Readiness Training	A work activity in which a person is engaged in active training designed to provide assistance in securing employment. Includes life skills training and short term substance abuse treatment, mental health treatment or rehabilitative activities.	All actual hours are fully countable, but for only 6*** weeks, no more than 4 consecutive, during a 12 month period, separately or combined with job readiness training. (Rest of State systems changes are tracking job search/job readiness activities within a 12 month period are being developed as a system enhancement to WTWCMS. Until that time, participation in job search or job readiness training activities will continue to be tracked per federal fiscal year. Districts will be notified once the changes are made.)
Community Service	Typically a structured volunteer work activity in which a person performs unpaid work in the public or nonprofit sector which directly benefits the community. May include court ordered activities that otherwise meet the definition of community service.	All actual hours are fully countable. The work component of a community service assignment must not exceed the hours derived by the monthly PA grant and SNAP allotment divided by the State or federal minimum wage, whichever is higher.

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Vocational Education	A work activity that involves organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for employment in current or emerging occupations that require training of up to four years of post-secondary education (or the part-time equivalent.)	All actual hours are fully countable, but for only 12 months lifetime.
Childcare Provider for Community Service Participant	A work activity in which a person provides unpaid childcare for a participant enrolled in community service only.	All actual hours are fully countable.
Job Skills Training	A work activity that is directly related to employment designed to improve the participant's employability and ensure basic skills competencies required by employers. May also include vocational education activities beyond the 12 month lifetime limit.	Actual hours only count toward hours above 20.
Education Training**	A work activity that is necessary to the individual's attainment of employment which includes literacy, English as a Second Language, and Adult Basic Education.**	
High School or Equivalent**	High school education or education designed to prepare a participant for a high school equivalency certificate. This includes alternative high school and High School Equivalency (HSE) courses.**	
Other local district activity, not included above	Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.	No hours are countable.

* Two Parent Families in which both parents are in receipt of TANF or SNA MOE funds but one, or both, is disabled (assigned employability code 24, 36, 41, 42, 43, 44, 47, 49, 54, 63, or 70) remain in the federal All Families rate and are treated as single parent families.

** Participation in high school, or equivalent, or in education directly related to employment, for married teens or teen head of households (employability code 17) counts fully as long as the participant:

- maintains satisfactory attendance at secondary school or the equivalent, or
- participates for at least 20 hours per week in education directly related to employment.

*** If the State's total unemployment rate is at least 50% greater than the United States' total unemployment rate or if the State meets the federal definition of a needy State, then participation in job search/job readiness assistance counts for a maximum of 12 weeks, no more than 4 consecutive.

Participant	TANF/SNA MOE All Families Minimum Hours (Average Weekly During the Month)
Single Parent Families with a child less than 6 years of age (includes families in which the second parent is in the household but not an active or sanctioned recipient on the case)	20 +
Single Parent Families with youngest child 6 years of age or older ++	30 +
Two Parent Families in which one parent is disabled	30 +

+ All nonexempt individuals that receive public assistance may be assigned up to 40 hours per week. Note: The hours of participation in the work experience, or community service if mandated, are limited to the total monthly PA grant and SNAP allotment divided by the State or federal minimum wage, whichever is higher.

++ Two Parent Families, in which neither parent is disabled, whose assistance costs are shifted to SNA non-MOE (see 06-LCM-09) are to be treated in the same manner as TANF/SNA MOE families and may be required to participate up to 40 hours weekly. Such cases are currently not included in the federal or State participation rate calculations.