

**\*\*\*DRAFT\*\*\* Federal Definitions of Core and Non-Core Activities \*\*\*DRAFT\*\*\***

	Core Work Activity		Core Work Activity	Core Work Activity	Core Work Activity	Core Work Activity
	Unsubsidized Employment	Subsidized Private Sector	Subsidized Public Sector	Work Experience	On-The-Job Training	Job Search & Job Readiness
Federal Definition	Full or part time work, not subsidized by TANF or any other public program, and self-employment.	Employer receives a subsidy to offset some or all of the wage and costs of employing the person.		Work activity performed in exchange for welfare, an opportunity to acquire general skills, training, knowledge and work habits necessary to obtain employment.	Training in the public or private sector that is given to a paid employee. Funds offset employer's cost of training.	<b>Job Search</b> is the act of seeking or obtaining employment (contacting employers, applying for vacancies, interviewing for jobs). <b>Job Readiness</b> includes two types of activities: 1. resume writing, practice job applications, practice interviewing, instruction in workplace expectations, effective job seeking techniques and life skills training. 2. substance abuse treatment, mental health treatment, rehabilitation activities for those who would otherwise be employable.
Required Supervision	Supervision will be done by the employer. Supervision of self-employment will be documented through evidence of a viable business.	Supervision will be done by the employer.		Daily supervision by the work site supervisor/employer or other responsible person.	Daily supervision will be done by the employer.	Daily supervision by the agency or other responsible party.
Required Documentation	Pay stubs, employer reports, actual hours may be projected for up to six months based upon current work hours. Self-employment work hours will not equal more than can be derived by calculating gross income minus expenses divided by \$5.15.	Pay stubs, employer reports, actual hours may be projected for up to six months based upon current work hours.		Actual hours of participation must be documented no less than every two weeks.	Pay stubs, employer reports, actual hours may be projected for up to six months based upon current work hours.	Daily documentation of actual attendance through time sheets, service provider attendance records.
Current CARES Activity Codes (Some codes used in CARES will change due to the new regulations)	WF = working 30 or more hours per week; WP = working less than 30 hours per week	TJ = Trial Job Private Employer; TP Trial Job Public Employer		WE = Work Experience	OJ = on the job training that is subsidized by a program other than W-2	AD = Disability and Learning Assessment; CA = AODA Counseling; CE = Career Planning; UC = Upfront Career Planning; PD = Personal Development; CM = Mental Health Counseling; ES = Employment Search; UE = Up front Employment Search; MO = Job Readiness/Motivation; UR = Upfront Job Readiness/Motivation; AM = Mental Health Assessment; AA = AODA Assessment; AV = Domestic Violence Assessment and Supportive Services; PR = Physical Rehabilitation; PL = Parenting/Life Skills; AL = Physician's Assessment; AL = Physician's Assessment

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	Core Work Activity	Core Work Activity	Non-Core Activity	Non-Core Activity	Non-Core Activity	Core Activity
	Community Service Programs	Vocational Education up to 12 months	Job Skills Training	Education related to employment	Satisfactory School Attendance	Child Care for someone performing Community Service
Federal Definition	Work for the direct benefit of the community under the auspices of public or non-profit organizations. Must be designed to improve the employability of those not otherwise able to obtain employment.	Organized educational program directly related to preparation for employment in current or emerging occupations. Must be specific trade, occupation, or vocation. May include work-focused general education and language instruction. Must be provided by education and training organizations such as technical schools.	Training and education for job skills required by an employer. Can be training to meet the needs of an employer or general training that prepares an individual for employment i.e. literacy, language when needed for employment or combined in a unified whole with job training.	Courses designed to provide knowledge and skills for specific occupations/work settings. May include GED, ABE, or ESL when required by employer.	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.	providing child care to enable another TANF recipient to complete community service (not other activities).
Required Supervision	Daily supervision by the agency or other responsible party.	Daily supervision by the agency, service provider, or school.	Daily supervision by the agency, service provider, or school	Daily supervision by the agency, service provider or school; good or satisfactory progress is required in order for participation to count.	Daily supervision by the agency, service provider or school; good or satisfactory progress is required in order for participation to count.	Daily
Required Documentation	Documentation of actual attendance through time sheets or service provider records must be completed no less than every two weeks.	Documentation of actual attendance through time sheets, service provider records, or school attendance reports must be completed no less than every two weeks.	Documentation of actual attendance through time sheets or service provider records must be completed no less than every two weeks.	Documentation of actual attendance through time sheets, service provider records, or school attendance reports must be completed no less than every two weeks; unsupervised homework does not count, monitored study can count.	Documentation of actual attendance through time sheets, service provider records, or school attendance reports must be completed no less than every two weeks; unsupervised homework does not count, monitored study can count.	Documentation of actual hours must be provided no less than every two weeks.
Current CARES Activity Codes (Some codes used in CARES will change due to the new regulations)	CD = Caring for Disabled Child; CF = Caring for Other Family Member Service	TC = Technical College Activities	CR = Career Advancement Services; DR = Driver's Education; JR = Job Retention Services; CT = Customized Skills Training; A1 - Post Secondary Ed less than 2 years; MN = Mentor/Coach; EL = English as a Second Language; JS = Job Skills Training; LS = Literacy Skills	BE = Adult Basic Education; LS = Literacy Skills	GE = General Education Development; HE = High School Equivalency Diploma; RS = Regular School	No current CARES Activity Code