Federal Work Participation Requirements

Core activities that count toward meeting the 20-hour participation requirement:

- Working Full-Time *(WF)*
- Working Part-Time *(WP)*
- Work Experience *(WE)*
- Paid Work Experience in the Private Sector, Not Funded by TANF *(SZ)* –related to W-2 and WIA co-enrollment (OM 09-39 and W-2 Manual 7.4.2.2)
- Paid Work Experience in the Public Sector, Not Funded by TANF *(SW)* –related to W-2 and WIA co-enrollment (OM 09-39 and W-2 Manual 7.4.2.2)

Core activities that may count for no more than 12 months during the lifetime of W-2 participation. The 12 months do not have to be consecutive:

- Job Skills Training *(JS)*
- Vocational Adult Basic Education *(VA)*
- Vocational English-as-a-Second-Language *(VE)*
- Vocational Literacy *(VL)*
- Technical College *(TC)*
- Technical College Study Time *(TT)*

**Note:** The participant can be assigned, as appropriate, to a combination of any of the above activities.

Federally defined Job Search and Job Readiness activities may count toward the 20 hour per week requirement:

- For no more than 240 hours for a single parent of a child under age six, and
- For no more than 360 hours for all other individuals.

These hours may be counted for no more than 4 consecutive weeks. The timeframe for these limits is the preceding 12 months. These activities include:

- Disability and Learning Assessment *(AD)*
- AODA Counseling *(CA)*
- Career Planning & Counseling *(CE)*
- Occupational Testing *(OC)*
- Mental Health Counseling *(CM)*
- Employment Search *(ES)*
- Job Readiness/Motivation *(MO)*
- Mental Health Assessment *(AM)*
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- AODA Assessment *(AA)*
- Physical Rehabilitation *(PR)*
- Life Skills *(LF)*
- Physicians Assessment *(AL)*
- Career Advancement Services *(CR)*
- Job Retention Services *(JR)*
- Mentor/Coach *(MN)*

CSJ & W-2 T participants, with youngest child age 6 or older, must also participate in 10 or more hours of additional activities in addition to 20 hours per week of Core activities. These may be additional hours of Core activities or may be Non-Core activities. Non-Core activities may include:

- Adult Basic Education *(BE)*
- English-as-a-Second Language *(EL)*
- Literacy Skills *(LS)*
- General Educational Development – GED *(GE)*
- High School Equivalency Diploma – HSE *(HE)*
- Regular School – K through 12 *(RS)*

Teen parents, ages 18-19, who do not have a high school diploma, may meet their work participation requirement through:

- A combination of Core and Non-Core activities (described above) or
- Through participation in activities that fall under the federal definition of Satisfactory School Attendance (Satisfactory School Attendance: TANF regulations do not require a specific assignment of hours. The participant must demonstrate that, through assignment of the activity, s/he is making progress toward completion of his/her diploma.)

These activities include:

- General Educational Development – GED *(GE)*
- High School Equivalency Diploma – HSE *(HE)*
- Regular School – K through 12 *(RS)*

CSJ & W-2 T participants not included in the monthly TANF Work Participation Rate

- Caring for Disabled Child *(CD)* – must be coded as such
- Caring for Other Family Member *(CF)* – must be coded as such
Note that the following W-2 activities are non-countable in the Federal Work Participation Requirements:

- Domestic Violence Assessment & Supportive Services (AV)
- Drivers Education (DR)
- Learnfare Counseling (CL)
- Childcare for Employment Skills Training (EC)
- Enrollment (EN)
- Enrollment with Orientation (EO)
- Housing-related Activities (HR)
- Court-related/Legal Appointments (LA)
- Ongoing Medical/Personal Care (MP)
- Non-approved Education & Training (NE)
- On-the-Job Training (OJ)
- Parenting Skills (PA)
- Personal Development (PD)
- SS(D)I Advocacy/Application (SD)
- Trial Job/Private Employer (TJ)
- Trial Job/Public Employer (TP)