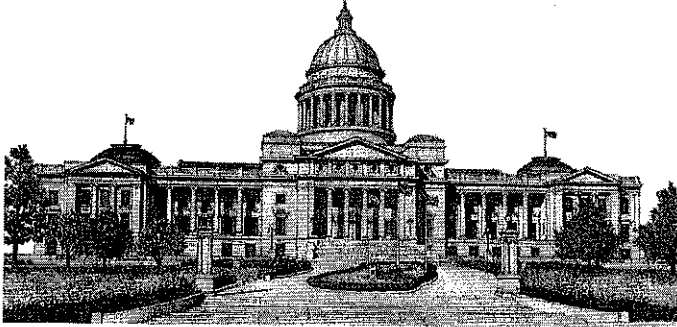


ARKANSAS REGISTER

Transmittal Sheet

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Secretary of State
Mark Martin
State Capitol, Suite 026
Little Rock, Arkansas 72201-1094
(501) 682-3527
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For Office
Use Only:

Effective Date _____ Code Number _____

Name of Agency Department of Workforce Services

Department Temporary Assistance for Needy Families

Contact Derwin Taylor E-mail derwin.taylor@arkansas.gov Phone 501-683-1353

Statutory Authority for Promulgating Rules Arkansas Act 514 of 2007

Rule Title: Amend TEA Policy Manual Section 3430.1 Job Search and Job Readiness Time Limits

Intended Effective Date
(Check One)

☐ Emergency (ACA 25-15-204)

☐ 30 Days After Filing (ACA 25-15-204)

☒ Other October 1, 2012
(Must be more than 30 days after filing date.)

Legal Notice Published

Date

July 7, 2012

Final Date for Public Comment

August 6, 2012

Reviewed by Legislative Council

Adopted by State Agency

Electronic Copy of Rule submitted under ACA 25-15-218 by:

Derwin Taylor derwin.taylor@arkansas.gov

7/6/12

Contact Person

E-mail Address

Date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with Act 434 of 1967 the Arkansas Administrative Procedures Act. (ACA 25-15-201 et. seq.)

Artee Williams
Signature

(501) 682-3101

artee.williams@arkansas.gov

Phone Number

E-mail Address

Director

Title

7/6/12

Date

Notice
Of
Rulemaking

Pursuant to Arkansas Code 20-76-444, the Arkansas Department of Workforce Services (DWS) issues proposed changes to the Transitional Employment Assistances (TEA) policy manual.

Copies of the revised policies may be obtained by writing the address indicated below. All comments must be submitted in writing no later than COB, Monday, August 6, 2012. Please submit written comments to Department of Workforce Services (TANF), Attn: Derwin Taylor, PO Box 2981, Little Rock, Arkansas 72203 or Derwin.Taylor@arkansas.gov.

Attachment to Questionnaire

Summary of Change

Effective October 1, 2012, the TEA/Work Pays policy pages 28 is revised to allow up to 12 weeks of Job Search and Job Readiness activities if federal requirements are met. This revision will also be included in the Work Verification Plan.

and domestic violence treatment activities, the treatment provider will provide daily supervision and maintain regular contact with the DWS Workforce Specialist.

3430.1 Job Search and Job Readiness Time Limits

Job Search and Job Readiness Assistance is limited to six weeks in the preceding 12-month period, of which no more than four weeks may be consecutive.

For the purposes of the six-week limit:

1. One week equals 20 hours for a work eligible, single custodial parent with a child under the age of six. Thus, six weeks = 120 hours.
2. One week equals 30 hours for all other work eligible participants. Thus, six weeks = 180 hours.

By defining six weeks as 120 hours for a single custodial parent of a child under age six or 180 hours for all other work-eligible individuals, participants can be engaged in this work activity for limited periods of time without using an entire week for purposes of the six-week limit.

For the purposes of counting the four-week limit:

- One week equals seven consecutive days. In other words, any hours of participation in job search and job readiness assistance during the course of a seven-day period is considered a full week for the 4-week limit.
- Once the participant has been engaged in this activity for four consecutive weeks, additional hours of participation will not count towards the work participation rate for one week (seven consecutive days).

In other words, after completing four consecutive weeks, the participant must take a week's break from the activity (seven consecutive days) in order for additional hours of participation to count.

DWS Workforce Specialists will manually track weeks in which verified hours of participation are reported in the preceding 12-month period. If a participant has any verified hours of participation during a seven-day period, a count of one week will be documented for that participant. This will continue for each week in the preceding 12-month period.

Note: If the State meets federal requirements, and the local office has the written prior approval of the Assistant Director of the TANF, Job Search and Job Readiness Assistance may be twelve weeks in the preceding 12-month period, of which no more than four weeks may be consecutive.

For the purposes of the twelve-week limit:

1. One week equals 20 hours for a work eligible, single custodial parent with a child under the age of six. Thus, twelve weeks = 240 hours.

2. One week equals 30 hours for all other work eligible participants. Thus, twelve weeks = 360 hours.

By defining twelve weeks as 240 hours for a single custodial parent of a child under age six or 360 hours for all other work-eligible individuals, participants can be engaged in this work activity for limited periods of time without using an entire week for purposes of the twelve-week limit. In order for the participant to utilize the entire 12 week period, it is mandatory that a week break is taken every four weeks.

Describe how the State determines the number of countable hours of participation for the activity. If the State uses different methods for different services or programs within the activity, the State should describe each.

Actual hours of Job Search, as a countable activity, must identify employment opportunities, applications, and participation in employment interviews. The participant is required to maintain daily documentation of all related contacts. Countable Job Search requires contact with potential employers in person, by Internet or by phone. The participant is required, at least bi-weekly, to maintain and submit a log of the daily contacts. The log is filed in their case record. The log provides the date of contact, position that was available and of interest, the name of employer and contact information.

For the purposes of the six-week limit:

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2. One week equals 30 hours for all other work eligible participants. Thus, six weeks = 180 hours.

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- One week equals seven consecutive days. In other words, any hours of participation in job search and job readiness assistance during the course of a seven-day period is considered a full week for the 4-week limit.
- Once the participant has been engaged in this activity for four consecutive weeks, additional hours of participation will not count towards the work participation rate for one week (seven consecutive days).

In other words, after completing four consecutive weeks, the participant must take a week's break from the activity (seven consecutive days) in order for additional hours of participation to count.

DWS Workforce Specialists will manually track weeks in which verified hours of participation are reported in the preceding 12-month period. If a participant has any verified hours of participation during a seven-day period, a count of one week will be documented for that participant. This will continue for each week in the preceding 12-month period.

Note: If the State meets federal requirements, and the local office has the written prior approval of the Assistant Director of the TANF, Job Search and Job Readiness Assistance may be twelve weeks in the preceding 12-month period, of which no more than four weeks may be consecutive.

For the purposes of the twelve-week limit:

1. One week equals 20 hours for a work eligible, single custodial parent with a child under the age of six. Thus, twelve weeks = 240 hours.

2. One week equals 30 hours for all other work eligible participants. Thus, twelve weeks = 360 hours.

In order for the participant to utilize the entire 12 week period, it is mandatory that a week break is taken every four weeks.

Actual hours of Job Readiness, as a countable activity, must be provided via written verification in the form of attendance records submitted by the instructor or facilitator of the workshop or class or, in the cases of substance abuse/mental health treatment/domestic violence treatment, written confirmation of attendance provided by the treatment provider.

This documentation is provided to the case manager on a bi-weekly basis and retained in the participant's file.