**County Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PDC/ICS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work First Two-Parent Family Participation**

**Checklist**

**How this tool should be used:** This tool must be completed for each Two-Parent Family Case for the individual(s) completing the work activities. The checklist must be updated, signed and dated at all Federal Work Activity changes.

Federal Work Activities: Employment (Emp.), Job Search/Job Readiness (JS), On-the-Job Training (OJT), Work Experience (AW), Community Service (CS), Vocational Educational Training (VT).

If only completing 30/50 hours per week in the following activities, Emp., JS, OJT, AW, CS and VT, additional Federal Work Activities are required.

Schedule additional work activities from the following: Job Skills Training Directly Related to Employment (ST), Education Directly Related to Employment (ED), Secondary School or GED Course (ED), GED/HS Completion for Teen Heads of Households (ED).

**Complete Federal Activity Section for each Two-Parent Family Case**

|  |
| --- |
| **Two-Parent Participant (s) Name: Date:**  |
| **Employment (Emp.)** | Yes | No |
| Full-time |  |  |
| Part-time |  |  |
| Self-Employment |  |  |
| Subsidized Employment |  |  |
| Unsubsidized Employment |  |  |
| Wage Verification Form (DSS-8113) |  |  |
| Pay Statement/Wage Stubs |  |  |
| What are the two-parent family’s scheduled participation hours for the federal activity? |  |
| Did the two-parent family’s scheduled participation hours add up to the required hours for the federal activity?If no, why? |  |  |
| What are the two-parent family’s completed hours for the federal activity? |  |
| Were the completed hours for the federal activity based on projected employment hours? |  |  |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |
| If completed participation hours did not meet the required hours for the federal activity, did the two-parent family make up the difference in another federal countable activity?If yes, list the different federal countable activity. |  |  |

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| --- |
| **Two-Parent Participant Name (s): Date:** |
| **Job Search and Job Readiness (JS)**For two-parent families, each parent can participate in up to 360 hours for Job Search and Job Readiness activities in a 12-month period. |  |
|  | Yes | No |
| Did the two-parent family register for work prior to beginning Job Search and Job Readiness activity? |  |  |
| Was an assessment completed to review the job readiness of the two-parent family? |  |  |
| Was close supervision provided for Job Search activity? |  |  |
| Are Job Search activity logs (DSS-6960) maintained in case record? |  |  |
| If required, are sign-in sheets and attendance reports from structured job search programs maintained in case record? |  |  |
| Are the Job Search daily logs, sign-in sheets or attendance reports submitted at least monthly? |  |  |
| Did worker conduct random checks on reported job search activities? |  |  |
| Was Job Search or Job Readiness activities limited to 4 consecutive weeks? |  |  |
| Did the two-parent family’s scheduled participation hours meet the required hours for the federal activity?If no, why? |  |  |
| What are the two-parent family’s completed participation hours for the federal activity? |  |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |
| Was reasonable travel time between locations during the day included in the hours of participation? |  |  |
| Was the case file documented with the travel time and mode of transportation? |  |  |
| Did the completed participation hours meet the required federal participation hours for the two-parent case?If no, why? |  |  |
| If completed participation hours did not meet the required hours for federal activity, did the two-parent family make-up the difference in another federal countable activity?If yes, list the different federal countable activity. |  |  |

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| --- |
| **Two-Parent Participant Name(s): Date:** |
| **On-the-Job Training (OJT)** | Yes | No |
| Was On-the-Job training supervised by an employer or worksite sponsor on an ongoing basis no less frequently than daily? |  |  |
| Is there an On-the Job Training Contract in the case record? |  |  |
| Was the On-the-Job Training limited to a maximum of 12 months? |  |  |
| Is there an On-the Job Training job description that reflects the number of hours per week? |  |  |
| Is there documentation of wage stubs, wage verification forms or time sheets signed and dated by the employer? |  |  |
| What are the two-parent family’s scheduled participation hours for the federal On-the-Job Training activity? |  |
| Are the scheduled participation hours the actual hours the two-parent family is present on the work site? |  |  |

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| **Two-Parent Participant Name(s): On the Job Training cont.** |
|  | Yes | No |
| Does the two-parent family’s scheduled participation hours add up to the required hours for the federal activity?If no, why? |  |  |
| What are the two-parent family’s completed participation hours for the federal activity? |  |
| Are On-the-Job Training hours being projected following initial documentation of the work schedule? |  |  |
| If applicable, were holidays included in the participation hours? |  |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case? |  |  |
| If completed participation hours did not meet the required hours for federal activity, did the two-parent family make up the difference in another federal countable activity?If yes, list the different federal countable activity.  |  |  |

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| **Two-Parent Participant Name(s): Date:** |
| **Work Experience (AW)** | Yes | No |
| Was the Work Experience/Community Service Agreement (DSS-6905) completed and on file for the Work Experience site? |  |  |
| Were the minimum wage rules of the Fair Labor Standards Act (FLSA) applied to the Work Experience activity? |  |  |
| What is the FLSA calculation? |  |
| Was the two-parent family’s case monitored by the worker for changes in Work First payment amounts and FNS allotment changes, and a recalculation of the FLSA completed? |  |  |
| Was the FLSA calculation documented in the case record? |  |  |
| If applicable, was deeming Work Experience hours applied? |  |  |
| What are the two-parent family’s scheduled hours for the federal Work Experience activity? |  |
| Does the two-parent family’s scheduled hours add up to the required hours for the federal work activity?If no, why? |  |  |
| What are the two-parent family’s completed participation hours for the federal Work Experience activity? |  |
| Was the two-parent family’s completed participation hours training spent working on the floor? For example, a hairdresser.  |  |  |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |
| Did the two-parent family’s completed participation hours exceed the FLSA calculation? |  |  |
| Was there documentation of daily attendance reports signed by the work site sponsor on file? |  |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |
| If completed participation hours did not meet the required hours for federal activity, did the two-parent family make up the difference in another federal countable activity?If yes, list the different federal countable activity.  |  |  |
| **Two-Parent Participant Name(s): Date:** |
| **Community Service (CS) subject to FLSA** |
|  | Yes | No |
| Was the Work Experience/Community Service Agreement (DSS-6905) completed and on file for the Community Service site? |  |  |
| Was the minimum wage rule of the Fair Labor Standards Act (FLSA) applied to the Community Service activity? |  |  |
| What is the FLSA calculation? |  |
| Was the two-parent family’s case monitored for changes in the Work First payment amounts and FNS allotment changes, and a recalculation of the FLSA completed? |  |  |
| Is the FLSA calculation documented in the case record? |  |  |
| If applicable, was deeming Community Services hours applied? |  |  |
| What are the two-parent family’s scheduled hours for the federal Community Service activity? |  |
| Did the two-parent family’s scheduled hours add up to the required hours for the federal activity?If no, why? |  |  |
| What are the two-parent family’s completed participation hours for the federal Community Service activity? |  |
| If applicable, were holiday and excused absences included in the participation hours? |  |  |
| Did the two-parent family’s completed participation hours exceed the FLSA calculation? |  |  |
| Is there documentation of daily attendance reports signed by the work site sponsor on file? |  |  |
| Did the completed participation hours meet the required hours for the federal activity?If no, why? |  |  |
| If completed participation hours did not meet the required hours for federal activity, did the two-parent family make up the difference in another federal countable activity?If yes, list the different federal countable activity.  |  |  |

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| **Two-Parent Participant Name(s): Date:** |
| **Vocational Educational Training (VT)** | Yes | No | N/A |
| Was Vocational Education Training limited to 12 months? |  |  |  |
| Was Vocational Education Training beyond 12 months, and was activity assigned as a Non-Core Activity or Job Skills Training Directly Related to Employment (ST)? |  |  |  |
| Were basic and remedial education and English as a Second Language (ESL) a necessary part of training, and confirmed in writing or documented through a telephone call or an email by the caseworker? |  |  |  |
| If basic/remedial education and/or ESL are not a regular part of the vocational education curriculum, were hours spent in activity counted as Education Directly Related to Employment (ED)? |  |  |  |
| Was the training an online learning program determined to be a valid program suitable for the participant’s work goals and directly related to the preparation for the occupation? |  |  |  |
| Was training spent working on the floor? For example, a hairdresser. |  |  |  |

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| **Two Parent Participant Name(s): Vocational Educational Training cont.** |
|  | Yes | No | N/A |
| Did the educational institution verify the advised or required hours of homework/study time, and is it documented in the case record? |  |  |  |
| Are there documented daily attendance reports signed by the instructor(s) who provide daily supervision in the case record? |  |  |  |
| Are attendance reports submitted at least monthly? |  |  |  |
| Were supervised study/homework hours signed by the study time supervisor? |  |  |  |
| Was there documentation to identify the required or advised unsupervised homework time recommended by the educational institution? |  |  |  |
| Was there documentation maintained in the case record for the number of hours of unsupervised homework/study allowed for each hour of classroom participation reported? |  |  |  |
| Was there documentation of online learning activities in the case record? |  |  |  |
| What are the two-parent family’s scheduled participation hours for the federal activity? |  |
| Did the two-parent family’s scheduled participation hours meet the required hours for federal activity?If no, why? |  |  |  |
| What are the two-parent family’s completed hours for the federal activity? |  |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |  |
| If completed participation hours did not meet the required hours for the Federal Activity, did the two-parent family make up the difference in another federal countable activity?If yes, list the different federal countable activity? |  |  |  |

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| **Two-Parent Participant Name(s): Date:** |
| **GED/HS Completion for Teen Heads of Households (ED)** | Yes | No |
| Does the 2-Parent participant meet the Teen Heads of Households criteria (up to age 19 or through the month in which they turn 20 and maintaining satisfactory secondary school attendance)? |  |  |
| Were the attendance reports obtained from the school, documented and maintained in the file? |  |  |
| Was the activity an online learning program, and was the program’s structure evaluated? |  |  |
| Is there documentation of actual hours of online learning activities maintained in the case record? |  |  |
| What are the two-parent family’s scheduled participation hours for the federal activity? |  |
| Did the two-parent family’s scheduled participation hours meet the required hours for the federal activity?If no, why? |  |  |
| What are the two-parent family’s completed hours for the federal activity? |  |
| **Two-Parent Participant Name(s):** **GED/HS Completion for Teen Heads of Households (ED) cont.** |
|  | Yes | No |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |
| If completed participation hours did not meet the required hours for the Federal Activity, did the two-parent family make up the difference in another federal countable activity? If yes, list the different federal countable activity.  |  |  |

**If two parent families are only completing 30/50 hours per week in core activities, the scheduling of additional Federal Work Activities is required from the following activities:**

**Job Skills Training Directly Related to Employment (ST), Education Directly Related to Employment (ED), Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence (ED).**

|  |
| --- |
| **Two-Parent Participant Name(s): Date:** |
| **Circle the 30/50 hour assigned Federal Core Activity component(s): Emp. / JS / OJT / AW / CS / VT / ED**  |
| **Job Skills Training Directly Related to Employment (ST)** |  |  |  |
|  | Yes | No | N/A |
| Was training or education required by an employer? |  |  |  |
| Was training supervised on an ongoing basis no less frequently than daily? |  |  |  |
| Was the activity an online program? |  |  |  |
| Was the ST activity evaluated to count as VT?  |  |  |  |
| Was there documentation of actual hours of participation signed by the instructor(s) who provide daily supervision of the participant? |  |  |  |
| Were supervised/unsupervised homework/study time hours verified by the educational institution and documented in the case file? |  |  |  |
| Were supervised study/homework hours reported by daily attendance report and signed by supervisor? |  |  |  |
| Are the daily attendance reports submitted at least monthly? |  |  |  |
| What are the two-parent family’s scheduled participation hours for the federal activity? |  |
| Did the two-parent family’s scheduled participation hours meet the required hours for federal activity?If no, why? |  |  |  |
| What are the two-parent family’s completed hours for the federal activity? |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |  |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |  |
| Were the homework/study hours included in the participation hours? |  |  |  |

|  |  |
| --- | --- |
| **Two-Parent Participant Name(s): Date:** |  |
| **Circle the 30/50 hour assigned Federal Core Activity component(s): Emp. / JS / OJT / AW / CS / VT / ED**  |
| **Education Directly Related to Employment (ED)** | Yes | No | N/A |
| Was the education directly related to employment supervised on an ongoing basis no less frequently than daily? |  |  |  |
| If an online program, was the program determined to be a valid program that is suitable for the participant’s work goals? |  |  |  |
| Was the online program evaluated for counting participation hours and supervision of the activity? |  |  |  |
| Were the homework/study time hours advised by the institution? |  |  |  |
| Do the homework/study time hours exceed the hours advised by the institution? |  |  |  |
| Is there documentation in the case record of the number of hours of unsupervised homework/study allowed for each hour of classroom participation reported? |  |  |  |
| Were attendance reports obtained from the school monthly?If an online program, is there documentation of participation and supervision? |  |  |  |
| What are the two-parent family’s scheduled participation hours for the federal activity? |  |
| What are the two-parent family’s completed hours for the federal activity? |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |  |
| If applicable, were holidays and excused absences included in the participation hours? |  |  |  |
| Were the homework/study hours included in the participation hours? |  |  |  |

|  |
| --- |
| **Two-Parent Participant Name(s): Date:** |
| **Circle the 30/50 hour assigned Federal Core Activity component(s): Emp. / JS / OJT / AW / CS / VT / ED**  |
| **Satisfactory Attendance at Secondary School or In a Course Leading to a Certificate of General Equivalence (ED)** |
|  | Yes | No | N/A |
| Was the activity supervised on an ongoing basis no less frequently than daily? |  |  |  |
| If an online program, was the program determined to be a valid program that is suitable for the participant’s work goals? |  |  |  |
| Was the online program evaluated for counting participation hours and supervision of the activity? |  |  |  |
| Were homework/study time hours advised by the institution? |  |  |  |
| Do the homework/study time hours exceed the hours advised by the institution? |  |  |  |
| Is there documentation in the file of the number of hours of unsupervised homework/study allowed for each hour of classroom participation reported? |  |  |  |
| Were the attendance reports obtained from the school monthly?If an online program, is there documentation of participation and supervision? |  |  |  |
| What are the two-parent family’s scheduled participation hours for the federal activity?  |  |

|  |
| --- |
| **Two-Parent Participant Name(s): Date:** |
| **Satisfactory Attendance at Secondary School or In a Course Leading to a Certificate of General Equivalence (ED) cont.** |
|  | Yes | No | N/A |
| What are the two-parent family’s completed hours for the federal activity? |  |
| Did the completed participation hours meet the required federal participation hours for a Two-Parent case?If no, why? |  |  |  |
| If applicable, were holidays and excused absences included in the participation hours?  |  |  |  |
| Were the homework/study time hours included in the participation hours? |  |  |  |

Print Worker’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worker’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overview: Work First Two-Parent Family Participation Requirements**

**Two-Parent Participation Hour Requirement without Federally Funded Child Care**

|  |  |
| --- | --- |
| **Required Weekly Hours****35** | **Required Monthly Hours Except for Month of February****151** |

**Two-Parent Participation Hour Requirement with Federally Funded Child Care**

|  |  |
| --- | --- |
| **Required Weekly Hours****55** | **Required Monthly Hours Except for Month of February****238** |

**Two-Parent Participation Hour Requirement for Month of February without Federally Funded Child Care**

|  |  |
| --- | --- |
| **Required Weekly Hours****35** | **Required Monthly Hours** **138** |

**Two-Parent Participation Hour Requirement for Month of February with Federally Funded Child Care**

|  |  |
| --- | --- |
| **Required Weekly Hours****55** | **Required Monthly Hours** **218** |

**Two-Parent Participation Rate**

States are required to achieve a 90 percent two-parent participation rate. For a case to be included in the two-parent participation rate**, both parents** included in the case must be Work Eligible (see Work First Manual Section 103).

**Two-Parent Participation Rate Calculation**

The **Numerator** for the Two-Parent Participation Rate Calculation includes the number of two-parent cases (cases with two Work Eligible recipients, (parent or stepparent), receiving a Work First payment for the month that completed the required hours in federal work activities.

The **Denominator** for the Two-Parent Participation Rate Calculation includes the number of two-parent cases receiving a Work First payment for the month.

For a case to count in the Numerator of the Two-Parent Participation Rate, the Work Eligible **parents must participate in an average of 35 hours per week in federal work activities (55 hours per week if federally-funded child care is provided). Both parents may participate and combine their hours to the required average of 35 per week.** The Two-Parent Participation Rate is defined as the number of two-parent families participating in the required number of hours of federal countable work activities divided by the sum of all two-parent cases that receive assistance for the report month.

**Scheduling & Meeting Participation for a Two-Parent Family without Federally Funded Child Care**

**Example**: A two-parent case has one parent in VT completing 30 hours and 110 hours in employment. The other parent has 15 hours in VT.

**Participation Calculation**: 30 VT hours divided by 4.3636 = 6.8 (rounding up to 7), 110 Emp. hours divided by 4.3636 = 25.2 (rounding down to 25). 15 VT hours divided by 4.3636 = 3.4 (rounding down to 3). Add 7 (VT) + 25 (Emp.) + 3 (VT) = 35 hours per week.

**Note: Two-parent families count in the numerator of the All-Family Participation Rate if they complete an average of 30 hours per week**.