

## **Determining Hours of Participation from Unsubsidized Employment**

### **First Month of Employment**

Based on Employment start date

- Hours will be based on:
- a) Client declaration of employment,
  - b) WP-3 from SSW that includes the employment information, or
  - c) Actual verified hours.

Unless we have verification of the actual days they work, we assume the participant works a 5 day work week and use the following formula:

$$\begin{aligned} & \text{Number of hours working per week} / 5 \text{ working days} = \\ & \quad \text{hours per day working} \\ & \text{Hours per day working} \times \text{total number of work days in the month} = \\ & \quad \text{Total Hours for the month} \end{aligned}$$

*Example: Sally works at Target 30 hours per week beginning February 12:*

$$\begin{aligned} & 30 \text{ hours per week} / 5 \text{ working days} = 6 \text{ hours per day} \\ & 6 \times 14 \text{ (number of working days February 12th thru 29th)} = \\ & \quad \underline{84 \text{ employment hours for February}} \end{aligned}$$

### **Ongoing Employment**

Based on N-Focus Eligibility Summary-Pay Schedule

$$\text{Number of hours worked Weekly} \times 4.3 = \underline{\text{Total Hours for the month}}$$

$$\text{Number of hours worked ever Two Weeks} \times 2.15 = \underline{\text{Total Hours for the month}}$$

*Example: Sally works at Target 30 hours per week. Pay schedule indicates begin date of employment as 12/15/07.*

$$30 \text{ hours per week} \times 4.3 = \underline{129 \text{ employment hours for January}}$$

### **Ongoing Employment**

Based on N-Focus Eligibility Summary-Pay Stubs entered

$$\text{Total hours worked on all pay stubs} / \text{number of pay stubs} = \text{average hours worked per pay period.}$$

$$\text{Average hours per pay period} \times 4.3 \text{ or } 2.15 = \underline{\text{Total hours for the month}}$$

**VERIFICATION:** HHS verifies all employment. Client declaration of participation may be used for one month. We do prefer the one month of declared participation be based on report from SSW. N-Focus Eligibility Summaries should be used following the initial month. Verifications need to be printed from N-Focus and located in the EF file. All participation hour calculations must be well documented.

**PROJECTING:** Once there is income showing in the N-Focus ADC Eligibility Summary, hours of participation must be based on that information. If you use other than the Eligibility Summary as verification, the file must contain documentation as to what was used and why the decision was made to not use N-Focus information.

**VARIATIONS:** The use of actual hours compared to conversions may generate different numbers for meeting WPR. Unsubsidized employment is the only component where meeting the minimum hours per week for the entire month converted (4.3 or 2.15) may be less than actual worked days. As long as the participant meets the minimum participation hours per week times conversion rate they meet the monthly WPR.

**TMA-G:** TMA-G cases follow the standard conversion (4.3 or 2.15) for entering employment hours. The only variation would be if employment ended in the month. If employment ends during TMA-G, the use

of actual hours should be used following the number of worked days. In addition, we cannot require any additional hours of participation even if the client's weekly hours are fewer than the required number (20, 30, or 35).

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