

**468-000-308 DETERMINING THE MAXIMUM NUMBER OF HOURS FOR PARTICIPATION IN COMMUNITY SERVICE:**

In determining the maximum number of hours of community service allowed each month for an Employment First participant, the minimum wage requirement of the Fair Labor Standards Act (FLSA) is used. This is determined by adding the household's ADC cash payment amount and the Food Stamp allotment for the ADC unit then dividing the total monthly benefit amount by the federal minimum wage. Fractions of hours must be rounded down.

ADC cash payment + Food Stamp allotment ÷ Federal Minimum Wage = Maximum Hours per Month.

For a two-parent household where both parents are participating in the community service component activity the rule is the same for determining the maximum number of hours per month. However, you would divide the maximum number of hours between the two parents.

In converting monthly hours to weekly, divide the total monthly hours by the 4.3 conversion factor to arrive at the weekly amount.

The benefit amounts must be reviewed each month and the hours adjusted accordingly when benefits change.

Note: The minimum wage requirement of the FLSA does not apply to community service programs such as AmeriCorps, Volunteers in Service to America (VISTA), or court ordered community service. Count the actual number of hours of participation in these programs, which may be more than allowed by the formula above.

**Deeming Hours of Participation**

Single-parent families: If the maximum number of hours allowed under the minimum wage requirement of the FLSA is less than 20 hours per week for the core activity, and the individual participates in community service for the maximum hours allowable for the month, s/he must be considered to have satisfied the 20-hour per week core activity requirement.

Two-parent families: If the maximum number of hours allowed under the minimum wage requirement of the FLSA is less than 30 or 50 hours per week for the core activity, and one or both parents participates in community service for the maximum hours allowable for the month, they must be considered to have satisfied the 30- or 50-hour per week core activity requirement, depending on whether they receive federally funded child care.