

Missouri Work Assistance (MWA) HANDBOOK

This handbook provides a standard set of policies and guidelines but does not cover every situation or scenario a provider may encounter.

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Introduction

Section 208.040 of the Revised Statutes of Missouri, and Code of State Regulations Title 13, Division 40, Chapter 2 authorizes the provision of the State of Missouri's Temporary Assistance (TA) program under the federal Temporary Assistance for Needy Families (TANF) program. The Department of Social Services (DSS) receives the TANF block grant from the Administration for Children and Families (ACF).

The regulatory basis for TA work participation in Missouri is found in 13 CSR 40-2.300 through 13 CSR 40-2.370 of the Missouri Code of State Regulations. MWA is awarded to approved agencies who submit a proposal through a competitive bid process, these agencies are referred to as providers or contractors.

In 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law and Missouri chose a combined state plan, which includes TA as a partner. TANF provides funding for a variety of programs that meet one of the four purposes of TANF that are:

1. Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives
2. End the dependence of needy parents by promoting job preparation, work, and marriage
3. Prevent and reduce the incidence of out-of-wedlock pregnancies
4. Encourage the formation and maintenance of two-parent families

To continue to receive TA, many individuals are required to participate in the Missouri Work Assistance (MWA) program, which is funded by the TANF Block Grant.

Providers must ensure Administration for Children and Families, TANF Block Grant requirements are followed [Office of Family Assistance \(OFA\) | The Administration for Children and Families \(hhs.gov\)](#)

Missouri Work Assistance Program (MWA)

MWA is Missouri's employment and training program for TA participants age eighteen (18) or older and teen parents under age 18 to begin self-sufficiency planning. MWA offers job training, educational opportunities and employment support. The MWA program assists approved TA participants and sanctioned applicants with employment and training. The primary objective of the MWA program is to enhance employability, engage TA individuals in activities and employment to allow families to progress towards self-sufficiency so that they become independent of the need for benefits.

The MWA participant may meet their employment and training required hours by engaging in activities in core or non-core activities or in a combination of both which will lead to self-sufficiency

The primary objective of the MWA program is to foster family well-being by enhancing employability and engage TA individuals in activities and employment where they will progress towards becoming self-sufficient and exit the TA program.

MWA providers also serve other eligibility groups including SkillUP and Children's Division (CD) Older Youth. See the SkillUP and MWA Older Youth Handbook for the policies and guidelines about the program. [Employment and Training Provider Portal | Missouri Department of Social Services \(mo.gov\)](#)

Provider Expectations

Providers assist participants in attaining and retaining employment that leads to economic self-sufficiency. MWA services are individualized to meet the needs of the participant, which include creating unique workshops, offering family assistance, counseling, mentoring, budgeting and building/retaining assets classes, housing assistance, resolving legal issues related to job coaching, job retention, overcoming transportation and childcare barriers. Providers engage with community partners to braid funds which includes employers and educational institutes and apprenticeships in accordance with federal regulations.

Providers serve participants with respect and through a whole-family approach that is community based, culturally sensitive, and assists participants in dealing with cultural issues of language, sexism, racism, immigrant, or other community bias issues. Providers meet the unique needs of each participant, which may include, but not be limited to language, sight, and hearing impairments.

DSS, its providers and sub-recipients are required by law when working with non-English speaking populations to utilize interpretive services to effectively communicate with limited-English proficiency (LEP) populations.

The MWA provider is required by policy to inform the TA participant of the required hours of participation as a part of the enrollment process.

Meeting /Conference Call Requirements

DSS will schedule meetings, trainings and phone and/or online conferences with the provider. The provider must have a representative at each scheduled meeting, training or conference, regardless if event is held via the phone, in-person or virtually. The provider will be responsible for taking notes, giving progress updates, asking clarifying questions, reporting system issues, and sharing information with the provider’s personnel.

Who can participate?

MWA participants must be receiving TA cash (DD), a volunteer (WW), on Transitional Employment Benefits (TEB), or be a sanctioned applicant (AA) who is mandatory to participate.

TA participants are electronically referred to MWA providers through the FAMIS system in overnight batch once the TA case is approved. A mandatory participant does not meet any exemption or exclusions. Participant who volunteer for the program meet an exemption or exclusion. All volunteers are referred to the MWA provider, although some may not have volunteered, it is to make certain that all participants are aware of the opportunity to volunteer.

MWA Status Code	Description
DD	Mandatory participant - Participants who are determined to have no condition or barrier that would allow an exemption or exclusion are mandatory to participate in work requirements activities and are referred to the Missouri Work Assistance (MWA) program for employment and training services.
WW	Volunteer - There are two types of Volunteers who are referred to the Missouri Work Assistance (MWA) program for employment and training services. <ol style="list-style-type: none"> 1. An individual who is exempt may volunteer to participate with Missouri Work Assistance. The volunteer has the same requirements as mandatory participants. 2. Parents of a child under age 12 weeks are also referred to Missouri Work Assistance (MWA) program for employment and training services.
TB	TEB (Transitional Employment Benefit) - TEB payments to families are made when the family loses eligibility for Temporary Assistance benefits due to an increase in income of the parent(s), removal of an earnings disregard, or a household composition change which causes ineligibility due to income guidelines for TA. Months receiving TEB do not count toward the 45 month Lifetime Limit.
SS	Sanctioned – A participant whose TA grant has been reduced by 50% for failing to comply with Missouri Assistance work activities without good cause.
AA	Sanctioned applicant – An individual who re-applies for TA after their case was closed due to a full family sanction. The individual must meet all eligibility factors for TA and complete a work activity for a minimum average of thirty hours for at least one week prior to approval of the TA case.

AB	TEB Applicant – A participant whose Temporary Assistance has closed and is waiting for an eligibility determination for TEB to be completed. If approved, their status will change to TB.
	Providers CANNOT serve TA individuals listed below with MWA funds
RR	Rejected applicant – An individual determined to not meet the eligibility criteria for Temporary Assistance or TEB.
ZZ	Closed – A participant whose Temporary Assistance case has closed in the FSD FAMIS system.

Personal Responsibility Plan (PRP)

All Temporary Assistance applicants who are subject to TA work requirements must complete a Personal Responsibility Plan (PRP) prior to FSD staff determining their eligibility for TA.

Individuals who are exempt or meet a temporary waiver (exclusion) are not subject to this requirement. All others must indicate in their plan the work activities in which they agree to participate if they are approved for TA.

Upon approval, FSD forwards the Personal Responsibility Plan to the MWA provider.

Participant Access Requirements

Providers must allow immediate accessibility to services, and participants are not required to have an appointment or prior notice. Participants can meet face-to-face, by phone, or virtually.

Providers must have a presence within each county of their awarded region. Providers must be available to MWA participants Monday through Friday, between the hours of 8:00 am and 5:00 pm Central Standard Time, excluding state holidays. In parts of the state where participants would often come in for services, there must be a physical location to receive these services.

The listing of state holidays can be found at <https://oa.mo.gov/commissioner/state-holidays>. The provider will follow the state holiday listing for office closures; however, can choose to be open on state holidays. If Missouri’s Governor issues an executive order to close DSS offices statewide, the provider can also close that day.

Providers cannot close offices for non-emergency reasons without prior approval from DSS. To request to close an office/location, the provider must send a request to FSD.MWAAdministration@dss.mo.gov prior to the requested close date.

If there is an emergency, providers must notify DSS within 1 hour of the office closing.

Meetings/Appointments

Providers work with participants to meet them where they are available. Home visits are an option when the participant is unable to meet at an office, alternative location, or virtually.

Prior to making the home visit, providers will ensure they have made every attempt to make certain the participant is aware of the date and time of the visit. The provider will explain the purpose of the visit, state they will have visible identification, and ensure they are aware of all individuals who will be involved in the conversation. Providers will ensure home visits are professional. Staff will ensure their employer (provider) is aware prior to the visit and safety precautions are taken.

Providers must also seek out locations where the individual can meet and the meeting can still be confidential.

Participant Travel

Most participants will have limited resources to travel. Providers will ensure that participants are not required to travel long distances to meet. The reason must be documented include why other means of communication were not used.

MWA Case Management System

The MWA Case Management System is the computer program developed for MWA providers to document the cases of MWA participants. It includes case history, assessments, current activity plans and goals, as well as each contact held with the participant. Additionally, the MWA providers can access information such as various reports, MERIC data, forms and caseload management tools.

The system is divided into three (3) main categories at the Main Menu. The categories are Office, Participants, and Resources.

- The Office Section contains the referral screens such as new participant list, transfer lists and the various region, office and staff detail screens for sorting for information regionally.
- The Participants section is where the case activities are recorded and includes case notes, assessment screen, Individual Employment Plan (IEP), conciliation/sanction, domestic violence, hours and Transportation and Work Related information for the participant.
- The Resources section, includes the Federal Calendars, the step by step user guide for the system, MERIC data links, link to TA policy manual, reports and letters and forms sections.

MWA letters can be found in the MWA Case Management System:

<https://dssapp.state.mo.us/MissouriWorkAssistance/LettersAndForms.aspx>

MWA Services/Processes

DSS will electronically refer participants to providers on a daily basis; the provider will immediately accept all DSS referrals. Providers work with participants to determine a method that will help them meet their goals based upon the needs and barriers of the participant. Meetings and appointments may be held in-person or virtually. The provider will interact with participants in the same professional, respectful, and business manner regardless of if the meeting is held in-person or virtually. Virtual and in-person meetings have the same requirements such as timeliness of the scheduling of the meeting, completing and updating assessments, completion of paperwork, completing IEPs, and working towards resolving barriers etc.

For virtual meetings, the provider must ensure the participant has the necessary access. Providers must follow information security management rules related to proper communication and safety when corresponding via mail, electronically via social media, email or by phone. The participant's needs must always take precedence over the provider on how the meeting will be held. Regardless of the manner of communication, the identification of the participant will be confirmed by the provider prior to any discussions.

Initial Contact Requirements

All voluntary, mandatory, and sanctioned TA participants are referred electronically to providers for case management and coaching services within one business day after the TA case is processed by the Family Support Division (FSD). Providers then complete the following:

- Mail a MWA Case Management System Call-In appointment letter (MWA.001) within three business days from the referral date to the participant or two-parent households.
- Schedule an initial meeting for the participant(s) between 5 but no later than 10 working days from the date the appointment letter is mailed.
 - Meetings are not scheduled on state holidays, federal holidays, or weekends, unless agreed upon by the participant.
- During the initial visit/orientation, the provider will cover the following topics:
 - Opportunities available through MWA
 - Assessments
 - Individual Employment Plan (IEP)
 - Dates and times of individual and group meetings
 - How services are provided when children are present
 - The best method of secure monthly contact such as phone, text, email, face-to-face, virtual software, etc.
 - The process for conciliation and sanctions if requirements aren't met
 - Detailed information regarding the provider's processes, business operations, and partner services
 - Supportive service assistance available, the requirements to receive the support, and the payment process
 - Classes available including financial planning

- Online resources available including jobs.mo.gov.
- The importance of self-sufficiency, and the impact of employment on benefits

Refugees/Immigrants

MWA Providers will collaborate with the Missouri Office of Refugee Assistance (MO-ORA) and Local Resettlement Agencies (LRAs) by following established processes to partner to provide case management and coaching services for the refugee, which are not limited to:

- Providers must have a representative on the quarterly calls with MO-ORA.
- Make all necessary attempts to work with MO-ORA and its representatives.
- Not add additional processes or procedures in which DSS has not approved.

Monthly Contact Requirements

Providers are required to maintain contact with participants at a minimum of once monthly. The contact can be made in via written correspondence, in person, virtual, electronic, phone, or social media avenues.

Providers must continue to meet the minimum once monthly contact requirement until the participant is successfully engaged and meeting their required work participation hours. If the participant indicates they do not need to continue the monthly contacts as it causes a hardship the provider can suspend the monthly contacts. The provider will document the participant's preference in the MWA Case Management System and contact the participant intermittently.

All documentation of meeting required hours must still be provided timely or the provider must resume monthly meetings with the participant.

- The participant must be placed in core or non-core activities as specified in employment and training activities and as set out in Missouri's Work Verification Plan.
- The provider will help the participant in identifying their best course to attain self-sufficiency regardless of the core/non-core activity hour's ratio at this time and its effect on the Federal Work Participation Rate.
- Hours must continue to be documented in MWA system.

Administration for Children's and Families (ACF) determine core/non-core activities, DSS reserves the right to modify how providers determine participation in an employment or training activity. Currently, the Best Interest of the Participant is being utilized when determining activity participation. DSS reserves the right to revert back to requiring core/non-core hours be met at any time.

Assessments

Assessments are used as the foundation for the participant's IEP and allow both the participant and provider to:

1. Identify strengths to use in goal setting in the IEP
2. Identify potential barriers prior to completing the participant's IEP
3. Determine necessary actions to break down barriers
4. Identify existing work skills and work experience in relation to current labor market and the participant's aptitudes/interest
5. Identify if further education or training is appropriate relative to the participant's current job skills
6. Determine work readiness

During the assessments, the provider will:

1. Assist the participant in understanding the value, necessity and results of the assessment while assisting them in the development of their short and long term goals, the IEP, and treatment that may be needed.
2. Assist the participant with interpretation and understanding of the assessment tests and results as they relate to the participant's self-sufficiency goals.
3. Assist the participant in self-identifying substance abuse, physical or mental health issues, and learning disabilities. Once identified making necessary referrals.
4. Screen for domestic violence.
5. Assist the participant to identify, explore and examine choices so that they can make appropriate decisions.
6. Identify and discuss with the participant any existing work skills, work experience, transferrable skills, or barriers to employment.

The MWA system assessment is completed during a participant's initial meeting and updated any time there are changes. The provider will complete each of the screens with all information.

1. Employment Assessment: Contains the current and previous employment experience, including job seeking skills and barriers to finding or maintaining employment.
2. Household Assessment: Includes the participant's previous and current housing, physical address if it is different from the FSD address, and household member information.
3. Education Assessment: Tracks the participant's education and training that has been completed, previously attempted, and currently in progress.
4. Transportation Assessment: Used to identify transportation barriers and lists the participant's current transportation options.
5. Legal Assessment: Lists the participant's legal issues and current legal status (probation, parole, work release, court ordered community service, none).
6. Child Care Assessment: Used to determine if the participant needs child care assistance, the child care back up plan, and barriers to obtaining child care.
7. Health Assessment: Provides information regarding the participants' current health conditions.

8. Assessment – Case Manager Summary: Updated when participants report changes and is used to assist in creating or updating the Individual Employment Plan.

Providers will also administer a basic skills assessment that measures participant’s literacy, math, and workplace/soft skills within thirty (30) calendar days of the initial meeting. The results of this assessment will be case noted in the Basic Skills Additional Info Section on the IEP.

If the participant is unable to complete the assessment due to lack of literacy or English proficiency, the MWA provider will assist the participant in addressing these barriers prior to requiring the assessment.

Individual Employment Plan (IEP)

The IEP is the blueprint the participant and the provider create to guide the participant to self-sufficiency. The provider assists the participant in building this plan, but the plan must be customized based on the individuals’ current state and future goals. The provider engages with the participant and completes the MWA assessment screens and assessment screening tests. The provider and participant then formulate a plan that will guide them to self-sufficiency for their family while gaining the skills necessary for them to achieve the employment goals they desire.

The list below outlines the minimum components necessary to develop an IEP that is focused on both the individual and their family’s needs:

- Personal information (includes name, address, etc.)
- Degree/certificate(s)/license(s) and veteran status information
- Desired positions
- Work history
- Family members (include all members, not just related members, or members receiving temporary assistance benefits)
- Goals and barriers – The provider must include benchmarks
- Current English, math, and other workplace skill levels
- Activity plan
- Dated signature of participant and the provider

While developing the IEP, the provider must:

- Educate the participant on the MWA program;
- Provide an explanation of the TA time limits and explain the intended temporary nature of the program;
- Share the participant’s rights and responsibilities and share the MWA rights and responsibilities that includes:
 - Reasons for exemptions
 - Description of the conciliation process
 - Failure to participate without good cause(sanctioning)
 - Right to appeal

- Help the participant understand their strengths and skills;
- Explain the provider’s agency, services, procedures and locations;
- Encourage the participant’s growth through the development of goals and steps to attain self-sufficiency;
- Help the participant understand the importance of planning for a temporary crisis or ongoing needs such as transportation, child care, emergency situations, attending appointments, caring for ill family members, handling own illness, etc.
 - The provider will assist individuals with barriers by creating a long-term holistic plan. The solutions may include assistance from family, friends, neighbors, or other community resources.
- Outline the next steps in the process.

The IEP must be updated each time there are changes in goals, activities, barriers, steps, or anticipated completion dates.

Missouri Economic Research and Information Center (MERIC)

MERIC researches and provides analyses on the Missouri workforce. MERIC houses data from Workforce Development, Economic Development and Labor Information and utilizes this data to study economic trends, targeted industries and labor markets. The website provides information on Economic Indicators, Industry Standards, Occupational Studies, Regional Information and Community Issues. Providers may access labor information in specific regions in order to assist participants finding employment opportunities in their area. The MERIC website also provides access to the Missouri Career Pathways which should be utilized when assisting participants with developing career goals.

Providers can access the MERIC website at: <https://meric.mo.gov/>

Career Pathways

Career Pathways are a sequence of training and education programs that are designed to develop a person’s academic and technical skills. MERIC has prepared research and resources for Career Pathways. Career Pathways are part of all industry groups, so the same common definition of career pathways introduces the concept for all industries.

Providers may access Missouri Career Pathways here:

[Missouri Career Pathways | Missouri Economic Research and Information Center \(mo.gov\)](#)

The Career Pathway field is the area in the IEP in which the participant identifies the occupational employment category in the participant’s desired career. The participants’ desired position must fall within a field that is considered a growing occupation and the expected wage progression must lead to family supporting employment and non-dependence on government benefits.

Goal Development

Short-term employment goals are opportunities the participant is willing and able to engage in while working toward their desired long term goal. The provider will assist the participant in determining the answer to the question of, “What job am I willing and able to do right now?”

Long-term employment goals are the employment the participant plans to achieve when they have attained the needed education and/or experience to fulfill the job requirements to do the desired position listed in their IEP. The provider will assist the participant in determining the answer to the question of, “What job am I ultimately wanting to obtain within my desired career path?”

Educational goals are goals related to the education needed to achieve the participants desired career pathway position. The provider will assist the participant in determining the answer to the question of, “What degree, training or certification is required/needed to obtain my desired job?”

Steps to obtain goal(s)

There must be least one step for each goal and generally there are multiple steps needed to reach goals. The steps can be short-term and long-term in their expected completion timelines to meet the needs of the participant. Each step must clearly state a task that needs to be completed and once successfully completed will either allow progression to the next step on the path or to successful completion of the goal. The participant can be working on multiple tasks and goals at a time.

Employment and Training Activities Requirements

Temporary Assistance (TA) participants are engaged in core and non-core hours in allowable employment and training activities. Activities are the documented action items in the IEP. The objective is the activity, such as employment or education attendance.

All states report core and non-core activities to the Administration for Children and Families and a Work Participation Rate (WPR) is determined. States also receive credits to the WPR based on caseload reduction and other factors. Currently, Missouri has enough of a reduction credit to focus on what is best for the participant and not meeting requirements for each core and non-core activity. Participants who are not volunteers have a set number of total hours to meet.

Although, Missouri continues to report WPR data to Administration for Children and Families (ACF), Missouri is not requiring providers to achieve a certain WPR. If during the contract period federal requirements change or at any time the Department of Social Services reserves the right to return to requiring a certain WPR by provider, or to implement additional federal requirements.

Hours of Participation

Participants must engage in employment and training activities for a minimum number of hours per week. The number of hours a participant is required to participate depends on the household composition and the age of the youngest child.

Minimum Required Participation Hours Per Week		
Single Parent Household	Child under age 6	20 hours
	Child(ren) age 6 and over	30 hours
Two-Parent Household	Child(ren) under age 6 <u>and</u> not receiving child care subsidy through the Family Support Division	35 hours
	All other 2-parent households	55 hours

Hours of Participation/Weekly Participation

MWA follows the Federal week when considering hours of participation compliance. The federal week starts on Saturday and ends on Friday. In order to be considered fully participating, a participant must complete their required hours each week. Within the same month, providers should record the actual hours of participation in the MWA system, even if this exceeds the required hours, with the exception of Alternative Work Experience and Community Work Experience that cannot exceed the Fair Labor Standards Act calculation.

Best Interest of the Participant

Best Interest of the Participant allows the provider to continue to place the participant in an activity that may not count toward the work participation rate. The participant may meet their required employment and training hours in core or non-core hours or in a combination of both that will lead to self-sufficiency, even though this may not meet the federal work participation rate. Individuals partaking of Best Interest of the Participant must still meet their required number of weekly hours.

Providers must document in the MWA Case Management System in case notes on how the use of “the best interest” supports the participant’s goals, steps, and IEP. This includes but is not limited to showing case progression and barrier removal. The Department of Social Services will monitor the work participation rates and reserves the right to revert to requiring the federal core and non-core hour requirements.

“Best interest” does not remove state, federal, and program requirements to participate in work activities, conciliation/sanction processes, nor life-time benefit limits.

Factors to consider for “best interest” of the participant are:

- Have assessments and labor market data been provided and explained?
- Does the participant support the plan and goals?
- Do the IEP steps eliminate barriers to employment and move the participant forward in their plan?
- Do the IEP steps increase the participant’s educational or skill gain to obtain employment?
- Has the participant been informed of their rights and responsibilities?
- Do the IEP steps and actions support the participant and their family’s needs?

Outcomes and Performance Measures

During the federal fiscal year the provider will maintain an average of at least 15% of the total number of referrals meet at least one (1) of the following measurements:

1. Obtained HiSET (GED) or a program skills gain (education or credentials leading to employment) during participation or within one (1) year of program exit;
2. Entered into unsubsidized employment at thirty (30) or more hours per week and retain the employment for 60 days;
3. No longer on TA due to earnings and with a defined career pathway. Note: Transitional Employment Benefits is not considered receiving Temporary Assistance, so TEB participants would be considered no longer on TA for at least 60 days; or
4. In apprenticeship or On-the-Job short term training for a specific job at thirty (30) or more hours per week, gain employment and retain the employment for at least 60 days

On June 3, 2023 the Fiscal Responsibility Act of 2023 was signed into law, States must annually report on new mandatory outcome metrics, which are:

- The percentage of individuals who were work-eligible individuals as of the time of exit from TANF, who are in unsubsidized employment during the second quarter after exiting the program.
- The percentage of individuals who were work-eligible individuals who were in unsubsidized employment in the second quarter after exiting the program, who are also in unsubsidized employment during the fourth quarter after the exit.
- The median earnings of individuals who were work-eligible individuals as of the time of exit from the program, who are in unsubsidized employment during the second quarter after the exit.
- The percentage of individuals who have not attained 24 years of age, are attending high school or enrolled in an equivalency program, and are work-eligible individuals or were work-eligible individuals as of the time exit from the program, who obtain a high school

degree or its recognized equivalent while receiving assistance under the State program funded under this part or within one year after the exit.

“Exiting” means anyone who stops receiving assistance under the program (regardless of the reason why) and directs HHS to establish regulations regarding the reporting of performance indicators in consultation with states and the Department of Labor. The new metrics are used for reporting purposes only—states do not receive incentives or penalties for performance against the new outcome measures.

Employment & Training Activities (Core and Non-Core)

The Administration for Children and Families, Office of Family Assistance TANF policy can be found at: [Policy | The Administration for Children and Families \(hhs.gov\)](https://www.hhs.gov/policy/the-administration-for-children-and-families)

Please see the Missouri Work Verification Plan (WVP) for additional information.

Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p><u>I. COMMUNITY SERVICE PROGRAMS</u></p> <p>A structured volunteer activity who lack clear work skills and may not be able to obtain and maintain stable employment. Must include structured activities that improve the employability of the recipient.</p> <p>Subject to FLSA</p>	<p>➤ CSR Community Service</p>	<p>➤ For calculation of weekly hours this is a <u>CORE</u> activity.</p>	<p>➤ To be considered a work site, organizations must apply to the local serve provider in the region and complete the Community Service Worksite Agreement form. The employer must list the skills to be performed</p> <p>➤ The position must not:</p> <ul style="list-style-type: none"> ○ Replace a paid employee ○ Result in layoffs of regular employees ○ Fill a vacancy of a full-time paid employee 	<p>➤ For assessment, an hour of attendance is equal to an hour of being assessed. Attendance hours for the assessment process will not include activities that require self-attestation.</p> <p>➤ A countable hour is equal to an hour of attendance at the worksite.</p> <p>➤ Include only activities that reflect same types of work “real” employees complete.</p>	<p>➤ The individual providing the assessment is required to provide signed written verification or verbal verification indicating type of assessment, date(s), time(s), and hour(s) spent.</p> <p>➤ Timesheets/logs are to be kept daily, signed by employer, supervisor or payroll representative, also attesting to actual attendance.</p> <p>➤ Provided to case manager no less than every 2 weeks for review and entry into the tracking system.</p> <p>➤ Case manager reassess the participant at a minimum of every 90 days.</p> <p>➤ Detailed case notes must be entered at every circumstance while participating in program.</p>

Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>2. <u>JOB SEARCH/ JOB READINESS</u></p> <p><u>Job Search</u>– activity in which participant looks for suitable jobs by making contact with employers. Participant must present themselves as available for work. Job search offers two formats – group job search workshop and independent job search</p> <p><u>Job Readiness</u> – preparing participant to seek, obtain and maintain employment.</p>	<ul style="list-style-type: none"> ➤ JBS Job Readiness activities ➤ JBR Job Search 	<ul style="list-style-type: none"> ➤ For calculation of weekly hours this is a <u>CORE</u> activity. 	<ul style="list-style-type: none"> ➤ Completing applications for employment ➤ Responding to classified advertisements ➤ Completing online applications at home or employer’s worksite ➤ Job fairs – attend, complete applications or speak with potential employers ➤ Online research through jobs.mo.gov and other state/national data bases. ➤ Travel time between interviews and job search activities ➤ Time spent completing assessments that measure basic skills ➤ Attending workshops/classes in resume writing, networking, career exploration and soft skills ➤ Programs designed to treat substance abuse and/or mental health 	<ul style="list-style-type: none"> ➤ For assessment, an hour of attendance is equal to an hour of being assessed. Attendance hours for the assessment process will not include activities that require self-attestation. ➤ For job search, countable hours are determined by actual hours spent in that search. 	<ul style="list-style-type: none"> ➤ Activity allows for Holidays/excused absences as described by current Work Verification Plan (WVP). ➤ The individual providing the assessment is required to provide signed written verification or verbal verification indicating type of assessment, date(s), time(s), and hour(s) spent. ➤ Online job search conducted on jobs.mo.gov are determined by log in and log out time. Documentation of actual online job search hours is sent electronically to FSD and recorded in the MWA system. ➤ Participant must provide documentation of actual hours of structured job search to the case manager (on the daily job search log) no less than once every two weeks. ➤ Activity allows for Holidays/excused absences as described by current Work Verification Plan (WVP).
Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification

<p>3. <u>ON THE JOB TRAINING (OJT)</u></p> <p>The recipient is provided training which gives the knowledge or skills essential to the full and adequate performance of the job. The recipient is compensated at a rate comparable to other employees performing same duties. OJT can be in the public or private sector.</p>	<p>➤ OJT On-the-job-training</p>	<p>➤ For calculation of weekly hours this is a <u>CORE</u> activity.</p>	<p>➤ Assessments to determine if TA participant is able to pursue/obtain specific employment opportunity</p> <p>➤ OJT employment</p> <p>➤ Paid supportive services including mental health treatment, substance abuse treatment, job search and OJT training</p> <p>➤ OJT may include classroom training, job related basic skills, literacy, Limited English Proficiency (LEP and or occupational skills training that is required by the employer.</p>	<p>➤ An hour of attendance is equal to an hour of assessment</p> <p>➤ OJT and paid supportive services including mental health, substance abuse treatment, job search and training a countable hour is equal to an hour of attendance</p>	<p>➤ Assessments and OJT hours are verified through wage stubs, attendance logs, and written or verbal verification from employer. Verbal verification will require a form filled out by the MWA case manager with pertinent information.</p> <p>➤ Paid supportive services including mental health treatment, substance abuse treatment, job search and training are verified through wage stubs, attendance logs, and written or verbal verification from employer. Verbal verification will require a form filled out by the MWA case manager with pertinent information.</p>
Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>4. <u>PROVISION OF CHILD CARE SERVICE</u></p> <p>Allows one MWA recipient to care for the child/ren of another MWA recipient participating in a community service program.</p>	<p>➤ CCS Providing care services to someone participating in community service activities</p>	<p>➤ For calculation of weekly hours this is a <u>CORE</u> activity.</p>	<p>➤ Structured, limited basis program in which individuals provide child care for participants in approved TANF community service program activities. (In a 2 parent household, one parent cannot count providing child care for his/her own child as participating.)</p>	<p>➤ Participants report actual hours on time sheets and activity logs for every day of every week of each month.</p>	<p>➤ Time sheets or activity logs attesting to the provided information are signed by the participant (child care provider) and program administrator.</p>

Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>5. <u>SUBSIDIZED PRIVATE & PUBLIC SECTOR EMPLOYMENT</u></p> <p>Employment in the private or public sector for which the employer receives a subsidy from TA or other public funds to offset some, or all of the wages and costs of employing a recipient.</p>	<ul style="list-style-type: none"> ➤ EPR Subsidized Employment Private Sector ➤ EPU Subsidized Employment Public Sector 	<ul style="list-style-type: none"> ➤ For calculation of weekly hours this is a <u>CORE</u> activity. 	<ul style="list-style-type: none"> ➤ Assessments when part of a paid activity ➤ Paid employment in the public or private sector – TANF funded ➤ Supportive Services: paid substance abuse & mental health treatment, job search, and training ➤ Paid Federal Work Study ➤ Paid supported work for individuals with disabilities in an integrated setting 	<ul style="list-style-type: none"> ➤ Assessment - An hour of attendance is equal to an hour of assessment (does not include self-attestation) ➤ Subsidized public or private employment TANF funded, Federal work study, and paid supported work for individuals with disabilities in an integrated setting a countable hour is equal to an hour of paid attendance or paid leave or paid holidays. ➤ Substance abuse & mental health treatment paid by the employer, a countable hour is equal to an hour of paid attendance 	<ul style="list-style-type: none"> ➤ Assessment of a paid activity and paid employment in public or private sector, TANF funded hours are verified through attendance logs, daily attendance documents, or verbal verification. Attendance documents are signed by employer/worksite. Verbal documentation requires the case manager to complete a form with all pertinent information ➤ Paid substance abuse and mental health treatment will be verified by the employer ➤ Paid Federal work study “contracted” hours of work between the educational institution and TA participant are verified through documentation of attendance by instructor/supervisor, wage stubs or verbal verification. Verbal verification will require a form filled out by the MWA case manager with pertinent information. ➤ Paid supported work for individuals with disabilities in an

					integrated setting will often be verified by the Division of Vocational Rehabilitation, attendance logs, hard-copy evidence or verbal verification. Verbal documentation will require the MWA case manager to complete a form with all pertinent information.
Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>6. <u>UNSUBSIDIZED EMPLOYMENT</u></p> <p>Part or full-time employment in the public or private sector and is not subsidized by TA or another public program. Employment must consist of work for pay. Pay must not be less than either the federal minimum wage or the state’s minimum wage, whichever is higher.</p>	<p>➤ EMP</p> <p>Includes Unsubsidized Paid Emp. Comp in Lieu of Wages Self-Emp. Work Study</p>	<p>➤ For calculation of weekly hours this is considered a <u>CORE</u> activity.</p>	<p>➤ Assessments when part of a paid activity (typing, physical, aptitude, drug, etc.)</p> <p>➤ Employment – wages paid solely by the employer. Includes temporary employment agency if agency functions as the employer and pays the participant directly.</p> <p>➤ Paid clinicals, internships, or apprenticeships</p> <p>➤ Substance abuse & mental health treatment when employer pays for the treatment hours.</p> <p>➤ Employer compensation in lieu of wages</p> <p>➤ Self-Employment</p>	<p>➤ Assessment - An hour of attendance is equal to an hour of being assessed. (does not include self-attestation)</p> <p>➤ Unsubsidized employment, temp. agency employment, paid clinicals, paid internships, paid–apprenticeships, substance abuse & mental health treatment with set number of hours & compensation in lieu of wages- a countable hour is equal to an hour of attendance at the worksite when the employer pays the full wage or paid leave or Holiday status.</p>	<p>➤ Assessment performed as part of a paid activity, unsubsidized employment, employment through a Temp Agency, paid clinicals, internships, and apprenticeships are verified through; written documentation from the employer, wage stubs, attendance logs, or verbal verification from the employer.</p> <p>➤ Paid substance abuse & mental health treatment are verified by the employer.</p> <p>➤ Self-Employment and compensation in lieu of wages (no set hours) Missouri uses the Federal minimum wage calculation to determine countable hours. Written or verbal verification is provided to the</p>

Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>7. <u>VOCATIONAL EDUCATION AND TRAINING</u></p> <p>Formalized training that prepares a participant for current or emerging occupations. Training must lead to a certificate, license or degree.</p> <p>ACF does not include hours in the WPR beyond 12 calendar months for any TA recipient.</p> <p>The training provider must be approved by DESE as an eligible provider. In rare cases this can be waived.</p> <p>Justification of the need for training must be documented on the IEP.</p>	<p>➤ VOC</p> <p>Vocational Education and Training</p>	<p>➤ For calculation of weekly hours is a <u>CORE</u> activity.</p>	<p>➤ Assessment to determine if participant is able to participate in the educational/training activity chosen.</p> <p>➤ Vocational schools</p> <p>➤ Trade schools</p> <p>➤ Community college required for specific occupations.</p> <p>➤ Proprietary schools</p> <p>➤ Remedial/basic education provided as a component of a vocational certificate, license or degree.</p> <p>➤ Limited English Proficiency (LEP) as a requirement for a vocational certificate, license or degree.</p> <p>➤ Distance/Virtual Learning</p> <p>➤ Baccalaureate degrees</p> <p>➤ Advanced degrees</p> <p>➤ Industrial skills certifications</p> <p>➤ One hour of unsupervised study time for each hour of class time, except remedial, basic education and Limited English proficiency classes.</p> <p>➤ Also, supervised study time for all programs.</p>	<p>➤ For assessment, an hour of attendance is equal to an hour of being assessed. Attendance hours for the assessment process will not include activities that require self-attestation.</p> <p>➤ A countable hour for the vocational education and training activity is equal to one hour of “seat time” attending a class, lab, or organized tutoring session etc.</p> <p>➤ For distance learning, a countable hour is determined by the hours allowed for individuals in a classroom setting.</p> <p>➤ One hour of unsupervised study/homework time for each hour of class time will be allowed except for assessments, LEP, and remedial/basic education.</p>	<p>MWA case manager – verbal verification requires a form filled out by the MWA case manager</p> <p>➤ The individual providing the assessment is required to provide signed written or verbal verification indicating type of assessment, date(s), time(s), and hour(s) spent. Verbal verification also requires the name and title of individual providing the assessment.</p> <p>➤ Attendance by the participant can be documented by signed time sheets, or attendance records provided by the instructor or an individual in a school’s official administrative setting.</p> <p>➤ Verification will be provided every 2 weeks.</p> <p>➤ Participant must have satisfactory progress, this is defined as 2.0 or above on a 4.0 scale.</p> <p>➤ The case manager can verify attendance with the participant by phone, in person, or electronically. (If a case manager verifies actual hours of attendance based</p>

					<p>on regular communication, and the participant fails to demonstrate satisfactory progress at the end of an instructional period such as a quarter or semester, the standard of verification will revert to signed documentation from the educational institution.)</p> <ul style="list-style-type: none"> ➤ For distance learning, attendance is verified through log in/out attendance records available on-line or in electronic format, or by the case manager. ➤ Total homework/study time counted for participation cannot exceed the hours required or advised by a particular educational institution. ➤ Activity allows for Holidays and Excused Absences as described by current Work Verification Plan (WVP).
Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>8. <u>WORK EXPERIENCE</u></p> <p>Consists of Alternative Work Experience Program (AWEP) and Community Work Experience Program (CWEP) is unpaid, volunteer work designed to improve the employability</p>	<ul style="list-style-type: none"> ➤ CWP <p>AWEP/CWEP</p>	<ul style="list-style-type: none"> ➤ For calculation of weekly hours this is considered a <u>CORE</u> activity 	<ul style="list-style-type: none"> ➤ Assessments to determine if TA participant is able to pursue/obtain specific employment opportunity ➤ Volunteer employment in the private sector – 	<ul style="list-style-type: none"> ➤ An hour of attendance is equal to an hour of assessment (assessment will not include self-attestation) ➤ AWEP/CWEP an hour of attendance is 	<ul style="list-style-type: none"> ➤ For assessments to determine if TA participant is able to pursue/obtain specific employment opportunities the individual providing the assessment will provide signed written verification or verbal

<p>of the TA recipient not otherwise able to obtain sufficient or suitable employment.</p> <p>Including work associated with the refurbishing of publicly assisted housing.</p> <p>Subject to FLSA</p>			<p>Alternative Work Experience (AWEP)</p> <ul style="list-style-type: none"> ➤ Volunteer employment in the public sector - Community Work Experience (CWEP) <p>AWP/CWEP participants:</p> <ul style="list-style-type: none"> • Cannot fill existing unfilled vacancies; • Cannot receive a salary or any work or training expenses; • Only placed in the position if they cannot be placed in paid jobs. • Are not considered federal employees if they perform work for a federal office or agency • Never displace current employees 	<p>equal to a countable hour</p>	<p>verification. Verbal verification will require a form filled out by the MWA case manager with pertinent information.</p> <ul style="list-style-type: none"> ➤ AWP/CWEP hours are verified through attendance logs signed by the employer/worksite. ➤ Participant Agreement must be signed
<p>Allowable Activities & Descriptions</p>	<p>Component Activity</p>	<p>Core / Non-core</p>	<p>Examples</p>	<p>Countable Hours</p>	<p>Allowable Verification</p>
<p>9. <u>EDUCATION DIRECTLY RELATED TO EMPLOYMENT</u></p> <p>This activity is only considered when the participant is seeking employment where a general equivalency or high school diploma is</p>	<ul style="list-style-type: none"> ➤ HSE High School Equivalency ➤ REM Remedial Education 	<ul style="list-style-type: none"> ➤ For calculation of weekly hours this is considered a NON-CORE activity. 	<ul style="list-style-type: none"> ➤ Assessment to determine if the participant is able to participate in the educational/training activity chosen. ➤ Adult Education and Literacy (AEL), 	<ul style="list-style-type: none"> ➤ For assessment, an hour of attendance is equal to an hour of being assessed. Attendance hours for the assessment process will not 	<ul style="list-style-type: none"> ➤ The individual providing the assessment is required to provide signed written verification or verbal verification indicating type of assessment, date(s), time(s), and hour(s) spent.

<p>required, or continued employment is conditional on receiving the diploma/certificate, and when necessary, LEP is a component of the course study.</p> <p>Participants with overseas diplomas will be evaluated on a case by case basis to determine if they qualify.</p>			<ul style="list-style-type: none"> ➤ Limited English Proficiency (LEP), ➤ High School Equivalency classes and testing ➤ Literacy skills classes ➤ Supervised homework and study activities related to AEL. 	<p>include activities that require self-attestation.</p> <ul style="list-style-type: none"> ➤ For AEL, LEP, High School Equivalency classes and testing, and literacy skills classes, a countable hour for the AEL, LEP, and etc. activity is equal to one hour of “seat time” attending a class or organized tutoring session. (Unsupervised, informal study time is not a countable component of this activity.) 	<ul style="list-style-type: none"> ➤ Actual hours are verified by attendance sheets or statements signed by an instructor or other supervisory personnel. ➤ Verification will be provided every 2 weeks documenting actual attendance in each class. ➤ Activity allows for Holidays and Excused Absences as described by current Work Verification Plan (WVP). ➤ Per final regulations, there is no criteria to meet for good and satisfactory progress.
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Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p>10. <u>JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT</u></p> <p>Any training or education for specific job skills required by an employer to obtain the job or to advance or adapt to the changing demands of the workplace</p>	<ul style="list-style-type: none"> ➤ JST Job Skills Training ➤ AEL Adult Education & Literacy ➤ ESL Limited English Proficiency 	<ul style="list-style-type: none"> ➤ For calculation of weekly hours is a <u>NON-CORE</u> activity. 	<ul style="list-style-type: none"> ➤ Assessment to determine if the participant is able to participate in the educational/training activity ➤ Customized or general training directly related to a specific job or to prepare participant for employment in a particular occupational field ➤ LEP or literacy instruction related to a specific job or occupational field ➤ Post-secondary college programs leading to a baccalaureate or 	<ul style="list-style-type: none"> ➤ For assessment, an hour of attendance is equal to an hour of being assessed. Attendance hours for the assessment process will not include activities that require self-attestation. ➤ A countable hour for job skills training is equal to one hour of “seat time” attending a class, lab, or organized 	<ul style="list-style-type: none"> ➤ The individual providing the assessment is required to provide signed written verification or verbal verification indicating type of assessment, date(s), time(s), and hour(s) spent. ➤ In-person learning, related to job skills training to direct employment, instructor can provide a written statement or verbal statement to the case manager stating the hours the participant was in class/training.

			<p>advance degree related to a specific job or occupational field</p> <ul style="list-style-type: none"> ➤ Distance/Virtual learning ➤ Any other educational setting wherein the participant is gaining knowledge or skills related to a specific occupation, regardless whether or not the participant has gained a high school diploma or equivalency. ➤ One hour of unsupervised study time for each hour of class time for all programs. ➤ Plus, supervised study for all programs 	<p>tutoring session etc.</p> <ul style="list-style-type: none"> ➤ For distance learning, a countable hour is determined by the hours allowed for individuals in a classroom setting. ➤ One hour of unsupervised study/homework time for each hour of job skills training will be allowed except for assessments, LEP, and remedial/basic education. 	<ul style="list-style-type: none"> ➤ Distance/Virtual learning, related to job skills training to direct employment, school/instructor can provide a written statement or verbal statement to the case manager stating the hours of “normal” class time required or a schedule of the hours of class time per day normally required for the class. ➤ Total homework/study time counted for participation cannot exceed the hours required or advised by a particular educational institution. ➤ Activity allows for Holidays and Excused Absences as described by current Work Verification Plan (WVP). ➤ Participants will provide a training or class schedule to their case manager at the start of each term of the course of study or a statement from the instructor or other supervisory personnel. ➤ The case manager can verify attendance with the participant by phone, in person, or electronically. (If a case manager verifies actual hours of attendance based on regular communication, and the participant fails to demonstrate satisfactory progress at the end of an instructional period
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					<p>such as a quarter or semester, the standard of verification will revert to signed documentation from the educational institution.)</p> <ul style="list-style-type: none"> ➤ Daily supervision is verified by attendance sheets or other written or electronic methods of “check-in”. This is performed by the instructor or other supervisory staff who are present daily at the training/classes. ➤ Verification will be provided every two weeks.
Allowable Activities & Descriptions	Component Activity	Core / Non-core	Examples	Countable Hours	Allowable Verification
<p><u>11. SATISFACTORY ATTENDANCE AT A SECONDARY SCHOOL OR IN A COURSE STUDY LEADING TO A CERTIFICATE OF GENERAL EQUIVALENCE</u></p> <p>Satisfactory attendance at a secondary school provided the participant has not already completed secondary school.</p>	<ul style="list-style-type: none"> ➤ HIS High School ➤ JHI Junior High 	<ul style="list-style-type: none"> ➤ Considered a NON-CORE activity. <p>This can be a “CORE ” activity for teen parents up to the month the teen parent turns 19 years of age, who is a custodial parent of a minor child</p>	<ul style="list-style-type: none"> ➤ School for teen parents up to the month they turn 19 ➤ High school equivalency classes and testing ➤ Limited English Proficiency (LEP) classes ➤ Homeschooling <p>Any parent or guardian may educate a child at home. (See complete home school definition in the current WVP.)</p> <ul style="list-style-type: none"> ➤ Can be a combination of public, private, parish or home school 	<ul style="list-style-type: none"> ➤ For High School Equivalency classes and testing, and literacy skills classes, a countable hour for the AEL, LEP, and etc. activity is equal to one hour of “seat time” attending a class or organized tutoring session. (Unsupervised, informal study time is not a countable component of this activity.) 	<ul style="list-style-type: none"> ➤ Actual hours are verified by attendance sheets or other written or electronic methods of “check in” is performed by the instructor or other supervisory staff who are present daily at the classes. ➤ Verification will be provided every 2 weeks documenting attendance in each class. ➤ Activity allows for Holidays and Excused Absences as described by current Work Verification Plan (WVP). ➤ Per final regulations, there is no criteria to meet for good and satisfactory progress. ➤ A student who attends a full course of instruction of the secondary school can

					be “deemed” to be engaged in work.
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These are not counted	AST	Assessment – not related to a specific activity
	CON	Conciliation
	REF	Refugee/Resettlement Activity
	TWV	Temporary Waiver

Federal Week/Month

Work participation hours are counted and recorded based on a Federal Work Week which is calculated Saturday through Friday. Therefore, some months have four weeks and others have five weeks depending on whether the month has four or five Fridays. This is considered a Federal month. The MWA System displays Federal Calendars under the resource tab. The calendar shows which month a particular week falls into when the activity is reported to Health and Human Services (HHS).

Some activities hours are limited by ACF. Job Search and Job Readiness hours are limited to no more than 120 hours or 180 hours for four consecutive weeks during a fiscal year. States that meet the definition of a “needy state” for the Contingency Fund are limited to no more than 240 hours or 360 hours for four consecutive weeks during a fiscal year. Missouri is a “needy state.”

Vocational Education and Training is limited to 12 months.

Teen Parents

A teen parent is an individual receiving Temporary Assistance (TA) who is under age 18 (including the month the individual turns 18) and is the custodial caretaker of a child.

For MWA purposes, a teen parent is defined as up to the month he or she turns 19 and is the custodial caretaker of a minor child. There is no minimum age limit for teen. Teen parents will be referred to MWA whether or not they are attending school, and will receive case management services through MWA. Teen parents who are not the head of household are not referred to MWA.

All teen parents without a high school diploma or the equivalent are required to participate in education as their required work activity. Enroll the teen parent in a regular high school program activity. In cases where enrollment in a regular high school is not possible because of the participant's age or inability to function effectively in a high school environment, enroll the participant in a high school equivalency or GED program.

If it is determined that the teen is unwilling or is unable to attend any educational activity, and is age 16 or older, place the teen parent in other activities such as unsubsidized or subsidized employment. It remains the primary goal to encourage the teen parent to complete high school.

When a teen parent is enrolled in an educational activity, send the "Teen Parent in Educational Activity" alert to inform FSD that the participant is attending school. It is extremely important that this alert is sent immediately upon verification of the attendance at an educational activity. Opening the activity of *High School* will generate this alert. FSD changes the Work Activity code in FAMIS and the teen's months of receipt of TA do not count toward their 45-month lifetime limit while they are attending high school or another educational activity.

Consider attendance at high school as meeting the teen parent's hourly participation rate, even if the actual attendance hours do not equal the required hours. However, if the teen is enrolled in HiSET classes or other educational activities, the teen must participate for his/her actual required hours.

Planning to return to school in the fall does not meet the work requirement during the summer months. If not enrolled in summer school, teen parents need to participate in another activity. MWA case managers need to assist teen parents in finding a countable work activity during the summer months for those teen parents not enrolled in summer school.

Holidays

Program activities allow certain holidays to count toward participation for the hours participants normally would have attended for that day (up to eight (8) hours) if the employer/school observes the holiday.

Holidays include:

- January 1 – New Year's Day
- Third Monday in January – Martin Luther King's Jr's Birthday
- Third Monday in February - Washington's Birthday
- Last Monday in May – Memorial Day
- June 19 - Juneteenth
- July 4 – Independence Day
- First Monday in September – Labor Day
- Second Monday in October – Columbus Day
- November 11 – Veterans Day
- Fourth Thursday in November – Thanksgiving Day
- December 25 – Christmas Day

If the employer/school observes holidays that are not on this list, those holidays not on the list do not count towards participation and the participant needs to achieve the required hours in some other manner.

Excused Absences

Participants are allowed eighty (80) hours of excused absences in a twelve (12)-month period, with no more than sixteen (16) hours in any given month. Excused absences are allowed for any reason.

Fair Labor Standards Act (FLSA) Deeming

Alternative Work Experience/Community Work Experience (AWEP/CWEP) program positions are subject to FLSA and the employer is required to verify they are subject to FLSA by indicating this (in a check box) on the AWEP/CWEP agreement. If the employer states they are not subject to FLSA, the TA participant will not be placed at that worksite.

Missouri has received approval to operate a simplified Food Stamp program, and combines the TA grant and the Food Stamp allotment less child support retained by the state to arrive at the maximum weekly hours for each work experience and Community Service Program participant. TA participants who participate the monthly calculated hours are deemed to meet their core participation requirement, even if the calculated hours do not equal the requirement. The MWA system calculates this number for you and it may be found on the TA Participation screen.

The formula that determines how many hours an individual is allowed to participate in AWEP or CWEP is the sum of the individual's total TA and Food Stamp benefits minus child support payments retained by the state, divided by the state minimum wage and those hours are then divided by the number of federal weeks in that month to obtain the allowable weekly hours for that month.

Good Cause for Non-Participation

TA participants may have good cause for not participating in employment and training activities, and/or not responding to the call-in letter. If the participant responds at any point prior to or on the date of the sanction appointment, s/he must be evaluated to determine if the criteria for an exemption, temporary exclusion, or another good cause reason(s) is met. See below:

Exemptions

An exemption is a period of time that a TA participant is not required to participate in the MWA program due to meeting one (1) of the reasons discussed below. If a participant meets an exemption during the TA application/approval process, they are not referred to MWA for services. FSD will maintain responsibility for monitoring the exemption status.

If the participant is referred to MWA and is then later found to meet an exemption, the provider obtains verification of the exemption, maintains adequate records related to the exemption, and reports the information to FSD the same day by sending the appropriate alert in the MWA system and sending an email containing the verification to FSD.E&TInquiry@dss.mo.gov. If the alert is not acted on within ten (10) calendar days a follow-up email must be sent.

Exemption categories:

- Custodial Caretaker of a Child under twelve (12) Weeks of Age (01) – A caretaker of a child under the age of twelve (12) weeks is exempt from participating in MWA;

however, they are still referred to MWA as volunteers due to the short nature of the exemption and the months count towards the lifetime limit. Two-parent households can opt to share the twelve (12) week time period but may not take the exemption simultaneously.

- Needed in the Home to Care for a Disabled Individual (05) – If there are no alternative means of care available to care for a disabled household member a parent or caretaker may be granted an exemption. This exemption is only good until resources are located that will not jeopardize the safety and well-being of the disabled individual household member and the person must not be granted the exemption until all other options for care have been explored. If this exemption is needed, a written statement of documentation of the need is required from a medical professional and it must specify the caretaker responsibilities that make participating in MWA unacceptable for the caregiver and outline the expected timeframe for this level of care need.
- Mentally and/or Physically Disabled (06) - Anyone who has made a first application for SSDI/SSI or other employer sponsored disability insurance or is a participant of SSDI/SSI.
Note: second applications or appeals DO NOT meet the exemption requirement for this category. Any temporary disability does not meet the requirement. A doctor's note does not meet this category requirement.
- Caretaker Payees age Sixty (60) or older (07) – Any caretaker payee aged sixty (60) or older is exempt from participating.

Temporary Waivers

A temporary waiver is granted to a participant that is not able or may only be partially able to comply with the MWA work requirement. The provider must make contacts with all participants granted a waiver or exclusion, to review the situation and re-evaluate the waiver status or extend the waiver. Participants are placed in assessment if documentation is required for the current condition. Individuals granted waivers are still subject to the forty-five (45) month lifetime limit.

- At risk pregnancy
- Temporarily waived pregnant participant gives birth
- Temporarily disabled
- Victims of Domestic Violence
- Active with Children's Division
- Lack of Child Care or Transportation
 - Before placing a participant in a waiver for lack of child care or transportation, the circumstances must be reviewed. If the waiver is approved, record the approval as a case note in the MWA System, place the participant in the waiver for a maximum of 30 days. The provider must review the waiver at a minimum every two (2) weeks. Continue to assist the participant to locate childcare or obtain transportation while they are in the temporary waiver status. At the end of 30 days, re-evaluate the situation with the participant, review the available options. These waived

participants remain subject to the 45-month lifetime limit of TA; therefore, it is important to resolve this barrier as soon as possible.

Note: When a participant asks for temporary waiver status place her/him in assessment while attempting to obtain documentation of the condition.

When the documentation is received place the participant in the appropriate temporary waiver with a scheduled end date up to 6 months in the future, or as indicated in the documentation.

The temporary waivers are:

- Active with Children's Division (CD) (03) – If the participant states they have an active case with DSS CD and this will impact their participation in work/educational activities, the provider must email their assigned FSD Program Specialist and report this. FSD will contact CD and confirm if the participant has an active case and if the participant's involvement in the case prevents the individual(s) from MWA participation.
- Temporary Disability (04) - The participant must provide documentation from a physician, psychiatrist, or psychologist verifying the medical condition. The verification must state that the individual is unable to participate in any work/educational activity and the expected duration of the condition. (The temporary disability must be expected to persist at least thirty (30) days but less than six (6) months. This includes pregnancy if it is medically determined that the baby and or the mother is at risk.) This waiver can be claimed at any time by the applicant/participant. **Note:** If documentation from the medical professional suggests the participant will be considered disabled beyond twelve (12) months, the participant may need to be offered FSD forms referred to as a MRT (Medical Review Team) packet to complete. The provider should assist participants with forms if needed. The participant must also be referred to Social Security to apply for disability benefits.
- Domestic Violence (DV) (05) – Domestic violence is any behavior the purpose of which is to gain power and control over a spouse, partner, or intimate family member. At times there will be participants that are victims of domestic violence. These individuals may need to be allowed appropriate time for the family to overcome its immediate crisis. If the participant indicates they need a DV waiver, only ask for details in regards to employability, how they prefer to be contacted, and schedule a follow-up appointment.
- Lack of Childcare (08) or Lack of Transportation (09) – Having a barrier to childcare or transportation can impact the participant's ability to participate in the program. The participant can request a temporary waiver due to a lack of childcare or a lack of transportation or the provider can explain this option.

Volunteers

TA participants who meet certain Exemptions or Temporary Waivers may choose to volunteer but later fail to comply.

- Volunteers are sent a ‘Voluntary Call-in Letter #1.
- Volunteers should not be placed in Conciliation. If the volunteer is not participating, send the ‘Voluntary Pre/Post Conciliation’ letter.
- A Volunteer **cannot** be sanctioned. If s/he chooses not to participate, the ‘Volunteer Not Participating’ alert should be sent to FSD for those meeting an Exemption.
- FSD enters the appropriate Exemption code in FAMIS, which closes the case in the MWA system.
- For MWA Participants in a Temporary Waiver, no alert is sent to FSD and the waiver is allowed for the verified time.

TA participants with a child under 12 weeks are automatically referred to MWA as Volunteers in addition to other types of Volunteers mentioned above and cannot be placed into conciliation or sanctioned.

- Volunteers are sent a ‘Voluntary Call-in Letter #1.
- These volunteers should not be placed in Conciliation until their status changes to Mandatory.
- Continue frequent contact to offer resources and build relationship with the participant during this time.

Work-Eligible Individual (WEI)

Participation rates are determined by the number of work eligible single parent families that meet their participation requirements. Participation is calculated on a cumulative annual basis based on the Federal fiscal year (October 1 through September 30).

Missouri defines a work-eligible individual as:

- Adult receiving assistance,
- Minor child head of the household receiving assistance, or
- Non-participant parent living with a child receiving such assistance; unless the parent is one of the following:
 - A minor parent who is not a head-of-household,
 - Alien who is ineligible due to immigration status,
 - A participant of Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) benefits on a case-by-case basis.

These individuals are identified and maintained in Missouri’s interactive eligibility determination system, known as FAMIS. Individuals who apply for or receive assistance under TANF or a

separate state program are identified in the system by a code. This code is used in conjunction with relationship identifiers, age information, and citizenship status codes to identify the work-eligible individuals listed above.

Individuals are considered work-eligible unless they are:

- Needed in the home to care for a disabled family member, who is living in the home as verified by medical documentation to support the need for the parent to remain in the home to care for the disabled family member,
- A minor parent who is not a head-of-household,
- Alien who is ineligible due to immigration status, or
- A participant of Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) benefits on a case-by-case basis.

Case Notes

Case notes are a vital part of the participant's record and include activities assigned to the participant and the challenges and successes the participant may have. Detailed case notes tell the participant's story during participation in the program.

Case Notes must be recorded in the MWA system and must provide accurate and adequate recording of events and circumstances affecting the TA participant's ability to engage in employment and training activities. Case notes must be recorded after each interaction with the applicant/participant. Case notes must be entered real time while assisting the participant; however, there may be times when this is not possible due to availability of the system. In those cases, the case notes must be entered no later than twenty-four (24) hours from the last interaction with the participant.

Case note information:

- Case notes are part of the permanent record, therefore, not optional.
- FSD staff providing services will also read the case notes.
- The participant or guardian of the participant has the right to receive copies of the case notes and any other documentation in their record.
- A case note must be entered at every interaction (face-to-face meetings, virtual meetings, texts, social media, emails and phone calls) with the participant. Case notes must include:
 - The reason for the interaction
 - Documents completed and the reason
 - Participant concerns regarding participating in the program
 - Barriers to participation, employment or training
 - A case note must also be entered when an unsuccessful attempt to contact is made.
- In the case of a hearing related to a MWA failure to cooperate sanction, case notes from the record will be submitted as evidence.

Supportive Services

Supportive services are reimbursements or purchases made for or to the participant to help remove barriers to self-sufficiency. The provider must document in the participants file how these supports are tracked and released.

Transportation Reimbursement Expense (TRE)

TRE (e.g. purchase of gas, bus pass/tokens) allows participation in employment and training activities. Reimbursement is the responsibility of the provider.

MWA participants engaged in an allowable employment or training activities may receive mileage reimbursement, gas cards or transportation passes to pay for necessary transportation expenses. Providers must use a web-based mapping service such as Google Maps, MapQuest or a similar service to calculate miles when reimbursing for fuel or issuing a gas card.

TRE is reimbursed by the number of miles the participant has traveled multiplied by a reasonable rate that is consistent for all participants, but must not exceed \$15 per day. Mileage reimbursement rates may never be lower than the state fleet rate and never exceed the IRS allowable amount. ([Mileage | Missouri Office of Administration \(mo.gov\)](#))

The provider may not adjust this requirement with local policies. Providers must issue the reimbursement payment no later than 20 calendar days of the participant providing all necessary documentation.

TRE payments:

- Are issued only when a transportation cost is incurred and a need has been determined.
- May be used to supplement other reimbursement. (If another organization pays transportation costs in an amount less than fifteen dollars (\$15) per day, reimburse the expense to bring the total amount to fifteen dollars (\$15))
- Are not an entitlement.
- Are issued only for verified dates a participant is attending work, school or training.
- Are authorized based upon availability of funding.

Authorizing TRE Payments: At a minimum, the TRE payment records must include the following and must be documented in case notes:

- Name, DCN, and Social Security number of the person receiving the TRE,
- Date of the payment,
- Period of time covered by the payment,
- Amount of the payment,

- Method of payment (i.e.: gas card, bus pass, EBT card, etc.)

Note: Riding a bike or walking is not allowable for TRE payments. Bike repairs and the purchase of walking shoes may be allowable with WRE funds.

Work Related Expense (WRE)

WRE (e.g. purchase of work shoes, car repairs, tools, etc.) allow participation in employment and training activities. Providers make the payments directly to the vendor.

WRE information:

- On a 12 month rolling calendar.
- Allowable only when a need is determined.
- Not an entitlement.
- Authorized based upon availability of funding.
- May be authorized for up to seven hundred fifty dollars (\$750) in a rolling calendar year.
- Supervisory/management approval is required for authorizations up to one thousand five hundred dollars (\$1,500)/ rolling calendar year.
- FSD management approval is required for requests exceeding one thousand five hundred dollars (\$1,500)/rolling calendar year.

WORK RELATED EXPENSES CHART	
<ul style="list-style-type: none"> • It is important that a participant contribute to the expense(s). • Discussions are held on how the expense will be paid on an on-going basis. • At all times providers must consider other local resources and networks to allow for braiding of funds or other resources that may assist in providing assistance. 	
Allowable Work Related Expenses	
Item(s)	Conditions/Explanations
Application Fee for HiSET (High School Equivalency Test)	<ul style="list-style-type: none"> • If participant agrees or is fully participating in employment and training activities, this can be paid.
Automobile repair(s)	<ul style="list-style-type: none"> • Used for the primary vehicle owned by the participant. The MWA service provider must request proof of ownership (i.e.: a title), proof of insurance, and a valid driver’s license. • On a case-by-case basis, it can be used for a vehicle the participant will ride in or drive to fully participate in employment and training activities: <ul style="list-style-type: none"> ○ This must be carefully investigated as to why the participant cannot obtain his/her own vehicle (i.e.: doesn’t have driver’s license, etc.) or

	<p>other transportation.</p> <ul style="list-style-type: none"> ○ Verify this will be a long-term solution or lead to a long-term solution. ○ The owner of the vehicle must provide proof of ownership, proof of insurance, and a valid driver’s license if the owner is transporting the TA participant. ○ Owner of the vehicle must sign a statement that they will give this person rides as needed to participate in employment and training activities or allow the participant to drive the car for a certain period of time. <ul style="list-style-type: none"> ● Two (2)-parent households: If both parents are fully participating or agree to fully participate, the WRE can be combined to make repairs. ● For repairs over five hundred dollars (\$500), or if the MWA case manager questions the cost, the participant must submit three (3) estimates for the cost of the repairs. It is left to the discretion of the MWA Provider if the estimates must come from certain vendors that may be more reasonable in cost. ● WRE funds can be used to purchase automobile parts to be installed by someone other than an auto repair shop; however, the case manager must verify the individual who will install the parts is qualified to do the type of work required. ● The mechanic or other authorized person must verify, to the best of his/her knowledge, this repair(s) will make the vehicle operable and is not just a short-term fix. ● Diagnostic testing is allowable if the mechanic is unsure of the problem and there is no way to determine the cost unless this is completed.
Bicycle or Bicycle Parts	<ul style="list-style-type: none"> ● Allowable if used for transportation for employment and training activities.
Car Insurance	<ul style="list-style-type: none"> ● Allowable ● Only pay one month at a time to verify eligibility and full participation is met.
Childcare Registration Fees	<ul style="list-style-type: none"> ● Provider does not have to be licensed or registered to request this fee but it is preferable; however, the childcare provider does need to have a written policy requiring this fee for all families.
College Application and Entry Test Fees	<ul style="list-style-type: none"> ● Allowable
Computers/Laptop	<ul style="list-style-type: none"> ● Approval needed by DSS MWA Manager
Criminal Background Check	<ul style="list-style-type: none"> ● Must be required by the employer for all employees (not just MWA participants) in order to participate in a work activity.
Household Cleaning Supplies	<ul style="list-style-type: none"> ● Allowed to be purchased in a limited quantity when this is causing a barrier to employment and training. This cannot be paid on a regular/monthly basis.

Driver's License Fees	<ul style="list-style-type: none"> Per the Missouri Department of Revenue, the length of the license and the fee associated with it depends on driver's age: if the driver is under or over 20 years of age.
Legal Costs, Fines, Penalties, etc.	<ul style="list-style-type: none"> Allowable when these costs, fines or penalties would assist with the strengthening the probability of employment of the parent(s) and/or assist with family stability.
Licensing Fees (Including Safety Inspection and Transfer Fees)	<ul style="list-style-type: none"> Only allowed for a one-year period.
Medical and Dental Expenses	<ul style="list-style-type: none"> Participant must provide documentation that this will not be covered by MO HealthNet or private health care (i.e., statement showing not eligible for MO HealthNet; denial per dentist/doctor office; etc.). It must be a barrier to employment. Cannot be used for another participant unless it is a 2-parent household, even if they are married to this person.
Mortgage Payments	<ul style="list-style-type: none"> Can be paid in extenuating circumstances for short-term emergencies. Participant must provide documentation (i.e.: bill, loan, etc.) showing this is his/her responsibility.
Personal Hygiene Items	<ul style="list-style-type: none"> Purchase of a reasonable amount of items such as: <ul style="list-style-type: none"> Soap, Deodorant, Toothpaste and mouthwash, Hair care items (i.e.: shampoo, conditioner, hair spray, brush, etc.). Face cleaning scrubs, Razors, Makeup (foundation, eye shadow, lipstick, etc.), Hair color, or Manicure set. The most cost effective method must be used and WRE purchases must be based on need.
Phone	<ul style="list-style-type: none"> Purchase minutes for cell phones; or Payment of a monthly expense for a limited time.
Rent/Utilities	<ul style="list-style-type: none"> Can be paid in extenuating circumstances for short-term emergencies. Participant must provide a copy of the lease agreement with his/her name as the person responsible for payment. Participant needs to pay as much as they can. A rent deposit can be paid only <i>once</i> for a participant's household (must show on the TA case as the head of the household), regardless of the number of times the participant is on benefits.
SATOP Class	<ul style="list-style-type: none"> Can be paid when this is a condition for the participant to get his/her license

	back.
Start-Up Costs or Costs to Operate Own Business	<ul style="list-style-type: none"> Approval needed by DSS MWA Manager. The participant must have a business plan and clearly outline the purchases that need to occur, the long-term sustainability, and how this will lead to self-sufficiency.
Uniforms (Not Paid for By the Employer)	<ul style="list-style-type: none"> Includes any uniform required by the employer.
Union Dues to Allow a Participant to Obtain or Continue Employment	<ul style="list-style-type: none"> Allowable for different unions and to fees as required by the union.
Work and/or School Supplies	<ul style="list-style-type: none"> Work tools required by the employer. School supplies if required for the class. Computer software required for a specific class. Text books (including the HiSET booklet) if required for the class.
Work Clothes	<ul style="list-style-type: none"> WRE funds are only intended to purchase what is necessary for the employment or training activity. Necessary clothing must be purchased at the most reasonable price.
Non-Allowable Work Related Expense Examples	
Item(s)	Conditions/Explanations
Diapers	Participants must be encouraged to find other resources such as diaper banks.
Food/Drink	Participants should be encouraged to find other resources such as food pantries, or use their SNAP benefit.
Items Pawned by Participant	
Jewelry	
Medical expenses covered by Medicaid/Medicare or other health insurance	
Sales Tax for WRE purchases	Do not pay sales tax on the WRE purchase as the WRE item(s) is tax exempt. Instead, provide the appropriate tax-exempt documentation so sales tax is not charged.

Sleepwear	
Toys	
Weight Loss Products	

Conciliation/Sanction

Conciliation is a period of time when the non-compliant Temporary Assistance (TA) participant is given an additional opportunity to comply with the Missouri Work Assistance (MWA) program participation requirements.

Sanctioning is the process when the participant has not been compliant with the work requirements of the TA program and has not complied during the conciliation process. Once the conciliation period is exhausted and the participant meets no exemptions, exclusions or good cause reasons the provider will move the case into sanction.

The following MWA services must be provided prior to recommending a conciliation:

- Help in eliminating barriers to participation;
- Assistance in participating in employment and training activities as soon as possible;
- Aid in preparing for work; and
- A thorough explanation of the MWA compliance requirements

If the participant qualifies for an exemption or temporary exclusion they are not subject to the conciliation process. In addition to possible exemption or exclusion, the TA participant may not be required to participate due to good cause. Good cause reasons are things that are out of the participants control but are not an exemption or exclusion.

Some examples are:

- Required court appearance or incarceration
- Emergency family crisis that renders participation unreasonable
- Breakdown in transportation with no alternative
- Childcare is temporarily unavailable
- Lack of needed social services necessary to participate such as drug and alcohol programs, mental health programs, lack of shelter
- Employment results in a net loss of income

Conciliation Process

Conciliation begins after the participant fails to comply by either not responding to call-in letters or failing to participate as required in a work activity. If it is determined that the participant is not

in compliance then a conciliation/sanction record is opened. The reason for the opening is identified in the drop down menu and a conciliation appointment date is scheduled.

The conciliation period begins the following Monday after the scheduled appointment if it is missed and not properly rescheduled. The participant has six (6) weeks to comply with employment and training requirements and must verify they have completed one (1) week of required hours OR that they qualify for a temporary waiver, have a good cause or FSD finds the participant meets an exclusion to end the conciliation process.

Reminder: In conjunction with the case notes screen, providers utilize the comments box on the Conciliation/Sanction screen to document each step taken related to the participant's conciliation/sanction process.

Sanction Process

Like conciliation, the following MWA services must be provided prior to recommending sanction:

- Help in eliminating barriers to participation, through use of all available resources;
- Assistance in participating in employment and training activities as soon as possible;
- Aid in preparing for work or training; and
- A thorough explanation of the MWA compliance requirements for ending the conciliation/sanction process.

If after the six (6) weeks of the conciliation, if the participant still has not met the requirements to resolve the conciliation, the sanction alert is sent to reduce the TA grant by fifty percent; (50%). Which begins the sanction period for no more than ten (10) weeks.

- On the Conciliation/Sanction tab in the MWA system, the provider will check the box beside Recommend 50% Sanction in section 4. Providers must ensure the necessary due process for conciliating the case was done and the timeframes are met before entering this action into the MWA system.
- Once the box is checked, FSD is notified and the FAMIS system begins the process to reduce the participants grant by fifty percent (50%).
- The provider must continue to attempt re-engagement of the participant by continuing monthly contact attempts. During the entire process, providers must use the comments box on the Conciliation/Sanction screen to document each step taken related to the participant's conciliation/sanction process.
- During the ten (10) weeks, the participant is required to complete four (4) consecutive weeks of work participation for a minimum of thirty (30) hours each week in order to lift the sanction and return to their full TA grant. If during the fifty percent (50%) sanction period the participant completes the required four (4) consecutive weeks at thirty (30)/hours each week or enters a waiver or exemption the sanction is lifted. The provider must enter the Conciliation /Sanction Tab in MWA system and in section 4 mark the Lift Sanction box. This sends a notification to FSD that the participant has now complied and no longer needs to be sanctioned. FSD will then remove the benefit reduction and reinstate the full TA grant for the household.

- If the participant continues non-cooperation, no action is needed by the provider. The process will continue through the fifty percent (50%) to the Full Family Sanction (100% sanction/case closure). The TA case is closed for the entire household due to non-compliance with TA work requirement policies and having not met any exemption, exclusion or good cause reasons.

Sanctioned Applicants

TA applicants who case previously closed for a Full Family Sanction and remain mandatory are electronically referred to MWA Providers while in application status as a Sanctioned Applicant case. These individuals previously allowed their TA case to close due to their noncompliance with TA work requirements.

Sanctioned applicants must complete one (1) week at thirty (30) hours of activity to lift their sanction and be eligible for approval for TA unless they meet an exemption, exclusion or temporary waiver. Providers must engage participants immediately as a TA application must be completed within the TA application period (30 days). The participant which has been sanctioned must be matched with appropriate activities to ensure the participant is given the opportunity to immediately complete thirty (30) hours of work participation activities in a week.

Once the participant has satisfactorily verified their hours, the MWA provider will send the alert via the MWA Case Management System to FSD, that the participant has resolved the work requirement sanction. FSD will then review the case and if there are no other eligibility requirements pending FSD will approve the case.

Forty-five (45) month Lifetime Limit (LTL)

The TA program is time limited. The grant is not provided to a family that includes an adult who has received Temporary Assistance for more than forty-five (45) months. The forty-five (45) month limit for receiving TA is calculated as a cumulative total of forty-five (45) months, whether or not consecutive. Any month in which an adult receives assistance counts toward their forty-five (45) month time limit, this include months received by the participant in another state, unless approved for a non-LTL exemption or a hardship. The Temporary Assistance forty-five (45)-month lifetime limit does not impact eligibility for any other programs offered through the Family Support Division (FSD) such as MO HealthNet, Food Stamps, or Child Care.

Reasons to request a Hardship:

- Diagnosis of a substance abuse issue
- Diagnosis of a mental health issue
- Any of the reasons for a temporary waiver or exemption that are listed in the handbook
- Family crisis that keeps participant from being employed

All requests for a hardship (extensions to the forty-five (45) month lifetime limit) will be evaluated by FSD management for necessity and are subject to rejection based on the evidence provided for the request.

Transitional Employment Benefits (TEB)

Transitional Employment Benefit (TEB) is a fifty dollar (\$50) payment to families for up to six (6) months when the family loses eligibility for Temporary Assistance (TA) benefits due to:

- An increase in income of the parent(s)
- Removal of an earnings disregard or an allowable expense deduction
- A household composition changes which causes ineligibility due to income guidelines for Temporary Assistance

TEB helps support working families during their transition into employment and the loss of Temporary Assistance benefits. TEB benefits are not prorated and may be received for up to six (6) consecutive months. TEB households are subject to the same change reporting requirements as TA households. Changes in work hours must be verified. Active TEB participants can request Temporary Assistance again though a new application is required.

Families will not be eligible to receive TEB if they voluntarily close their Temporary Assistance case to prevent exhaustion of the forty-five (45) month lifetime limit. TEB does not count toward the forty-five (45) month lifetime limit for Temporary Assistance.

Hearings/Appeals

When a participant does not agree with a decision, they can request a hearing.

If a participant informs the MWA Provider they would like a hearing, the provider shall:

- Notify the participant to contact FSD to request a hearing by:
 - Entering a request for a hearing online at [Welcome to myDSS | mydss.mo.gov](https://www.mydss.mo.gov), or [FSD Upload Portal \(mo.gov\)](https://www.fsd.mo.gov), or
 - Contacting the FSD Customer Service Center at 855-373-4636, or
 - Visiting a local Resource Center. Resource Center locations can be found at [Contact Us \(mo.gov\)](https://www.fsd.mo.gov)

Once the request is received and processed, exhibits or documents will be requested by DSS from the provider. The provider must respond to the request promptly and provide documents within seven (7) working days and send documents by email to FSD.E&TInquiry@dss.mo.gov.

The provider will be notified of the date and time of the hearing. The provider must provide a case manager or a supervisor to participate in the hearing as an agency witness.

Reporting Requirements/Change in Circumstances

Participants can report changes in their circumstances to FSD, their provider or both. When a participant advises their assigned provider of any changes related to their address, income or employment, household members, and resources, this must be reported to FSD. The individual is advised at time of application that changes in circumstance must be reported within ten (10) days of the change.

Participants can report changes by calling FSD, by visiting a Resource Center, online ([FSD Benefits Landing - Benefits Portal \(mo.gov\)](#)) or by reporting to the MWA provider. The provider must immediately report changes to FSD. Comments must be added to the MWA Case Management System and necessary alerts sent.

Fraud Reporting

If the provider determines there are reasonable grounds to believe financial fraud or abuse or misconduct in the administration of the contract has occurred, the provider will immediately report to the Department of Social Services (DSS), Division of Legal Services (DLS) any financial fraud or abuse or misconduct in the administration of the contract by calling 877-770-8055 or by email at DLS.ReportFraud@dss.mo.gov. The provider must cooperate with all DLS investigations of suspected financial fraud or abuse or misconduct. (The provider may be prosecuted under applicable federal and/or state law for false claims, statements, or documents, or concealment or material fact.)

Oversight and Monitoring

DSS Monitoring

The provider is subject to monitoring and inspection by DSS or a DSS designee in order to assure compliance with the requirements of the contract. The provider will participate in and cooperate with any monthly case reviews, monitoring reviews, fiscal monitoring, all program evaluations, and improvement plans in accordance with federal reviews or any other performance initiative required of, or by, the DSS.

If the DSS has concerns with the provider's performance in the contract, the DSS may, at its sole discretion, issue a monitoring report or other concerns to the provider. This provision does not change the state's right to Cancellation of the Contract.

The DSS monitoring will:

- 1) Inform the provider of the reason for DSS's concern
- 2) Inform the provider of the reason for the DSS's desired resolution/corrective action to be taken by the provider

- 3) Require the provider to resolve the situation to the DSS's satisfaction
- 4) Require the provider to provide a written corrective action plan for preventing the situation/incident from recurring

The provider will submit the Corrective Action Plan (CAP) in the timeframe outlined in the monitoring report. The DSS will review the proposed corrective action plan and approve, deny, or require modifications to the CAP.

Provider Self-Monitoring

Providers will review cases monthly. The review can be observations, focused/targeted reviews, peer reviews or participant services/participant review.

- A minimum of two (2) cases per case manager, per month, must be reviewed. DSS will periodically review supervisor case reviews
- Program improvements taken for case file review must be documented, including, but not limited to: additional training for the case manager and a written plan to resolve the issue.
- If there are errors found, there must be additional training and steps to address the concerns, and additional records must be reviewed.

Invoicing and Payments

- Invoices will be submitted for reimbursement of actual allowable expenses in accordance with the MWA, SkillUP and Older Youth program requirements on the approved forms, as directed by the DSS.
- DSS may recover from the provider all funds for which adequate verification and full documentation of expenditures is not maintained.
- The provider may transfer funding between program budget categories, as identified on Budget/Price Analysis, without state agency prior approval, if transfers do not exceed 15%. If the transfer exceeds 15%, the provider must have prior approval from the state agency. The provider must retain all documentation necessary to support amounts billed for indirect costs.
 - Invoices will be submitted no less than once every month. The provider will e-mail invoices, expenditure reports, and supporting documentation to:
W&CI.INVOICES@dss.mo.gov.
- The provider must submit invoices on a DSS provided invoice.
- All invoices submitted will include backup documentation that clearly indicates the expense, date of the expense and how it relates to the MWA, SkillUP and Older Youth programs. Submission of backup documentation by the fifteenth (15th) of the following month for reconciliation of the weekly invoices for all funding sources unless otherwise approved by the DSS for cost incurred to provide the services required under this contract.
- Each invoice for the month of May will need to be submitted by a date as directed by DSS.
- Invoice templates are available on the OWCI portal: [MWA | Missouri Department of Social Services \(mo.gov\)](#)

Information Security

Providers will enter and maintain all required case management data in FSD's Missouri Work Assistance System, along with any other data system used in combination with the MWA system. The MWA system must be updated timely and accurately.

Participation must be entered weekly, but no later than the 20th day following the preceding month. If participation tracking is entered after the 20th day of the preceding month it must be entered at the time it is received. Rounding up of activity hours should only occur on a weekly basis and not daily.

All equipment that is connected to the state network must be in a secure area and must be utilized by only provider's personnel given security access. The provider must complete all security forms provided by FSD to request access to the agency's network and the MWA system. FSD has the right to revoke access to the network and MWA system at any time if it is determined the provider is not in compliance with the contract, access will be restored when the state is satisfied that the provider is in full compliance again.

DSS approved equipment may only be used to access the state network and MWA system. Users must create their own passwords, not disclosing their passwords to anyone under any circumstance, regardless of their position title. Passwords will need to be updated every 90 days, users cannot use the last 5 passwords used previously when they are prompted for a password update.

Confidentiality

Providers are required to adhere to DSS confidentiality requirements related to their reports, documents and any other materials, and all of the file information is the property of DSS and therefore accessible for complete DSS oversight. If at any time information related to abuse or neglect is suspected, they are bound to the DSS mandated reporting rules and must make the appropriate hotline report to DSS Children's Division.

MWA System Access/Closure Requests










Access requests received from the provider must include all the correct documentation per the contract, the DSS security agreement, contain all the correct information and what type of computer hardware the employee will be using.

Upon the termination of an individual by the provider, users must be identified and access ended to prevent unauthorized access or use of DSS systems and information. Providers must notify the DSS by completing and submitting the completed access request form via email to FSD.E&TInquiry@dss.mo.gov requesting that access be ended for the terminated employee as soon as possible and must return the VPN token (if applicable) to the DSS.

Appendix A: Resources & Quick Links

Resource	Link
Temporary Assistance/Case Management Policy	Temporary Assistance/Case Management Manual – DSS Manuals (mo.gov)
The inquiry email address is used for questions for MWA, MWA- SkillUP and Older Youth.	FSD.E&TInquiry@dss.mo.gov
The monitoring email address is used for contact with the OWCI Performance Monitoring Unit	FSD.E&TMonitoring@dss.mo.gov
The invoice email address is used for is used for invoicing questions and where expenditure & invoices are submitted for reimbursement.	W&CI.INVOICES@dss.mo.gov
The Training Unit email address is used for contact with the Training Unit for questions regarding training.	FSD.WIT.CIU.Training@dss.mo.gov

Appendix B: Forms

Description of Form	Form
MWA letters can be found in the MWA Case Management System. Call-in letters, Assessments, etc.	https://dssapp.state.mo.us/MissouriWorkAssistance/LettersAndForms.aspx
DSS Confidentiality & Information form, by signing the user agrees to adhere to DSS Confidentiality rules	 DSS Confidentiality & Information Secur
Access Form (29)	 MWA.029 Access Form.pdf
WRE Provider Supervisor Approval Form	 Supervisor WRE Request Form.docx
WRE DSS Manager Approval Form	 WRE DSS Approval.docx
Work Verification Plan (WVP)	 Work Verification Plan (WVP) effective
Refugee Communication Form and Instructions	 MWA-LRAtoMWAcmm.fo
Refugee Referral Form	 refugee.referral.for m..docx
MWA Liaison Form – used to notify DSS of whom the provider deems as their contact person(s)	 MWA Liaison Designee Form.docx
MWA Orientation Form. Provided when awarded the contract and when provider makes changes to their orientation plans	 MWA Orientation Plan.docx

Appendix C: Definitions & Acronyms

Name/Acronym	Definition
Administration for Children & Families (ACF)	The Administration for Children & Families (ACF) is a division of the Department of Health & Human Services. ACF promotes the economic and social well-being of families, children, individuals and communities.
Alternative Work Experience (AWEPE)/ Community Work Experience (CWEPE)	Unpaid, volunteer work designed to improve the employability of the Temporary Assistance (TA) participant not otherwise able to obtain sufficient or suitable employment.
Applicants	Individuals who have applied for Temporary Assistance (TA) benefits and the determination of eligibility has not yet been made.
Carryover Funds	The process by which unobligated funds remaining at the end of a budget period may be carried forward to the next budget period. MWA and SkillUp do not have carryover funds.
Community- Based Organization (CBO)	A public or private nonprofit organization that is engaged in meeting the needs of the community members.
Conciliation	A period of time when the non-compliant TA participant is given an additional opportunity to comply with the MWA program participation requirements.
Departmental Client Number (DCN)	Number used to identify an individual that has applied for or is receiving benefits from the Family Support Division.
Department of Social Services (DSS)	Serves as the agency that oversees the TANF Block grant.
Fair Labor Standards Act (FLSA)	Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
Family-centered	Services are provided with the consideration of the entire family.
Family Support Division (FSD)	Division within the Missouri Department of Social Services that Administers Temporary Assistance for Needy Families benefits (Title IV-A) which Administers the Missouri Work Assistance (MWA) program.
Family Assistance Maintenance Information System (FAMIS)	Missouri's eligibility determination system.
Federal Minimum Wage	Used for calculating self-employment and compensation in lieu of wages hours for Temporary Assistance (TA) participants https://www.dol.gov/general/topic/wages/minimum
Full family sanction	Closing of the TA case due to non-cooperation with work requirements.
HiSET	A trademarked name for the high school equivalency exam and credential recognized in Missouri. Also known as GED.
Labor Market Information	Composed of occupational growth, wage projections, regional job

(LMI)	statistics and other work related information.
Medical Review Team (MRT)	Reviews medical conditions when a Temporary Assistance (TA) participant states they cannot engage in employment and training activities due to a medical disability that has not been confirmed by the Social Security Administration (SSA).
Missouri Economic Research and Information Center (MERIC)	Research division for the Missouri Department of Higher Education and Workforce Development (DHEWD) which provides analyses and assistance on employment and other trends at: https://meric.mo.gov/
Missouri Resource Navigator	Lists essential services and opportunities at: https://mo.servicesnavigator.org
MWA Case Management System	A consolidated computer web-based system used by MWA providers to record and track customer employment and training services. Provides record-keeping for the work requirements and activities of the TA population. TA cases are referred electronically from FAMIS to the MWA case management system.
Office of Family Assistance (OFA)	The Office of Family Assistance (OFA) administers federal grant programs that foster family economic security and stability, including the Temporary Assistance for Needy Families (TANF) program.
Office of Workforce & Community Initiatives (OWCI)	Oversees DSS employment, training and community programs.
One Stop Delivery System	TANF programs are partners in the American Job Center (AJC) one-stop delivery system. Partners identify operational elements such as shared assessments, case management, systems, cross-training of program staff and family-friendly policies.
Participant(s)	Individual who has applied for, or is receiving, or has been denied TA benefits, or a sanctioned applicant, or an individual receiving TEB or an individual that has been sanctioned and is still receiving a TA benefit.
Re-engagement	The process MWA service providers use to attempt to move sanctioned TA participants into compliance with work activity requirements
Sector strategies/ partnerships	Multiple organizations collaborate to bring together the training options in an area with the skills needed for employers in that area.
SkillUP	The employment and training program that offers SNAP (Food Stamp) participants the opportunity to gain skills, training and work experience.
SNAP	Supplemental Nutrition Assistance Program (SNAP) also known as the Food Stamp program in Missouri.
Temporary Assistance (TA)	Name of Missouri's Temporary Assistance for Needy Families (TANF) program.
Temporary Wavier	A TA participant that was referred to the MWA program as employment and training ready or is participating and is no longer able to continue with employment and training activities.

Transitional Employment Benefit (TEB)	A \$50.00 payment to families for up to six (6) months when the family loses eligibility for TA benefits due to an increase in income, removal of an earnings disregard or an allowable expense deduction, or a household composition change which causes ineligibility due to income guidelines for TA.
Virtual communication	Allows communication when individuals are unable to meet in-person. Usage includes training, e-learning, meetings
Vocational Rehabilitation	Provides specialized services to individuals with disabilities to help them achieve employment and independence by providing individualized counseling, training, and other services to help individuals achieve gainful employment or independent living.
Volunteer	<ul style="list-style-type: none"> • A Temporary Assistance (TA) participant who meets an exemption, but chooses to participate in the Missouri Work Assistance (MWA) program., OR • A TA participant who is participating in an Alternative Work Experience (AWE) / Community Work Experience (CWE) or Community Service Program
Wagner-Peyser	Employment services in the One-Stop services delivery system.
Workforce Innovation and Opportunity Act (WIOA)	Designed to strengthen and improve the nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.
Work Opportunity Tax Credit (WOTC)	Tax credit for employers who hire individuals with barriers to employment including Temporary Assistance for Needy Families (TANF) and food stamp participants.

Appendix D: List and Map of MWA Regions

Missouri Work Assistance (MWA) Regions		
Region		Counties
1	Northwest	Andrew, Atchison, Buchanan, Caldwell, Clinton, Davies, DeKalb, Gentry, Grundy, Harrison, Holt, Linn, Livingston, Nodaway, Mercer, Putnam, Sullivan, Worth
2	Northeast	Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Scotland, Schuyler, Shelby, Warren
3	Kansas City & Vicinity	Cass, Clay, Jackson, Platte, Ray
4	West Central	Bates, Benton, Carroll, Cedar, Chariton, Henry, Hickory, Johnson, Lafayette, Pettis, Saline, St. Clair, Vernon
5	Central	Audrain; Boone, Callaway, Camden, Cole, Cooper, Crawford, Dent, Gasconade, Howard, Laclede, Maries, Miller, Moniteau, Morgan, Osage, Phelps, Pulaski, Washington
6	St. Louis County & Vicinity	Franklin, Jefferson, St. Charles, St. Louis County
6A	City of St. Louis	St. Louis City
7	Southwest	Barton, Barry, Dade, Jasper, Lawrence, McDonald, Newton
8	Ozark	Christian, Dallas, Greene, Polk, Stone, Taney, Webster
9	South Central	Butler, Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Ripley, Shannon, Texas, Wayne, Wright
10	Southeast	Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Francois, St. Genevieve, Stoddard

MISSOURI WORK ASSISTANCE (MWA) REGIONS

