

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

FILED

Nov 17 9 56 AM '95

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: DEPARTMENT OF HEALTH AND HUMAN RESOURCES TITLE NUMBER: 78 SERIES 7

CITE AUTHORITY: THE FAMILY SUPPORT ACT OF 1988 (P.L. 100-485) AND THE FOOD SECURITY ACT OF 1985 (P.L. 99-198)

RULE TYPE: PROCEDURAL X INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE CHAPTER 9-2, TITLE 78, SERIES 7
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES X, NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: INCORPORATION OF THE WORK AND TRAINING PROGRAM HANDBOOK MANUAL.

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE EFFECTIVE DATE OF THIS RULE IS NOV. 17, 1995

2.00

WEST VIRGINIA LEGISLATIVE RULE
BUREAU FOR CHILDREN AND FAMILIES

CHAPTER 9-2

SERIES 7

Title: Incorporation of the Work & Training Program Handbook Manual

Section 1. General

1.1 Scope - The Work and Training Program Handbook provides the policies and procedures for the administration of the Job Opportunities and Basic Skills Training (JOBS) Program and the Food Stamp Employment and Training Program.

The primary goal of the JOBS Program is to place public assistance recipients into employment to alleviate the need for public assistance benefits. Enrollees can be placed into educational, job readiness, job skills, job search, CWEP, OJT or post-secondary education activities.

Food Stamp Employment and Training is a program whereby certain Food Stamp recipients who are unemployed or underemployed are required to look for employment on their own while they are receiving benefits.

The manual outlines policies and procedures to work with recipients in these programs.

1.2 Authority and Redated Code Citations-Authority to administer the JOBS Program is granted by the Family Support Act of 1988 (P.L. 100-485). The Food Stamp Employment and Training Program is authorized by the Food Security Act of 1985 (P.L. 99-198). Regulations for Jobs is in 45 CFR, while the Food Stamp regulations are in 7 CFR.

1.3 Filing Date - November 12, 1995

1.4 Effective Date - November, 17, 1995

1.5 Repeal and Replace - This rule repeals and replaces the Bureau for Children and Families Chapter 9-2, Series 7, Incorporation of the Work and Training Program Handbook Manual effective August 1, 1988.

Section 2. Incorporation by Reference

The Work and Training Handbook is hereby incorporated by reference as a legislative rule. This document is available from the Secretary of State's Office or the West Virginia Bureau for Children and Families.

KEN HECHLER
Secretary of State

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Deputy Secretary of State

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FILED

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Chief of Staff

Nov 29 9 06 AM '95 JUDY COOPER
Director, Administrative Law

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

STATE OF WEST VIRGINIA
SECRETARY OF STATE
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(Plus all the volunteer
help we can get)

TO: Martha Hill

AGENCY: Human Services

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: November 9, 1995

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 7 TITLE: 78 Human Services

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Alice Ellen Buster

TITLE OF PERSON SIGNING: Human Resource Specialist Supervisor

DATE: November 20, 1995

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.