

TANF Policy 22 – Averaging Participation Hours

This policy allows for the averaging of participation hours over 4 week periods for the following activities: stand-alone job search, job readiness, employment, and a combination of employment and education.

- Providers can include appropriate excused and holiday hours when averaging.
- Averaging cannot be used during the first two (2) Weeks (Enrollment) for Pre-confirmation or Open Cash Referrals. Each week must meet the mandated hours of participation without averaging.
- Averaging cannot be used during the first four (4) Weeks for a Cure Sanction Referral. Each week must meet the mandated hours of participation without averaging.
- In DJL, enter the actual number of hours completed each week so it matches the documentation.
- Use “other” to deem up the hours to 30.

Client	Required Hours	Week 1	Week 2	Week 3	Week 4	Total Hours	Average Hours
Child under 6	20	22	18	21	19	80	20
Child 6 and over	30	25	36	24	41	126	31.5
Fatherhood	25	18	29	29	29	105	26.25