



**DATE:** March 13, 2014

**OPERATIONS MEMORANDUM #14-03-02 Employment & Training**

**SUBJECT:** Deeming Hours for Community Service

**TO:** Executive Directors

**FROM:** Tom Strickler  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) that a community service participant receiving Temporary Assistance for Needy Families (TANF) is no longer required to be part of a pure TANF/Supplemental Nutrition Assistance Program (SNAP) household to have their maximum community service hours, per the Fair Labor Standards Act (FLSA), deemed to their core hourly requirement.

**BACKGROUND**

The FLSA limits the number of hours of community service participation individuals may count toward their RESET work requirements. The CAO uses the FLSA calculation to determine the maximum number of hours an individual may participate in community service, as explained in CAH 135.213. Currently, TANF recipients participating in community service who are part of a pure TANF/SNAP household are deemed to have met their core hourly requirement if they participate for the maximum number of hours determined by the FLSA calculation. A pure TANF/SNAP household is one in which all members in the budget group receive both TANF and SNAP benefits. Deeming does not apply to SNAP-only participants.

**DISCUSSION**

The Department of Public Welfare has determined that a TANF recipient need not be part of a pure TANF/SNAP household in order to have their community service hours deemed.

Example #1: In a single-parent household, regardless of the age of the youngest child, the parent can deem their community service hours to equal 20 hours per week. Therefore, if the parent has a FLSA maximum of 14 hours of community service per week, and participates for all 14 hours in any given week, the participant is deemed to have met their core participation requirement and 20 hours is entered into eCIS.

Example #2: In a single parent household which has reached 1,830 days of TANF, the parent can deem their community service hours to equal 30 hours per week. Therefore, if the parent has a FLSA maximum of 21 hours of community service per week, and participates for all 21 hours in any given week, they are deemed to have met their core participation requirement and 30 hours is entered into eCIS.

Example #3: In a two-parent household which does not receive federally-funded child care, the two-parent family can deem their community service hours to equal 30 hours per week. Therefore, if that two-parent household has a FLSA maximum of 28 hours of community service per week, and participates for all 28 hours in a given week, they are deemed to have met their core participation requirement and 30 hours is entered into eCIS.

Example #4: When a two-parent family does receive federally-funded child care, and both parents participate, the hours can be deemed to 50 hours per week if one or both parents participate in community service for the total maximum number of community service hours for the household. Therefore, if that two-parent household has a FLSA maximum of 42 hours of community service per week, and participates for all 42 hours in a given week, they are deemed to have met their core participation requirement and 50 hours is entered into eCIS.

### **NEXT STEPS**

1. Share this memorandum with appropriate staff.
2. Retain this memorandum until the information is incorporated into CAH 135.
3. Questions can be directed to the Bureau of Policy, Division of Employment and Training, at (717) 787-1302.