



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #05-03-EMP

(This Policy Bulletin replaces PB #04-219-EMP)

CALCULATING WORK EXPERIENCE PROGRAM (WEP) HOURS

Date:	Subtopic(s):
January 11, 2005	Work Experience Program (WEP)
<input checked="" type="checkbox"/> This procedure can now be accessed on the FIAweb.	<p>The purpose of this policy bulletin is to advise staff that as a result of the New York State minimum wage being increased to \$6 per hour as of January 1, 2005, the required number of Work Experience Program (WEP) hours may decrease for many participants.</p> <p>WMS and NYCWAY have been programmed to calculate WEP hours based on the new minimum wage rate. Manual calculation of the WEP hours is only required when NYCWAY is not available.</p>
Manual Calculation	<p>To calculate the hours manually, follow the instructions below.</p> <ol style="list-style-type: none">1. Multiply the semimonthly public assistance (PA) grant by 2 to get the monthly PA grant.2. Add the monthly PA grant to the monthly Food Stamp (FS) Benefit.3. Multiply the result in step 2 by 12 to obtain the total yearly grant.4. Divide the total yearly grant by 26 (number of biweekly periods in a year) for the biweekly grant.5. Divide the biweekly grant by 6 (minimum wage) and round down to the nearest whole number. The result is the number of biweekly hours required in WEP participation. <p><u>Example:</u> Semimonthly PA grant = \$215; Monthly FS grant = \$127</p> <p>Step 1: $215 \times 2 = 430$ Step 2: 430 (monthly PA grant) + 127 (monthly FS grant) = 557 Step 3: $557 \times 12 = 6,684$ (total yearly grant) Step 4: $6,684 / 26 = 257.1$ Step 6: $257.1 / 6$ (minimum wage) = 42 biweekly WEP hours (rounded down to nearest whole number)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Alternate formula

Divide Monthly Grants
by Minimum Wage

1. Multiply the semimonthly PA grant by 2 to obtain the monthly PA grant.
2. Add the monthly PA grant and monthly FS grant then divide the total by 6 (minimum wage).
3. Divide the result in step 2 by 4.333 to get weekly WEP hours or 2.177 to get biweekly WEP hours.

Example:

Semimonthly PA grant = \$215; Monthly FS grant = \$127

Step 1: $215 \times 2 = 430$ (monthly PA grant)

Step 2: 430 (monthly PA grant) + 127 (monthly FS grant) = 557 (total monthly grant) / 6 (minimum wage) = 92.8

Step 3: $92.8 / 4.333 = 21$ (rounded down) weekly WEP hours

or

$92.8 / 2.177 = 42$ (rounded down) biweekly WEP hours

On the WEP Assignment Detail (**PIW094.125**) screen, enter **L** (Limited) in the **Basis for Hours** field to lock in the required WEP assignment hours. In the **Hours to Work** field, enter the required WEP assignment hours based on either of the above formulas.

Effective Immediately