

Department of Public Health
and Human Services

SECTION:
PROGRAM DESCRIPTION

WoRC GUIDELINES MANUAL

SUBJECT:
Community Service Program

Reference: 45 CFR 261.30-.36 & .70; ARM 37.78.103, .206, .216, .801, .806, and .807, TANF 701-3

CODING: COMMUNITY SERVICE PROGRAM (CSP)

A structured program in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. The service must serve a useful community purpose. Community service activities are allowable **primary** activities for all participants.

A recognized volunteer site is defined as “an agency or organization where anyone in the general public could volunteer his or her time”. Sites include programs in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care.

Community service programs must be designed to improve the employability of a participant **not otherwise able to obtain employment** and must be supervised on an ongoing basis no less frequently than daily. Community service must include structured activities that both provide a community service and also improve the employability of the participant.

► A CSP site is 1) a non-profit business or agency; 2) a structured program in which TANF recipients perform work for the direct benefit of the community under the auspices of public or non-profit organizations that serve a useful community purpose; 3) established and arranged by the participant; and, 4) established and arranged prior to the participant being approved for TANF.

A participant who is in a residential treatment program and also fulfills assigned supervised, documented work responsibilities for the benefit of all the residents, such as preparing meals, house cleaning, or scheduling group activities may count as CSP.

NOTE: As part of residential treatment for drug/alcohol or mental health coded under JBS (when the maximum time limits are exhausted), if the participant fulfills assigned supervised, documented work responsibilities for the benefit of all the residents, such as preparing meals, housecleaning, or scheduling group activities this activity may be coded CSP.

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NOT appropriate for community service is shoveling a neighbor's sidewalk or helping a friend with errands, serving as a foster parent or big brother/sister. If an activity meets the definition of another allowable activity it cannot be considered community service.

CSP EXAMPLES:

The Community Service site is most often a non-profit organization that provides services for the public good. The following list is a non-inclusive listing of potential Community Service sites.

- Head Start
- Church volunteer
- Public Library
- Area schools
- Girl or Boy Scout Leader/Boys and Girls Club
- Salvation Army/Goodwill
- YMCA/YWCA
- 4-H Leader
- Soup Kitchens/Food Pantries
- Historical Society
- Senior Citizen Center
- Nursing Homes
- Community Parks, Gardens, Museums, Hospitals
- Chamber of Commerce
- Habitat for Humanity
- Non-Profit organization (i.e., March of Dimes, American Cancer Society)
- Government agency

If the potential site is not on this list, please contact your monitor to discuss.

USING CSP & SETTING UP A SITE:

The participant is responsible to make the arrangements with the agency/organization to volunteer by using the **CSP Site Agreement** form (HCS 775) and timesheet. An activity may not be coded as CSP until a site agreement is in place. As part of the CSP assessment activity, the participant may be allotted time to arrange a CSP site.

► **A participant may move from CSP to a WEX at the same site. However, the total length of time at the same site cannot exceed 6 months.**

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VERIFICATION:

Participants must have their weekly **CSP timesheets** signed by a supervisor from the recognized volunteer/CSP organization. The timesheet must be submitted directly to WoRC by the CSP site.

The CSP Timesheet must be used to record the participant's attendance at the CSP site.

REMINDER:

Weekly contact is required for all participants involved in CSP activities.

For information regarding CSP Assessment please refer to section 3.01.