

## West Virginia's Job Jumpstart Program Guidelines

### Overview

Governor Jim Justice announced the Job Jumpstart Program (JJP) to assist West Virginians returning to the workforce.

The COVID-19 public health emergency and the necessary responses thereto caused many interruptions across West Virginia's economy. Service industries across the state were required to adjust operations, which resulted in unemployment across the State. As the economic recovery continues, many individuals have remained hesitant to return to the workforce, though job opportunities across the State are available and remain vacant.

Under the Governor's Job Jumpstart Program (JJP), West Virginia residents that are eligible under the criteria listed below may receive a one-time JJP payment of \$1,500 for re-entering the workforce. This JJP payment is not countable as income for SNAP or TANF, so will not affect eligibility for those programs. JJP payments will be available on a first come, first served basis beginning February 1, 2022, and ending August 12, 2022, or until funding is expended.

### Eligibility

Individuals are eligible for JJP if they:

- Are a West Virginia resident; and
- Have not previously received a Job Jumpstart Program payment; and
- One of the following:
  - Have received or have filed and were determined eligible for unemployment benefits in West Virginia on or after January 1, 2022; or
  - Receive SNAP benefits as of January 1, 2022; or
  - Receive TANF benefits as of January 1, 2022; or
  - Are underemployed (defined as working less than an average of 32 hours per week) between January 1, 2022, and August 12, 2022, and work an average of at least 32 hours per week for eight (8) consecutive weeks in covered employment with a West Virginia employer whose West Virginia Unemployment account is in good standing; or
  - Are unemployed or underemployed, as defined above, and enroll in and complete a WorkForce West Virginia approved training program or approved certification program and obtain a credential between January 1, 2022, and August 12, 2022.

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- If you are eligible, you must return to verifiable employment with a covered West Virginia employer who is in good standing with the State of West Virginia for eight (8) consecutive weeks, working an average of 32 hours or more per week between January 1, 2022, and August 12, 2022.

### **How to Apply**

- After completing eight (8) consecutive weeks of employment working an average 32 hours or more per week or receiving an approved training credential, you must complete the required application and submit required documentation (see Required Verification Documents) by electronically uploading the documents to your registered account with WorkForce West Virginia by midnight August 12, 2022.
- Job Jumpstart Program applications are available by accessing the on-line application via your registered account with WorkForce West Virginia.
- WorkForce West Virginia will review all submitted applications and required verification documents to determine eligibility.
- Individuals are required to register with WorkForce West Virginia and complete the pre-screening questionnaire at: Login ([workforcewv.org](http://workforcewv.org)).

### **Required Verification Documents**

- Proof of current West Virginia residency (e.g., a utility bill with applicant's name and address, West Virginia vehicle registration with applicant's name and address, etc.)
- Valid Federal or State Driver's license or I.D.
- Proof of employment: Proof must be generated by the employer and can be a copy or image of a paper or electronic paystub, W2, or payroll register. The proof provided must include the employer's name, the hours worked and the dates of the pay period. The proof must indicate eight (8) weeks of employment and working an average of 32 or more hours per week.
- If enrolled in an approved training program, the credential received must be uploaded to your account with WorkForce West Virginia.

### **Job Jumpstart Program Payment Process**

- After applications and verification documents are reviewed, the applicant will be sent a letter either approving or denying eligibility. The letter will indicate a time frame in which the payment will be issued.
- Job Jumpstart Program will be issued via check.
- WorkForce West Virginia will not withhold state, federal, or child support deductions from the Job Jumpstart Program payment.

**Frequently Asked Questions (FAQs)**

**Do I have to start work by a certain date?**

Yes, you must meet all eligibility criteria between January 1, 2022, and August 12, 2022.

**I received unemployment benefits on or after January 1, 2022, but I have returned to work. Am I eligible for the Job Jumpstart Program payment?**

Potentially, provided you meet the required employment guidelines outlined for eligibility.

**Am I able to receive Job Jumpstart Program payment and partial UI benefit for the same week?**

No, you cannot receive unemployment benefits during the eight (8) consecutive weeks of employment.

**What is covered employment with a West Virginia employer?**

Covered employment, for Unemployment purposes, is work that is covered by Unemployment Insurance benefits when a worker becomes unemployed due to no fault of their own.

**Are self-employed individuals or contractors eligible?**

Self-employed individuals are not eligible for Job Jumpstart Program payment unless he/she accepts employment with a covered West Virginia employer for eight (8) consecutive weeks averaging 32 hours or more per week.

**Can I have two or more part-time jobs to qualify for the Job Jumpstart Program payment?**

Yes, provided you meet the eligibility criteria of eight (8) consecutive weeks of employment, working an average of 32 hours per week or more.

**Can I change jobs and still receive the Job Jumpstart Program payment?**

Yes, provided you meet the eligibility criteria of eight (8) consecutive weeks of employment, working an average of 32 hours per week or more.

**When will I receive my Job Jumpstart Program payment?**

After reviewing your application and uploaded verification documents, WorkForce West Virginia will send you an approval or denial letter that will indicate a time frame in which you should receive payment.

**Is the Job Jumpstart Program payment considered taxable income?**

Yes, individuals who receive the Job Jumpstart Program payment will receive a 1099-G from WorkForce West Virginia in early 2023.

**Can I elect to deduct taxes from my Job Jumpstart Program payment?**

No. WorkForce West Virginia will not withhold any deductions. A 1099-G will be mailed to individuals who receive the Job Jumpstart Program Payment in early 2023.

**Will Child Support be withheld from my Job Jumpstart Program payment?**

No.

**Will the Job Jumpstart Program payment be considered income for the purpose of the SNAP, or TANF?**

The Job Jumpstart Program is not countable as income for SNAP or TANF.

**Is there a set amount of funding allocated for the Job Jumpstart Program or does every West Virginia resident who meets the eligibility criteria receive the payment?**

Up to \$20 million will be allocated to support Job Jumpstart Program payment to West Virginia residents who meet all eligibility criteria.

**Am I able to receive additional WorkForce West Virginia services?**

Yes, you may participate in any WorkForce West Virginia services to assist with job search, training, or public assistance.

**If I am enrolled in a WorkForce West Virginia approved training or certification program prior to January 1, 2022 and will complete with a credential/certificate by August 12, 2022, am I eligible for the Job Jumpstart Program payment?**

No. You must enroll in approved training or certification program on or after January 1, 2022.

**If I am enrolled in a WorkForce West Virginia approved training or a certification program on or after January 1, 2022, with a completion date after August 12, 2022, am I eligible for the Job Jumpstart Program payment?**

No. You must complete the training with a credential/certificate on or before August 12, 2022, and must be submitted with your completed application to receive the payment.

**Contact Information:**

**For questions and request for assistance with job search services or direct referrals for additional services, please contact WorkForce West Virginia: 1-800-252-JOBS (5627)**

**WorkForce West Virginia approved short-term training programs:**

You may be eligible to receive the Job Jumpstart Program payment if you enroll or are enrolled in a WorkForce WV approved training program on or after January 1, 2022. You must complete the program and obtain a credential before August 12, 2022. Below is a list of available approved training programs:

<b>WorkForce West Virginia Approved Training Program</b>	<b>Estimated Time Duration for Completion</b>	<b>West Virginia Annual Income</b>
Aluminum Welding	10 weeks	<b>\$53,496.87</b>
Automotive Technology	6 months	<b>\$37,214.03</b>
Certified Nursing Assistant	6 weeks	<b>\$30,411.03</b>
Chemical Operator I	12 weeks	<b>\$58,842.43</b>
Chemical Technician	600 hours	<b>\$62,855.08</b>
Class A CDL	4 weeks	<b>\$46,779.27</b>
Class B CDL	2 weeks	<b>\$46,779.27</b>
Dental Assistant	14 weeks	<b>\$34,759.62</b>
Early Childhood Classroom Assistant Teacher (Skill Set)	16 weeks	<b>\$27,042</b>
Early Childhood Teacher’s Aide (Skill Set)	16 weeks	<b>\$27,042</b>
Emergency Medical Technician	20 weeks	<b>\$28,600</b>
Medical Administrative Assistant (Adv Skill Set)	16 weeks	<b>\$34,600.69</b>
Medical Billing and Coding (Adv Skill Set)	16 weeks	<b>\$38,950</b>
Phlebotomy	17 weeks	<b>\$35,261.96</b>
State Tested Nurse Aide (STNA)	2 weeks	<b>\$30,411.03</b>
Veterinary Assistant	5 months	<b>\$27,334.46</b>
Welding	600 hours	<b>\$53,496.87</b>

To access a complete list of approved short-term training programs near you, please click the following link: <https://macc.workforcewv.org/JobSeeker/TrainingCourseSearch.asp>

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To inquire about potential funding to assist in the cost of training through the Workforce Innovation and Opportunity Act (WIOA) programs, please contact your regional Workforce Development Board office. The contact information can be found via the following link: <https://workforcewv.org/job-seekers/step-4#howpay>

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**Certification Programs:**

If you are unemployed or underemployed, as defined above, you have the option to access certification programs listed below. Successful completion of the certification program between January 1, 2022, and August 12, 2022, could result in an eligible status to receive a one-time Job Jumpstart Program payment if you meet the requirement of working an average of 32 hours per week, for 8 consecutive weeks. The certification that is obtained must be submitted with the application for the Job Jumpstart Program payment. You will only be eligible for a one-time Job Jumpstart Program payment regardless of the number of certification programs you complete.

To access information on the certification, click on the certifications listed below and press CTRL (Click+CTR)

<b>Professional Certifications</b>	<b>Estimated Time Duration for Completion</b>	<b>West Virginia Annual Income</b>
<a href="#"><u>Accredited Financial Examiner (AFE)</u></a>	1-2 months	<b>\$57,990.00</b>
<a href="#"><u>Accredited Insurance Examiner (AIE)</u></a>	2-3 months	<b>\$61,220.00</b>
<a href="#"><u>Activities Director Certified (ADC)</u></a>	1 month	<b>\$28,810.00</b>
<a href="#"><u>Assistive Technology Professional Certification (ATP)</u></a>	1-2 months	<b>\$34,530.00</b>
<a href="#"><u>Associate in Insurance Data Analytics (AIDA)</u></a>	1-2 months	<b>\$73,650.00</b>
<a href="#"><u>Associate Professional in Insurance Regulations (APIR)</u></a>	1 months	<b>\$62,250.00</b>
<a href="#"><u>Certificate in Training in Obesity for Pediatrics and Adults</u></a>	2 months	<b>\$61,850.00</b>
<a href="#"><u>Certified Administrative Law Judge</u></a>	2 weeks	<b>\$52,070.00</b>
<a href="#"><u>Certified Administrative Professional</u></a>	3-6 months	<b>\$32,970.00</b>
<a href="#"><u>Certified Associate in Project Management</u></a>	2 weeks	<b>\$63,490.00</b>
<a href="#"><u>Certified Biosafety Professional (CBSP)</u></a>	1 month	<b>\$83,210.00</b>
<a href="#"><u>Certified Business Advisor (CBA)</u></a>	2-3 months	<b>\$73,140.00</b>
<a href="#"><u>Certified Critical Care Registered Nurse (CCRN)</u></a>	1 month	<b>\$63,180.00</b>
<a href="#"><u>CMI – Certified Custodial Technician Basic</u></a>	1 month	<b>\$26,200.00</b>
<a href="#"><u>CMI - Certified Custodial Supervisor</u></a>	1 month	<b>\$37,270.00</b>
<a href="#"><u>CMI – Certified Professional Trainer (for certified custodial tech series)</u></a>	1-2 months	<b>\$48,390.00</b>

<b>Professional Certifications</b>	<b>Estimated Time Duration for Completion</b>	<b>West Virginia Annual Income</b>
<u>CMI – Advanced Professional Trainer (for certified custodial tech series)</u>	1-2 months	<b>\$59,650.00</b>
<u>Certified Emergency Nurse (CEN)</u>	1 month	<b>\$63,180.00</b>
<u>Certified Examinations Manager (CEM)</u>	2 months	<b>\$70,360.00</b>
<u>Certified Financial Examiner (CFE)</u>	up to 36 months	<b>\$57,990.00</b>
<u>Certified Food Protection Manager (ANSI)</u>	2 weeks	<b>\$44,460.00</b>
<u>Certified Fraud Examiner</u>	1-2 months	<b>\$70,360.00</b>
<u>Certified Government Financial Manager</u>	2-3 months	<b>\$91,760.00</b>
<u>Certified Grants Management Specialist (CGMS)</u>	1 month	<b>\$56,000.00</b>
<u>Certified Grounds Technician</u>	2 weeks	<b>\$23,890.00</b>
<u>Certified Health Education Specialist (CHES)</u>	1 month	<b>\$45,350.00</b>
<u>Certified Hearing Officer</u>	2 weeks	<b>\$52,070.00</b>
<u>Certified in Public Health (CPH)</u>	1 month	<b>\$45,350.00</b>
<u>Certified Infection Control (CIC)</u>	1 month	<b>\$63,180.00</b>
<u>Certified Information Systems Security Professional (CISSP)</u>	6 weeks	<b>\$97,300.00</b>
<u>Certified Inspector General (CIG)</u>	2 weeks	<b>\$62,720.00</b>
<u>Certified Inspector General Auditor (CIGA)</u>	2 weeks	<b>\$63,390.00</b>
<u>Certified Inspector General Investigator (CIGI)</u>	2 weeks	<b>\$62,250.00</b>
<u>Certified Insurance Consumer Service Representative (CICSR)</u>	6 months	<b>\$32,560.00</b>
<u>Certified Insurance Examiner (CIE)</u>	2-3 months	<b>\$61,220.00</b>
<u>Certified Lactation Counselor</u>	6 months	<b>\$43,350.00</b>
<u>Certified Medical Coder</u>	2-6 months	<b>\$38,950.00</b>
<u>Certified Money Service Business Examiner (CMBE)</u>	1 month	<b>\$57,990.00</b>
<u>Certified Nurse Manager and Leader</u>	1-2 months	<b>\$97,420.00</b>
<u>Certified Nurse Operating Room (CNOR)</u>	1-2 months	<b>\$63,180.00</b>
<u>Certified Personal and Executive Coach (CPEC)</u>	8 months	<b>\$76,890.00</b>
<u>Certified Procurement Professional (NIGP CPP)</u>	6-12 months	<b>\$35,900.00</b>

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<u>Certified Professional Coder (CPC)</u>	6 months	<b>\$38,950.00</b>
<u>Certified Professional in Health Care Risk Management (CPHRM)</u>	2-3 months	<b>\$97,420.00</b>
<u>Certified Professional in Learning and Performance (CPLP) - ATD rebranded and the certification is now called Certified Professional in Talent Development (CPTD)</u>	6+ months	<b>\$48,390.00</b>
<u>Certified Professional Medical Auditor (CPMA)</u>	20 hrs.	<b>\$38,950.00</b>
<u>Certified Professional Property Specialist (CPPS)</u>	24 hrs.	<b>\$45,570.00</b>
<u>Certified Professional Public Buyer (CPPB)</u>	72 hrs.	<b>\$64,020.00</b>
<u>Certified Public Accountant</u>	6+ months	<b>\$63,390.00</b>
<u>Certified Public Procurement Officer (CPPO)</u>	4 days	<b>\$83,210.00</b>
<u>Certified Purchasing Card Professional (CPCP)</u>	2-3 months	<b>\$39,570.00</b>
<u>Certified Rehabilitation Leader (CRL)</u>	2-3 months	<b>\$34,530.00</b>
<u>Certified Safety and Security Officer (CSSO)</u>	2 days	<b>\$24,840.00</b>
<u>Certified Safety Professional (CSP)</u>	1 day	<b>\$83,210.00</b>
<u>Certified Secure Software Lifecycle Professional (CSSLP)</u>	5 days	<b>\$97,300.00</b>
<u>Certified Tumor Registrar</u>	2-3 months	<b>\$37,560.00</b>
<u>Certified Welfare Fraud Investigator</u>	1 month	<b>\$70,360.00</b>
<u>Cisco Certified Entry Networking Technician (CCENT)</u>	2-3 months	<b>\$51,130.00</b>
<u>Cisco Certified Network Associate (CCNA) Routing and Switching</u>	6 months	<b>\$51,130.00</b>
<u>Cisco Certified Network Associate (CCNA) Security</u>	6 months	<b>\$97,300.00</b>
<u>CompTIA Security+</u>	1-2 months	<b>\$97,300.00</b>
<u>Correctional Health Care Professionals (CCHP)</u>	2 weeks	<b>\$51,030.00</b>
<u>Dietetic Technician, Registered (DTR)</u>	20 months	<b>\$26,200.00</b>

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Professional Certifications	Estimated Time Duration for Completion	West Virginia Annual Income
<u>EEO Certification</u>	1 month	<b>\$59,530.00</b>
<u>Executive Leadership Seminar in Rehabilitative Administration</u>	10 months	<b>\$34,530.00</b>
<u>Facility Management Professional (FMP)</u>	4-12 months	<b>\$73,010.00</b>
<u>FDA's Mammography Quality Standards Act Inspector Certification</u>	2 months	<b>\$43,770.00</b>
<u>FMLA Certification</u>	10 days	<b>\$59,530.00</b>
<u>Geographic Information System Professional (GISP) Certificate</u>	1-2 months	<b>\$92,080.00</b>
<u>Government Archives and Records Administration (GARA) Certificate</u>	1 week	<b>\$56,760.00</b>
<u>Graduate Certification in Educational Technology and Online Instruction</u>	2 months	<b>\$39,220.00</b>
<u>Health Care Quality and Management (HCQM)</u>	1 month	<b>\$97,420.00</b>
<u>International Board-Certified Lactation Consultant (IBCLC)</u>	1-2 months	<b>\$63,180.00</b>
<u>IPMA - Human Resources Certified Professional</u>	2-4 weeks	<b>\$59,530.00</b>
<u>IPMA - Human Resources Senior Certified Professional</u>	3-4 months	<b>\$59,530.00</b>
<u>JAWS Certification</u>	1 week	<b>\$44,500.00</b>
<u>Keirseley Temperament Certification</u>	1 month	<b>\$59,530.00</b>
<u>Market Conduct Management (MCM)</u>	1 week	<b>\$62,250.00</b>
<u>Medical Laboratory Scientist (MLB)</u>	1 month	<b>\$49,260.00</b>
<u>Microsoft Office Specialist</u>	3 months	<b>\$29,070.00</b>
<u>Microsoft Office Specialist Master</u>	1 month	<b>\$29,070.00</b>
<u>National Certified Investigator and Inspector Training – Basic Program</u>	2 weeks	<b>\$62,250.00</b>
<u>National Certified Investigator/Investigator Training – Specialized</u>	2 weeks	<b>\$62,250.00</b>
<u>Nutrition and Dietetics Technician, Registered (NDTR)</u>	1 months	<b>\$26,200.00</b>

<b>Professional Certifications</b>	<b>Estimated Time Duration for Completion</b>	<b>West Virginia Annual Income</b>
<u>Oracle Database Certified Associate (OCA)</u>	1 week	<b>\$68,600.00</b>
<u>Oracle Database Certified Professional (OCP)</u>	1 month	<b>\$68,600.00</b>
<u>OSHA 30 General Industry</u>	1 week	<b>\$73,660.00</b>
<u>Passenger Assistance Safety and Sensitivity (PASS)</u>	1 week	<b>\$28,770.00</b>
<u>PMI Professional in Business Analysis</u>	2 weeks	<b>\$63,490.00</b>
<u>Prison Rape Elimination Act (PREA) Auditor</u>	1 month	<b>\$62,250.00</b>
<u>Professional in Insurance Regulation (PIR)</u>	1 month	<b>\$62,250.00</b>
<u>Project Management Institute Agile Certified Practitioner (PMI-ACP)</u>	1 month	<b>\$63,490.00</b>
<u>Project Management Professional</u>	2 weeks	<b>\$63,490.00</b>
<u>Psychiatric Mental Health Nurse Practitioner</u>	1 month	<b>\$63,180.00</b>
<u>Management Certificate in Public Procurement</u>	2 weeks	<b>\$64,020.00</b>
<u>Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN)</u>	1 month	<b>\$61,850.00</b>
<u>Regular Social Work License (A, B, C, or D)</u>	1 month	<b>\$36,690.00</b>
<u>Red Hat Certified System Administrator (RHCSA)</u>	2 weeks	<b>\$66,580.00</b>
<u>SAS Certified Advanced Analytics Professional Using SAS</u>	1-2 months	<b>\$63,030.00</b>
<u>SAS Certified Advanced Programmer for SAS</u>	1 week	<b>\$63,030.00</b>
<u>SAS Certified Professional: Advanced Programming Using SAS</u>	1 week	<b>\$63,030.00</b>
<u>SAS Certified Specialist: Base Programming Using SAS</u>	1 week	<b>\$63,030.00</b>
<u>SAS Certified Statistical Business Analyst Using SAS: Regression &amp; Modeling</u>	1 week	<b>\$76,140.00</b>
<u>SHRM (CP) &amp; SHRM (SCP)</u>	6-12 months	<b>\$59,530.00</b>
<u>Sit-Down Forklift Certification</u>	1 week	<b>\$36,290.00</b>

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<u>Stand-Up Forklift Certification</u>	1 week	<b>\$36,290.00</b>
<u>Technologist in Microbiology (M)</u>	1 month	<b>\$84,400.00</b>
<u>Technologist in Molecular Biology (MB)</u>	1 month	<b>\$76,710.00</b>
<u>UA Currents LeadVR</u>	1 month	<b>\$34,530.00</b>
<u>UI/UX Design Specialization</u>	2 weeks	<b>\$52,090.00</b>
<u>WV Real Estate License from WV Real Estate Commission</u>	1-2 months	<b>\$60,370.00</b>
<u>ZOOM Text Certification</u>	2 weeks	<b>\$44,500.00</b>

*\*Please note that some of these certifications may include additional requirements such as degrees, applicable experience, or current employment in the field for eligibility. These prerequisites are not included in the estimated completion time frames. Also note, the time frames provided are estimates that attempt to approximate realistic timelines of when one might expect to complete after beginning a certification (including estimates of both active and passive time between certification requirements). These timelines may vary due to many factors unique to the certifying body or to the individual attempting to complete the certification. For example, timelines for completion might expand or contract due to the accrediting body's training and testing schedules or modifications to those schedules due to COVID-19. Additionally, each learner is different so some may go through these certifications at different paces depending upon the time they can contribute to the certification. As such, we recommend closely reviewing the certification for eligibility, requirements, and when exams and training are offered to determine what programs might be the right fit for you.*

**Training and Certification Program related Job Postings:**

To access job openings related to the listed approved WorkForce West Virginia Training Programs and approved Certification Programs, please click on the link:  
<https://report.workforcewv.org/macc/jobseekers/JJPjobsearch>

You will choose the training or certification program from the Certification and Training drop down. You also have the option to view job postings related to the training or certification program in a specific location by selecting a city in the Location drop down.