



Community Time

- If you work 37.5 hours per week, in order to meet 65% of community time you will need 24 hours in the community, that leaves 13 hours in the office. That's about 2.7 hours per day.
- If you work 40 hours a week, in order to meet 65% of community time you will need 26 hours in the community, that leaves 14 hours per week in the office. That's about 2.8 per day.

What Counts as Community Time?

- Meeting with clients in community settings, client homes, libraries, parks, coffees shops, restaurants, career profile activities out of the office, etc.
- Accompanying clients to OVR appointments, meetings at OVR offices.
- Travel time from one work destination to another.
- Face to face job development, sitting in on interviews, business tours.
- Observing/visiting someone at the job site.
- Accompanying someone to the Social Security or food stamp office regarding benefits.
- Attending a benefits analysis meeting with a client.
- Meeting with the housing authority on how employment could affect their rent.
- Meeting at schools, colleges, and local career centers.

What Does Not Count As Community Time?

- Vocational unit meetings in the community
- Writing notes in the community
- Virtual job development
- Client meetings in the office
- Mental Health Treatment Team meetings
- Meeting with clients in day programs, and other agency offices.

Any activity that is done in the office does not count as community time.