**Section 340.1720 Work Programs**

a) In-house facility work programs for individual residents shall be allowed only if oriented toward resident adjustment and therapeutic benefits.

1) Documentation for each program shall include, but not be limited to, objectives, possible work assignment, duties, policies governing the program, agency involvement (where appropriate), and supervision.

2) Residents involved in such programs shall meet all requirements of the Department for persons functioning in these positions.

3) Residents shall not be used to replace employed staff.

4) All such programs shall be in full compliance with all applicable regulations of both the State and Federal Departments of Labor. Any program found by the Department not to be in compliance with State and Federal Departments of Labor regulations shall be terminated immediately.

b) The facility should cooperate with State and community agencies in assisting individual residents to avail themselves of specialized work activity programs, prevocational and work adjustment training, sheltered workshop programs, and other similar programs that are provided outside of the facility.

c) Appropriate records shall be maintained for residents functioning in these programs in the facility or outside the facility. These shall show appropriateness of the program for the individual, resident's response to the program, and any other pertinent observations and shall become a part of the resident's record.

d) *A resident may refuse to perform labor for a facility.* (Section 2-113 of the Act)