

State of Hawai'i  
Department of Human Services  
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION  
Honolulu

**FIRST TO WORK OPERATIONAL  
PROCEDURES MANUAL MEMO NO.: 07-03  
DATE: April 3, 2007  
EFFECTIVE: Immediate  
ORIGINATOR: BESSD/ECCP**

**TO:** Benefit, Employment and Support Services Staff -- First to Work

**FROM:** Benefit, Employment and Support Services Division, Acting Assistant  
Division Administrator

**SUBJECT:** FTW PROGRAM OPERATIONAL PROCEDURES:  
Chapter 7-101 Education Components or Activities

**EXPLANATION:**

To provide staff with procedures regarding the implementation of the educational activities available to the FTW participants.

**ACTION:**

Effective immediately, all Policy Clarifications and Operational Procedures issued on educational policy are rescinded and replaced by this procedure. Staff shall remove from their First-to-Work Procedures Manual, all previously issued educational procedures, currently in Chapter 7 "Skill Building" (7-101, 7-102, 7-103, 7-104), and policy clarifications and replace them with the attached Procedure. Staff shall also replace the FTW Procedures Manual Index and Chapter 7 header page.

*Pankaj Bhavot*

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A-ABESSDA

Attachments

# **FIRST-TO-WORK PROCEDURES**

## **CHAPTER 7**

### **EDUCATION COMPONENTS / ACTIVITIES**

7-101 Education Components or Activities

	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 1 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

**I. Purpose:**

To provide a description of all education components and the allowable time frame for each, as well as instructions regarding the manner to report participation for these components.

**II. Procedure:**

The FTW designated worker shall:

- A. Assess whether participation in an education component will enable the participant to achieve employability;
- B. Select the appropriate education component in accordance with the participant's needs and readiness.
- C. Monitor the attendance and satisfactory progress of the participant. Satisfactory progress refers to the attendance of all required educational sessions and the successful completion of the curriculum components in a timely manner as prescribed by the educational institution; and
- D. Provide child care, transportation, and supportive services for participants in educational components.

**III. Education Components**

**A. Vocational Education Training (VET)**

Per the Federal regulations under the Deficit Reduction Act of 2005 (DRA), effective October 1, 2006, VET is a training program to prepare participants for a specific occupation, and may not exceed a twelve (12) month lifetime duration. It may include distant learning via internet or video conferencing. VET does not include basic and remedial instruction unless it is an integral part of the VET curriculum, nor does it include unsupervised homework time as part of the hours of participation. VET does not allow for baccalaureate or advanced degrees.

The hours of participation in VET, during the twelve-month duration of this work component, are countable core hours and shall be based on the actual classroom or credit hours, the actual hours of the distance learning sessions, and/or the actual hours of clinical/practicum/lab work. Monitored study sessions described later in this procedure shall be included in the total hours of VET participation.

	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 2 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

VET must be supervised no less frequently than daily in order to count under the DRA Federal regulations, and the hours of participation and satisfactory progress in VET shall be documented no less than every two weeks under the DRA Federal regulations.

1. Participants involved in the University of Hawaii (UH) system will submit verification of attendance and satisfactory progress using the UH Attendance and Performance Report<sup>1</sup> which shall be signed by the UH representative for the designated campus.
2. Participants attending other educational institutions will submit verification of attendance and satisfactory attendance using the DHS 816 form which shall be signed by a representative of the institution.
3. Participants involved in long distance learning VET will submit verification of attendance in the form of documentation issued by the distance learning institution or an electronic log-in and out record.

**B. Job Skill Training (JST)**

JST prepares the participant for job skills required by an employer to provide the participant with training or instruction focused on skills that will enable him/her to perform the work requirements of a particular job. There may be a direct connection between completing the training and starting a job. JST includes language instruction, basic literacy and basic skills instruction, BA/S and advanced degrees, and can also include instruction covered under VET. This work component allows the participants to pursue post-secondary education if there is a direct connection between the completion of the studies and a potential job.

The allowable hours of participation in JST are non-core hours and shall only count above the twenty (20) hours per week of core participation. Participants pursuing or interested in pursuing JST shall comply with the 20 hours per week of work participation requirement in one or more of the core work activities. The hours of JST participation shall be based on the actual hours of training completed. JST hours do not include unsupervised homework time under the DRA Federal regulations. Monitored study sessions shall be included in the total hours of JST participation.

JST must be supervised no less frequently than daily, and the hours of participation and satisfactory

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<sup>1</sup> The FTW staff may use the Bridge-To-Hope Attendance and Performance Report form to verify attendance and satisfactory progress.

	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 3 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

progress in JST shall be documented no less than every two weeks under the DRA Federal regulation. Verification of attendance and satisfactory progress shall follow the same process described in section A.1 to 3 above.

**C. Post-Secondary Education (PSE)**

This work component is intended to assist participants who want to educate, but who are unable to do so under the VET or JST component. The PSE component will allow participants to pursue a baccalaureate or advance degree under the original FTW education policy prior to the DRA Federal regulations. Students enrolled full-time will be allowed to complete their education with no less than 20 hours per week of work activities, with at least 4 hours per week of paid employment. Students enrolled part-time or who do not have paid employment must meet no less than applicable one-parent or two-parent Federal minimum work participation requirements. Participation in this work component is limited to a total of 4 years. This work component is available to participants in all FTW Units, including FTW Units servicing two-parent households. Students completing their post-secondary education while in the Temporary Assistance for Other Needy Families (TAONF) Program shall be served by the TAONF Work Program contractor in the geographic area. State or Federal funds will be made available to these FTW Units to assist in the reimbursement of educational expenses.

Participants wishing to pursue PSE shall be transferred to TAONF. When a participant wishes to participate in PSE, the FTW staff shall send a DHS 1257 to that effect to the appropriate Eligibility Worker (EW). When the client's HAWI case has been changed by the EW from AF-F to AF-S, and the FTW staff have been notified by e-mail of completion of this action, the FTW staff shall close the FTW participation in HANA, inform the corresponding TAONF FTW that the student is now AF/S and should be appearing in the TAONF FTW HANA pool. Child care subsidy shall be paid one month ahead and child care shall be transferred in accordance with the on-going transfer process. Transportation assistance may also need to be processed prior to the transfer as the participant's change of status will not be effective until the first day of the month following the request for change. If the client is already enrolled in PSE, a copy of class registration shall be forwarded to the TAONF FTW unit.

Once the FTW participant is no longer educating, the reverse process shall be implemented. The TAONF FTW staff shall send a DHS 1257 to the appropriate EW to inform him/her that the FTW participant is no longer educating and the effective date of status change.

1. When the client's HAWI case has been changed by the EW from AF-S to AF-F, and the TAONF FTW staff have been notified by e-mail of completion of the action, the TAONF FTW staff shall close the FTW participation in HANA, inform the corresponding FTW that the participant is no

	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 4 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

longer educating, has reverted to AF/F, and should be appearing in the FTW HANA pool. Child care subsidy shall be paid one month ahead and child care shall be transferred in accordance with the on-going transfer process. Transportation assistance, if applicable, shall also be processed prior to transfer if the participant is employed.

2. When the client's HAWI case does not revert to AF/F due to changes in the household, the TAONF FTW staff shall be notified of such by the EW via e-mail. TAONF FTW staff shall open a new employment plan in HANA with appropriate components to ensure that client is meeting no less than the two-parent household Federal minimum work participation requirements.

**D. Bridge-To-Hope Program (BTH)**

Section 346-68, Hawaii Revised Statutes (HRS) created the Bridge-To-Hope (BTH) program, a post-secondary education benefits program for TANF (AF-F) participants only using TANF Federal funds only. As such, BTH participants are subject to VET and JST requirements as defined in sections 17-794.1-29 or 17-794.1-30, due to the DRA Federal regulations.

Unless Section 346-68, HRS, is amended by the Hawaii State Legislature to allow the Department use State (non-MOE) funding for BTH participants, BTH is subject the DRA Federal regulations. As such:

1. To receive assistance under the BTH program, the TANF (AF-F) participants shall:
  - a. Be enrolled as a student each term.
  - b. Maintain passing grades or better throughout the course of study.
  - c. Meet work activity requirements as defined by the Department in section C above. Internships, externships, practicums, or any other work training required by the course of study shall count toward the recipient's work requirement.
2. BTH requires full-time participation in post-secondary education as defined by the educational institution (for example, within the UH system) that the FTW participants attend.
3. VET and JST participants may also participate in BTH.
4. Participants will submit verification of attendance and satisfactory progress using the BTH Attendance and Performance Report which shall be signed by the UH representative for the

	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 5 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

designated campus.

At this time, per Section 346-68, HRS, BTH is a post-secondary education benefits program for TANF participants only using Federal funds only, and is thus not currently available to participants who are pursuing post-secondary educational activities not encompassed by VET or JST as defined in sections 17-794.1-29 or 17-794.2-30, due to the DRA Federal regulations.

Section 346-68, HRS, authorizes BTH for the heads of households receiving only TANF Federal funded financial assistance. However, fortunately, there are multiple measures pending before the 2007 Legislature to authorize the BTH program for all heads of households receiving financial assistance (both Federal and State non-MOE funded) participating in the FTW program, and enrolled full-time as a student in a post-secondary institution. This expansion of BTH is supported by the current DHS Director. If this legislation passes, BTH participants would be able to pursue post-secondary educational activities not encompassed by VET or JST.

The Division will issue the revised education policy if the BTH program in Section 346-68, HRS, is amended.

**E. Education Directly Related to Employment in the Case of a Recipient Who Has Not Received a High School Diploma or a Certificate of High School Equivalency (EDRE)**

This work component includes Adult Basic Education, English as a Second Language, and the General Educational Development (GED) if they are required as a prerequisite for employment.

The allowable hours of participation in EDRE are non-core hours and shall only count above the 20 hours per week of core participation. Participants pursuing or interested in pursuing EDRE shall comply with the 20 hours per week of work participation requirement in one or more of the core work activities. The hours of EDRE participation shall be based on the actual hours of training completed. EDRE hours do not include unsupervised homework time under the DRA Federal regulations. Monitored study sessions shall be included in the total hours of EDRE participation.

EDRE must be supervised no less frequently than daily, and the hours of participation and satisfactory progress in EDRE shall be documented no less than every two weeks under the DRA Federal regulations.

1. Participants attending FTW on site basic skills and GED preparatory classes contracted with DOE and UH will sign in and out on a Contractor issued daily attendance sheet which shall be

	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 6 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

submitted to the FTW staff by the instructor every two weeks.

2. Participants attending other educational institutions will submit verification of attendance and satisfactory attendance using the DHS 816 form which shall be signed by a class instructor or a designee of the institution.

**F. Satisfactory Attendance at a Secondary School or in a Course of Study Leading to a Certificate of General Equivalency**

This work component is strictly restricted to attendance in a secondary school or a course of study leading to a certificate of general equivalence for those participants under 20 years of age who have not completed secondary school nor earned a GED. It does not include Adult Basic Education, Adult Basic Skills or English as a Second Language unless these skills are linked to attending a secondary school or leading to a GED. Unlike EDRE, this activity is not restricted to those for whom obtaining a high school diploma or a GED is a prerequisite to employment.

Component hours in this work activity are core hours. The hours of participation shall be based on the actual hours of class attendance and do not include unsupervised homework time under the DRA Federal regulations. Monitored study sessions shall be included in the total reported number of participation hours.

Satisfactory attendance at a secondary school must be supervised no less frequently than daily, and the hours of participation and satisfactory progress in this activity shall be documented no less than every two weeks the DRA Federal regulations.

1. Participants attending FTW on site basic skills and GED preparatory classes contracted with DOE and UH will sign in and out on a Contractor issued daily attendance sheet which shall be submitted to the FTW staff by the instructor every two weeks.
2. Participants attending other educational institutions will submit verification of attendance and satisfactory attendance using the DHS 816 form which shall be signed by a class instructor or a designee of the institution.

**G. Monitored Study Sessions**

Monitored study sessions are sessions structured by the Department or by the educational institution and subject to approval by the ECCPO. Participation in study sessions are allowable to complement all the



	<b>FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES</b>	<b>PROCEDURE NUMBER</b> 7-101	<b>PAGE</b> 7 of 7
		<b>SUBJECT: Education Components or Activities</b>	
<b>Date Issued:</b> 4/03/07	<b>Date Effective:</b> 4/03/07	<b>Date Revised:</b> 4/03/07	
<b>Hawaii Administrative Rules:</b> § 17-794.1-29, 17-794.1-30, 17-794.1-31, 17-794.1-32, 17-794.1-34,			

educational components described above.

Participants interested in attending monitored study sessions to complement their educational activity shall comply with the 20 hours per week of work participation requirement in one or more of the core work activities. The allowable hours of participation in monitored study sessions shall be based on the actual hours of supervised training completed.

Monitored study hours must be supervised no less frequently than daily, and the hours of participation shall be documented no less than every two weeks under the DRA Federal regulations.

1. Participants involved in the UH system will submit verification of attendance in monitored study sessions using the UH Study Time Attendance Report<sup>2</sup> which will be signed by the BTH representative for the designated campus.
2. Participants attending other educational institutions will submit verification of attendance in monitored study sessions using the DHS 817 form or a contractor issued form signed by the session monitor or a designee of the educational institution.

**ENDNOTES:**

1. Bridge-To-Hope Attendance and Satisfactory Progress Report
2. Attendance and Satisfactory Report, DHS 816
3. Bridge-To-Hope Monitored Study Sessions Attendance Report
4. Monitored Study Sessions Attendance Report, DHS 817

**Approved:** Pankaj Bhanot  
**PANKAJ BHANOT**  
**Acting Assistant Division Administrator**

**Date:** 04/03/07

<sup>2</sup> The FTW staff may use the Bridge-To-Hope Study Time Attendance Report form to verify attendance in monitored study sessions.

# Bridge to Hope Class Attendance & Satisfactory Progress Report -

Campus: \_\_\_\_\_

Student Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Total Number of Class Hours: \_\_\_\_\_

Date	Start Time	End Time	Total Time	Case Manager/Unit	Monitor Signature:	Satisfactory Progress (YES/NO)
<b>Sub-Total:</b>						

This will certify that the staff whose signature appears on this form has access to official institution information related to participants' class attendance and performance and has verified such accordingly.

# Bridge to Hope – Monitored Study Sessions Attendance Report



Campus: \_\_\_\_\_  
Student Name: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Total Number of Study Hall Hours: \_\_\_\_\_

Date:	Start Time:	End Time:	Total Time:	Monitor Signature:	Comments
<b>Sub-Total:</b>					

STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 FIRST-TO-WORK PROGRAM  
 PARTICIPATION & SATISFACTORY PROGRESS FORM

- |   |   |
|---|---|
| <input type="checkbox"/> Vocational Educational Training          | <input type="checkbox"/> Job Skills Training        |
| <input type="checkbox"/> Education Directly Related to Employment | <input type="checkbox"/> Secondary School Education |

INSTITUTION: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Date	Start Time	End Time	Total Time	Satisfactory Progress (Yes/No)	Monitor Signature
<b>HOURS SUB-TOTAL</b>					

**This will certify that the staff whose signature appears on this form has access to official institution information related to participants' class attendance and performance and has verified such accordingly.**

STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 FIRST-TO-WORK PROGRAM  
 MONITORED STUDY SESSIONS FORM

- |   |   |
|---|---|
| <input type="checkbox"/> Vocational Educational Training          | <input type="checkbox"/> Job Skills Training        |
| <input type="checkbox"/> Education Directly Related to Employment | <input type="checkbox"/> Secondary School Education |

INSTITUTION: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Date	Start Time	End Time	Total Time	Monitor Signature
<b>HOURS SUB-TOTAL</b>				

**This will certify that the staff whose signature appears on this form is that of the monitor designated by the institution or the designated work program staff to verify participants' attendance in Monitored Study Sessions.**