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		SUBJECT: Bridge to Hope Program	
Date Issued: 03/05/19	Date Effective: 03/05/19	Date Revised:	
Hawaii Administrative Rules: §§17-794.1-29, 30 and 35			

Purpose / Overview:

Section 346-68, Hawaii Revised Statutes (HRS) created the Bridge-to-Hope (BTH) program, a post-secondary education, support service and subsidized on-campus employment program for First-to-Work (FTW) participants who receive Federal Temporary Assistance for Needy Families (TANF) benefits. The 2008 session of the Hawaii State Legislature amended the above referenced statute by adopting Act 82 (2008) and Act 88 (2008), to include in the BTH program FTW participants who receive State funded TANF benefits.

BTH is a nationally recognized model that supports post-secondary education as a means for FTW participants to achieve life-long financial independence. A partnership between the University of Hawaii and the State Department of Human Services, BTH provides on-campus student employment opportunities as well as other services to help participants meet their work requirements and succeed in their educational goals.

The BTH program is available on all ten (10) campuses of the University of Hawaii (UH) System:


- | | |
|-----------------------------|---------------------------------|
| 1. UH at Mānoa | 6. Honolulu Community College |
| 2. UH – West O`ahu | 7. Kapi`olani Community College |
| 3. UH – Hilo | 8. Kaua`i Community College |
| 4. UH Maui College | 9. Leeward Community College |
| 5. Hawaii Community College | 10. Windward Community College |

Procedures:

I. Definitions

As used in this section:

- A. **“Campus Contacts”** means an on-campus academic official serving as an essential welcoming portal to campus specific referrals, advocacy and support for student’s academic and personal journeys. Campus Contacts also have knowledge of FTW requirements.
- B. **“Full-time status”** means a minimum of twelve (12) credits for undergraduate students and eight (8) credits for graduate students. Summer sessions are excluded from this definition.

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- C. **“Non-traditional student”** refers to a category of students at colleges and universities. The National Center for Education Statistics (NCES) notes there are varying definitions; for FTW purposes, the term refers to a post-secondary student parent as s/he pursues a career pathway or furthers an existing career while balancing family life, work requirements and school.
- D. **“Other assistance”** means support to students in the form of signing class attendance verification, Community Work Experience Program (CWEP) supervision, as well as general academic counseling
- E. **“Part-time status”** means a minimum of six (6) credits or two (2) classes for undergraduate students and four (4) credits for graduate students. Summer sessions are excluded from this definition.
- F. **“Satisfactory academic progress”** means making good enough grades, and completing enough classes (credits, hours, etc.) to keep moving toward successfully completing one’s degree in a time period that is acceptable to the UH System.


II. Assessments

The FTW staff shall:

- A. Ensure all preliminary assessments are completed prior to referring participants to the BTH program;
- B. Confirm and enter the highest grade achieved in the participant’s Preliminary Interview (PI) and Education and Employability Assessment (EEA); and
- C. Make an evaluation on whether or not the BTH program is suitable for the participant.

III. Referral Process

The FTW staff shall:


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- A. Educate the participant, whether an existing UH System’s student or a prospective post-secondary participant, about the BTH program as well as the appropriate education component;
- B. Advise the participant to contact the BTH Campus Contact to determine if the BTH program is the right starting point for the participant; and
- C. Ensure the participant understands the support services that BTH program offers. Campus Contacts understand the basic TANF and FTW participation requirements. Campus Contacts are also familiar with non-traditional students and provide other assistance such as CWEP referrals or supervision, and are also available to sign FTW educational activity verification. Participants should be encouraged to meet with the Campus Contacts to understand the conditions for seeking other assistance.

IV. Case Management Services

FTW staff shall:

- A. Support, encourage, and mentor FTW participants as they pursue their degrees in the UH system. In partnership with UH Campus Contacts and in support of the department’s “Ohana Nui” initiative, FTW staff are privy to resources to assist participants as well as their families to advance the social determinants of their health and well-being;
- B. Explain what is expected of the participant to fulfill FTW requirements and to balance family, work and school responsibilities;
- C. Remind the participant of the requirement to submit monthly verification of actual educational activity hours (i.e. class attendance), monitored study sessions, unsupervised study time, and employment verification such as timesheets or pay statements;
- D. Authorize support service payments to enable participants to achieve their FTW employment plan and UH system graduation plan goals;

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- E. Monitor the participant’s progress by obtaining appropriate documents from the participant such as registration forms and final grades, and maintaining dialogue with UH Campus Contacts; and
- F. Schedule additional activities if the participant will not be able to meet the minimum work participation requirements solely with BTH educational components and subsidized employment.


V. Summer Session (UH System)

- A. FTW participants should be encouraged to enroll in Summer Sessions to maximize educational achievement, with the knowledge that Summer Session courses are accelerated. Full-time status for the Summer Session is normally six (6) credit hours per six (6) week session or twelve (12) credit hours over the course of the multiple summer sessions.

B. Federal Pell Grants

Since Summer 2010 (UH System Semester), Federal Pell Grants are available for a third (3rd) semester. Generally, Pell Grants would be available to students who received a Pell for either the previous UH system Fall or Spring semester. Campus-based Pell funds are only available for the student’s home campus tuition. For example, FTW participant cannot use a Windward Community College (WCC) Pell Grant for classes at UH Mānoa. The Summer Pell does not necessarily cover the full cost of tuition and fees.

1. FTW staff shall advise participants to apply for summer financial aid with their UH campus financial aid office.
2. FTW staff may approve UH System Summer Session expenses that exceed the Summer Pell Grant, under support service category, “Education”, and expense type “Registration and Fees”, with further explanation regarding the approval in a HANA Contact Log entry.


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C. Support Service Payments for Summer Session(s)

1. FTW participants must request from the FTW Program if assistance is needed to pay for UH System Summer Session tuition, fees, and books. Prior to issuing support service payment(s), FTW staff shall ensure FTW participants are:
 - a. Compliant with both FTW and BTH program requirements;
 - b. Be satisfactorily progressing and is in good academic standing; and
 - c. Enrolled in summer courses that fulfill the participant's educational plan and advance the participant's undergraduate degree completion.

2. FTW staff shall:
 - a. Review the participant's summer registration form to determine part-time or full-time status;
 - b. Review the participant's individualized financial aid package or statement from their UH Financial Aid Office validating his/her denial for grant-based financial aid;
 - c. Evaluate the verification of cost for tuition, fees and required text books. FTW staff shall submit a written request for approval to Division Administration, via ICF through the proper channels, if the total amount of tuition and/or other education-related expenses exceed \$2,500 (see Procedure 12-101); and
 - d. Go over the promissory note with the participant and have him/her sign with the understanding that the financial aid amount must be repaid to the Department if FTW advanced the educational assistance to secure his/her enrollment for the Summer Session(s).

3. If the FTW participant meets all the requirements stated above, FTW staff shall issue two (2) separate purchase orders (PO) for tuition/fees and

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books, to the appropriate UH campus. FTW staff shall also confirm with the participant where to address and who to direct the purchase orders to in the UH System. Contract FTW units shall process payments for tuition/fees and books via EBT and require the FTW participant to submit receipts. Documentation and verification related to the Summer Session shall be recorded in HANA and filed in the electronic case record, respectively.

VI. Subsidized Employment Through the BTH Program


A. Subsidized Employment During Fall and Spring Semesters

FTW participants who are full-time students (UH System) may be placed in subsidized employment through the BTH program. Employment through the BTH program provides FTW participants up to twenty (20) work hours per week that accommodates a participant's class schedule and provides a convenient work site on-campus to reduce commuting. FTW participants have the opportunity to develop their employment skills and be mentored by their site supervisors who can provide job references.

B. Subsidized Employment During Summer Session(s)

Beginning Summer 2019 (UH System), FTW participants may continue their on-campus employment through the BTH program during the Summer sessions up to twelve (12) weeks. FTW staff shall ensure FTW participants qualify for on-campus employment during the Summer sessions.

1. FTW participants must be *full-time students during the Spring Semester* immediately preceding the Summer Sessions, and received BTH services during the Spring Semester.
2. FTW participants must continue to receive BTH services during the Summer period.
3. FTW participants are not required to enroll in summer courses to maintain

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BTH employment.

C. Subsidized Employment for Part-Time Students

Federal financial aid rules do not include tuition for any classes not required for the student's degree, and would otherwise make the part-time student ineligible for BTH subsidized employment which may place undue academic and financial stress in the student's final semester.

1. Beginning Fall 2019, BTH services and subsidized on-campus employment may continue for FTW participants who are in their *final two (2) semesters* and only require part-time status in order to *graduate at the end of the second semester*.
2. FTW staff and BTH Campus Contact shall make provisions for the participant's final semester and amend accordingly to allow the participant to remain focused and complete his/her degree with less than full-time enrollment in the final semester.
3. This part-time status provision shall apply to *only two (2) academic semesters* offered by the UH system. The Campus Contact will have direct knowledge of the student's graduation plan and will advise the participant to contact his/her FTW case manager regarding the application of this provision.
4. BTH Campus Contacts shall determine priority placements for subsidized employment through BTH.

Approved: *Scott Nakasone*
SCOTT NAKASONE
Assistant Division Administrator

Date: 3/1/19