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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.

Procedure:

I. FTW Staff Responsibilities

When a participant expresses the wish to educate in order to secure the necessary skills to become employable, the FTW designated worker shall:


- A. Assess whether participation in an education component will enable the participant to achieve employability.
- B. Assist with the selection of the appropriate education component in accordance with the participant's needs and readiness.
- C. Afford adequate supervision to ensure that the individual is participating in the scheduled activities. The supervision need not involve in-person contact; it can be provided via telephone or electronic contact where those methods are suitable.
- D. Monitor the attendance and satisfactory progress of the participant. Satisfactory progress refers to the successful completion of the curriculum components in a timely manner as prescribed by the educational institution.
- E. Provide child care, transportation, and supportive services for the participant engaged in an educational component, provided funds are available.

II. Educational Work Activities

There are four (4) recognized educational activities under the DRA, all of which are addressed in detail in the state of Hawaii Work Verification Plan (WVP).

A. Vocational Education Training (VET)

Under the Deficit Reduction Act of 2005 (DRA), effective October 1, 2006, VET is defined as a

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training program to prepare participants for a specific occupation, and may not exceed a twelve (12) months lifetime duration, effective the initial date that it is ever used. The VET period needs *not* be 12 consecutive months. VET allows for participation in baccalaureate or advanced degree programs. It may include distance learning activities via internet or video conferencing. Adult Basic Education, Adult Basic Skills, and English as a Second Language (ESL) hours may count under VET if they are a necessary and regular part of the curriculum, but they cannot count as a stand-alone activity.

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


VET must be supervised on the days an individual is scheduled to participate. Participation in VET is documented no less than *monthly*. Satisfactory progress shall be documented *no less than by quarter or semester*, according to the educational institution.

1. Participants involved in the University of Hawaii (UH) system must submit verification of attendance using the UH Attendance Report¹ which shall be signed by the UH representative for the designated campus;
2. Participants attending other educational institutions must submit verification of attendance using the participation and Satisfactory Progress (DHS 816) form which shall be signed by a representative of the institution; and
3. Participants involved in distance learning VET shall 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

¹ The FTW staff may use the Bridge-To Hope Attendance Report form.

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This work activity allows the participants to pursue post secondary education when VET hours are no longer available, if there is a direct connection between the completion of the studies and increased employability.

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 allowable core work activities. The hours of JST participation shall be based on the actual hours of training completed. JST hours include both supervised and unsupervised study time addressed later in this chapter.

JST must be supervised, on the days an individual is scheduled to participate and the hours of participation in JST shall be documented no less than *monthly*. Verification of attendance follows the same process described in sections A.1 to 3 above. Satisfactory progress shall be documented *no less than by quarter or semester*, according to the educational institution.


Participants enrolled in VET or JST that includes unpaid activities such as internships or clinical trainings may count the unpaid work hours as a CWEP activity (refer to procedure 8-101).

A. 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 activity involves education related to a specific occupation, job or job offer and may include Adult Basic Education, English as a Second Language, and the General Educational Development (GED) program when needed as a *prerequisite to employment*.

1. For participants under 20 years of age who have not completed secondary school or earned a GED, EDRE shall be a *core* work activity; and
2. For participant 20 years of age and over who have not completed secondary school or earned a GED, EDRE shall be a *non-core* work activity. These participants 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. Both supervised and unsupervised study sessions may be included in the total hours of EDRE participation.

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EDRE must be supervised on the days an individual is scheduled to participate, and the hours of participation in EDRE shall be documented no less than *monthly*. Satisfactory progress shall be documented *no less than by quarter or semester*, according to the educational institution.

FTW Participants attending contracted on-site basic skills and GED preparatory classes must sign in and out on a Contractor issued daily attendance sheet which shall be submitted to the FTW staff by the instructor every month.

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


B. Satisfactory Attendance at a Secondary School or in a Course of Study Leading to a Certificate of General Equivalency (SA)

Unlike EDRE, this work activity is not restricted to those for whom obtaining a high school or a certificate of general equivalent (GED) is a prerequisite to employment.

1. For participants under 20 years of age who have not completed secondary school or earned a GED, SA shall be a *core* work activity. SA 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; and
2. For participant 20 years of age and over who have not completed secondary school or earned a GED, SA shall be a *non-core* work activity. Participants over 20 years of age pursuing or interested in pursuing SA shall comply with the 20 hours per week of work participation requirement in one or more of the allowable core work activities.

The hours of participation in SA shall be based on the actual hours of class attendance. Pursuant to the DRA Federal regulations, supervised and unsupervised study sessions shall be included in the total reported number of SA participation hours.

Satisfactory attendance at a secondary school must be supervised on the days an individual is scheduled to participate. Participation in this activity shall be documented no less than *monthly*. Satisfactory progress shall be documented *no less than by quarter or semester*, according to the educational institution.

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FTW participants attending contracted on-site basic skills and GED preparatory classes 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 month.

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

C. Study Sessions

The WWP addresses how study sessions meet the DRA federal regulation for each educational activity.

1. Supervised Study Sessions


Supervised study sessions are structured by the Department, or by the educational institution attended by the FTW participant subject to approval by the Employment and Training Program Office (ETPO). Participation in study sessions may complement all the educational work activities described above.

When the educational activity is a core work activity, supervised study sessions participation hours are counted as core hours. When the educational activity is a non-core work activity, the supervised study sessions participation hours are counted as non-core hours.

The allowable hours of participation in supervised study sessions shall be based on the actual hours of supervised study completed.

Supervised study hours must be supervised on the days an individual is scheduled to participate and the hours of participation shall be documented no less than monthly.

- a. Participants involved in the UH system must submit verification of attendance in supervised study sessions using the UH Study Time Attendance Report which will be signed by the BTH representative for the designated campus; and
- b. Participants attending other educational institutions must submit verification of attendance using the Monitored Study Sessions form (DHS 817) form or a DHS approved contractor issued form signed by the session monitor or a designee of the institution.

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2. Unsupervised Study Sessions

Participation in unsupervised study sessions may complement all the educational work activities described above, if the educational program calls for such study time.

No more than one hour of unsupervised study time for each hour of class attended may be counted towards the educational activity participation hours.

The total unsupervised study time counted for participation cannot exceed the hours required or advised by a particular educational program.

When the educational activity is a core work activity, unsupervised study session participation hours are counted as core hours. When the educational activity is a non-core work activity, the unsupervised study session participation hours are counted as non-core hours.

Participants engaging in unsupervised study sessions must submit the following documentation:


- a. A written statement from the educational program indicating the amount of study time required per class, such as the syllabus or school catalog, and
- b. Monthly completion and submittal of Unsupervised Study Timesheet, (DHS 819).

F. Post Secondary Education (PSE)

In addition to the federally allowed educational activities under the DRA that are addressed in this chapter and in the WVP, the state of Hawaii allows for an additional educational activity referred to as PSE. This work activity does not comply with DRA requirements.

The PSE work activity allows participants to pursue a baccalaureate or advanced degree under the original FTW education policy prior to the DRA Federal regulations. Students enrolled full-time are allowed to pursue their education with no less than 20 hour per week of work activities of which at least 4 hours per week are in paid employment. Students enrolled part-time or who do not have paid employment must meet 32 hours of approved activity.

FTW staff shall make every effort to explore with the participant the advantages of an

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employability plan including VET or JST, before considering placement in PSE.
The reasons for authorizing PSE shall be fully documented in the HANA log of contact.

Participation in this work activity is limited to a total of 4 years and is available to participants in all FTW Units.

G. 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, using TANF Federal funds only. The 2008 Hawaii State Legislature amended the above referenced section by adopting Act 82, SLH 2008, and Act 88, SLH 2008, to include State funded TANF participants in the BTH program.

The University of Hawaii will administer BTH funds to provide campus work study opportunities to all interested TANF students on all UH system campuses statewide, including the community colleges.

Staff shall refer all unemployed TANF participants attending the UH system on a full-time basis to the BTH program for employment consideration. VET, JST, and PSE students may be engaged in BTH employment.

Approved: Pankaj Bhanot Date: 07/21/10
PANKAJ BHANOT
Division Administrator