

SUMMER SESSION 2022 BRIDGE TO HOPE

DATE: March 18, 2022
 TO: Bridge to Hope Participants
 FROM: Teresa Bill, UH System-wide Coordinator Email: bth@hawaii.edu
 Office: 956-9313 Cell via GoogleVoice: 802-332-5501



BTH Employment Available

- ❖ **Good News! You do NOT have to be enrolled fulltime in Summer to participate in BTH employment.**
 - ✓ If you want to work “Remotely” and your campus does not offer this; Contact T.Bill for engagement with the BTH Online Research Project.
- ❖ If you are engaged with Bridge to Hope in Spring 2022 & will be enrolled in Fall 2022, you are eligible for BTH campus employment during summer. However, there are **weekly limits and maximum work hours** that BTH can fund (22 – 30 depending on the month). You & your worksite supervisor will receive a memo indicating the total number of hours per week you are eligible to work with BTH funding. Stay in contact with your BTH Campus Contact regarding your summer plans.

Enrolling in Summer Classes

- ❖ Undergraduate Bridge to Hope students are encouraged to enroll in Summer Session to maximize educational achievement during TANF eligibility. It is not clear at this time how COVID19 will continue to impact childcare and Summer session care; and how long FTW will continue to grant “good cause” for work activity requirements.
- ❖ Apply for Financial Aid for Summer 2022 – First-to-Work assists with Summer tuition & book costs exceeding **grant** aid (e.g. PELL, Scholarships, etc). You **must** apply for FinAid for Summer if requesting assistance from FTW. NOTE: Deadlines are EARLY (e.g. 4/15 for UHMānoa)
- ❖ Consult with FinAid. Summer PELL is a 3rd Semester & will count towards your 12 full-time semester life-time PELL limit (although if enrolled part-time, that’s part-time PELL use). PELL is only available for classes at your HOME Campus.
- ❖ Review Course Offerings -- ALL Courses offered at ALL UH Campuses available here: <https://www.sis.hawaii.edu/uhdad/avail.classes?>
- ❖ Tell **both** your BTH Campus Contact and UH Systemwide Coordinator, Teresa Bill (bth@hawaii.edu) your intentions for Summer School enrollment. Email T. Bill (bth@hawaii.edu) & include:
 - ✓ 1) Your Name AND UH email or UH ID;
 - ✓ 2) Number of Credits at which campus, for Each Summer Session;
 - ✓ 3) Your Case Manager’s Name & First-to-work Unit.
 Financial Aid & requesting tuition assistance from First-to-Work are complicated. Your BTH Campus Contact & BTH Coordinator T. Bill can assist you but clear communication is vital. Please make your plans ASAP; once you determine if the classes you need are offered.
- ❖ Federal PELL awards are available for a 3rd Summer Session for 2022. If you received a PELL Award in either Fall 2021 or Spring 2022, you will *most likely* be eligible for PELL for summer based on your enrollment at your **HOME Campus**. Financial Aid is not available for classes taken at other campuses, but can be requested from First-to-Work (undergraduates only).
 Print out your Summer 2022 financial aid award ASAP to verify if you received PELL assistance for Summer 2022. (Some campuses will not award FinAid until after Summer starts, which is why FTW is offering to “front” tuition. See below.)
- ❖ First to Work has agreed to pay upfront for Summer School tuition, fees and books while waiting for your Financial Aid package. First-to-Work will require students sign a Promissory Note indicating that any PELL or other grant funds (not loans) you receive for Summer 2022 will be repaid to First-to-Work.

First-to-Work will pay for tuition, fees and books not covered by PELL & other grant (not loans) financial aid for Summer 2022. See attached DHS First-to-Work Procedure re: Bridge to Hope for details.

- ❖ You need to apply for Financial Aid from your home campus **and** request summer school assistance from your FTW Case manager. You must be “in compliance” with all paperwork and showing academic progress for First-to-Work to consider paying summer tuition. See details below. Expect 2 weeks for PO to move through DHS to UH Cashier.
- ❖ Stay in touch with your campus Cashier and request they “do not purge” you for non-payment while waiting for your “3rd Party Payment” which is a PO from Dept. of Human Services, First-to-Work. (Connect with your BTH Campus Contact about this also). **Note: If you do not receive approval from your FTW casemanager for summer school, CONTACT BTH Coordinator Teresa Bill to discuss options. Ultimately, you must drop your courses immediately or pay for them yourself.** Which is why it is important to request assistance from First-to-Work early and stay in touch with your case manager.
- ❖ BTH Coordinator works closely with UHManoa Summer Session. Be sure to email T.Bill (bth@hawaii.edu) **ASAP** to be included in the Manoa Summer “Do not purge” list for BTH.
- ❖ If you work with “Goodwill First-to-Work,” PACT or another sub-contractor, these offices do not issue Purchase Orders. Funds will go to the students’ EBT card, and receipts for tuition and books will be required to verify payment was made. They will also issue a Promissory Note requiring repayment of Pell grant FinAid. If clients have cash assistance payments direct deposited to your checking account, you will avoid ATM withdrawal fees for EBT.
- ❖ Summer Session is an accelerated and intensive schedule. Part-time summer enrollment may be best.
- ❖ Stay in contact with your FTW case manager. Discuss your educational plans & activities.
- ❖ Always give your case manager COPIES of your paperwork; keep a copy for your files too.

STEP BY STEP:

- ✓ **Register online** via MyUH for Summer Classes DO NOT PAY for the Class at this time
- ✓ **PRINT** “THIS REGISTRATION SESSION IS NOW COMPLETE” page with the Tuition & Fees, Total Charges
- ✓ **PRINT** the “**CLASS SCHEDULE**” including “Weekly Class Schedule”
- ✓ **PRINT** Financial Aid Award Summary by Aid Year for Fall’21 & Spring’22 & also Summer ‘22 when available.
- ✓ **Copy** of Educational / Graduation Plan or Student Advising Sheet
- ✓ **Copy** of current transcript or grades to indicate “academic progress”
- ✓ Write your **Request** to your Caseworker
- ✓ Attach copies of all documents
- ✓ Print & Submit Summer 2022 FinAid Award (when awarded & available)
- ✓ Repay FTW for any PELL / grant funds awarded for Summer 2022 (once reimbursed).
- ✓ Attach Pgs. 4-6 of FTW Procedures 9-103 re: “Support Service Payments for Summer Session(s)”

Sample Request for Summer School Assistance

DATE: April 15, 2022
 TO: Ms. First to Work Caseworker,
 FROM: Ms. Excellent Student
 Social security number / case ID

RE: Contact phone number
Summer School Assistance for Tuition & Books

I am writing to request First to Work assistance with summer school tuition, fees and books per DHS Procedure Number 9-103 Regarding Bridge to Hope. All courses will fulfill program requirements or electives. Attending summer school will allow me to finish my degree earlier.

I am providing a copy of my:

- Student Registration Form
- Verification of tuition & fees
- Copy of Financial Aid Award Info “Account Summary” for Fall 2021 & Spring 2022 (indicates likely Pell eligibility); Update with Summer 2022 when available
- Current Student Advising or Education Plan
- Cover Sheet for Tuition by Fax or Mail at UH Manoa Outreach College / Summer Session
- List of Books required & cost (separate Purchase Order to Bookstore)

Please note that exact textbook purchases are not available from the bookstore until after the 1st week of May. I will be submitting a list of courses & required textbooks separately.

Two Purchase Orders are needed–

- 1) For tuition and fees: Indicate Summer Session I, Summer Session II, or both and my name _____ and UH ID: _____.
- 2) For books: The bookstore says the book orders for Summer will be available the first week of May.

Purchase Orders for tuition need to be faxed by ASAP to:

Your campus Cashier (see attached list) at _____ FAX number _____.

Thank you for your assistance. Please call me at (xxx-xxxx/ Your Phone#) to let me know when you have faxed the purchase orders so I can follow up. My course enrollment has been “protected” beyond the due date of April 30 or June 10, 2022 but I need to know when payment is expected.

For tuition at UH Manoa Only: Cover Sheet, “Outreach College Credit Course Payment Form” with student information is included & should be faxed (or emailed) with PO.

UHMānoa Summer Session Options for “3rd Party Payments” (i.e. PO) -

http://www.outreach.hawaii.edu/summer/myuh/payment_policy.asp

Third Party Sponsor Payment

- Submit a written financial guarantee document to the Outreach College Cashier at Sinclair Library Room 301 by the payment deadline. Documents that will be accepted include, but are not limited to, purchase orders. . . Documents can also be submitted by email to ocfiscal@hawaii.edu. Contact the Outreach College Cashier at (808) 956-6878 with any questions regarding third-party payments.

** Be sure to Email BTH Coordinator TBill (bth@hawaii.edu) ASAP if you are enrolling in UHMānoa Summer Session & need to be included in the UHManoa BTH “do not purge” list.

DETAILS & FINE PRINT

FAQs ?

- There is no Summer Enrollment requirement for BTH Summer Employment.
- For Graduate students, FTW does not assist with Graduate tuition; but BTH summer employment is available.
- For Summer session, contact hours or the number of hours in class or lab will be counted. Use the attached “Sample Weekly Schedule” to indicate to your caseworker the number of hours you are in class.
- Accelerated classes typically meet M-F for 1 hour 15 minutes. This equals 6.25 hours per week. 2 classes would equal 12.5 hours and then require 8 hours of paid employment; or 12 hours if you need 24 hours to maximize childcare reimbursement.
- Online Class Contact Hours are counted the same as “in-person” classes whether asynchronous or mixed - if a specified sign-in time is required. See Memo “Counting Online/Distance Ed Contact Hours” on BTH Downloads page.
- Caution: Math, Science and Language courses are **not** recommended for a Summer accelerated schedule. You may take electives over the summer session to fulfill your degree or certificate requirements.
- Six credits per 6-week summer session or twelve credits over the course of the multiple summer terms are considered by most University of Hawai'i campuses to be “full-time enrollment” for undergraduates. Some campuses have only 1 single summer term. Part-time enrollment may be appropriate for academic success.

Financial Aid for Summer Session:

- Federal FinAid is available for a 3rd Session (Summer) for 2022. Apply for Financial Aid for your campus to receive a Financial Aid award based on enrollment at your HOME Campus. (Classes at other campuses are not considered when calculating full-time/part-time enrollment & FinAid awards.)
- You will submit a copy of your Summer 2022 Financial Aid Award to First-to-Work. Any Pell award is expected to be applied to your tuition & books. Costs in excess of PELL or costs at other campuses not covered by PELL award are eligible for assistance from First-to-Work.

Request Summer Tuition from First-to-Work (Paid by Purchase Order):

- If your FinAid award for Summer 2022 does not cover all your tuition, fees and books; First-to-Work assistance *should* be available to pay the difference.
- With your request for summer school assistance you need to provide **COPIES** of:
 - Your Education Plan with required courses & electives needed
 - Verification of tuition, & fees
 - Copy of FinAid Award for Summer 2022 (include FinAid for Fall 2021 & Spring 2022 to indicate likely PELL award/eligibility.
 - Verification of books required for classes (see <http://www.bookstore.hawaii.edu>)
 - Registration Form indicating class schedule & meeting times
 - Using MyUH” for UHM Summer Session:
 - **PRINT** the “**THIS REGISTRATION SESSION IS NOW COMPLETE**” page with the Tuition & Fees, Total Charges for your Caseworker. (see attached sample).
 - **PRINT** the “**CLASS SCHEDULE**” including “Weekly Class Schedule” (see attached sample).

- Include a copy of the “Summer Sessions Payment Deadlines, Policy & Procedures” page (attached)
- Make and keep a copy of your request & supporting documents for your files.
- You must request **two** Purchase Orders from your FTW case manager.
 - 1st PO payable to the campus cashier (e.g. U.H. Manoa Cashier’s Office) indicating which terms (e.g. SummerI; SummerII or both) for tuition; Use the Outreach College “Credit Course Payment Form - For Web Registration” to ensure accurate payments.
 - 2nd PO payable to the campus bookstore (e.g. UH Manoa bookstore) for books.
- Use <http://www.bookstore.hawaii.edu> to determine the books required for your courses & their cost. Almost every campus has their courses listed at this website.
 - DO NOT ORDER your books from the website, merely determine the texts required and their cost. (** With COVID19 – Uncertain how UH Bookstore is handling Textbooks**) **Bookstore does not expect all textbooks to be online until first week of May.** Request that your caseworker process and approve your request for assistance and you will provide textbook info as soon as available. You will need to follow up in a timely way.

Register & Request P.O.

- Register for your necessary classes to determine tuition
- If your home campus does not have the classes you need, you can enroll at more than one campus, but you need separate Purchase Orders for each campus & campus bookstore.
- Double check what office your Purchase Order should be faxed to & their fax number
- Check the Bookstore or website (www.bookstore.hawaii.edu) for the titles and cost of books for courses.
- Meet with FTW case manager and request P.O. for summer tuition and books. **Have your academic plan with you to verify course requirements and electives.**
- CHECK with campus cashier’s office if your Purchase Order will not be processed before your PAYMENT DEADLINE date. (Although UH Mānoa Summer Session Cashier has indicated that they will not be purging for non-payment by May 1). All UH campuses receive payments for people via PO from a number of different programs, not only FTW. They should have a system in place.

For UHMānoa Summer Session – April 30 deadline - You must email Teresa Bill, BTH Coordinator (bth@hawaii.edu) to add you to the “Do Not Purge” list for UHManoa Summer Session. Include: your Name, UH ID and courses you are registered for in each summer session. Also include your case manger’s name and contact info for follow up.

If you register later, contact Outreach College Student services (956-7221; Sinclair Lib 301) to ask for your registration to be “flagged” as a 3rd party payment & not to be purged (& cc bth@hawaii.edu).

UHM Summer Session has asked the BTH Coordinator to confirm which students are expecting 3rd party payments for their tuition. Have First-to-Work fax the Purchase Order to:

Cashier – Summer Session, Attn: Patrick Laoron; Fax: 956-3752; Phone: 956-6878.

For UH Mānoa Bookstore – You should have emailed Teresa Bill your summer session enrollment. Teresa works with UH Manoa Bookstore to establish a process for charging approved textbooks while waiting for PO. If your course enrollment changes, you MUST contact Teresa. Bookstore is restricted to charging textbooks on approved list (yes, this gets messy sometimes).

UH Manoa Summer Session Option: <http://www.outreach.hawaii.edu/summer>

- UHM Summer Session / MyUH accepts students from any campus, including all Community colleges

UH Manoa Six-week Terms:**Term 1: Monday, May 23 - Fri, July 2****Term 2: Tues, July 5 - Friday, August 12**

Graduating with an AA? Transferring to UH Manoa or UH West Oahu? Connect with BTH Coordinator Teresa Bill via GoogleVoice: 802-332-5501 or online via STAR Balance for a Zoom Appointment.

CAMPUS**Phone & Fax****UH Mānoa**

Outreach College - Summer Session ocfiscal@hawaii.edu
 Bookstore (Jing Yuan or Suzanne Stalter)
 (prefer Email: jingy@hawaii.edu or sstalter@hawaii.edu)

Phone: 956-6878 Fax: 956-3752
 Phone: 956-4797 Fax: 956-5644

UH Hilo

Cashier's Office uhcash@hawaii.edu
 Bookstore – (Attn: Stephanie)

Phone: 932-7025 Fax: 932-7586
 Phone: 932-7394 Fax: 932-7392

UH West O'ahu

Cashier's Office (Attn: Tracy Higa)
 Bookstore: Kory Uramoto-Wong
 Prefers Email: uramoto@hawaii.edu -- Fax doesn't always work

Phone: 689-2888 Fax: 689-2891
 Phone: 689-2550 - None -

Hawai'i CC

Cashier's Office (Attn: Nadine Uina)
 HICC uses UH Hilo Bookstore – (Attn: Stephanie)

Phone: 934-2749 Fax: 934-2741
 Phone: 932-7394 Fax: 932-7392

Honolulu CC

Business Office (Attn: Cindy)
 Bookstore (Attn: Shelly or Annie) hccbooks@hawaii.edu

Phone: 845-9102 Fax: 844-2341
 Phone: 845-9105 Fax: 847-6021

Kapiolani CC

Cashier's Office (Attn: Melanie) mamy@hawaii.edu
 Bookstore (Attn: Tiffany & Deborah Lee Goto - both)
 Prefers Email: kccbooks@hawaii.edu -- Fax doesn't always work

Phone: 734-9524 Fax: 734-9579
 Phone: 734-9589 Fax: 734-9452

Kaua'i CC

Business Office (Attn: Kim Date & Cecilia Ramones)
 Bookstore (Attn: Noel Mock)

Phone: 245-8311 Fax: 245-8220
 Phone: 245-8273 Fax: 245-8296

Leeward CC

Cashier's Office (Attn: Patty Umetsu)
 Bookstore (Attn: Jody Dang)

Phone: 455-0328 Fax: 455-0229 (tuition only)
 Phone: 455-0205 Fax: 456-5331

Maui CC


Business Office: (Talia Purdy)
 Bookstore: (Attn: Aaron Ventura) email: aventura@hawaii.edu

Phone: 984-3257 Fax: 984-3201
 Phone: 984-3248 Fax: 242-8951

Windward CC

Cashier's Office
 Bookstore (Attn: WCC Bookstore)

Phone: 235-7411 Fax: 235-7423
 Phone: 235-7418 Fax: 247-9330

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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

