



UNIVERSITY
of HAWAII®
SYSTEM

Bridge to Hope
Serving UH Welfare Participant Students

Date April 23, 2019

To: Bridge to Hope Campus Contacts
BTH Student Employee Worksite Supervisors
BTH Students employed Summer 2019 (May-Aug)

From: Teresa Bill, UH Systemwide Coordinator
956-9313 (direct) bth@hawaii.edu

Re: Bridge to Hope funded Summer Employment

A handwritten signature in cursive that reads 'Teresa Bill'.

The Hawai'i State Dept. of Human Services' First-to-Work program partners with the Univ. of Hawai'i to establish and fund Bridge to Hope, including on-campus employment for eligible client students.

Revised First-to-Work procedures now offer Bridge to Hope on-campus employment through summer session **without** requiring summer enrollment (pg 6 attached). This change in policy benefits and supports FTW / BTH client students. Students may still enroll in summer sessions (full or part-time) and request First-to-Work funding assistance, but it is no longer required for summer employment.

- Summer employment is intended to assist **current** BTH participants. Students must be engaged with the Bridge to Hope program & enrolled full-time in both the **prior Spring 2019** semester and also be enrolled for the **subsequent Fall 2019** semester.
- Bridge to Hope students' SEWA should be adjusted to reflect the summer appointment period.
 - New Fiscal Year Account codes (FY20) will be shared in June when available.
- BTH Students will be eligible to work a **maximum of 30 hours** per week starting the week **after** Finals (May 13 for 2019) **with noted exceptions**:
 - Weeks with federal holidays (Memorial Day & July 4) will be limited to 22 hours (standard 30-8 = 22). It is intended that Bridge to Hope summer employment **will not exceed 130 hours** per month. Limiting work hours during Finals Week and those weeks with federal holidays to 22 hours will achieve this.
- Attached are weekly/monthly totals of approved hours for May-Aug totaling fewer than 130 hours.
 - Worksite supervisors' diligence in enforcing scheduling & timesheet limits for these weeks in May & July is much appreciated.

Of Particular Interest to BTH Students:

- Each BTH student is responsible for communicating with their supervisor and adhering to work hour maximums.
- Viability of BTH Summer Employment depends upon adherence to weekly/monthly maximum work hours.
- FTW will count 8 hours of Memorial Day & July 4 holidays towards work activity requirements and does not cause hardship to BTH student.
- Twenty to thirty hours of employment meets most Bridge to Hope FTW activity requirements.
- Students needing 35 hours per week will need to supplement on-campus employment. They can connect with their BTH Campus contact & UH Systemwide Coordinator T. Bill to make arrangements.
- Students with 20 hour per week FTW requirements may work up to 30 hours at their discretion with the same weekly and monthly limits.

If any Bridge to Hope student has questions or concerns regarding the limits on scheduling for summer employment, please refer them to Teresa Bill, UH Systemwide Coordinator.

Attachments:

BTH Monthly Maximum Hours Calendar with Weekly Work Hour Maximums
First-to-Work Policy (pg.6) re: Summer Employment

May 2019

Happiness radiates like the fragrance from a flower and draws all good things towards you.
 Maharishi Mahesh Yogi

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 121/244	2 122/243	3 123/242	4 124/241 20
5 125/240	6 126/239	7 127/238	8 128/237	9 129/236	10 130/235	11 131/234 20
12 132/233 Mother's Day	13 133/232	14 134/231	15 135/230	16 136/229	17 137/228	18 138/227 Armed Forces Day 30
19 139/226	20 140/225 Victoria Day (CAN)	21 141/224	22 142/223	23 143/222	24 144/221	25 145/220 30
26 146/219	27 147/218 Memorial Day Observed	28 148/217	29 149/216	30 150/215 <i>22 hrs Max</i>	31 151/214	Holiday 30-8 = 22 122

JUNE 2019


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 152/213
2 153/212	3 154/211	4 155/210	5 156/209	6 157/208	7 158/207	8 159/206 30
9 160/205	10 161/204	11 <i>Kamehameha</i> 162/203	12 163/202	13 164/201	14 165/200 Flag Day	15 166/199 30
16 167/198 Father's Day	17 168/197	18 169/196	19 170/195	20 171/194	21 172/193 First Day of Summer	22 173/192 30
23 174/191 30 181/184	24 175/190	25 176/189	26 177/188	27 178/187	28 179/186	29 180/185 30 = 120

JULY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 182/183 <i>Summer II</i>	2 183/182 <small>Canada Day</small>	3 184/181	4 185/180 <small>Independence Day</small>	5 186/179	6 187/178 <i>holiday</i> $30-8=22$
7 188/177	8 189/176	9 190/175	10 191/174	11 192/173	12 193/172	13 194/171 30
14 195/170	15 196/169	16 197/168	17 198/167	18 199/166	19 200/165	20 201/164 30
21 202/163	22 203/162	23 204/161	24 205/160	25 206/159	26 207/158	27 208/157 $30=112^+$
28 209/156	29 210/155	30 211/154	31 212/153 <i>16 hrs max</i>			16 max = 128

August 2019^{ok}

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>16 max</i>		1 213/152	2 214/151	3 215/150 14-16
4 216/149	5 217/148 <small>Civic Day (CAN)</small>	6 218/147	7 219/146	8 220/145	9 221/144 <i>End Summer II</i>	10 222/143 30
11 223/142	12 224/141	13 225/140	14 226/139	15 227/138	16 228/137	17 229/136 30
18 230/135	19 231/134	20 232/133	21 233/132	22 234/131	23 235/130	24 236/129 30
25 237/128	26 238/127 <i>Classes Begin</i>	27 239/126	28 240/125	29 241/124	30 242/123	31 243/122 $20=126$

	FIRST-TO-WORK PROGRAM OPERATIONAL PROCEDURES	PROCEDURE NUMBER 9-103	PAGE 6 of 7
		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			

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