




Date: April 30, 2021

To: Bridge to Hope Campus Contacts
BTH Student Employee Worksite Supervisors
(via BTH Campus Contacts & Student Employees)
BTH Student Employed Summer 2020 (May-Aug)

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

Re: Bridge to Hope funded Summer Employment

COVID 19 IMPACT

FTW will continue to waive work activity requirements due to lack of childcare (or work site). Meeting full work activity hours in Summer 2021 is not expected. Therefore, **no one** should **exceed** the 20-30 hr/week maximum hours listed below.

Reminder to Supervisors: To avoid IRS ACA tax penalties, Bridge to Hope adheres to the .75 FTE (130 hours) per month restriction. With 5 weeks, **JUNE & JULY are particularly vulnerable to an excess of 130 hrs.** Please adhere to the Weekly Maximum Hours listed on the accompanying calendar.

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.

COVID19 impact on childcare and DOE have greatly impacted Bridge to Hope student employment, with few opportunities for remote work. If a student needs REMOTE work, please connect with Teresa Bill for orientation to BTH Online Research Project.

IF work opportunities are available on campus, Bridge to Hope has funds for summer employment. First-to-Work policy continues the option for paid employment **WITH NO ENROLLMENT required** for summer. Students may enroll in summer sessions (full or part-time) and request First-to-Work funding assistance, but enrollment is **not** required.

ELIGIBILITY: 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** 2021 semester and also be enrolled for **Fall** 2021.

- ❑ Bridge to Hope students' SEWA should be adjusted to reflect the summer appointment period. New FY22 Account codes will be shared when available.
- ❑ BTH Students enrolled in summer adhere to the usual SECE restriction of 20 hrs/week for students during the enrollment period.
- ❑ BTH participants not enrolled in Summer, will be eligible to work (not required) a **maximum of 30 hours** per week starting the week **after** Finals (May 17 for 2021) **with noted exceptions:**
 - Weeks with holidays (Memorial Day 5/31, Kamehameha Day 6/11 & July 4/ observed on 5th) will be limited to 22 hours (standard 30-8 = 22).
 - It is intended that Bridge to Hope summer employment **will not exceed 124 hours** per month. Limiting work hours during weeks with federal holidays to 22 hours will achieve this.
 - UHWO Finals Week ends 5/7.
- ❑ Attached are weekly/monthly totals of approved hours for May-Aug.
- ❑ Worksite supervisors' diligence in enforcing scheduling & timesheet limits for these weeks in June & July is required.

Of Particular Interest to BTH Students:

COVID19 IMPACT – FTW is **not** requiring Work Activity Requirements, so **no one** should exceed the 22 or 30 hours per week maximum.

- ❑ 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, Kamehameha 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. (COVID19 waiver means this is not an issue in 2021)
- ❑ Students needing 35 hours per week for FTW should contact T. Bill for assistance. Note: (COVID19 waiver means this is not an issue in 2021).
- ❑ Students with 20 hour per week FTW requirements may work up to 30 hours at their discretion with the same weekly and monthly limits.


Students with questions or concerns regarding the limits on scheduling for summer employment, should contact Teresa Bill, UH Systemwide Coordinator.

Attachments:

BTH Weekly Work Hour Maximum in Calendar Format
 First-to-Work Policy (pg6) re: Summer Employment

MAY 2021

DEATH VALLEY NATIONAL PARK, CALIFORNIA/NEVADA
 The Mesquite Flat Sand Dunes are just one feature of Death Valley National Park that makes it world-renowned for its complex and diverse geology. It includes the lowest place in the country, Badwater Basin, as well as mountains soaring more than 11,000 feet high.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			April 2021 S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	June 2021 S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1
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16 Mother's Day	17	18	19 National Parks Conservation Association - Est. 1919 -	20	21	22 30 Hrs Max
23	24	25	26	27	28	29 30 Hrs Max
30	31 HOLIDAY Memorial Day					



JUNE

2021

GRAND TETON NATIONAL PARK, WYOMING

The Teton Range provides a spectacular backdrop for colorful wildflowers covering Antelope Flats in Grand Teton National Park. Visitors can also view an abundance of wildlife, including pronghorn, moose and bears.

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27	28	29	30	<p>May 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>July 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	20 Hrs Max
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20 Hrs Max June 28-30



JULY 2021


GLACIER BAY NATIONAL PARK AND PRESERVE, ALASKA
 Northern sea lions appear to be craning their necks to take in all the astounding sites of Glacier Bay in southeast Alaska. The park and preserve covers more than three million acres of mountains, glaciers, and a lush temperate rainforest.

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4	5	6	7	8	9	10
Independence Day	HOLIDAY Observed Worksite Closed					22 Hrs Max
11	12	13	14	15	16	17
						30 Hrs Max
18	19	20	21	22	23	24
						30 Hrs Max
25	26	27	28	29	30	31
						30 Hrs Max

AUGUST 2021

VIRGIN ISLANDS NATIONAL PARK, U.S. VIRGIN ISLANDS
 "Paradise" means different things to different people. But Virgin Islands National Park fits the definition for millions of people from around the world who come here for soft sand beaches, snorkeling, abundant marine wildlife and hiking.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 30 Hrs Max
8 ●	9	10	11	12	13	14 30 Hrs Max
15 ○	16	17	18	19	20 Holiday	21 30 Hrs Max
22 ○	23 Classes Begin	24	25 National Park Service - Est. 1916 -	26	27	28 20 Hrs Max
29	30 ○	31	July 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		

	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