

P-2331 EDUCATION RELATED WORK

ACTIVITIES (Reach Up Services rule 2350)

(B21-02)

Reach Up encourages participants to take part in educational-related activities. Allowing participants to focus on their education supports participants' long-term goals and models education for the next generation.

Scheduled hours

Find out general expectation of what is required to successfully complete the program.

This expectation may include, but is not limited to:

- the number of actual classroom hours
- how many study hours are required or advised
- credit requirements (may equate to hours)
- total number of hours required to complete curriculum
- semester or course start and end dates

The information can be provided by written statements or materials from the program, as well as information available online from the program's official website.

Ongoing supervision (oversight)

The case manager is the individual providing supervision/oversight of the participant's education, and through ongoing engagement ensures that the participant is attending classes and is achieving satisfactory progress.

Supervision/oversight should occur on a regular basis and may be in person, phone, email or text.

Documentation of hours

Participants communicate the number of completed education activity hours to their Reach Up case manager in a timely way. Documentation must be obtained at least monthly and should be filed in the Reach Up case management file. Excused absences and holidays may be used for all education activities.

Make a plan with the participant about how they will document the number of hours they spent (in class, online, studying, etc.) in the program, and how they will communicate those hours to their case manager. Include this plan on the participant's Family Development Plan (FDP).

Documentation from the participant may be provided on Student Education report forms ([642ED](#)) completed by the participant, other attendance reports provided by the program (i.e. CCV portal), emails or written correspondence from the participant, or verbal communication with the participant. If reported verbally, case managers should document the hours on a 642ED.

Study hours

The case manager may count all study hours reported by the participant, as long as they do not exceed the number of study hours required or advised by the educational program. All study time is "supervised study time" because the hours are monitored and documented by the case manager.

Documentation of satisfactory progress

Participants demonstrate they are making satisfactory progress in the program.

Set clear deadlines for when documentation of progress in course must be submitted. Include these deadlines on the participant's FDP.

Documentation of progress from the participant may take the form of Grade Point Average (GPA), email from advisor or program, letter from program to participant.

Case Manager Support

Entering an education related work activity on the FDP

1. Enter WORK C.

```
01/08/21 10:27          IV-A SELECT FUNCTION          SYSTEM  ASTCAL
(
~~~~~  Function Codes (FNX)  ~~~~~          ~~~~~  Function Codes (FNX)  ~~~~~
ABWD - ABAWD Food Stamp History          MAIL - Send or Read Mail
APPL - Application                      MANA - Managed Care Maintenance
CASE - Case Status Display              MONY - Financial Subsystem
CATN - Case Action Log                  NAME - User Name/Number Lookup
CATS - Cost Allocation/Time Study        PCOL - Premium Collections
EDS - Medicaid Management System        PERS - Person Search
ELIG - Eligibility Results/Approval     PMGT - Premium MGT Report
FIAT - Fiat Eligibility                 PREL - Presumptive Eligibility
FUEL - Supplemental Fuel                 PREM - Premium Management
GAEL - General Assistance                QUAL - Quality Review
IDEA - System Change Request            RCAP - Refugee Cash Assistance
INFC - Interfaces                       RECO - Recoupment Schedule
INQB - Benefit History                   REPT - Report Selection
INQD - Benefit Disbursement History     SPEC - Special Functions
IV-D - IV-D Select Function             STAT - Statement of Need
JFIP - Subs For Independence            SUBS - Substitute Reporter/Payee
LOGO - Logoff                            TODO - Daily To-Do Report
~~~~~
USER: 0          FNX: WORK MODE: C RPTGRP:          PERIOD: 01 21 COMMAND:
                                           F8 = MORE
```

Use the participant's Social Security Number in the RPTGRP (reporting group). Note: In a two parent household make sure to enter the SSN of the participant taking part in the education related work activity.

2. Select Education/Training on the WORK screen.

```
01/08/21 10:49          *** FAMILY DEVELOPMENT PLAN ***          ASQWOHF1
Participant:          SSN:          Financial Status: Active
Phone#:          Phase: WR 11/01/2020
E&T Duals: N          Participation Code: 34 XW
Date FDP Signed: 11 13 2020          Review Date: 04 30 2021
Employment Goal: 43-6011 00  Assistant.
Case Manager: PTH (          FSM          Activity          Matrix
Location: PATH /          History          History
*****
Strengths/Supports: Shelter/Transportation          Click &
Interferes:          Comment
Job Search/          Education/          Work          Other          Life Skills
Readiness          Training          Placements          Activities
Activity  Hrs/Wk  Start  Target  Act End date  Outcome
Health Counselor          P
P
USER: 0          FNX: WORK MODE: C RPTGRP:          PERIOD: 01 21 COMMAND:
DO: Z IMS:          REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C
```

Double click or click once and press enter.


```

+---Education/Training Activities---+ OPEMENT PLAN *** ASQWOHF1
  Adult Basic Ed/HS Completion      Financial Status: Active
  Apprenticeship Program             Phase: WR 11/01/2020
  College Courses - Non-countable    Participation Code: 34 XW
  Developing a PSE Plan              Review Date: 04 30 2021
  Computer Skills Class
  Related Interfere (use PF11 to enter if applicable)
  Start Date:..... MM DD CCYY
  Target Completion:..
  Scheduled Hours/Wk:
  Support Svcs:
  Other Activities
  Life Skills
  Target Act End date Outcome
  P
  P
  PERIOD: 01 21 COMMAND:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

```

5. Press enter to leave pop up box, then press enter two more times to leave the WORK screen and return. Make sure the activity is now showing on the screen.

```

01/08/21 11:11 *** FAMILY DEVELOPMENT PLAN *** ASQWOHF1
Participant: SSN: Financial Status: Active
Phone#: Phase: WR 11/01/2020
E&T Duals: R Participation Code: 34 XW
Date FDP Signed: 11 13 2020 Review Date: 04 30 2021
Employment Goal: 43-6011.00 Admin Assistant.
Case Manager: PTH
Location: PATH /
Strengths/Supports: Shelter/Transportation
Interferes:
Job Search/ Education/ Work Other Life Skills
Readiness Training Placements Activities
1 of 1 Activity Hrs/Wk Start Target Act End date Outcome
Vocational Education 20 01/18/2021 05/31/2021 P
USER: FNM: WORK MODE: C RPTGPP: PERIOD: 01 21 COMMAND:
DO: Z IMS: S REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

```

Entering education activity hours into ACCESS

1. From WORK C press F6.

```

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

```

(The bottom of the ACCESS screen shows you what the Function keys or F keys on the keyboard mean.)

