

P-2331 EDUCATION RELATED WORK ACTIVITIES (con't)(B21-02)

P-2331A Categories of Education Activities

Educational activities can be counted under several categories in ACCESS.

Vocational Education

Vocational Education is a core activity. In ACCESS the following activities pull into the Voc Ed Category:

- Vocational Education
- VT Works for Women

Voc Ed Twelve Month Limit

Federal law limits participation in this activity to no more than 12-months (cumulative) for any individual. The 12-month limit applies to everyone, but ACCESS will only count TANF months.

CASE D TIME F12 will count TANF Voc Ed months. Only verified months will count. Any number of hours entered will count as a month. SSF months will not show in F12.

In two parent households F12 shows TANF funded months with Voc Ed hours for both parents. The 12-months is an individual tally, not a household limit.

```
03/14/19 14:05 *** WORK REQUIREMENTS AND TIME LIMITS *** ( ASOERT )
The Work Requirement for this family is: +Fed Vocational Education Months--+
CSP/WKEX cannot exceed 14 hours per week.
There are 5 RUFA members in this household.
KAREN has 43 months of countable RUC.

NAME M/RL SSN
-----
KAREN 09/01/18
TIMOTHY 09/01/18
KAREN 10/01/18
TIMOTHY 10/01/18
KAREN 11/01/18
TIMOTHY 02/01/19

KAREN has used 3 Voc-Ed months
TIMOTHY has used 3 Voc-Ed months

USER:          FNX: CASE MODE: D RPTGRP:          PERIOD: 12 18 COMMAND:
DO: Z IMS: DOL RPTGRP NAME:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
EXIT          EHRS  EMPL          WORK  CLCK  JSER  VocEd
```

F12 months may be out of order—this is an issue with the clock data in ACCESS but should not impact the count.

```
03/14/19 13:50 *** WORK REQUIREMENTS AND TIME LIMITS *** ( ASQEBI )
The Work Requirement for this family is 20 hours.
CSP/WKEX cannot exceed 20 hours
There are 3 RUFA members in this
ADRIENNE has 24 months of counta

      +---Fed Vocational Education Months---+
      | ADRIENNE
      | 07/01/13
      | 08/01/17
      | 04/01/18
      | 05/01/18
      | 08/01/13
      | 09/01/13
      | 10/01/13
      | 11/01/13
      | 12/01/13
      | 01/01/14
      | 04/01/14
      | 05/01/14
      | ADRIENNE has used 12 Voc-Ed months
      +-----+

'X' TO VIEW WORK REQUIREMENTS,
X   NAME      M/RL      SSN
-----
USER:          FNX: CASE MODE: D RPTGR:          PERIOD: 01 19 COMMAND:
DO: Z IMS: D0L RPTGRP NAME:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
EXIT          EHRS  EEMPL          WORK  CLCK  JSER  VocEd
```

Timeframes that the program runs can help to determine which months should have a Vocational Education activity listed. If the program begins the last week of the federal calendar month and the participant has not used their 12-month time limit, wait until the following month to begin using Vocational Education as an activity for the participant.

Remedial Education as Voc Ed

Basic education, remedial education (education intended to correct or improve deficient skills in a specific subject such as basic math skills) and ESL (more commonly referred to as ELL—English Language Learner classes) that are embedded in the program may be counted if required for successful completion of the Voc Ed training program.

College Courses as Voc Ed

College courses can qualify as Voc Ed and should be encouraged particularly if the number of scheduled hours (including study time), on their own or combined with other core activities will reach the participants work requirement. If the participant's work requirement will not be met, consider using a Job Skills Training activity (see below).

Voc Ed may be appropriate in the rare occasion that a participant is pursuing their masters or doctorate.

Voc Ed Deferment

Participants may qualify for a Voc Ed Deferment if they have already used their 12-month limit of Voc Ed and the following criteria is met:

- The program that they are taking part in is full time.
- The total length of the program is less than 2 years.
- The participant is within 12 months of completion.

Code these participants as 02 and continue to enter verified hours in ACCESS.

Sometimes it is appropriate to continue to support a participant who has used their 12-month limit in Voc Ed, and who does not qualify for the Voc Ed Deferment. If unsure, review situation with supervisor.

Job Skills Training Directly Related to Employment

Job Skills training is a non-core activity. This means in order to help the participant meet their work requirement these activities must be paired with core work activities such as a Job Search, WKEX or CSP.

In ACCESS the following activities pull into the Job Skills category:

- Computer Skills Class
- Drivers Education
- Job Skills Training
- Try Out Courses

If a participant is taking part in other activities that meet their core hour requirement, consider using verified Job Skills training to make up the additional non-core hours needed to meet their work requirement.

Try Out Courses

Try out courses no longer have a lifetime limit of two. Participants may have taken college level classes in the past and may have different interests or experiences now that motivate them to take additional courses.

Education Directly Related to Employment

Education Related to Employment is a non-core activity for most participants. Hours will only count towards the federal WPR for participants without a high school diploma or GED. This means in order to help most participants meet their work requirement these activities must be paired with core work activities such as a Job Search, WKEX or CSP.

In ACCESS the following activities pull into the Education Related to Employment category:

- ESL (ELL) Classes
- GED Classes/Prep
- Remedial Education

Remedial education is education intended to correct or improve deficient skills in a specific subject such as basic math skills.

Under age 20 Special Circumstances for Education related to Employment activities

If the participant is under 20 years old *and* a single Head of Household *or* a married teen, Education Related to Employment will count as core hours and an average of 20 verified hours entered each week will allow the household to be counted in the federal WPR.

Satisfactory Attendance at Secondary School

Satisfactory Attendance at Secondary School is a non-core activity for most participants. Similar to Education Related to Employment, hours will only count towards the federal WPR for participants without a high school diploma or GED. In ACCESS, the following activities pull into the Satisfactory Attendance at Secondary School category:

- Adult Basic Ed/High School Completion
- High School
- Learning Together—Under 20
- Teen Parent Education Program

Under age 20 Special Circumstances for Attendance at Secondary School activities

Similar to above, if the participant is under 20 years old *and* a single Head of Household *or* a married teen, Satisfactory Attendance at Secondary School will count as core hours, but for this activity any number of verified hours entered in a month (even 1 hour) will allow the household to be counted as meeting the federal WPR.

Education Deferment (for those 20 and older)

Participants may qualify for an Education Deferment if they are 20 years or older and taking part in 15 hours per week (including study time) of GED Classes/Prep, Remedial Education, High School Completion. This deferment has a lifetime limit of 18 months (cumulative).

Code these participants a 42 and continue to enter verified hours in ACCESS.

Case Manager Support

WIN History in ACCESS

If the participant is requesting an education deferment, go to PERS D HIST.

PERSON HISTORY STATUS						DOB:	ASPAHC
SSN:						SEX:	
UID:						RA MONTHS LEFT:	20
						RA MONTHS:	4
CAT-CODE	START	END	REM-RSN	REPORTING-GROUP	STATUS		
*** REACH UP HISTORY ***							
	02 01 2016	04 30 2016	57				CLOSED
	12 01 2015	02 29 2016	57				CLOSED
	08 01 2015	12 31 2015	57				CLOSED
		07 30 2015	66				DENIED
	06 01 2015	07 31 2015	57				CLOSED
	06 01 2014	06 30 2015	66				CLOSED
RA	01 01 2014	04 30 2014	59				CLOSED
		10 29 2013	66				DENIED
		10 29 2013	59				DENIED
	08 01 2013	10 31 2013	59				CLOSED
	10 01 2012	08 31 2013	57				CLOSED
	07 01 2012	09 30 2012	59				CLOSED

USER: FNX: PERS MODE: D RPTGRP: PERIOD: COMMAND:
 VALID COMMANDS: PERS HIST INSU MEDI MED FS PREM HIPS EXIT

Press enter multiple times until WIN History appears.

PERSON HISTORY STATUS				ASPAC	
SSN:				DOB:	SEX:
UID:				RA MONTHS LEFT:	20
				RA MONTHS:	4
CAT-CODE	START	END	REM-RSN	REPORTING-GROUP	STATUS
		11 03 2011			DENIED
		09 12 2002			DENIED
	07 19 2001	06 30 2002			CLOSED
	07 18 2000	06 30 2001			CLOSED
		12 13 1999			DENIED
*** WIN HISTORY ***					
02	06 22 2015				
06	06 22 2015	06 22 2015			
02	11 01 2014	06 21 2015			
04	10 01 2014	10 31 2014			
02	06 18 2014	09 30 2014			
CL	04 30 2014				CLOSED
USER:	FNX: PERS	MODE: D	RPTGRP:	PERIOD:	COMMAND:
VALID COMMANDS: PERS HIST INSU MEDI MED FS PREM HIPS EXIT					

Count all months that end in code 42.

PERSON HISTORY STATUS				ASPAC	
01/08/21 14:02				DOB:	SEX:
SSN:				RA MONTHS LEFT:	24
UID:				RA MONTHS:	
CAT-CODE	START	END	REM-RSN	REPORTING-GROUP	STATUS
34	07 31 2012	06 03 2014			
02	04 16 2012	07 30 2012			
05	04 12 2012	04 15 2012			
DN	02 21 2012				
05	02 21 2012	02 21 2012			
CL	05 31 2010				CLOSED
42	07 16 2009	05 30 2010			
05	06 02 2009	07 15 2009			
02	05 08 2009	06 01 2009			
CL	01 31 2003				CLOSED
06	01 17 2002	01 30 2003			
DN	09 24 2001				
05	09 24 2001	09 24 2001			
USER:	FNX: PERS	MODE: D	RPTGRP:	PERIOD: 01 21	COMMAND:
VALID COMMANDS: PERS HIST INSU MEDI MED FS PREM HIPS EXIT					

In the example above, the participant was coded 42 from 7/16/2009 through 5/30/10. Count the following months towards the 18-month limit: July 2009 through April 2010 = 10 months.

There may be multiple pages of WIN history. Continue to press enter to make sure to locate all code 42 education deferment codes.

If the total of all months ending in code 42 is 18 months or more, the participant is not eligible for the deferment.