

P-2345 Education Related Work Activities

A. General Procedures for All Education Activities

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; though in person contact should be made a minimum of once per month.

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.

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A. General Procedures for All Education Activities (Continued)

- Make plan with 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 take the form of Student Education reports 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 Student Education report.

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.