



P-2345 Education Related Work Activities

B. Categories of Education Activities (Continued)

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 +---Fed Vocational Education Months---+
There are 3 RUFA members in this |
ADRIENNE has 24 months of counta | ADRIENNE
| 07/01/13
| 08/01/17
| 04/01/18
| 05/01/18
'X' TO VIEW WORK REQUIREMENTS, | 08/01/13
X   NAME      M/RL      SSN    | 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 |
-----+-----+-----+-----+-----+
USER:      FNX: CASE MODE: D RPTGRP:      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  EMPL      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, 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.

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B. Categories of Education Activities (Continued)

*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:

1. The program they are taking part in is full time
2. The total length of the program is 2 years or less
3. The participant is within 12 months of completion

Code these participants an 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.

Example: A participant is taking a full course load of college classes—4 three credit classes. Each class meets for 3 hours per week. The college has provided a statement that 1 hour of homework/study time per 1 hour of classroom time is necessary for successful completion of the classes. The participant has already used up their 12-month TANF limit of Voc Ed. Encourage them to apply for PSE now. If participant pursues PSE, continue to count the classroom and study hours (combined 24 hours per week) as part of Vocational Education or enter it as Job Skills training (see below). If participant does not wish to pursue PSE, determine countable activity for engagement.

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B. Categories of Education Activities (Continued)

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.

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B. Categories of Education Activities (Continued)

*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 in for this activity any number of verified hours entered in a month (even 1 hour) will allow the household to be counted in the federal WPR.

*Education Deferment*

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.