

When the Worker determines that an insufficient number of employers are available, the individual satisfies the requirements for Job Search if he/she has contacted the available employers and attended the scheduled classroom training.

B. EDUCATIONAL ACTIVITIES

This activity includes placement in existing structured activities that such as High School, **high school equivalent**, Adult Basic Education (ABE), Literacy, English as a Second Language and post secondary education. High School, **high school equivalent**, English as a second language and Adult Basic Education classes are operated by the County Board of Education. In some counties, private not-for-profit groups offer this type of activity with Workforce Investment Board (WIB) funding. Individuals in college and other post-secondary activities must use private funds, existing grants such as PELL, and loans to cover the cost of tuition, books, and fees. Skills training may be paid after all other resources are exhausted for vocational training not including college.

Individuals under the age of 30 without a High School Diploma or **High School Equivalent Diploma** are required to enter remedial or secondary education activities if they are not working part time or involved in another activity. Individuals who are already in college courses are expected to continue participating or, as required, participate in another activity. Individuals are required to participate a minimum of six hours per week or 24 hours of classroom time in a four week period.

Only those scheduled to attend classes at least 24 hours each month will receive reimbursement for transportation.

The SNAP E&T Worker must refer individuals to the appropriate program, such as ABE, **high school equivalent** or post-secondary, and must monitor progress on a monthly basis. A time sheet, DFA-TS-12, must be completed for each month's participation and signed by each service provider. The SNAP E&T Worker must also work with participants to help eliminate barriers to participation by making referrals to other services available in the community. The SNAP E&T Worker must work with each service provider to determine the level of progress being made. I

Individuals who participate in these activities are expected to improve basic functioning levels and/or obtain a **High School Equivalent Diploma**. Upon completion, individuals may be required to enter either the Job Skills/Vocational Training or EIP.

In order to meet the E&T participation requirement, the individual must attend the educational facility 20 hours per week.

EXAMPLE: Twelve hours per week are available in the educational component. The participant may be placed into an EIP for at least 8 hours a week in order to meet the 20-hour participation requirement.

Participants are paid a \$25 transportation reimbursement for each month of participation.

The following lists educational activities that may meet an individual's work requirement.

1. Literacy Program

When the client cannot read, he may be placed in a Literacy Program. To qualify for such placement, the individual must test at or below standards set by the literacy program.

2. High School

The student must adhere to the established attendance policy of the institution.

When the individual is no longer eligible to be in the school system, or placing him back in the school system is inappropriate, he must be placed in Adult Basic Education (ABE), vocational training or an alternative school setting.

3. English As A Second Language

Those adults who cannot read, write, and/or speak English, may receive education in English language skills. This is considered ABE/ **high school equivalent** for coding purposes.

4. Adult Basic Education (ABE)

ABE includes training in basic skills. It may also be used to help prepare for the **high school equivalent** test.

This training must be preparation for a specific occupation and conducted by an instructor in a non-work site or classroom setting. Entry into this activity is selective and training is authorized only for programs that can be completed in one year or less.

NOTE: Exceptions may be made by DFA Policy Unit.

Participants enrolled in Vocational Training are required to participate a minimum of 80 hours per month. The Vocational Training component is used to train participants in specific job skills for jobs that exist in the local labor market area. Participants in need of skill training must be referred to available vocational training schools, WIB sponsors and industrial training programs that provide the training free to the individual. The individual may be referred to a facility that charges a fee, only after it is determined that cost free training is not available.

The SNAP E&T Worker refers suitable candidates to Vocational Training. Attendance and progress must be reported on a monthly progress report, DFA-TS-12, completed by the vocational training facility. The SNAP E&T Worker must monitor and review the progress on a monthly basis. Vocational Training will vary according to training availability and the labor market needs of a particular area.

Individuals who have obtained a **High School Equivalent Diploma** or certification to become employed in a particular occupation, or to learn a skill in order to become employable, are referred to Vocational Training facilities operated on the local level by the Board of Education and the State Board of Education Bureau of Vocational Education.

The SNAP E&T Worker must determine who should be referred to outside sources for training during the assessment process, See Section 25.4, and the development of the Personal Responsibility Plan. Referrals are made to WIB for certification and to specific programs located on the local level. The SNAP E&T Worker must monitor the attendance sheets, DFA-TS-12, monthly. The SNAP E&T Worker must maintain contact with the participant and service provider to insure satisfactory progress is being made and to help eliminate barriers when needed. Individuals who fail to meet the required 80 hours cannot be considered as making satisfactory progress, unless they are also in another component and the total hours of participation equal 80 or more monthly.

Each participant receives a \$25 transportation reimbursement for each month of participation.

1. Placement Criteria

An individual, who is determined to have the ability to complete the course work and meets the entrance requirements, may participate when:

- The goal is to enter an occupation that requires completion of a vocational course prior to employment; or
- Has no job skills, obsolete or non-marketable skills, and must be retrained to find employment; or
- Does not have a High School Diploma **or equivalent**, and the skill training has been identified as an alternative which will lead to employment.

Participation hours for Job Skills are governed by the Fair Labor Standards Act (FLSA). The maximum monthly participation obligation is determined by dividing the amount of SNAP benefits by either of the state or federal minimum wage, whichever is higher.

Participants are deemed to have met the required number of hours in the component if they participate for the maximum number of hours permitted by FLSA.

2. Placement Standards

The training institution and instructor must meet the licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

3. Contracts

Participants must be placed into training positions on a no-cost basis, if such positions are available through WIB, the Department of Education, Veterans Administration and other providers, before additional training positions may be considered. These providers are not reimbursed unless all existing training positions have been filled.

The SNAP E&T Worker may write contracts for individuals, without DFA approval, for an amount not exceeding \$600. Individual contracts exceeding \$600 must be approved by DFA.

The SNAP E&T Worker uses the Training Agreement, DFA-TA-34.

4. Payment Limitations

Payments are limited to tuition, books, supplies and expenses associated with completing the course of study. Costs for medical procedures, such as Hepatitis B vaccines or physical exams, are not included. There is a limit of \$600 per individual contract. This limit cannot be exceeded without approval from DFA. To obtain approval, a written request must be