

Department of Public Health and Human Services	SECTION: PROGRAM DESCRIPTION
WoRC MANUAL	SUBJECT: Short Term Training

References: 45 CFR 261.30-.36 & 70; ARM 37.78.102 and .216
TANF 701-3

CODING: SHORT-TERM TRAINING (STT)

Short Term Training (STT) includes any organized education or training beyond a high school degree up to and including a Bachelors or advanced degree. Vocational and post secondary education provides the participant with additional skills, proficiencies, and technical ability that solidifies his/her job readiness into an emerging occupation.

Short Term Training is a **time limited primary activity effective January 2004.**

- Participants are limited to 12 months of Short Term Training activities during their lifetime receipt of TANF.
- Due to the time limited nature of Short Term Training, full hours should only be assigned when class hours, study time and unsupervised study time equal the required participation requirements.

A formal screening committee is not required to use Short Term Training as an allowable activity. However, the following information is reviewed before Short Term Training is negotiated as an allowable activity in order to assist the participant in wise use of the time limited activity.

- Potential for success in school and employment in the field
- Accepted and enrolled in school
- Household budget
- Financial Aid applied for or received when available

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CASE MANAGEMENT:

It is critical the WoRC Case Manager clearly explain the limited available use of this activity for any participant who expresses an interest in pursuing education beyond a high school diploma. The 12-month limit is absolute and WoRC must assist the participant in determining when, if at all, it is in his/her best interest to use these time-limited months.

► **NOTE:** When a participant is in the internship or practicum phase of their required course work and it is part of their institutions requirements for completion it must fit into their 12-month lifetime limit. If exhausted then it may be used under the secondary component of Job Skills Training (JST). Internships or practicums are not considered WEX site placements.

EXAMPLE: Andy is a single parent and wants to attend a two-year LPN class and get his associate degree. Review the two-year syllabus to determine which semester(s) Andy will study the most difficult classes and/or need to focus exclusively on school. Review options, other than receiving TANF, for some or all of the educational semesters. Assist Andy in planning a schedule where he completes 132 hours/month, e.g. part-time employment or work site placement for at least 23 hours of each week, while still attending LPN classes. Some of his class time could qualify as a secondary activity (JST) and be limited to no more than 10 hours each week. As Andy enters the more advanced educational classes, he may choose to use the time limited primary activity of STT for one or two semesters of his second year of classes. (JST activities are defined in Section 3.6.)

TRACKING:

WoRC is responsible to track the monthly use of Short Term Training activity components for each participant who negotiates that activity. As of January 2005, a monthly counter in TEAMS now calculates the 12-month lifetime limit, implemented in January 2004. In most cases, monthly employment (EMP) hours are the only exception to that coding process. An error message displays when the limit is exhausted.

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NOTE: TEAMS will display the STT months reconciled on EMPS. At the time of the quarterly Employability Plan TEAMS case note update, it is a good practice to document the number of months used if Short Term Training is a current activity or is expected to be a future month activity.

SUPERVISION:

Supervision is required daily by course/class instructor and weekly/monthly by the WoRC case manager. A student must provide verification of on-line enrollment as they would for a class room setting.

► **STUDY TIME:** Case Mangers can reconcile one hour of unsupervised homework or study time for every credit/class hour. Supervised study time should not exceed the number of class/credit hours.

Example 1: A student is enrolled in 12 credits per semester (verified by schedule). Case manager can reconcile 12 credit hours + 12 hours of unsupervised study time each week. If supervised study time is verified this can be added to weekly/monthly reconciliation.

Example 2: A student is enrolled in 12 credits for the semester (verified by class schedule). The student has a chemistry class that also requires a 2 hour lab for which there is not credit. The case manager could reconcile 14 hours of class time + 14 hours of unsupervised study time each week. If supervised study time is verified this can be added to the weekly/monthly reconciliation.

ONLINE COURSE WORK: Online course work will be accepted if performed in a supervised setting and approved ahead of time. This activity may include on-line or distance learning components, if participation in the class, monitoring and supervision are provided and verified. A student must provide verification of on-line enrollment as they would for a class room setting.

Specific programs included in this activity include vocational education training programs provided by employment and training contractors with the State, vocational-technical schools and degree or certificate programs at secondary and post secondary educational institutions. Required clinical participation, lab work or internships required for the training programs are considered to be part of the primary activity for which they are required and are allowable.

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One hour of unsupervised study time is allowable for every hour of ***class*** time. Time spent in supervised study hall is also allowable under this activity.

► **Negotiated Hours:**

Countable (negotiated) hours of participation in this activity will be based on the following:

- Class schedule
- Lab or clinical schedule
- Supervised study hall schedule
- Letter from school advisor or instructors outlining the class schedule

► **Actual Hours:**

Actual hours of participation in this activity will be based on the following:

- Attendance records/class schedules
- Time sheets or activity logs signed by participant and class instructor/supervisor
- Log-in and on-line activity reports
- Letter from school advisor or instructors indicating the specific class times and study times of attendance
- Other methods of verification via technology as available

Who provides verification?

The TANF participant will have the responsibility to obtain and provide this verification on a monthly basis at a minimum. If necessary, the WoRC Case Manager will assist the participant in obtaining the verification, provided a signed release of information form is present in the case file. Verification could include any of the above mentioned methods and participant signature, attesting to the accuracy of the information. These documents will be submitted to the agency on a minimum of once a month and serve as documentation and verification of the hours completed. Hard copies of the verification will be maintained in the case file and a TEAMS case note will be entered indicating the type of verification that was received and when, as well as the allowable number of hours that were reconciled and reported in the TANF File based on this verification.

Example 1: A student is enrolled at the University of Phoenix online, carrying 18 credits over the course of the semester. The classes are all 16 weeks long. 18 credits + 18 unsupervised study hours = 36 hours per week a case manager can reconcile. The student would meet their participation hours.

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Example 2: A student is enrolled at the University of Phoenix online, carrying 18 credits over the course of the semester but each class is only 5-6 weeks in length. Negotiated and reconciled hours would be based on the following:

Class A is 6 weeks at 7 credits + 7 study hours = 14 hours per week for 6 weeks

Class B is 5 weeks at 6 credits + 6 study hours = 12 hours per week for 5 weeks

Class C is 5 weeks at 5 credits + 5 study hours = 10 hours per week for 5 weeks

*In this example additional hours would need to be negotiated to meet full participation.

VERIFICATION:

Monthly verification of attendance and/or participation is necessary so WoRC is able to reconcile monthly hours. Examples of acceptable documentation include copies of class/training schedules and attendance records, time sheets signed by the instructor or trainer, quarterly and semester grades, or other comparable documentation. The participant needs to make progress as evidenced with school grades and attendance records in order for the hours to count towards participation.

For information regarding STT Assessment please refer to section 3.01.