

Department of Public
Health and Human Services

SECTION:

PROGRAM COMPONENT DESCRIPTION

WoRC GUIDELINES MANUAL

SUBJECT:

Educational Activities

Reference: ARM 37.78.103,.206, .216, .801, .806, .807, .811, and .826
TANF 701-3

**CODING: HIGH SCHOOL EDUCATION (HSE) or
ADULT BASIC EDUCATION (ABE)**

EDUCATIONAL ACTIVITIES FOR INDIVIDUALS WITHOUT A HS DIPLOMA OR GED:

Educational activities directly related to employment or satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence are allowable activities but limited in hours if the individual is age 20 or older.

HSE or High School Education is allowable as a **primary activity** for individuals **less than 20 years** old who lack a high school diploma or General Equivalency Diploma (GED).

ABE or Adult Basic Education is allowable as a **secondary activity** for individuals who are **20 years old or older** who lack a high school diploma or a GED.

Educational activities may include but are not limited to:

- GED class time (this includes GED preparation courses);
- Basic and remedial education to provide participant with brush up skills needed for employment;
- English proficiency for a participant unable to understand, read, speak, or write English well enough to enter the labor market in order to meet an employment goal; and
- Attending high school or an alternative high school.

► **NOTE:** One hour of unsupervised study time is allowable for every hour of class or lab time.

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Case Management:

WoRC monitors the participant's progress in negotiated educational activities. Progress is monitored by the case manager and requires the participant to:

1. Perform up to the standard requirements of the school;
2. Complete education within the time period specified in the employability plan; and
3. Attend all activities scheduled for the participant's program or provide good cause for not doing so.

► Verification:

Regular documentation of attendance is necessary to document weekly/monthly participation. School attendance records, timesheets signed by the instructor, activity logs with instructor's signature are all potential verifications WoRC may request.

For information regarding HSE and ABE Assessment please refer to section 3.01.