

<p>Department of Public Health and Human Services</p> <p>WoRC MANUAL</p>	<p>SECTION:</p> <p>PROGRAM DESCRIPTION</p> <hr/> <p>SUBJECT:</p> <p>Parents As Scholars</p>
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New to WoRC Guidelines (7/1/11)

PARENTS AS

SCHOLARS (PAS): Senate Bill 385 created the Parents As Scholars Program (PAS), which provides that some recipients of Temporary Assistance for Needy Families (TANF) be allowed to attend an approved vocational/educational program for the purpose of continuation of education leading toward a certificate, associate's degree, or a baccalaureate degree or a program allowing for fulltime Adult Basic Education leading to a GED. Parents As Scholars participation is limited. The number of slots available is 25 statewide and slots will be awarded through a regional lottery.

TANF policy limits participants to no more than 12 months of Short Term Training (STT) as a Family Investment Agreement/Employability Plan (FIA/EP) activity in their lifetime. **Prior to being approved for the PAS program, the 12 months of STT must be exhausted.** The 12 months will be utilized as part of the screening process for applicants for the PAS program. The applicant is also required to submit an application outlining the course of study and future employment plans.

NOTE: See WoRC Guidelines section 3.5 for STT program description and details.

ELIGIBILITY

CRITERIA:

The TANF recipient making application for a limited slot in the Parents as Scholar program must meet the following:

1. Meet all basic eligibility requirements for TANF, including income and resource criteria and cooperation with paternity and child support regulations.
2. Must be a full time vocational training/post secondary education student as defined by the institution. The definition of a full-time

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student is one enrolled at least 12 credit hours each semester or 30 credit hours per year in an approved educational program.

NOTE: An approved educational program is defined as ‘a program in a unit of the Montana university system, a community college, a tribal college, a private college, or any other accredited college in Montana in which an individual is enrolled in pursuit of an certificate, associate’s or baccalaureate degree program.

EXCEPTION: On-line post-secondary courses are countable toward the required credits as long as the credits are transferable in their entirety to the Montana university system. The number of credits per semester must be comparable to the number of credits that define a full-time post secondary student in Montana. The student must provide proof that the online college is accredited and credits are transferable to a unit of the Montana university system.

3. Must be an Adult Basic Education program providing full time enrollment leading to a GED. All countable high school attendance or ABE participation must be considered first.

The approved TANF recipient student must:

1. Continue to meet all basic eligibility requirements for TANF.
2. Have successfully completed one year (12 months) of STT while on TANF and is in good standing with the educational program.
3. Ensure the course work will lead to a certificate or degree in an approved program.
4. Not have a baccalaureate degree or a current certification in a field for which a degree or certificate was previously awarded.

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5. Be enrolled full-time in an approved educational program in an accredited college in Montana or in an on-line curriculum for which credits are transferable in their entirety to an approved educational program in Montana.
6. Make satisfactory progress in accordance with the requirements of the institution, maintain a cumulative GPA of 2.0 on a 4.0 scale. PAS will match financial aid rules in regard to the GPA and academic probation issues. Verification of current GPA must be provided at the end of each semester as well as verification of registration for classes for the next semester with a minimum of 12 credits.
7. Develop a plan for the completion of the course of study and the attainment of a degree or certificate, regardless of the number of months remaining on the individual's TANF time clock.
(Written document is attached).
8. Maintain monthly face to face contact with the WoRC case manager and school counselor throughout the PAS participation period to ensure on-going case management, compliance with the FIA/EP requirements and satisfactory progress in educational activities outlined in the comprehensive plan.

WoRC PROCESS:

1. The participant expresses a desire to apply for the Parents As Scholars program.
2. The case manager gives the participant the *Parents As Scholars Application* (HCS-XXX).
3. Once completed, the case manager reviews the application and plan for completeness as required by policy.
4. If the documents are completed accurately the case manager sends them to the Central Office (WoRC Monitor) for submission into the lottery pool.
5. Once the drawing is held, the WoRC monitors will notify the case

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manager by e-mail if a slot was awarded to the PAS applicant.

6. The case manager will notify the participant in writing of the status of the application and if appropriate negotiate and enter a PAS code on the EMPL screen. Enter a TEAMS case note labeled WRC-PAS in the description line.

**DRAWING
OF SLOTS:**

Once a TANF recipient student is selected for the PAS program, the slot will be retained during the summer months and school breaks as long as the student continues to meet the PAS requirements. Failure to do so may result in termination of the student's approval to participate in PAS and the slot being assigned to another student. Good Cause must be established in accordance with WoRC Guidelines 2.3.

As each student graduates, a drawing will be held to fill the vacant slot.

SANCTION:

Students in the PAS component can be sanctioned upon recommendation from the WoRC Case Manager. (See TANF sanction policy 702-3.) A student who has their first sanction imposed while in the PAS program will retain their slot if they renegotiate their FIA/EP before the end of the penalty month. A student who has their second or subsequent sanction imposed while participating in the PAS program will lose their PAS slot immediately, unless good cause is granted.

If the PAS student has previously been sanctioned since January 2008 and are sanctioned while in a PAS slot, they will lose their slot

EXAMPLE:

Mary is approved for a PAS slot effective 09/2011. Mary received her first sanction in 05/10. A second sanction was imposed 12/2011. Mary would lose her PAS slot.

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DEPENDENT

CARE:

TANF dependent care will be provided for the hours of school attendance and travel time to and from the childcare provider, with the exception of a \$10.00 co-payment, which is the obligation of the student.

The WoRC Case Manager must follow the referral process for TANF dependent care as outlined in the WoRC Guidelines section 2.1.

TIME CLOCK:

Approval of PAS does **not** extend the Federal or State 60 month time clock.

SUPPORTIVE SERVICES:

Funds are available to pay expenses that are, or may be, incurred in a benefit month by the TANF cash assistance participant to comply with his or her FIA/EP. Guidelines and limits have been developed to consistently grant supportive services statewide and apply to those in the PAS component. Refer to TANF 704-1 for detailed guidance.

NOTE: Supportive Service funds are not to be spent on tuition, fees (such as administrative fees, school application fees, activity fees, parking fees, etc), or books for college attendance.

SATISFACTORY PROGRESS IN PAS ACTIVITIES:

When PAS is approved as a WoRC activity for a participant, satisfactory progress is monitored by the case manager and requires the participant to:

1. Make satisfactory progress in accordance with the requirements of the institution, maintains a cumulative GPA of 2.0 on a 4.0 scale.

PAS will match financial aid rules in regard to the GPA and academic probation issues. Verification of current GPA must be provided at the end of each semester as well as verification of registration for classes for the next semester if they have not met their cumulative 30 credits

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for the state fiscal year.

2. Maintain monthly face to face contact with the WoRC case manager and school counselor throughout the PAS participation period to ensure on-going case management, compliance with the FIA/EP requirements and satisfactory progress in educational activities in the PAS application. Notify the case manager whenever a break in participation is anticipated.

**DOCUMENTATION
REQUIREMENTS:**

WoRC Contractors are required to distribute the PAS Application and collect the completed form with any appropriate documentation. Appropriate documentation may be verification the on-line schooling is transferrable to a Montana School. Contractors are required to document and maintain records of the participant's monthly class schedules and quarterly/semester grades.

RECONCILIATION:

The participation hours will be reconciled on EMPR screen as full hours under the PAS component. No other activities will be required.

**WoRC SYSTEM -
DATA ENTRY**

CODING:

PAS Parents As Scholars slot (12 months of STT has been exhausted).

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