



FAMILY INDEPENDENCE ADMINISTRATION


James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #14-112-EMP

(This Policy Bulletin Replaces PB #14-94-EMP and PB #14-96-EMP)

FOUR-YEAR COLLEGES AND OTHER EDUCATION/TRAINING CHANGES; REVISIONS TO SELECTED TRAINING ASSESSMENT GROUP (TAG) FORMS

Date: October 3, 2014	Subtopic(s): Employment, TAG, Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Some educational programs may require supervised homework time such as homework hours in a lab for Chemistry or Phlebotomy courses.</p>	<p>Revisions to Original Policy Bulletin</p> <p>This Policy Bulletin is being revised to introduce revisions to the FIA School/Training Letter (W-700D) and the Understanding What Will Take Place at My TAG Appointment (FIA-1064) notice.</p> <p>Purpose</p> <p>The purpose of this policy bulletin is to alert Job Center staff and Training Assessment Group (TAG) staff that due to changes in Social Services Law, attendance at four-year colleges can now be counted as an approved engagement activity to satisfy an applicant's/participant's work requirements. Applicants/participants who report that they are enrolled in a four-year college <u>must</u> be referred to TAG to approve the student's attendance at the educational program.</p> <p>In conjunction with this change, the Human Resources Administration (HRA) will now also count homework hours (supervised and unsupervised hours) toward the participant's 35-hour work week engagement requirement. One (1) hour of unsupervised homework is allowed for each credit/classroom hour. Additionally, all hours of supervised homework required by the educational institution are allowed to be counted toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) or advised (unsupervised) by the educational program.</p> <p>For example, if a participant is taking a course for three credit hours per week, HRA will count the three credit hours for the course as well</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

as three hours of unsupervised homework toward the individual's 35-hour weekly engagement requirement. In this example, a total of six hours per week is credited toward meeting the 35-hour engagement requirement. However, if the educational program requires an additional two hours of supervised homework, the participant will be credited with eight (8) hours of engagement (3 credit/class hours + 2 supervised homework hours + 3 unsupervised homework hours).

Lastly, HRA will now also recognize and approve attendance at two- and four-year schools/programs of study, including Liberal Arts programs, so long as the participant's educational program is directly related to obtaining useful employment in a recognized occupation.

New Information

To accurately monitor the number of homework hours a school/training program requires/expects of a student, the **W-700D** has been revised to require the institution to list the number of required supervised homework hours as well as the expected number of unsupervised homework hours for the student based upon the student's educational program.

New Information

Additionally, the **FIA-1064** has been revised to inform participants reporting to TAG that HRA counts both supervised as well as unsupervised homework hours towards the 35-hour work week engagement requirement.

New Information

In an effort to consolidate the procedures related to select TAG forms, the following are attached to this policy bulletin:

- The Mandatory Training Assessment Group Appointment (**W-507**)
- Notice of Applicant Self-Enrollment in Training/Education Program (**W-507A**)
- Notice of Appointment for Disapproved Training/Education Program Review (**W-507HH**)

These forms were previously revised and the information currently reflects HRA policy.

Effective Immediately

References:

[14-ADM-04](#)

[08-ADM-07](#)

Social Services Law 336-a

45 CFR 261.60(e)

☞ Please use Print on Demand to obtain copies of forms.

Attachments:

FIA-1064 (E)	Understanding What Will Take Place At My TAG Appointment (Rev. 10/03/14)
FIA-1064 (S)	Understanding What Will Take Place At My TAG Appointment (Spanish) (Rev. 10/03/14)
W-507	Mandatory Training Assessment Group Appointment (Rev. 08/21/14)
W-507 (S)	Mandatory Training Assessment Group Appointment (Spanish) (Rev. 8/21/2014)
W-507A	Notice of Applicant Self-Enrollment In Training/Education Program (Rev. 08/21/14)
W-507A (S)	Notice of Applicant Self-Enrollment In Training/Education Program (Spanish) (Rev. 08/21/14)
W-507HH	Notice of Appointment for Disapproved Training/Education Program Review (Rev. 08/21/14)
W-507HH (S)	Notice of Appointment for Disapproved Training/Education Program Review (Spanish) (Rev. 08/21/14)
W-700D	FIA School/Training Enrollment Letter (Rev. 10/03/14)
W-700D (S)	FIA School/Training Enrollment Letter (Spanish) (Rev. 10/03/14)

Date: _____

Case Number: _____

Case Name: _____

Understanding What Will Take Place At My TAG Appointment

HRA's Policies:

THE 35 HOUR WORKWEEK

HRA requires that all able-bodied participants must be fully engaged in a work or training-related activity for 35 hours per week. If you attend an educational/training program approved by the Agency, you may use a combination of class hours and work activities (e.g., Federal Work Study [FWS], Internship and Externship) to make up a 35-hour work week. The Agency will provide funds for childcare and transportation expenses to cover both the school and work requirements. As a result of the Davila Lawsuit, a Training Assessment Group (TAG) unit has been implemented to honor the participant's preference in training, wherever possible. For students in approved two- and four-year college programs, HRA will count all hours of supervised homework as well as up to one hour of unsupervised homework for every one hour of class time/credit hours, as required by the student's educational program, toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) and/or advised (unsupervised) by the educational program.

12-MONTH LIFETIME LIMIT

There is a 12-month lifetime limit on counting approved training as the primary (full-time) activity of the participant's schedule. Once that time limit has been exhausted, the first 20 (twenty) hours of activity must be one or a combination of work activities. **A maximum of 15 approved educational activity (classroom, lab hours, homework, etc.) hours** may be counted to meet the 35-hours per week requirement.

GED, BASIC EDUCATION, ESL

JOB SEARCH, EMPLOYMENT PREPARATION, JOB PLACEMENT

If you attend any of these courses, **a maximum of 15 approved educational activity (classroom, lab hours, homework, etc.) hours** may be approved. These courses must be accompanied by a Work Experience Program (WEP) assignment, unless you are employed part-time or concurrently attending an approved skill course.

What happens at TAG?

At your first interview, it is your responsibility to bring all the documentation needed to obtain an approval for your training. This will include a completed FIA School/Training Enrollment Letter (Form **W-700D**) confirming your acceptance into the program, accompanied by a registrar or bursar's receipt, or a letter of acceptance on school letterhead, and documentation verifying that you have child care in place (if needed). If you participate in FWS, then the FWS award letter will also be required.

If you are a continuing student in a program that was previously approved by the TAG unit, you must bring a completed FIA School/Training Enrollment Letter (Form **W-700D**) and a transcript of your last term of enrollment, with proof of grade point average (GPA), to continue receiving carfare and childcare while attending classes.

What does it mean if my program is not on the list of Available/Educational programs?

Any training/education program that has New York State Education Department accreditation, and meets a concrete employment goal, may apply to be on the available training provider list maintained by HRA. Currently, hundreds of programs have been made available by HRA. If the program you are requesting is not already on the available list, they will be given an opportunity to apply. Please note however, your educational program must be necessary to help you attain your employment goal and must relate directly to obtaining useful employment in a recognized occupation.

There are many programs which require tuition, books, and fees. HRA does not reimburse any participant for these expenses. However, upon request, a caseworker may suggest programs that provide similar services without charge. **Please also note that TAG does not issue training vouchers.**

If the program you are attending has been approved, and you have not exceeded your 12-month lifetime limit, all of your class hours will be counted towards your 35 hour per week activity. If your total class participation is less than 35 hours, other approved work activities may be assigned to ensure that you meet the 35-hour engagement requirement.

What does it mean if my Training is *Disapproved*?

If the training you are enrolled in or wish to enroll in is disapproved, it doesn't mean that you can no longer attend. You may attend, however, HRA will not count any of the classroom hours towards your mandatory 35-hour work week. A combination of the following approved work activities will make up your 35 hours:

Approved Work Activities:

- Employment
- Federal Work Study
- Internship/Externship
- WEP
- Back to Work (B2W) and WEP

Reasons why my program may be *Disapproved*?

- 1) The program is a Master's or higher degree program
- 2) The program is not directly related to obtaining useful employment in a recognized occupation
- 3) The program was not approved by the NY State Department of Education
- 4) There are cautions against the organization
- 5) The program did not meet its placement rate requirement
- 6) The program failed to meet HRA's requirements
- 7) The program cannot be approved because of its geographic location

Reasons why you may be *Disapproved* to attend a program?

- 1) You failed to meet the 2.0 grade point average requirement
- 2) The program chosen was not on the available list of training providers by HRA.
- 3) You have recently completed a training program
- 4) TAG could not verify your training documentation.

Have you acquired debt from student loans? Or, would you like to avoid doing so?

TAG offers Debt Advisement and Counseling to assist you with organizing your finances, clearing up debt, and saving money.

The Debt Counselor will:

- Conduct workshops on topics including FAFSA applications, types of aid, and student loans
- Provide one-on-one assistance to assess your specific financial matter
- Work in collaboration with the Office of Financial Empowerment to provide referrals to institutions/agencies that best fit your needs

If you are interested in attending the workshop or wish to speak with the Debt Counselor, please ask at the TAG reception desk.

Fecha: _____
Número de Caso: _____
Nombre del Caso: _____

Entender Lo que Sucederá en mi Cita de TAG

Las Políticas de la HRA

LA SEMANA LABORAL DE 35 HORAS

La Administración de Recursos Humanos (HRA) requiere que todos los participantes sanos deben estar plenamente activos en un trabajo o actividad relacionada con la capacitación por 35 horas a la semana. Si usted asiste a un programa educacional o de capacitación aprobado por la Agencia, puede utilizar una combinación de horas en clase y actividades de trabajo (por ejemplo Estudio y Empleo Federal [FWS], pasantía y práctica laboral) para compensar las 35 horas a la semana de trabajo. La Agencia proveerá fondos para cuidado infantil y los gastos de transporte para cubrir tanto los requisitos de la escuela, como los del trabajo. Como resultado de la Demanda Dávila, se ha implementado una unidad del Grupo de Evaluación y Capacitación (Training Assessment Group - TAG) para respetar la preferencia de los participantes en capacitación, cuando sea posible. Para los estudiantes en programas universitarios aprobados de dos y cuatro años, la HRA contará todas las horas de tarea supervisada, así como hasta una hora de tarea no supervisada por cada hora de tiempo en clase/hora crédito, como lo estipula el programa educacional del estudiante destinadas a las horas de participación de la persona. No obstante, el total de horas de tarea que se contarán para la participación no puede exceder del total de horas de tarea estipuladas (supervisadas) y/o recomendadas (no supervisadas) por el programa educacional.

Además, se permite contar todas las horas de tarea supervisada estipuladas por la institución educacional como horas de participación personales. No obstante, las horas totales de tarea que se cuenten como horas de participación no pueden exceder del total de horas de tarea estipuladas (supervisadas) o recomendadas (no supervisadas) por el programa educacional.

LÍMITE DE POR VIDA DE 12 MESES

Hay un límite de tiempo de 12 meses para el conteo de capacitación aprobada como la actividad principal (tiempo completo) en el horario del participante. Una vez que se agote ese límite, las primeras 20 (veinte) horas de actividades deben ser una o la combinación de actividades de trabajo. **Un máximo de 15 horas aprobadas de actividad educacional (horas de clase, del laboratorio, de tarea, etc.)** pueden tomarse en consideración para cumplir el requisito de 35 horas semanales.

CERTIFICADO DE LA SECUNDARIA (GED), EDUCACIÓN BÁSICA, INGLÉS COMO SEGUNDA LENGUA (ESL) BÚSQUEDA DE EMPLEO, PREPARACIÓN PARA EMPLEO, COLOCACIÓN DE EMPLEO

Si usted asiste a uno de estos cursos, se puede aprobar **un máximo de 15 horas de actividad educacional aprobada (horas de clase, laboratorio, tarea, etc.)**. Estos cursos deben acompañarse de una asignación del Programa de Experiencia Laboral (WEP), a menos que usted esté empleado(a) medio tiempo y asista simultáneamente a un curso aprobado de aptitudes.

¿Qué Pasa en TAG?

En su primera entrevista, es su responsabilidad de traer toda la documentación necesaria para obtener la aprobación de su capacitación. Esto incluirá una Carta de Inscripción de Capacitación/Escuela FIA (Formulario **W-700D [S]**) llenada que confirme su aceptación en el programa, junto a un recibo de la oficina de matriculación o de la tesorería, o una carta de aceptación en el membrete de la escuela, y documentación verificando que tiene cuidado infantil disponible (si se necesita). Si usted participa en FWS, entonces se necesitará la carta de asignación de FWS.

Si usted es estudiante en un programa de educación continua que se aprobó anteriormente por la unidad TAG, debe traer una Carta de Inscripción de Capacitación/Escuela FIA (Formulario **W-700D [S]**) llenada y el expediente académico de su último semestre de inscripción con prueba del promedio académico (GPA) para continuar recibiendo la asignación de transporte y cuidado infantil mientras asista a las clases.

¿Qué significa que mi programa no esté en la lista de programas Disponibles/Educacionales?

Cualquier programa de capacitación/educación acreditado por el Departamento de Educación del Estado de Nueva York, que cumpla un objetivo concreto de empleo puede solicitar para figurar en la lista de proveedores disponibles de capacitación, mantenida por la HRA. Actualmente, hay cientos de programas disponibles de la HRA. Si el programa que usted está solicitando todavía no se encuentra disponible en la lista, se le brindará la oportunidad de presentar solicitud. Sin embargo,

favor de notar que su programa educacional debe ser necesario para ayudarlo a cumplir su meta de empleo y debe estar directamente relacionado con la obtención de empleo viable en un oficio reconocido.

Hay muchos programas que requieren el pago de la matrícula, libros y tarifas. La HRA no reembolsa estos gastos a ningún participante. Sin embargo, si se solicita, el trabajador del caso podría sugerir programas que brindan servicios similares sin costo alguno. **Favor de notar además que TAG no otorga comprobante de capacitación.**

Si el programa al cual usted asiste ha sido aprobado, y usted no ha excedido el límite de por vida de 12 meses, se contarán todas las horas de sus clases en las actividades semanales de 35 horas. Si el total de su participación en clase es menos de 35 horas, se le puede asignar otras actividades de trabajo aprobadas para asegurar que usted reúna el requisito de 35 horas de participación.

¿Qué significa que se me *Desapruebe* el Curso de Capacitación?

Si se desaprueba el curso de capacitación en el que está inscrito(a), esto no significa que usted ya no puede asistir. Usted puede asistir, sin embargo, la HRA no contará las horas de clases para las 35 horas semanales obligatorias de trabajo. Se contará una combinación de las siguientes actividades de trabajo aprobadas para sus 35 horas:

Actividades de Trabajo Aprobadas:

- Empleo
- Estudio de Empleo Federal
- Pasantía/Práctica laboral
- WEP
- Vuelta al Trabajo (B2W) y WEP

¿Razones por las cuales se puede *Desaprobar* mi programa?

- 1) El programa es para un grado de Máster o un título superior
- 2) El programa no está directamente relacionado con la obtención de empleo viable en un oficio reconocido
- 3) El Departamento de Educación del Estado de Nueva York no aprobó el programa
- 4) Hay advertencias contra la organización
- 5) El programa no cumplió el requisito de la tasa de colocación
- 6) El programa no reunió los requisitos de la HRA
- 7) No se puede aprobar el programa debido a su ubicación geográfica

¿Razones por las cuales se le puede *Desaprobar* a usted para asistir al programa?

- 1) Usted no cumplió el requisito del promedio académico de 2.0
- 2) El programa elegido no se encontró en la lista de proveedores de capacitación disponibles de la HRA
- 3) Usted ha completado recientemente un programa de capacitación
- 4) TAG no pudo verificar su documentación de capacitación.

¿Ha contraído usted deuda de préstamos para estudiantes? ¿O, quisiera evitar hacerlo?

TAG brinda Asesoría y Consejería Financiera para ayudarlo a organizar sus finanzas, pagar sus deudas y ahorrar dinero.

El Asesor Financiero:

- Llevará a cabo talleres sobre temas incluyendo solicitudes de FAFSA, tipos de ayuda y préstamos para estudiantes.
- Brindará asistencia personal para evaluar su asunto financiero específico
- Colaborará con la Oficina de Capacitación Financiera para proporcionar envíos a las instituciones/agencias que mejor se ajusten a sus necesidades.

Si a usted le interesa asistir al taller o desea hablar con el Asesor de Préstamos (Debt Counselor), favor de pedir información en la recepción de TAG.

Date: _____

Case Number: _____

Case Name: _____

Mandatory Training Assessment Group Appointment

You have been scheduled for an interview to discuss your employment goals. At this appointment we will assess/reassess your marketable skills as well as your employment, training and educational needs so that appropriate activities, which include work experience, job search and approved educational training, can be assigned. This assessment/reassessment may include in-depth testing of your English language proficiency and math skills.

If you have minor children, you may have received child care documents to be completed by you and your child care provider to establish child care payments to support your approved activities while you are on Cash Assistance. If so, please bring these completed documents with you to your TAG appointment for data entry into the system.

Please have the school complete the enclosed FIA School/Training Enrollment Letter (**W-700D**), and provide documentation of your Grade Point Average (GPA) if applicable. Bring the **W-700D** along with one of the following documents when you report for the appointment:

- Registration Receipt
- Bursar's Receipt
- School Acceptance Letter
- School Schedule

High school students must bring in proof of enrollment on a Board of Education form. Noncompliance with the requirements may result in the disapproval of your request.

If you are currently enrolled in an education program beyond your first semester/term, you will need to provide your GPA. If you are participating in a Federal Work Study (FWS) program you must bring your FWS Award Letter. Those seeking a training program for the first time should bring in the following documentation:

- GED (General Equivalency Diploma);
- CPAT (Career Programs Assessment Placement Test); or
- High School Diploma.

If you have recently graduated with a degree or certificate, you must bring the document or a letter from the school verifying that you've earned a degree or certificate.

If you have acquired debt from student loans or would like to avoid doing so, TAG offers Debt Advisement and Counseling to assist you with organizing your finances, clearing up debt and saving money. If you are interested in attending available workshops or wish to speak to the Debt Counselor, you may ask at the TAG reception desk when you report for your appointment.

Your appointment information is indicated below:

Appointment Date: _____ Time: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel Directions:

If you are unable to keep this appointment because of a conflict with a school class schedule, an emergency, or if you need to come in before your scheduled appointment date, call the number listed on page one (1) before your reporting time to arrange for a new appointment.

This is a mandatory engagement appointment. If you have any questions or are unable to keep this appointment, please contact us at the above number prior to your appointment date. You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment.

Failure to fulfill all requirements may result in the reduction or termination of your Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits. There are no work requirements for Medicaid.

Enclosure: FIA School/Training Enrollment Letter (**W-700D**)

SAMPLE

Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Cita Obligatoria En Grupo para Evaluación de Capacitación

Se le ha programado una cita para tratar de sus metas laborales. En esta cita evaluaremos/revaluaremos sus aptitudes laborales al igual que sus necesidades de empleo, capacitación y educación para asignarle actividades adecuadas, lo que incluye experiencia laboral, búsqueda de trabajo y capacitación educacional aprobada. Esta evaluación/revaluación puede incluir un examen a fondo de su manejo del idioma inglés y sus aptitudes matemáticas.

Si usted tiene hijos menores, puede que haya recibido documentos de cuidado infantil que usted y su proveedor de cuidado infantil deben llenar para establecer pagos de cuidado infantil para justificar sus actividades aprobadas mientras reciba Asistencia en Efectivo. En tal caso, por favor traiga los documentos llenados a su cita de TAG para que sus datos sean ingresados al sistema.

Por favor encárguese de que la escuela llene la adjunta Carta de la FIA de Inscripción al Programa de Capacitación o Educación (FIA School/Training Enrollment Letter – **W-700D (S)**) y proporcione documentación de su Puntaje de Promedio Escolar (Grade Point Average – GPA) si corresponde. Al presentarse a la cita, traiga el **W-700D (S)** junto con uno de los siguientes documentos:

- Recibo de Matricula
- Recibo de la Tesorería
- Carta de Aceptación Escolar
- Horario Escolar

Los estudiantes de secundaria tienen que traer prueba de inscripción en un formulario de la Junta de Educación. El incumplimiento de los requisitos puede resultar en el rechazo de su solicitud.

Si actualmente usted está inscrito en un programa educacional o de capacitación más allá de su primer semestre, usted necesitará proporcionarnos su GPA. Si está participando en un Programa de Estudio y Trabajo Federal (Federal Work Study Program – FWS) tiene que traer la Carta que indique su premio para FWS. Las personas que buscan un programa de capacitación por primera vez deben traer la siguiente documentación:

- GED (prueba de Diploma Equivalente de Escuela Secundaria [General Equivalency Diploma-GED]);
- CPAT (Examen de Evaluación de Programas Profesionales [Career Programs Assessment Test- CPAT]); o
- Diploma de Escuela Secundaria (High School).

Si usted se ha graduado recientemente con un diploma o certificado, debe traer el documento o una carta de parte del establecimiento educacional que compruebe que usted ha obtenido el diploma o certificado en cuestión.

Si usted ha incurrido en deuda estudiantil o si desea evitar incurrirla, TAG brinda Consejería Prestataria para ayudarle a organizar sus finanzas, saldar sus deudas y ahorrar dinero. Si a usted le interesa asistir a talleres disponibles, o si desea reunirse con el Consejero Prestatario, puede preguntar en la recepción de TAG al presentarse a su cita.

Los datos respecto a su cita aparecen a continuación:

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

(vea al dorso)

Si usted no puede cumplir esta cita a raíz de un conflicto en su horario escolar, una emergencia, o si necesita presentarse antes de la fecha de su cita programada, favor de llamar al número en la primera (1) página antes de presentarse para arreglar otra cita.

Ésta es una cita de participación obligatoria. Si usted tiene cualquier pregunta o si no puede cumplir esta cita, favor de comunicarse con nosotros al número más arriba antes de la fecha de su cita. Además, puede llamar a este número si tiene un problema físico, mental o de aprendizaje que le dificulte cumplir esta cita.

El incumplimiento de todos los requisitos puede resultar en la reducción o la terminación de sus beneficios de Asistencia en Efectivo y/o del Programa de Asistencia de Nutrición Suplementaria (SNAP). No existen requisitos de trabajo para Medicaid.

Adjunto: Carta de la FIA de Inscripción al Programa de Capacitación o Educación (**W-700D [S]**)

SAMPLE

Date: _____
Case Number: _____
Case Name: _____
Action Code: _____

Notice of Applicant Self-Enrollment in Training/Education Program

You informed the Human Resources Administration (HRA) that you are self-enrolled in the

training/education program. However, as a condition of eligibility for Cash Assistance, you must participate in approved work activities for 35 hours per week. In order to determine whether or not your hours of attendance in the training/education program you are enrolled in can be counted towards the 35-hour mandated workweek, a training assessment review must be conducted.

Therefore, once your case is accepted, you will receive a mandatory appointment at HRA's Training Assessment Group (TAG) offices in order to conduct the training assessment review. This assessment may include testing of your language proficiency and math skills, as well as interviewing you to determine your employment goals, so that appropriate work activities, which include work experience, job search and approved educational training, can be assigned.

Until you have received TAG approval, your selected training/education program is a disapproved activity. If after review your program remains disapproved, you will be required to participate in work activities assigned by HRA. However, if you choose to continue in your current activity, it can only be during hours that do not conflict with the HRA mandatory activity/assignment.

Please have the school complete the enclosed FIA School/Training Enrollment Letter (**W-700D**), and provide documentation of your Grade Point Average (GPA) if applicable. Bring the **W-700D** along with one of the following documents when you report for the appointment:

- Registration Receipt
- Bursar's Receipt
- School Acceptance Letter
- School Schedule

High school students must bring in proof of enrollment on a Board of Education form. Noncompliance with the requirements may result in the disapproval of your request.

If you are currently enrolled in an education program beyond your first semester/term, you will need to provide your GPA. If you are participating in a Federal Work Study (FWS) program you must bring your FWS Award Letter. Those seeking a training program for the first time should bring in the following documentation:

- GED (General Equivalency Diploma);
- CPAT (Career Programs Assessment Placement Test); or
- High School Diploma.

If you have recently graduated with a degree or certificate, you must bring the document or a letter from the school verifying you have earned a degree or certificate.

If you have minor children, you may have received child care documents to be completed by you and your child care provider to establish child care payments to support your approved activities while you are on Cash Assistance. If so, please bring these completed documents with you to your TAG appointment for data entry into the system.

Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Código de Acción: _____

Aviso sobre la Auto-Inscripción del Participante en el Programa de Capacitación/Educacional

Usted le informó a la Administración de Recursos Humanos (HRA) sobre su auto-inscripción en el

programa de capacitación/educacional. Sin embargo, como condición de elegibilidad de Asistencia en Efectivo, usted debe participar un total de 35 horas a la semana en actividades de trabajo aprobadas. Para determinar si sus horas de asistencia en el programa de capacitación/educacional al que usted se inscribió se pueden acreditar a las 35 horas semanales estipuladas, debe llevarse a cabo una evaluación de capacitación.

Por lo tanto, una vez que se acepte su caso, usted recibirá una cita obligatoria para presentarse en las oficinas del Grupo de Evaluación de Capacitación de TAG (Training Assessment Group – TAG) de la HRA donde se llevará a cabo una evaluación de capacitación. Esta evaluación puede incluir un análisis de sus aptitudes lingüísticas y matemáticas, al igual que una entrevista para establecer sus metas laborales, de manera que se le puedan asignar actividades de trabajo adecuadas, lo que incluye experiencia laboral, búsqueda de empleo y capacitación educacional aprobada.

Hasta que usted reciba aprobación de TAG, su programa de capacitación/educacional elegida es una actividad no aprobada. Si luego de la evaluación, su programa continúa desaprobada, se requiere que usted participe en actividades de trabajo asignadas por la HRA. Sin embargo, si desea continuar en su actividad actual, sólo puede ser durante las horas que no interfieran con las actividades/asignaciones obligatorias de la HRA.

Por favor encárguese de que la escuela llene la adjunta Carta de la FIA de Inscripción al Programa de Capacitación o Educación (FIA School/Training Enrollment Letter – **W-700D (S)**) y proporcione información de su Puntaje de Promedio Escolar (Grade Point Average – GPA) si corresponde. Traiga el **W-700D (S)** junto con uno de los siguientes documentos al presentarse a la cita:

- Recibo de Matrícula
- Recibo del Tesorero
- Carta de Aceptación Escolar
- Horario Escolar

Los estudiantes de secundaria tienen que traer prueba de inscripción en un formulario de la Junta de Educación. El incumplimiento de los requisitos puede resultar en el rechazo de su solicitud.

Si actualmente usted está inscrito en un programa educacional o de capacitación más allá de su primer semestre, usted necesitará proveernos su GPA. Si está participando en un Programa de Estudio y Trabajo Federal (Federal Work Study Program – FWS) tiene que traer su Carta que indica su premio para FWS.

Para los que buscan un programa de capacitación por primera vez, deben traer la siguiente documentación:

- GED (prueba de Diploma Equivalente de Escuela Secundaria (General Equivalency Diploma-GED));
- CPAT (examen de Evaluación de Programas Profesionales (Career Programs Assessment Test- CPAT); o
- Diploma de Escuela Secundaria (High School).

Si usted se ha graduado recientemente con un diploma o certificado, debe traer el documento o una carta de parte del establecimiento educacional que indique que usted ha obtenido el diploma o certificado en cuestión.

Si usted tiene hijos menores, puede que haya recibido documentos de cuidado infantil que usted y su proveedor deben llenar para establecer pagos de cuidado infantil que justificarán sus actividades aprobadas, mientras reciba Asistencia en Efectivo. En tal caso, por favor traiga los documentos llenados a su cita de TAG para que sus datos sean ingresados al sistema.

Date: _____
Case Number: _____
Case Name: _____
Action Code: _____

Notice of Appointment for Disapproved Training/Education Program Review

You have informed the Human Resources Administration (HRA) that you are currently enrolled in a training/education program without HRA approval. Your participation in this program can only be approved if the hours you attend can be counted towards the mandatory 35-hour workweek you are required to comply with as a condition of eligibility for Cash Assistance. For this purpose, a mandatory appointment has been scheduled for you at HRA's Training Assessment Group (TAG) offices.

Until you have received TAG approval, your selected training/education program is a disapproved activity. If after review your program remains disapproved, you will be required to participate in work activities assigned by HRA. However, if you choose to continue in your current activity, it can only be during hours that do not conflict with the HRA mandatory activity/assignment.

On the day of the appointment a training assessment review will be conducted. The assessment may include testing of your language proficiency and math skills, as well as discussion to determine your employment goals, so that appropriate work activities, which include work experience, job search and approved educational training, can be assigned. The determination as to whether or not you can continue to attend the training/education program you are enrolled in will be based on the training assessment review.

Please have the school complete the enclosed FIA School/Training Enrollment Letter (**W-700D**), and provide documentation of your Grade Point Average (GPA) if applicable. Bring the **W-700D** along with one of the following documents when you report for the appointment:

- Registration Receipt
- Bursar's Receipt
- School Acceptance Letter
- School Schedule

High school students must bring in proof of enrollment on a Board of Education form. Noncompliance with the requirements may result in the disapproval of your request.

If you are currently enrolled in an education program beyond your first semester/term, you will need to provide your GPA. If you are participating in a Federal Work Study (FWS) program you must bring your FWS Award Letter. Those seeking a training program for the first time should bring in the following documentation:

- GED (General Equivalency Diploma);
- CPAT (Career Program Assessment Placement Test); or
- High School Diploma.

If you have recently graduated with a degree or certificate, you must bring the document or a letter from the school verifying you have earned a degree or certificate.

If you have minor children, you may have received child care documents to be completed by you and your child care provider to establish child care payments to support your approved activities while you are on Cash Assistance. If so, please bring these completed documents with you to your TAG appointment for data entry into the system.

(see reverse)

If you have acquired debt from student loans or would like to avoid doing so, TAG offers Debt Advisement and Counseling to assist you with organizing your finances, clearing up debt and saving money. If you are interested in attending available workshops or wish to speak to the Debt Counselor, you may ask at the TAG reception desk when you report for your appointment.

Appointment Date: _____ Time: _____ Telephone: _____

Location:

Location Name

Address

City

State

Zip Code

Travel Directions:

If you are unable to keep this appointment because of a conflict with a school class schedule, an emergency, or if you need to come in before your scheduled appointment date, call the number listed above before your reporting time to arrange for a new appointment.

This is a mandatory engagement appointment. If you have any questions or are unable to keep this appointment, please contact us at the above number prior to your appointment date. You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment.

Failure to fulfill all requirements may result in the reduction or termination of your Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits. There are no work requirements for Medicaid.

Enclosure: FIA School/Training Enrollment Letter (W-700D)

SAMPLE

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Código de Acción: _____

Aviso de Cita de Evaluación para Programa de Capacitación/Educacional No Aprobado

Usted le informó a la Administración de Recursos Humanos (Human Resources Administration – HRA) que actualmente está inscrito(a) en un programa de capacitación/educacional sin aprobación de la HRA. Su participación en este programa sólo se puede aprobar si sus horas de asistencia al mismo se pueden acreditar a las 35 horas de trabajo semanales que debe cumplir como condición de elegibilidad para Asistencia en Efectivo. Con este propósito, se le ha programado una cita obligatoria con las oficinas del Grupo de Evaluación de Capacitación (Training Assessment Group – TAG).

Hasta que usted reciba aprobación de TAG, su programa de capacitación/educacional elegida es una actividad no aprobada. Si luego de la evaluación, su programa continúa desaprobada, se requiere que usted participe en actividades de trabajo asignadas por la HRA. Sin embargo, si desea continuar en su actividad actual, sólo puede ser durante las horas que no esté en conflicto con las actividades/asignaciones obligatorias de la HRA.

En el día de la cita se realizará una evaluación de capacitación. Esta evaluación puede incluir un examen de sus aptitudes lingüísticas y matemáticas, al igual que una plática sobre sus metas de empleo, de manera que se le puedan asignar actividades de trabajo adecuadas, lo que incluye experiencia laboral, búsqueda de trabajo y capacitación educacional aprobada. La decisión respecto a su asistencia seguida al programa de capacitación/educacional en que está inscrito(a) actualmente se basará en la evaluación de capacitación.

Por favor encárguese de que la escuela llene la adjunta Carta de la FIA de Inscripción al Programa de Capacitación o Educación (FIA School/Training Enrollment Letter – **W-700D (\$)**), y proporcione su Puntaje de Promedio Escolar (Grade Point Average - GPA) si corresponde. Traiga el **W-700D (\$)** junto con uno de los siguientes documentos al presentarse a la cita:

- Recibo de Matrícula
- Recibo del Tesorero
- Carta de Aceptación Escolar
- Horario Escolar

Los estudiantes de secundaria tienen que traer prueba de inscripción en un formulario de la Junta de Educación. El incumplimiento de los requisitos puede resultar en el rechazo de su solicitud.

Si actualmente usted está inscrito en un programa educacional o de capacitación más allá de su primer semestre, usted necesitará proveernos su GPA. Si está participando en un Programa de Estudio y Trabajo Federal (Federal Work Study Program – FWS) tiene que traer su Carta que indica su premio para FWS. Para los que buscan un programa de capacitación por primera vez, deben traer la siguiente documentación:

- GED (prueba de Diploma Equivalente de Escuela Secundaria (General Equivalency Diploma - GED));
- CPAT (examen de Evaluación de Programas Profesionales (Career Program Assessment Test - CPAT)); o
- Diploma de Escuela Secundaria (High School).

Si usted se ha graduado recientemente con un diploma o certificado, debe traer el documento o una carta de parte del establecimiento educacional que indique que usted ha obtenido el diploma o certificado en cuestión.

Si usted tiene hijos menores, puede haber recibido documentos de cuidado infantil para usted y su proveedor los llenene y establecer los pagos de cuidado infantil que muestran sus actividades aprobadas mientras recibía Asistencia en Efectivo. De haberlos recibido, favor de traer estos documentos a su cita TAG para que sus datos se ingresen al sistema.

(vea al dorso)

Si usted ha incurrido en deuda estudiantil o si desea evitar incurrirla, TAG brinda Consejería Prestataria para ayudarle a organizar sus finanzas, saldar sus deudas y ahorrar dinero. Si a usted le interesa asistir a talleres disponibles, o si desea reunirse con el Consejero Prestatario, puede preguntar en la recepción de TAG, al presentarse a su cita.

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Lugar:

Nombre del Local _____

Línea de la Dirección _____

Ciudad _____ Estado _____ Código Postal _____

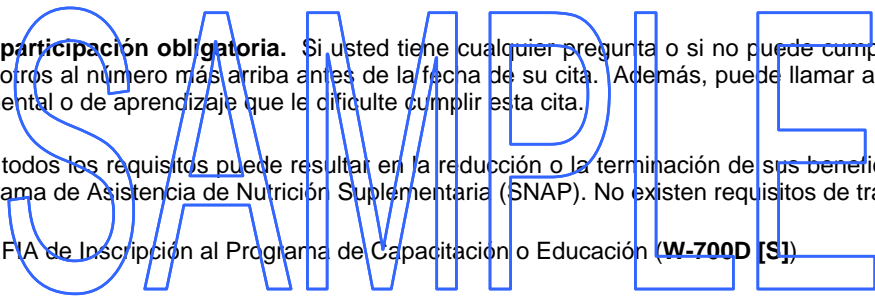
Indicaciones de Viaje:

Si usted no puede cumplir esta cita a raíz de un conflicto en su horario escolar, una emergencia, o si necesita presentarse antes de la fecha de su cita programada, favor de llamar al número que aparece más arriba antes de presentarse para arreglar otra cita.

Ésta es una cita de participación obligatoria. Si usted tiene cualquier pregunta o si no puede cumplir esta cita, favor de comunicarse con nosotros al número más arriba antes de la fecha de su cita. Además, puede llamar a este número si tiene un problema físico, mental o de aprendizaje que le dificulte cumplir esta cita.

El incumplimiento de todos los requisitos puede resultar en la reducción o la terminación de sus beneficios de Asistencia en Efectivo y/o del Programa de Asistencia de Nutrición Suplementaria (SNAP). No existen requisitos de trabajo para Medicaid.

Adjunto: Carta de la FIA de Inscripción al Programa de Capacitación o Educación (**W-700D (S)**)



Date: _____
Case Number: _____
Case Name: _____
Center: _____

FIA School/Training Enrollment Letter

I. FOR COMPLETION BY STUDENT WITH HUMAN RESOURCES ADMINISTRATION (HRA) REPRESENTATIVE

Applicant's/Participant's Name: _____

A. Training-Related Expenses

HRA is not responsible for tuition, books and fees. However, individuals who participate in HRA-approved activities are eligible to receive reimbursement for certain expenses incurred while participating, specifically child care, carfare and certain items if they are required for participation. As an applicant for or participant of Cash Assistance, I understand that I may be entitled to money for carfare and child care only if I attend my program as scheduled.

Note: To request child care reimbursement, a separate child care provider enrollment form must be attached.

How much do you spend on carfare each day you attend class? \$ _____
Do you need anything special in order to participate in your program? Yes No
(Receipt/bill must be attached.)
If "Yes," explain special need (e.g., uniform): _____
Amount of special need: \$ _____ Frequency: _____

B. Agreement to Recovery of Engagement Expense Overpayments

Choose one of the following:

- I agree that any engagement expense overpayment be recovered from my Cash Assistance grant.
- I request that any engagement expense overpayment be recovered from my next or future carfare and/or child care payments.

Cash Assistance Applicant's/Participant's Signature Date

C. Notice to Cash Assistance and SNAP Applicants/Participants Regarding Educational Grants and Expenses:

In accordance with current Social Services law (18 NYCRR §352.16 and §387.11[f]), any educational grant, scholarship or loan that you receive is not counted in determining your eligibility for Cash Assistance and is not considered in determining the amount of your Cash Assistance benefit. The Food Stamp Act of 1977 requires certain educational grants, scholarships and loans to be counted as income for SNAP purposes, but permits us to exclude from this income amounts for tuition, mandatory fees and certain other educational expenses.

In order to determine the correct amount of educational income to count or allow as a deduction in computing your SNAP budget, we require documentation of your educational income and expenses from your school. Please sign the release section below, which authorizes the school to provide us with this information, and have your school complete Section II of this form. After completion, please return this form to the Worker who is handling your case.

D. Authorization to Release Information

I authorize the school/program in Section II of this form to release information about my attendance, progress and subsequent employment to HRA. In addition, I authorize the release of information for use by HRA for Cash Assistance and SNAP purposes.

The Student must take this form to the School/Training Program for completion of Section II.

 Applicant's/Participant's Signature

 Date

II. FOR COMPLETION BY AUTHORIZED SCHOOL/TRAINING PROGRAM REPRESENTATIVE

A. Student Information

Applicant's/Participant's Name: _____ Student ID #: _____

School/Program Name: _____

Course of Study/Major: _____

Is this a Graduate Program or higher? Yes No

Does this educational program involve any distance learning or online educational coursework? Yes No

Vendor Code: _____ Skill Code: _____

Semester Start Date: _____ Semester End Date: _____

Enrollment Start Date (if different from Semester Start Date above): _____

If this is a re-enrollment, is the student maintaining a "C" average or above? Yes No

B. Student Weekly Activity Schedule

(For class hours, write "CL" in the corresponding box; for laboratory, "LAB"; for Federal Work Study (FWS), "FWS"; for internship or externship write "INT"; or for supervised homework, "SH". For activities that do not start on the hour write start and end time in box.)

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
8:00–9:00 AM								
9:00–10:00 AM								
10:00–11:00 AM								
11:00–12:00 PM								
12:00–1:00 PM								
1:00–2:00 PM								
2:00–3:00 PM								
3:00–4:00 PM								
4:00–5:00 PM								
Evenings (Specify hours in box)								
Total Weekly Hours								

C. Work Activities: Please note that internship/externship and FWS must be approved by HRA and have a Vendor and Skill Code.

	Vendor and Skill Code	Number of Hours
1. Number of internship/externship hours per week this semester.		
2. Number of FWS hours per week this semester.		
3. Total number of internship/externship and FWS hours per week this semester (add lines 1, 2 and 3).		

- 1. Total weekly classroom and lab hours: _____
- 2. Homework* and/or study time:
 - a. Supervised homework: _____
 - b. Unsupervised homework**: _____
- 3. Total from II. C ., line 3: _____
- 4. Total of lines 1, 2a, 2b, and 3 (total activity hours): _____

***Note:** For clients in approved two-and four-year college programs, HRA will count all hours of supervised homework as well as up to one hour of unsupervised homework for every one hour of class time/credit hours, as required by the student's educational program, toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) and/or advised (unsupervised) by the educational program. This educational program expects the following number of weekly hours of TOTAL homework and/or study time to be necessary for the student: _____ hours.

**While New York law generally provides for up to 2 hours of homework/study time for every 1 credit/hour of post-secondary education, only 1 hour of homework per 1 credit/hour can be counted toward HRA's activity requirements (i.e., 15 credits/hours per semester = maximum of 15 unsupervised homework hours).

Is the student receiving money directly from you for:



	Weekly Amount	Source
Carfare? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	_____
Child Care? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	_____

D. Breakdown of Expenses

		Non-Title IV Funded Educational Grants, Loans and Scholarships	
Tuition	\$	Private scholarships (specify in the spaces below)	
Loan origination and insurance fees	\$	1.	\$
Books	\$	2.	\$
Meals purchased at school	\$	3.	\$
Transportation to and from school	\$	4.	\$
Supplies	\$	SEEK Program	\$
Child care	\$	College Discovery Program	\$
Personal expenses (specify):	\$	Other (specify):	\$
Living Expenses (specify):	\$	Total of Non-Title IV Funded Educational Income	\$
Total Expenses	\$		

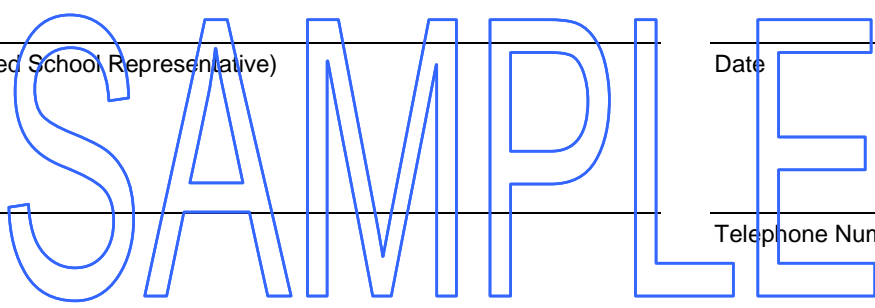
Note: Living expenses consist of housing, clothing, utilities and meals other than those purchased at school.

Is this program funded by a voucher? No Yes If Yes, please submit a copy of voucher.

Print Name (Authorized School Representative) _____ Date _____

Signature _____ Telephone Number _____

_____ Email Address _____



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Centro: _____

Carta de Inscripción de la FIA al Programa de Educación/Capacitación

I. A SER LLENADO POR EL ESTUDIANTE Y EL REPRESENTANTE DE LA ADMINISTRACIÓN DE RECURSOS HUMANOS (HUMAN RESOURCES ADMINISTRATION – HRA)

Nombre del Solicitante/Participante: _____

A. Gastos Relacionados con la Capacitación

HRA no cubre los gastos de matrícula, libros y gastos educacionales. Sin embargo, las personas que participan en actividades de trabajo aprobadas por HRA tienen derecho a que se les reembolsen algunos de los gastos incurridos durante su participación, específicamente gastos de: cuidado infantil, tarifa de transporte y otros que sean requeridos para facilitar la participación. Como solicitante o beneficiario de Asistencia en Efectivo (CA), entiendo que puedo tener derecho a dinero para tarifa de transporte y cuidado infantil, sólo si asisto a mi programa según el horario establecido.

Nota: Para solicitar reembolso de pagos por cuidado infantil, el formulario de inscripción del proveedor de cuidado infantil debe de adjuntarse a este formulario.

¿Cuánto gasta en tarifa de transporte cada día que asiste a clases? \$ _____

¿Necesita usted algo en particular (necesidad especial) para poder participar en el programa? Sí No
(Tiene que adjuntar recibo/factura.)

Si la respuesta es "Sí," favor de explicar la necesidad especial (e.g., uniforme): _____
Cantidad para la necesidad especial: \$ _____ Frecuencia: _____

B. Acuerdo para la Recuperación de Participación de Gastos y Sobrepago

Escoge uno de los siguiente:

- Yo acepto que cualquier participación de gastos de sobrepago sea recuperado por mi concesión de CA
- Yo solicito que cualquier participación de gastos de sobrepago sea recuperado por mi próximo o futuro costo de automóvil o cuidado infantil.

Fecha

Firma del Solicitante/Participante de Asistencia en Efectivo

C. Aviso a los Solicitantes/Participantes de Asistencia en Efectivo y SNAP Respecto a Becas y Gastos Educacionales:

Conforme a la ley actual de Servicios Sociales (18 NYCRR §352.16 y §387.11[f]), no se toma en cuenta cualquier beca o préstamo que usted reciba al determinar su elegibilidad para recibir Asistencia en Efectivo y no se considera al determinar la cantidad de su beneficio de Asistencia en Efectivo. La Ley de Cupones para Alimentos del 1977 (the Food Stamp Act of 1977) requiere que ciertas becas y préstamos sean calculados como ingreso para fines de SNAP. Sin embargo, la misma ley nos permite excluir del ingreso los gastos de matrícula, cuotas obligatorias y otros gastos educacionales específicos.

Para determinar la cantidad correcta de ingreso educacional a tomarse en cuenta o a deducir de su presupuesto de SNAP, requerimos documentación de sus ingresos y gastos educacionales de su institución educativa. Favor de firmar la sección de autorización más abajo para permitirle a su institución educativa entregarnos esta información y pida que un representante de la misma llene la Sección II de este formulario. Después de ser llenado, favor de entregar este formulario al Trabajador encargado de su caso.

D. Autorización Para Entregar Información

Yo autorizo al programa de capacitación/institución educativa, citados en la Sección II de este formulario, a entregar a la HRA información respecto a mi asistencia, progreso educativo y empleo posterior. Dicha información será usada por HRA para fines de Asistencia en Efectivo y SNAP.

El estudiante debe llevar este formulario al Programa de Capacitación o Institución Educativa para poder llenar Sección II.

 Firma del Solicitante/Participante _____
 Fecha

II. FOR COMPLETION BY AUTHORIZED SCHOOL/TRAINING PROGRAM REPRESENTATIVE

A. Student Information

Applicant's/Participant's Name: _____ Student ID #: _____

School/Program Name: _____

Course of Study/Major: _____

Is this a Graduate Program or higher? Yes No

Does this educational program involve any distance learning or online educational coursework? Yes No

Vendor Code: _____ Skill Code: _____

Semester Start Date: _____ Semester End Date: _____

Enrollment Start Date (if different from Semester Start Date above): _____

If this is a re-enrollment, is the student maintaining a cumulative "C" average or above? Yes No

B. Student Weekly Activity Schedule

(For class hours, write "CL" in the corresponding box; for laboratory, "LAB"; for Federal Work Study (FWS), "FWS"; for internship or externship write "INT"; or for supervised homework, "SH". For activities that do not start on the hour write start and end time in box.)

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
8:00–9:00 AM								
9:00–10:00 AM								
10:00–11:00 AM								
11:00–12:00 PM								
12:00–1:00 PM								
1:00–2:00 PM								
2:00–3:00 PM								
3:00–4:00 PM								
4:00–5:00 PM								
Evenings (Specify hours in box)								
Total Weekly Hours								

C. Work Activities: Please note that internship/externship and FWS must be approved by HRA and have a Vendor and Skill Code.

	Vendor and Skill Code	Number of Hours
1. Number of internship/externship hours per week this semester.	_____	_____
2. Number of FWS hours per week this semester.	_____	_____
3. Total number of internship/externship and FWS hours per week this semester (add lines 1, 2 and 3).	_____	_____

1. Total weekly classroom and lab hours: _____

2. Homework* and/or study time:

a. Supervised homework: _____

b. Unsupervised homework:** _____

3. Total from II. C ., line 3: _____

4. Total of lines 1, 2a, 2b, and 3 (total activity hours): _____

***Note:** For clients in approved two-and four-year college programs, HRA will count all hours of supervised homework as well as up to one hour of unsupervised homework for every one hour of class time/credit hours, as required by the student's educational program, toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) and/or advised (unsupervised) by the educational program. This educational program expects the following number of weekly hours of TOTAL homework and/or study time to be necessary for the student. _____ hours.

**While New York law generally provides for up to 2 hours of homework/study time for every 1 credit/hour of post-secondary education, only 1 hour of homework per 1 credit/hour can be counted toward HRA's activity requirements. (I.e., 15 credits/hours per semester = maximum of 15 unsupervised homework hours.)

is the student receiving money directly from you for:



	Weekly Amount	Source
Carfare? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	_____
Child Care? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	_____

D. Breakdown of Expenses

		Non-Title IV Funded Educational Grants, Loans and Scholarships	
Tuition	\$	Private scholarships (specify in the spaces below)	
Loan origination and insurance fees	\$	1.	\$
Books	\$	2.	\$
Meals purchased at school	\$	3.	\$
Transportation to and from school	\$	4.	\$
Supplies	\$	SEEK Program	\$
Child care	\$	College Discovery Program	\$
Personal expenses (specify):	\$	Other (specify):	\$
Living Expenses (specify):	\$	Total of Non-Title IV Funded Educational Income	\$
Total Expenses	\$		

Note: Living expenses consist of housing, clothing, utilities and meals other than those purchased at school.

Is this program funded by a voucher? No Yes If Yes, please submit a copy of voucher.

Print Name (Authorized School Representative)

Date

Signature

Telephone Number

Email Address

SAMPLE