

Ready to Work

Ready to Work (RTW) is a partnership between the Kentucky Community and Technical College System (KCTCS) and the state TANF agency, the Kentucky Cabinet for Health and Family Services (KCHFS). RTW is designed to assist low-income parents in the Kentucky Transitional Assistance Program (KTAP) who are enrolling in and attending community and technical colleges in Kentucky. The program provides the RTW participant with a comprehensive network of support services including counseling, advocacy, mentoring, job skills training, academic success training, tutoring, and referrals to other community based agencies. RTW Coordinators also assist students in accessing additional supportive services and benefits provided through KCHFS and other agencies including transportation, childcare, and housing assistance.

The goal of the RTW collaboration is to provide KTAP students opportunities for academic success and completion and ultimately transition into family sustaining jobs and careers. In addition to intrusive case management and coaching, a subsidized employment component places RTW students into TANF funded work-study jobs with private, non-profit, and campus employers in their field of study. This subsidized employment opportunity provides the participants with work experience, job retention skills and supplemental income while providing employers the opportunity to recruit, train, and hire RTW students and graduates.

What began in 1998 as an effort to make additional work-study resources available to KTAP students in the community and technical colleges has evolved into a statewide network that includes a system-wide RTW Program Coordinator, and TANF-funded RTW Campus Coordinators at all sixteen KCTCS colleges. KCTCS received both national and state recognition for this RTW partnership in 2001: The American Association of Women in Community College's Model Program Award and the Kentucky Cabinet for Families and Children Secretary's Quality of life Award. The recognition continued for RTW in 2007, with the Kentucky Cabinet for Health and Family Services Community Partner Award and in 2012 when recognized by the US department of Health and Human Services, Administration for Children and Families, Office of Family Assistance as a "Promising Pathways Initiative".

In FY2003-04, "Work and Learn" was the expansion of the education focused case management and work-study opportunities to KTAP clients enrolled in Kentucky's adult education and GED programs (see Work and Learn Manual for additional information).

Job Specification

Ready to Work Program Coordinator

General Purpose

Recruits and supports low income/at-risk students to improve their college going rate, retention success and completion rates. Services performed include, but are not limited to, advising and counseling students regarding their academic and career goals and other activities that lead to economic self-sufficiency.

Characteristic Duties and Responsibilities:

- Provides education focused case management services including identification of student needs and referral to appropriate helping services.
- Develops work experience and work-study placements, both on and off campus.
- Assists with financial aid applications or refers to financial aid officer.
- Performs one-on-one student orientation as to the admission and registration processes and introduces students to the college.
- Identifies and recruits eligible participants for the Ready-to-Work and Work and Learn initiatives.
- Assesses student needs, interpretation of academic interests, analytic test results, potential career choices and goals; performs career counseling and assessment; develops action plans in order to meet students' needs and monitors student achievement.
- Performs academic advising, which coordinates assessment results with appropriate classes for student's level of ability.
- Supervises and mentors work-study students and acts as a liaison with employers.
- Facilitates and maintains communication with TANF case managers and community agencies.
- Provides tutorial assistance for difficult classes or referral to other campus Student Support Services Programs.
- Provides program data and semester reports as requested.

Minimum Education/Experience (Certificate, Licenses, Registration):

Bachelor's Degree (Human Services field, Psychology, Social Work, Counseling, or related field), and three years related experience, or equivalent.

Special Qualifications:

- Problem Solving: Problems are different, but tend to come up often. Suggests new solutions to the supervisor or others in handling unusual problems.
- Oversight and Direction: Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise.

Working Conditions/Job Hazards:

- Normal office environment with moderate noise (examples: business office computers, printers, etc.)
- Low degree of hazard of danger associated with the job.

Physical Demands: (with or without reasonable accommodations)

- Primarily sitting using fingers, hands and arms to reach. Occasional stooping, kneeling, or crouching. Optional standing and walking. Ability to effectively communicate using auditory or visual methods.
- Occasionally lift up to 10 pounds.
- Primarily use close vision (clear vision at 20 inches or less).

Program Services and Eligibility

Program Eligibility:

Who can Ready to Work serve?

- Any KTAP student enrolled in a KCTCS institution.

Program Services for Students:

What do Ready to Work Coordinators do?

- Act as liaison with the student's KTAP Case worker using DCBS OTIS System
- Refer students to appropriate community agencies for additional support and assistance
- Academic and career counseling and advocacy

- Place and support students in educational, volunteer, and work study activities
- Monitor all KTAP/KWP activities on a monthly basis and report to KTAP Case Managers monthly using the PA 33 forms
- Collaborate with DCBS or relative community partners in locating community service/work study sites
- Collect and monitor work study timesheets and report to KTAP case managers as necessary
- Provide various supportive services to all students- including referrals for personal counseling and crises intervention as needed

This is a general description of some of the services Ready to Work Coordinators provide students and are part of the goals and objectives that are outlined in the program contract (pages 11-13). RTW Coordinators must document the supportive services provided to each student on the Ready to Work contact form found in the RTW report. The link to the program contract is provided below.

[http://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/FY13%20FY14%20DCBS%20KCTCS%20post-secondary%20contract/FY13FY14%20DCBS-KCTCS%20Post-Secondary%20contract%20\(executed%20copy\).pdf](http://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/FY13%20FY14%20DCBS%20KCTCS%20post-secondary%20contract/FY13FY14%20DCBS-KCTCS%20Post-Secondary%20contract%20(executed%20copy).pdf)

The Ready to Work Live Report reflects this listing of supportive services. Each supportive service listed is collected and reported on the Ready to Work Live Reporting spreadsheet found on The Point. This link is also provided below.

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms?Supplemental%20Documents%20and%20Forms/WL%20Contact%20Final.pdf>

How was the student referred?

- Most formal referrals are generated from DCBS through OTIS (Online Tracking Information System). You will be required to respond back to the KTAP case worker within 10 calendar days of the date the OTIS referral was made to verify any contact or participation. The client has 15 days from meeting with RTW coordinator to start a countable (core) activity or they will be conciliated for noncompliance by their KTAP case worker.
- If an interested KTAP client contacts you, get their social security number and name of case worker so you can verify their KTAP status.
- Referrals from community partners are also common. As a continuing practice, verify student activity with KTAP case worker for reasons listed above.

DCBS

(DEPARTMENT for COMMUNITY BASED SERVICES, KY CABINET FOR HEALTH AND FAMILY SERVICES)

- Terms
- Referrals and Referral Process
- Reporting Activities to DCBS
- KWP Manual Link
- DCBS forms
- Supportive Services and Vehicle Expense Funds

DCBS

This section will familiarize you with the DCBS processes that govern the RTW program, how students can be “packaged” to meet KTAP participation hours, and reporting student activity.

DCBS TERMS YOU WILL HEAR OFTEN:

Conciliation- when a student fails to meet monthly hours, a conciliation meeting is called to “warn” the student of upcoming sanctions if they do not meet participation the following month. These meetings can be referred to as a 204.

Sanction- Benefits will be reduced or taken away until the student “cures” their sanction by completing required participation hours for 15 consecutive calendar days or the DCBS case manager gives the student good cause or an exemption. See KTAP case manager for more details regarding specific cases.

Full Family Sanction (current) - this refers to clients that do not go through the normal conciliation process. Instead, if these clients do not meet monthly participation hours they automatically lose their KTAP benefits.

Full Family Sanction (previous) - Refers to clients who have reapplied for KTAP and must participate with KWP program prior to re-approval. We may assist these students in curing their sanction, but they are not eligible for hire in the RTW work-study program until the sanction is cured and case is approved.

- Activities to cure sanction may include using class time, monitored study time, clinical/internships or community service placements. Federal work study may also be an option.
- These individuals may not be entered into the Ready to Work report until their KTAP case has been approved.

Core Activity- this is typically the first 20 hours each week of the student's KWP participation requirement; may include paid work study, community service, class time, monitored study time, clinical/externship, or federal work study employment. Each month class time is used; this is counted as a vocational education month. Students are only allotted 12 vocational education months total.

Non-core Activity- this is typically the 10 hours above the 20 core. Non-core is generally used to count class time on a 30 hour case and will not reduce the 12 vocational education months.

Allowable Activity- this is any activity that does not count toward the participation requirement. This can include mental health counseling, substance abuse treatment, life skills training, or non-GED Adult Basic Education (ABE participation by someone who already has a high school credential or equivalency).

Participation- this refers to the total required hours, including all countable activities; students must meet weekly and monthly.

20 Hour Client- this is the amount of hours a recipient with a child under the age of 6 will need to complete each week. These households always contain a single parent.

30 Hour Client- this is the amount of hours a recipient with a child age 6 or older will need to complete each week. This may be a single parent household or it may be a two parent household containing a disabled parent.

35/55 Hour Client- typically, these cases are two parent household cases and are more complicated. You should consult your local KTAP case managers for the accurate breakdown needed to fulfill these participation requirements.

Recertification- the process of renewing benefits including student's Food Stamps (SNAP), KTAP/Medical Cards and Child Care Assistance.

Discontinued- when this occurs, a case (SNAP, KTAP/Medical Cards, Child Care Assistance) has ended and the student will need to reapply at their local DCBS office. If a KTAP case is discontinued, they are no longer eligible for the RTW Program.

**** Per DCBS/KCTCS contract with RTW/WL, Ready to Work work-study students may not be paid more than 30 hours per week through this contract. Make sure students are aware of this policy. ****

WHAT TO DO AFTER YOU RECEIVE THE REFERRAL?

DCBS case workers give students 10 days to meet with the Ready to Work Coordinator after they have been referred. From the initial meeting with the student, the coordinator has 15 days to place the student in an activity. If students are not participating within that timeframe, you must refer that student back to their case worker via OTIS. The student will be called in for a conciliation appointment at that time. If the student fails to keep the conciliation appointment, they will more than likely be sanctioned.

If you are responsible for the unpaid work placement in your region, the student must keep these hours on a non-KCTCS timesheet so you can turn this into their case worker at the end of each month on a PA 33. Never use an official KCTCS timesheet or anything that might resemble a KCTCS timesheet to record or document unpaid work hours. This is a violation of U.S. Department of Labor Laws.

OTIS (ONLINE TRACKING INFORMATION SYSTEM)

OTIS is the web-based DCBS system for referring, tracking, and communicating with partner agencies. All Ready to Work Coordinators will use OTIS to obtain referrals from DCBS case managers and provide updates on client/student activity. OTIS is the main pipeline to update case managers on client contact, activity start dates, and to request conciliation. You will also receive notifications that new comments have been posted to OTIS regarding your student. The OTIS manual with contractor information is uploaded on The Point and can be accessed at the link below. However, using OTIS will require additional training and access will need to be granted at the State CHFS/DCBS level.

<http://thepoint.kctcs.edu/teams/Collections20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learns%20documents/OTIS%20Contractor%20Information.pdf>

GETTING STUDENTS STARTED:

Students should always be aware of how many hours they need per week to meet KTAP participation. If the student is unsure, please verify social security number and name to their appropriate caseworker to confirm how many hours per week the student needs. Most commonly, students are responsible for 20 or 30 hours per week of a core activity such as a paid or unpaid work activity.

After completing necessary paperwork, follow local procedure if the student will be participating in work study or unpaid community service. If student is using only school hours (including monitored study time), review class schedule with student to ensure they have enough class time to stay in compliance. Be sure to take into consideration any institutional closings or semester breaks. Also, ensure that students are aware of timesheet due dates, career counseling requirements, and workshop requirements.

COORDINATING THE READY TO WORK PARTICIPATION:

How to calculate participation hours:

Work Hours: do not need to be calculated on a monthly basis. The case manager will count the previously verified weekly hours on the student's contract.

Community Service Hours: to determine the number of weekly hours, add the total number of hours completed for the month and divide by 4.33. If student has an excused absence, make sure they provide documentation. Make a copy of documentation for their RTW file and turn a copy into their case manager. Refer to PA-33 for all CHFS approved holidays.

School Hours (and monitored study time): to determine the number of weekly hours, add the total number of in-class hours completed for the month. Take this number and multiply by two. If student is also completing monitored study time, add the total number of monitored study hours to the multiplied class hours for the completed total number of hours for the month. Divide this number by 4.33 for the average weekly hours completed.

If student is using a combination of activities to meet monthly participation requirements, hours for each activity are to be considered separately. Final determination of participation will be calculated by the KTAP case manager. If you have questions as to whether or not a student has met participation hours for the month, ask the KTAP case manager.

When to request conciliation:

Notify the DCBS case worker if a student stops participating in any activity used to meet monthly participation hours. The student will be called in for a conciliation appointment at that time. If the student fails to keep their conciliation appointment, they will more than likely be sanctioned.

Please keep in mind some policies and procedures can be interpreted differently by the students individual DCBS case manager. Refer to the case manager should you have any questions.

***CHFS KENTUCKY WORKS MANUAL LINK**

The link below is the section of the CHFS Policy Manual that references the Kentucky Works Program and KTAP policy. For easy access, you can click on the topic as listed in the Table of Contents.

http://manuals.chfs.ky.gov/dcbs_manuals/DFS/index dfs.asp

VOCATIONAL EDUCATIONAL TRAINING

Vocational educational training is an organized educational program directly related to preparing individuals for employment including baccalaureate and advanced degree programs. Full-time or part-time attendance in this activity can be used to meet core federal participation requirements for a maximum of 12 cumulative months. OTIS will track the number of months used to meet the core requirement. If vocational educational training hours are less than the individual's KWP requirement, the hours can be combined with another core component in order to meet participation.

Federal guidelines allow individuals enrolled in online courses to receive the same credit for participation as those who attend conventional courses, providing the actual hours spent online are monitored and recorded by the educational institution.

- A.** Vocational educational training includes the following:
- 1.** Classroom training in one and two year programs at a state technical college, area vocational education center or Job Corps;
 - 2.** Programs including advanced degrees, such as masters, PhD, or licensed certified practitioner, at two and four year colleges when the participant has a specific occupational goal;
 - 3.** Customized training offered on a short-term basis at a state vocational technical school or other provider. For additional information, refer to MS 4215; and
 - 4.** A proprietary school program with a specific occupational goal.

Basic skills training or English as a Second Language (ESL) may count as vocational educational training when it is part of the vocational educational training.

- B.** In order to correctly count hours that meet participation criteria:

- 1.** Use actual CLASSROOM hours, not credit hours, as the weekly scheduled hours on OTIS. For example, physical education classes are often 1 credit hour, but classes meet 3 hours per week. When possible, review class schedules to determine the actual classroom hours.
 - 2.** Scheduled activities outside classroom hours which count toward KWP participation include:
 - a.** Clinicals for medical courses;
 - b.** Cooperative (co-op) program hours;
 - c.** Internships;
 - d.** Labs;
 - e.** Tutoring; MS 4210 (2)
 - f.** Study time in a supervised setting; and
 - g.** One hour of unsupervised study time for each hour of class time; this includes online classes.
 - 3.** Work study programs are considered countable hours of employment and the hours are entered on KAMES on the Earned Income screen.
- C.** Vocational educational components, when used to meet the 20 hour core requirement for a maximum of 12 cumulative months, are coded on OTIS as VOC.
- D.** Vocational educational components are coded JSE on OTIS when not used to meet the 20 hour core requirement, such as when the participant meets the core requirement through work study or another core component.

DCBS workers will determine if the JSE component is considered as part of core/non-core combination or is only entered for reporting purposes, as the individual is meeting participation requirements through another core activity. See [MS 4217](#) for additional information relating to the coding of vocational education components.

- E. The time between semesters or weeks where there is no participation must either be made up or the individual must be placed in another countable activity.

DCBS CODING of VOCATIONAL EDUCATIONAL TRAINING

Participation in vocational education activities as a core activity (VOC) is limited to a maximum of 12 months. The individual must meet the required number of hours to count in the federal participation rate. OTIS tracks the number of months VOC is used to meet the core requirement and total months can be found on the OTIS General Information screen. For this reason it is very important that coding of vocational education on OTIS be completed as follows:

- A. Attendance in a vocational educational training can be used to meet the federal participation requirements for a maximum of 12 cumulative months.
 - 1. Participants are placed in VOC components during their 12 cumulative months.
 - 2. Any month the vocational activity component (VOC) is used to meet the core requirement OTIS counts as one of the 12 cumulative months reported in the federal rate, regardless of whether participation was met.]
- B. After an individual has completed 12 cumulative months of vocational educational training, he/she may continue to participate in post-secondary activities if the core

requirement is met by participating in other core activities. These individuals are placed in JSE.

30 hours, 20 of which are core activities (COM, WEP, employment, work study) are required of single parents and single caretaker relatives with children age 6 and older. JSE can count for the remaining hours of required activity.

To meet the 35/55 hour work requirement, a parent in a UP case may participate in vocational educational training for the 12 cumulative months; however, both parents in a UP case cannot participate in a vocational educational training component at the same time unless one parent is meeting the required number of core hours (30/50).

Example: A UP household is required to participate 35 hours per week and one parent is meeting the required 30 hours in VOC with actual class hours and non-supervised and supervised study time. The other parent can complete the remainder of the requirement in another core or non-core activity, such as employment, community service, JSE, etc.

- C. Individuals remain in the JSE component if he/she continues to attend vocational training but the hours are not needed to count towards the participation rate. These hours are only collected for reporting purposes.
- D. For an individual who meets the core participation requirement of 20 hours per week through employment, work study, or WEP/COM and also attends vocational educational training, the training is coded JSE in OTIS. The vocational training in this type of situation is not considered part of the 12 months.

- E.** Activities which involve paid employment are shown as paid employment on KAMES. Work study income is excluded income in the K-TAP case, but is shown on KAMES as earned income with the correct number of monthly hours, with one cent (1¢) in the “WAGES” field.
- G.** Internships, practicum, clinical, and co-op programs which do NOT involve paid employment may be considered as hours toward the vocational educational training or may be a WEP or COM placement. Hours in WEP cannot exceed either the FLSA calculation or the weekly participation requirement, whichever is less. For example, if the clinical requires 20 hours a week and the calculation only allows 6 hours per week, we track 6 hours in the WEP/COM. (For more information see [MS 4230](#) for COM and [MS 4270](#) for WEP.)

 - 1.** The Ready to Work Coordinator at the educational institution will work with the Family Support KWP staff to identify potential WEP or COM placements which may include:

 - a.** Internships that involve no pay;
 - b.** Practicums that involve no pay, including student teaching;
 - c.** Co-ops that involve no pay;
 - d.** On-campus volunteer activities; or
 - e.** Off-campus volunteer activities.
 - 2.** The Ready to Work Coordinator will assist with the monitoring and reporting of these activities.
 - 3.** The Ready to Work Coordinator will also monitor supervised study time.

DCBS FORMS

Some of these forms may or may not be necessary in your region. You can access these documents by clicking on the link under each specific form.

PA33- Students use this form to request their transportation subsidy on a monthly basis. Students should be receiving these forms in the mail each month. The PA33 is due by the 5th of each month to the DCBS caseworker to verify attendance in activities. Most commonly, it is used to track participation in classes and community service. It is not usually required that students verify employment or work study on a PA33 but you will want to consult with your local DCBS office.

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/DCBS%20forms/PA33%20with%20barcode.pdf>

PA34-KTAP students are eligible for \$1500.00 per year in car repair funds. This can pay for registration, tags, 3 months of liability insurance and other car repairs. Students in your area may need to use this form in order to receive a voucher from this fund. Again, consult your local DCBS office and be aware that there are stipulations in being able to access this money.

[https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/DCBS%20forms/PA34%20\(2\).pdf](https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/DCBS%20forms/PA34%20(2).pdf)

PAFS-700-This form is used for employment verification. In some regions, RTW coordinators fill this out to verify that a student has been cleared for hire, hourly wage and start date of employment. In your region, you may not be required to submit this information to the case worker so please consult your local DCBS office.

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/DCBS%20forms/Copy%20of%20PAFS700Excel.pdf>

DCBS SUPPORTIVE SERVICES

General Supportive Services

- KTAP students are eligible to receive assistance for GED testing fees, COMPASS testing, uniforms, criminal background checks, etc. All requests for these services must be made by email including a written request or invoice from the supervisor or instructor. Please consult the local DCBS office for any clarifications for requesting supportive service funds.
- Please keep in mind that some requests must be sent to Frankfort for approval and may take longer to process.
- Only under extenuating circumstances will DCBS pay for a KTAP student's books. It is generally expected that the student's educational assistance (grants and loans) will cover their books.

Vehicle Expenses

- If the student is participating in the KTAP/Kentucky Works Program, also known as KWP, they are eligible for up to \$1500.00 per year in vehicle expenses. This money can be used for car repairs, car insurance, or taxes, title and licensing fees. All requests must be presented in person in order to receive a voucher for services.
- To receive a voucher for car repairs a student must provide: their current KY driver's license, Kentucky vehicle registration in the clients name, proof of insurance, and two estimates from a reputable auto repair company.
- To receive a voucher for car insurance they must provide: their current KY driver's license, Kentucky vehicle registration in the clients name, and an insurance quote. They may receive a voucher to pay for three months of insurance at a time.
- To receive a voucher for tax, title, or licensing fees they must provide: their current KY driver's license, Kentucky vehicle registration in the clients name, proof of insurance, and a quote from their County Clerk's office.

Educational Bonus

This is a one-time bonus that will pay \$250.00 for a student who is actively receiving KTAP who receives a college certificate, diploma or degree.

GENERAL INSTRUCTIONS FOR READY TO WORK FILES

A student file must be created for every student participating in the Ready to Work Program. These files are subject to audits by the Cabinet for Health and Family Services and the KCTCS A133 auditors. Every student file may include the following forms:

- RTW Program Participation Application
- Release of Information- Due to the requirement of the Family Educational Rights and Privacy Act (FERPA), a written and signed permission for the release of information must be given by the student before releasing any personal or educational information to another agency or party (including DCBS).
- Written Consent for Release of Student Records and Acknowledgement of Grievance Procedures
- Student Education/Work Plan- The Education and Work Plan discusses short-term and long-term goals and overcoming barriers. This is an opportunity to get to know your students and what is going on in their life. Some RTW Coordinators have their students fill this form out again after they have spent some time in the program and have developed more in-depth goals due to personal and academic growth.
- Career Counseling Documentation Form
- Contact Log
- Communication with Student
- Communication with case manager
- Class Schedule which may be obtained by going to:

PEOPLESOFT Main Menu>KCTCS Student Administration>KCTCS Student Records>Report>Online Schedule

OR

PEOPLESOFT Main Menu>Campus Community>Student Services Center

- Grades- For cumulative GPA go to:

PeopleSoft Main Menu>KCTCS Student Administration>KCTCS Student Records>Advisors>PS Student Information

OR

PeopleSoft Main Menu>Campus Community>Student Services Center> (select grades from dropdown menu on the left side of page)>View My Grades

- Copy of COMPASS OR ACT SCORES go to:

PeopleSoft Main Menu>student administration>student records-advisors>put in student EMPID and Term> Test Scores

- High School/GED Credential Verification:

I. Request access to view student admissions including the educational panel. Once you have access,

II. View Student Admissions, then Application Entry, then Academic information, and finally Education

III. Enter student ID

IV. The first tab (external education) will state the college has received the High School Diploma/GED. The second tab (course and degree) will state when the High school Diploma/GED was received.

General Instructions for the Ready to Work Application, Education/Work Plan, Release of Information and Consent for Release of Information and Grievance

The following forms are mandatory and must be completed by the RTW Coordinator and the student. Please click on the link provided to access each form:

- **The Initial Ready to Work Participant Application**

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/Work%20and%20Learn%20app%20revised.pdf>

- **Education/Work Plan**

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/RTW%20WL%20Education%20Work%20Plan%20Final.pdf>

- **Release of Information**

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/WLrevised%20Release%20of%20Information%20General.pdf>

- **Written Consent for Release of Student Records & Acknowledgement of Grievance Procedures**

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/WL%20revised%20Release%20of%20Information%20DCBS%20Acknowledgement%20of%20Grievance%20Proc.pdf>

What is FERPA and how does it affect Ready to Work?

Due to the requirements of the Family Educational Rights and Privacy Act (FERPA), in order for you to share a student’s personal or educational information with another agency or party (including DCBS), written and signed permission for release of information must be given by the student. Ready to Work students must sign a release of information in order for you to discuss their records with other agencies or parties they are working with. This is covered by the Release of Information and Written Consent for Release of Student Records.

RTW CAREER COUNSELING AND COACHING

You must initiate a minimum of three career counseling and coaching services with all (100%) of your RTW students from the model/strategies described below:

- 1. Self-assessment** – Use available career exploration tools and assessments, such as interest inventories, and provide students with opportunities to reflect on their strengths and weaknesses.
- 2. Goal setting and Reality check** – Coordinators help students set short and longer-term goals, provide feedback to students about the feasibility of their career goals and the academic plan necessary to achieve them, and give students feedback for achieving or missing goals. The Education/Work Plan in the Mandatory Forms section can be used to implement this strategy.

3. **Career exploration and Resume Building** – Coordinators help students research wages and local job demand for their chosen careers and network with people in the field, including professors or staff at work-study sites, and develop resumes.
4. **Life skills/soft skills** – Coordinators deliver and/or facilitate life skills and career soft skills instruction through workshops and/or one-on-one counseling as well as modeling appropriate behavior.
5. **Feedback from supervisor** – Coordinators facilitate students receiving feedback from their work-study site supervisor, and collect students’ feedback on their placements. You can use the Student Job Performance Evaluation located in the Work Study section to meet this goal as well as the Work Site Evaluation form in the Supplemental section of the manual.

Again, it is expected that 100% of all RTW students will receive career counseling. As explained above, some components of the career counseling model can be incorporated into the paperwork completed with each new student. However, the intent of this career coaching model is that it is an ongoing formative process of coaching and advising your students. For additional ideas, contact your RTW peers across the state.

You may also use the Career Counseling and coaching form in your RTW orientation packets. Please click on the link provided to access this form.

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/CAREER%20COUNSELING%20DOCUMENTATION%20FORM.pdf>

GENERAL INSTRUCTIONS FOR PHOTO RELEASE AND CONFIDENTIALITY STATEMENT

You must include the following permissions in your file if granted. Both the Photo Release and the Confidentiality Statement is combined onto one form. Please click on the link provided to access the form:

- Photo Release
- Confidentiality Statement

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/Photo%20Release%20Confidentiality.pdf>

A Photo Release form is necessary in order to have permission to use their photographs in brochures, newsletters, etc. It is important to explain this form fully because a student may not want their identity or association with the college released. Before posting any picture of a student or their children, please check their file for the photo release form and as always, double check with the student before using any photo. The photo release is optional, but the confidentiality statement is not optional.

WORK STUDY FORMS

What is the hiring process for a Ready to Work student?

If the student is enrolled in a KCTCS college and receives KTAP, they are eligible for TANF funded work study. At this point, a background check will be submitted on the student and your Human Resources department will provide verification that the student has been cleared for hire. The hiring paperwork is coordinated and may be completed by your college's HR department. Each college tends to vary in this process so please check with your HR office.

Forms:

- **Job Description**

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/Work%20and%20Learn%20job%20description.pdf>

The Job Description is a mandatory form that provides student, work site, and schedule information. The student must also agree to the terms listed at the bottom. This can be completed during the initial RTW orientation. Coordinators should update job descriptions every six months.

- **Off-Campus Agreement**

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/Off-Campus%20Work%20Agreement%20Final.pdf>

The Off-Campus Agreement serves as a legal agreement between the work site and your college to provide appropriate work activities for the RTW student.

*Each work site supervisor should receive by mail or hand-delivery, the job description and the off-campus agreement for their signature. You will also want to keep a copy for yourself until the originals are returned.

Optional supplemental documents for work study:

Evaluation Form Instructions can be sent as a cover letter along with the **Work Study Student Job Performance Evaluation**. This is very useful if the supervisor is new to the process and paperwork.

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/PG%2011-EVALUATION%20FORM%20INSTRUCTIONS%206%2022%2011.pdf>

The Work Study Student Job Performance Evaluation can be submitted to the work site at your discretion. Some programs send them out every 6 months, once a year or at least one time during the student's placement at a particular work site. This is the supervisor's evaluation of

the student's job performance. Once the supervisor has returned the evaluation, you should discuss the results with the student for positive feedback and constructive criticism. Always keep this in the student file.

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Supplemental%20Documents%20and%20Forms/Work%20and%20Learn%20work%20study%20job%20performance%20evaluation.pdf>

KCTCS STUDENT EMPLOYEE FICA GUIDELINES

Upon receipt of your college's PeopleSoft query listing of employees who are also students, you need to review the list carefully to make sure your college is appropriately taxing or exempting the student-employees from FICA (FICA is the common acronym for OASDI and Medicare tax). If a student drops or adds a class in the middle of the semester HR is NOT required to retro this status to the beginning of that current semester.

IRS REGULATIONS:

College students who are working and who are enrolled and regularly attending classes on a half time or greater basis (6 hours is half time for undergraduates for spring/fall semesters) are exempt from FICA through the pay period in which the last day of classes fall.

For student workers who are attending summer school classes – full time for summer is 6 hours, so students enrolled or taking classes that equal 3 hours or more would be exempt from FICA. The number of hours includes any combination of summer semester classes (6 week, 8 week, 12 week sessions combined).

The student FICA exception does not apply to services performed by an individual who is not enrolled in classes during school breaks of more than five weeks (including summer breaks of more than five weeks), other than services described in section 7.04. See Rev. Rul. 72-142, 1972-1 C.B. 317, and Rev. Rul. 74-109, 1974-1 C.B. 288.

However, the student FICA exception applies to employment which continues during normal school breaks of 5 weeks or less during which the individual is not eligible for the student FICA exception pursuant to section 7.01 of this revenue procedure provided that the individual qualifies for the student FICA exception pursuant to section 7.01 of this revenue procedure on

the last day of classes or examinations preceding the break and is eligible to enroll in classes for the first academic period following the break.

PROCEDURE GUIDELINES FOR TEMPORARY EMPLOYEES INVOLVING
RETIREMENT CONTRIBUTIONS TO KRS

RTW students are not required to participate in KRS if the RTW student is FICA exempt. (See IRS definition of FICA exemption provided in FICA section above.) If a RTW student does not meet the FICA exemption status and since KRS defines a full time regular employee as one that works more than nine months full time or averages more than 100 hours a month, KCTCS has advised RTW to separate those student workers from our employ for at least one month in order to keep them free of KRS participation requirements as stated in KRS 61.510.

READY TO WORK REPORTS

Encumbrance reports are due by the **5th of each month** and emailed to the RTW Program Coordinator. The encumbrance report closely monitors RTW/WL payroll commitments by listing each pay period and total check amount for each student on payroll. Each encumbrance report is a continuation of the previous month so it is important not to remove or change any information that has been submitted. The System Coordinator then calculates the projected commitment for the remainder of the fiscal year and forwards this information to DCBS. RTW and WL may share the encumbrance report.

WORK STUDY MONTHLY ENCUMBRANCE REPORT:

- Due by the 5th of each month to the System Office Coordinator
- Remember that since KCTCS payroll runs 2 weeks in arrears, the report covers pay periods 16-30th and 1-15th. For example, the August report covers the two pay periods of July 16-30th and August 1-15th
- Never remove a student from the encumbrance report in the course of the fiscal year. If they stop working, continue to add zero's to each pay period column
- If there is more than one RTW contract staff person at your college, determine who is responsible for forwarding the encumbrance report for all work-study students on your payroll

Encumbrance Reporting Form Instructions

- Each line on your encumbrance report =10 hours of work study
- A “slot” is budgeted at 20 hours (two lines)
- At any point in time, you can divide by two the number of lines occupied by active work study participants to calculate the number of slots you currently have filled. (The System RTW Coordinator will continue to provide monthly updates on how many slots your college has available each month.)
- See example of entering students into report below.

Suzie Q. has a thirty hour work study position (She can work this much due to having a 30 hour Requirement)

Fiddle D. has a twenty hour work study position

Glory B. has a ten hour work study position

1. Enter them as shown below

	Last Name	First Name	Start Date	End Date
1	Que	Suzie	7/15/2012	
2	Que	Suzie		
3	Que	Suzie		
4	Dee	Fiddle	7/15/2012	8/15/2012
5	Dee	Fiddle		
6	Bee	Glory	8/15/2012	

2. In the Start Date Column, enter the date that Work Study Started
3. **Leave the End Date empty until the student is removed from work-study payroll**
4. Enter your pay periods:
 - A. On **July’s encumbrance** report, you will enter only one pay period: The one dated July 15 (Due on August 3, 2012)
 - B. On the **August through May** reports, you will enter the two relevant pay periods.
 - August report = July 30 pay period and August 15 Pay periods (Due Sept. 5)
 - September report = August 30 and September 15 pay periods (Due Oct 5)
 - October Report = September 30 and October 15 pay periods (Due Nov 5)
 - November Report = October 30 and November 15 pay periods (Due Dec 5)

- December Report – November 30 and December 15 pay periods (Due Jan 5)
- January Report = December 30 and January 15 pay periods (Due Feb 5)
- February Report = January 30 and February 15 pay periods (Due March 5)
- March Report = February 29 and March 15 pay periods (Due April 5)
- April Report = March 30 and April 15 pay periods (Due May 3)
- May Report = April 30 and May 15 pay periods (Due June 5)
- June Report = May 30 and June 15 pay periods **AND** June 30 pay periods (Due July 5)

NOTE: If the 5th of the month falls on a weekend, the report is due BEFORE the weekend NOT AFTER the weekend.

READY TO WORK REPORT:

- These reports are due 3 times a year; fall semester, spring semester, and summer semester. The System Coordinator will communicate the due dates annually.
- When using the Ready to Work Live Report do not count duplicate services for a student. For example, if you refer a student to another agency for emergency assistance more than once, you can only count the referral one time.
- To track outcomes for students, you can opt to use a student contact form for each student. See example found in supplemental forms.
- This report can be located on The Point under the Ready to Work and Work and Learn Team Site. Go to Test Excel to find your college and program reporting forms for the appropriate fiscal year.

Who goes on the Ready to Work Live Report spreadsheet?

- The student must be enrolled in a KCTCS College
- The student must be receiving KTAP

OTHER MONTHLY REPORTING DATES:

PA33's

PA 33's are due on the **5th of each month** to the appropriate KTAP caseworker. You should talk with your local DCBS offices to find out exactly what they want reported on the PA33 and how

they prefer to receive the forms and timesheets and what kind of backup documentation if any they expect.

PAYROLL TIMESHEETS/PAID TIME REPORTS

Payroll timesheets are generally due in the college HR/payroll office on the **15th and 30th of each month**. Some colleges may establish different local timelines so discuss this with your HR/payroll offices to determine the exact due dates.

EDUCATION TIMESHEETS

Documentation of class attendance is more flexible. Depending upon how closely you want to monitor each student's class attendance, you may require students to turn them in weekly, every **15th and 30th** (along with their paid time report) or at the end of each month.

CURRENT EXPENSE/OPERATING FUNDS

Current expense funds may be spent on "...travel, materials and supplies, professional development for RTW/WL staff...". DCBS has recently limited the purchase of marketing materials from the current expense budget to brochures and posters.

It may not be used for furniture, equipment including computers, or food. It also may not be used to cover expenses that fall under another line item in the budget. i.e. You cannot use Current Expense money to pay Work Study salaries or for Special Projects. Special project costs come out of the special project line item in the budget.

SPECIAL PROJECT BUDGETS

SPECIAL PROJECT PROCEDURES: Special Project funds are a separate part of the budget designed to support targeted supplemental services or programming for RTW/WL students including but not limited to professional/personal development for students. We recommend you discuss your special project concept with the State Program Coordinator prior to submission of the proposal.

1. Coordinator completes the Special Project Proposal Form

2. Proposal is sent to the System Program Coordinator for review. (Does it lend itself to education, retention, job readiness, etc.?)
3. System Program Coordinator sends the proposal electronically to DCBS Contract Liaison for approval.
4. When DCBS Contract Liaison approves, System Program Coordinator advises the submitting college personnel/Coordinator and requests the college to submit a GC-2 with the total budget breakdown.
5. When Special Project is complete, the college Coordinator sends RTW Program manager:
 - a. List of participants
 - b. Total cost of project
 - c. Cost per Student
 - d. Breakdown of Expenditures, Instructor, supplies, etc.
6. System Program Coordinator checks the amount spent against the amount approved and calculates the actual cost per student.
7. System Program Coordinator forwards an e-mail to Grant Accounting office with copy to the college and to DCBS Contract Liaison with the following message:

“You have approval to bill DCBS in the amount of _____ for special project at _____ (campus) entitled _____ (Name of special project). _____ (Number) students attended at a cost per student of _____.

You will find a link to the Special Project proposal below:

<https://thepoint.kctcs.edu/teams/Collection20/RTWWL/Manuals%20and%20Forms/Work%20and%20Learn%20documents/Special%20Project%20Proposal%20form-100301%20-.pdf>

READY TO WORK AUDITS

In preparation for a RTW program audit by a KCTCS A133 or DCBS representative, you must be able to provide the following documentation:

- DCBS referral form or appropriate OTIS documentation of referral
- Ready to Work application
- Release of Information
- Written Consent for Release of Student Records and Acknowledgment of Grievance Procedures
- Evidence of Career counseling
- Education/Work plan completed and signed
- High School/GED Credential Verification
- Compass/ACT scores
- RTW Timesheets

It helps if the student file is in order so you can quickly reference documents as the auditors ask for them.

Record Retention:

As stated in the RTW/WL contract (section 4.28 pg. 34), all files pertaining to RTW students must be kept for no less than 3 years after all matters pertaining to this contract (audit, settlement of exceptions, disputes) are resolved. In order to ensure all audit matters are resolved, the RTW/WL System Office staff recommends retaining related files for 5 years.