

## LEP Pathway ESL Class IRP Requirements Worksheet

Student Name: \_\_\_\_\_

eJAS ID: \_\_\_\_\_

Name of Class: \_\_\_\_\_

Quarter: \_\_\_\_\_

Begin date and end date of class: \_\_\_\_\_

This LEP Pathway ESL class requires three hours of homework time for every hour of class time. Under WorkFirst rules, the state can claim one hour of homework time for every hour of class time towards WorkFirst participation.

<b>LEP Pathway ESL Class IRP Requirements Worksheet</b>		
		<b>Hours per Week</b>
1.	Scheduled Class Time (Will be added to the parent's IRP)	
2.	Unsupervised Homework Time (always equal to scheduled class time)	
4.	<b>Total Required Weekly Participation</b> ( )	

Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Instructions

This worksheet is used to determine the number of hours of participation in educational activities to add to the parent's Individual Responsibility Plan (IRP).

## ***Form Completion***

1. Complete the form when you enroll the WorkFirst parent into an education or training class and you will be providing the instruction.
2. Send the form to the WorkFirst Program Specialist (WFPS). The WFPS will enter that number of class hours (row 1) on the WorkFirst student's IRP for the educational activity.
3. Keep a copy of the completed worksheet in the student's case file to document homework expectations for the class.

## ***Fields***

1. **Scheduled Class Time:** Enter the number of hours the parent is scheduled to attend class each week. These hours will be added to the parent's IRP.
2. **Unsupervised Homework Time:** Enter one hour for each hour of scheduled class time. The hours in rows 1 and 2 will always be the same. This is the number of additional homework hours we can claim as participation.
3. **Total Required Weekly Participation:** Add rows 1 through 2 to document the maximum number of hours we can claim toward participation each week for the educational activity.

## ***Entering Actual Hours***

Entering actual hours of participation into eJAS is a separate process. You DO NOT use this worksheet to determine the parent's actual hours of participation each month.