

## Non-contracted: Examples of Entering Countable Hours of Educational Participation

### ***Example #1: Homework Expectations Exceed Class Hours***

Ms. Brown is providing 10 hours of job skills instruction to Tasha each week. The homework expectation for the class is 20 hours per week. Ms. Brown reports 37 actual hours of participation for the month of June 2008 on Tasha's WorkFirst Participation Verification form.

The WFPS:

- Completes the Counting Hours of Educational Participation Worksheet based on Tasha's IRP Requirements Worksheet, as shown below.
- Enters 74 actual hours of JT in eJAS (2X37) since Tasha has more homework hours than classroom hours each week.
- Images the Countable Hours of Educational Participation Worksheet so it can be compared to the WorkFirst Participation Verification form and to document why we doubled the actual hours.

Determining Countable Hours of Educational Participation	
<b>A. Weekly Scheduled Class Hours</b>	10
<b>B. Weekly Homework Expectation</b>	20
<b>C. Is the homework expectation equal to or greater than the scheduled class hours?</b> <ul style="list-style-type: none"> <li>• <b>If YES, claim homework hours by doubling the actual hours reported by the non-contracted educational provider.</b></li> <li>• <b>If NO, do NOT claim any homework hours. Claiming homework hours will result in a federal QA error.</b></li> </ul>	YES

## **Example #2: Class Hours Exceed Homework Expectations**

Ms. Brown is providing 10 hours of job skills instruction to Tasha each week. The homework expectation for the class is 5 hours per week. Ms. Brown reports 37 actual hours of participation for the month of June 2008 on Tasha's WorkFirst Participation Verification form.

The WFPS:

- Completes the Counting Hours Worksheet as shown below based on Tasha's IRP Requirements Worksheet.
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- Enters 37 actual hours of JT for the month of June in eJAS since Tasha has fewer homework hours than classroom hours each week.
- Images the Countable Hours of Educational Participation Worksheet so it can be compared to the WorkFirst Participation Verification form and to document why we did NOT double the actual hours.

<b>Determining Countable Hours of Educational Participation</b>	
<b>A. Weekly Scheduled Class Hours</b>	10
<b>B. Weekly Homework Expectation</b>	5
<b>D. Is the homework expectation equal to or greater than the scheduled class hours?</b> <ul style="list-style-type: none"><li>• <b>If YES, claim homework hours by doubling the actual hours reported by the non-contracted educational provider.</b></li><li>• <b>If NO, do NOT claim any homework hours. Claiming homework hours will result in a federal QA error.</b></li></ul>	NO

### **Example #3: Class Hours Equal Homework Expectations**

Ms. Brown is providing 10 hours of job skills instruction to Tasha each week. The homework expectation for the class is 10 hours per week. Ms. Brown reports 37 actual hours of participation for the month of June 2008 on Tasha's WorkFirst Participation Verification form.

The WFPS:

- Completes the Counting Hours Worksheet as shown below based on Tasha's IRP Requirements Worksheet.
- Enters 74 actual hours of JT for the month of June in eJAS (2X37) since Tasha has the same number of homework hours and classroom hours each week.
- Images the Countable Hours of Educational Participation Worksheet so it can be compared to the WorkFirst Participation Verification form and to document why we doubled the actual hours.

<b>Determining Countable Hours of Educational Participation</b>	
<b>A. Weekly Scheduled Class Hours</b>	10
<b>B. Weekly Homework Expectation</b>	10
<b>E. Is the homework expectation equal to or greater than the scheduled class hours?</b> <ul style="list-style-type: none"><li>• <b>If YES, claim homework hours by doubling the actual hours reported by the non-contracted educational provider.</b></li><li>• <b>If NO, do NOT claim any homework hours. Claiming homework hours will result in a federal QA error.</b></li></ul>	YES