

Non-Contracted Education & Training IRP Requirements Worksheet

Student Name: _____

eJAS ID: _____

Name of Class: _____

Quarter: _____

Begin date and end date of class: _____

As shown on the chart below, this class requires a set number of hours of homework each week to complete the course work. Under WorkFirst rules, the state can claim up to one hour of homework for every hour of class time towards WorkFirst participation, not to exceed the homework expectations for the course.

Non-Contracted E&T IRP Requirements Worksheet		
		Hours per Week
1.	Scheduled Class Hours (Will be added to student's IRP)	
2.	Homework Expectation	

Instructor: _____ Signature: _____

Date: _____

Instructions

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

Form Completion

1. Complete the form when you enroll the WorkFirst student into an education or training class. Complete one form for each class you provide the student.
2. Send a copy of this form to the WorkFirst Program Specialist (WFPS). The WFPS will enter the total scheduled class hours amount (row 1) to the WorkFirst student's IRP for the educational activity.
3. The WFPS will keep a copy of the completed worksheet in the student's case file to document homework expectations for the class and determine countable hours of homework each month.

Fields

1. **Scheduled Class Time:** Enter the number of hours the student is scheduled to attend class each week. The WorkFirst Program Specialist will add these hours to the student's IRP. Other language on the IRP requires the student to complete all assignments, such as homework.
2. **Homework Expectation:** Enter the number of homework hours required each week to complete course work.

Claiming Countable Hours of Participation

The WorkFirst Program Specialist will use the information on this worksheet and the student's WorkFirst Participation Verification form to determine the student's countable hours of participation each month.

DO NOT add any homework hours (supervised or unsupervised) to the student's WorkFirst Participation Verification form.