

## 7.6 What do I do when a participant is already in school when he or she comes to ~~me~~ WorkFirst?

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*Legal References:*

- [RCW 74.08A.250](#)
- [WAC 388-310-0600](#)
- [WAC 388-310-0900](#)
- [WAC 388-310-1000](#)
- [WAC 388-310-1050](#)

This section includes:

- [7.6.1 Information needed](#)
- [7.6.2 Type of training and institution](#) ~~What is the training you are taking and where are you going to school?~~

~~This section of the handbook contains guidelines for a WFPS/WFSSS to ensure participants enrolled in, or attending, education and training at the time of their WorkFirst application receive appropriate meet their participation requirements when they are already~~ Often, when y ~~Sometimes participants are already enrolled in, or attending, education and training at the time of their WorkFirst application, come to the WorkFirst Program Specialist (WFPS)/WorkFirst Social Service Specialist (WFSSS) at the time of their WorkFirst application, they are already enrolled in or attending training. Sometimes the p~~ These P ~~participants are enrolled in in school some type of training and are~~ might be receiving financial aid or loans. This can make it difficult for the WFPS/WFSSS to decide what to do to ensure the participant is participating in WorkFirst according to the policy.

~~This section of the handbook contains guidelines for the WFPS/WFSSS to ensure participants in this situation are receive appropriate direction. directed correctly.~~

### 7.6.1 Information Needed

~~WorkFirst participation consists of numerous types of countable training options. WorkFirst allows numerous types of training to be counted as participation.~~

~~When participants are already engaged in education and training at the time of apply for cash application assistance and come to WorkFirst, the there are three critical pieces the WFPS/WFSSS will need to find out must determine:~~

- The type of training and ~~the~~ training institution the participants are attending attends;
- If the training is full-time or part-time; and
- Weekly hours of education and training they attend; and
- If the participants are working (part-time job, work study work-study, internship).

~~The WFPS/WFSSS You will also need to determine how many hours of education and training the participant is receiving. To calculate participation hours, use the actual hours the participant is in the education and training activities, to include~~ ing ~~classes, labs, supervised study halls/tutoring sessions, and up to one hour of unsupervised study time for every hour of class time. Total homework time counted for participation cannot can't~~ exceed the hours required or advised by their a particular educational program.

Full-time participation is generally 32 -40 hours per week (See WFHB 1.2.2 Required Participation). ~~So, if the participant is not already working, participants~~ Participants may need to combine work or a work-like activity with their educational program to meet their participation requirement if they aren't already working. See WFHB 1.2.23 for additional information about adding an additional three hours (preferably core activity hours) in the participant's Individual Responsibility Plan (IRP) when possible. In most cases, vocational education will meet the strengthened participation requirements, but add an additional three hours core or non-core when feasible/necessary.

~~To assist the participant to obtain work, the~~ The WFPS/WFSSS may refer the participant to the following -to assist them in obtaining work:

- Job search,
- Subsidized employment,
- Unpaid work experience, or
- to the College(s) to see if there are ~~any~~ work-~~s~~ study positions available.

The participant must find a part-time job within 30 days in order to continue in their education and training ~~if being referred to the college for work study.~~ when the education and training program doesn't meet WorkFirst participation requirements.

For information regarding work-like activities, see chapters 4.4, 7.5, 8.3, 8.4 and 8.5.

## 7.6.2 Type of training and institution ~~What is the training you are taking and where are you going to school?~~

### **Vocational Education**

~~If p~~Participants ~~are~~ enrolled in vocational education, ~~they~~ may qualify under numerous ~~programs~~ activities. ~~If the p~~Participants ~~is~~ attending a Washington State community or technical college, ~~they~~ may qualify under for Vocational Education, Customized Jobs Skills Training, I-BEST, or High Wage, High Demand Training. ~~If p~~Participants ~~are~~ enrolled in an vocational education program at an institution other than a Washington State community or technical college, ~~they~~ may ~~still~~ meet the Vocational Education or High Wage, High Demand Training requirements. Refer to Section 7.2 Vocational Education to determine the appropriate activity.

### **Other Education**

- Countable Non-core Activities: ~~If p~~Participants ~~are~~ enrolled in Basic eEducation or Skills Enhancement (JT), ~~Basic Education,~~ GED preparation (HS, GE), or High School completion (HS, BE), ~~then their educational activities may also count these educational activities count toward non-core (typically) participation.~~ ~~As T~~these activities are generally considered non-core activities, ~~although~~ However, consider High School Completion or Equivalency for participants 19 years of age or younger (HS) ~~is considered as core activities.~~ ~~you'll~~ The WFPS/WFSSS needs to ~~must attempt to engage the participant in core activities determine if the participants isare engaged in core activities and, if so, for how many hours per week. The participants will needs to meet the participation requirement.~~

For dependent teens/teen parents/unmarried parenting minors, please refer to Chapters 1.2 and 5.1 for participation requirements and 7.2 for education and training activities. For all others, please refer to 7.3 to determine the participant's participation requirements.

- **Degree Completion:** If a participant ~~is~~ ~~are~~ within 12 months of completing a degree, up to a baccalaureate degree, ~~they may qualify under~~ Degree Completion ~~may be an option~~ ~~(See Chapter 7.2).~~
- **Vocational Education Unapproved:** If ~~the a~~ participant ~~is~~ ~~are~~ more than 12 months away from finishing an educational program, ~~they may still qualify under~~ Vocational Education Unapproved programs ~~may be an option~~ ~~.(See Chapter 7.4 for more information.)~~. For this ~~program~~ ~~program~~, there is a requirement that ~~a~~ participants meet their work or work-like activity requirement, ~~so you'll~~ The WFPS/WFSSS needs to discuss work requirements and reduction of support services, including child care, with this activity. this with them as well as the reduced support services associated with this activity.
- **English-as-a-Second-Language (ESL):** If the participant ~~is engaged~~ engages in language instruction such as ESL, ~~you want to refer to~~ the LEP section of the handbook.

WorkFirst will make every effort to assist participants in meeting the requirements of participation so they may remain in school. If not already participating on a full-time basis, generally 32–40 hours per week, the WFPS/WFSSS must take action to engage the participants in full-time WorkFirst activities. See WFHB 1.2.23 for ~~additional~~ information about adding an additional three hours (preferably core activity hours) in the participant's Individual Responsibility Plan (IRP) when possible. ~~.-~~

~~A referral to the Comprehensive Evaluation may be appropriate at this time.~~ If the participants ~~do not~~ don't comply, they ~~will~~ may face sanction for non-participation.

## Resources

### Related WorkFirst Handbook Chapters

- [7.1 Overview](#)
- [7.2 Vocational Education](#)
- ~~7.3 Basic Education, Skills Enhancement, High School Completion & High School Equivalency/GED~~
- ~~\_\_\_\_\_~~
- [7.4 Other Education & Degree](#)
- [7.5 Internships and Practicums](#)
- [2.2 Support Services](#)
- [4.1 Job Search](#)
- [2.3 WCCC](#)
- [3.6.1 Ending Sanction](#)

### Other Resources

- [Support Services Directory](#)
- [Tuition Assistance From Community & Technical colleges](#)