

**Hennepin County Diversionary Work Program
EMPLOYMENT SERVICE PROGRAM
Education and Training Questions and Answers**

For an education or training program to be an approved employment plan activity, the training must be completed before the end of your time on DWP. You must also prove that your employment goal can only be reached with additional education or training.

What should you do before you start training?

- Meet with your Job Counselor to do an assessment and develop an Employment Plan (EP). The EP may include short-term training and support services. The training must meet all DWP criteria and be completed while on DWP.
- Apply for and confirm financial aid before training begins or you may not be able to start the training as planned.
- Complete all necessary steps for training enrollment.
- Register for classes. When registration is complete give your Job Counselor the financial aid letter and a training schedule that includes the times and dates classes meet.
- Apply for child care with your Job Counselor.

How do you apply for and keep child care?

- Meet with your Job Counselor right away after you register and bring your actual class schedule and registration or you may not have child care in time for school.
- Provide all grades within 30 days of the start of the program.
- Provide monthly school attendance and progress if you are in GED/ESL/ABE.
- Tell the child care provider the dates your training begins and ends.
- Tell the provider about any breaks.
- Let the provider know of any planned absences, such as if your child visits grandma while you remain in school.
- Your child care may be paid (for up to two weeks) during school breaks in order to hold your slot in the child care program. **Do not use the care during this time unless you are in an activity approved by your Job Counselor.**

What do you do while you are in training?

While you are enrolled in training, you are required to:

- Attend all classes at least 90% of the time, unless the school minimum is higher.
- Maintain at least a "C" average for all course work unless the school minimum is higher.
- Talk to your Employment Counselor before you withdraw from a class or make other changes in your class schedule.
- Complete your coursework on time.

What should you do if your training schedule changes?

Your Job Counselor must approve any changes. Inform your Job Counselor before you make any change in your registration or schedule. Changes made without Job Counselor approval may result in overpayments to you in child care and/or other funds received. For example, if you took 12 credits and drop to 6 credits, your child care may change from full-time to part-time.

Do you need to attend school full-time?

- Because of the four-month program limit, you are encouraged to complete your training as quickly as possible.
- For ESL to be an approved work activity, you must be at or below a spoken language proficiency level of 6.

What education expenses are provided through DWP?

- Educational expenses that are not otherwise covered may be provided through the DWP Program depending on available funding. This includes tuition, books, supplies, and tools **REQUIRED** for training. DWP will only pay for required items.
- Use financial aid only for required educational purposes. DWP will not pay for anything when other funds are available to you, or if the financial aid was used for non-required educational purposes.
- Examples of financial aid include state and federal grants and scholarships, school scholarships and gifts, tribal funds designated for educational purposes, DRS funds, veteran education benefits, school loans, etc..

(OVER)

DWP Trg & Educ Q & A 07/04

What can you do with the financial aid money after your tuition, books and supplies are paid?

Save the money for required expenses that may come up during training such as expensive supplies not covered by financial aid or to repeat a class. If you choose to spend it on non-training expenses, DWP cannot help with the training expenses.

WARNINGS:

- Child care will be terminated if you fail to turn in your activity logs or school progress reports.
- Child care may be terminated if you have too many absences from school.
- Do not use the child care if you are not attending class!
- You may be denied certain training programs if you have a felony conviction.