

## **KEYS Community College Contacts**

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	<i>SF = Student Facilitator PC = Program Coordinator CO = College Officer</i>			

## KEYS Changes Desk Guide

The following changes apply to KEYS:

1. KEYS is a vocational educational training program that will meet the hourly federal participation requirements by incorporating classroom hours, documented and monitored study time, and other work activities including unsubsidized employment, work study, community service and work experience, as needed to reach required participation hours.
2. Certificate, credit bearing certificate or associates degree studies must be career specific and support the student in gaining employment after graduation in the field of study. Programs of general studies such as liberal arts will not be supported.
3. Study time hours can be counted toward the federal participation requirements only when the study time is included in the vocational educational training program as documented and monitored study sessions. Consequently, the formula of two hours of study time for one hour of course credit, can no longer be applied to either traditional college or accredited on-line college and job skills training programs.
4. Documented and monitored study time for KEYS program students is provided through the KEYS program office at each community college, and takes place at college-determined locations such as the college learning centers, tutoring centers, libraries or in designated KEYS programs' study centers.
5. The KEYS Student Facilitator works with the student and the CAO to develop a [KEYS Service Plan](#) (see Attachment 1a) within 30 days after enrollment. The Service Plan will be revised each semester. The Service Plan will specify the student's activities and hours of participation. This plan serves as the participation agreement between the community college and the student and aids in the documentation and tracking of the individual's participation in the KEYS program. The student facilitator forwards a copy of the Service Plan to the CAO caseworker.
6. Verification of participation in the KEYS program is required. The student will sign in and sign out each day at the site designated by the student facilitator at each community college on the [KEYS Attendance Verification Form](#) (see attachment 1b) in order to meet the federal verification requirement. A [KEYS Program Attendance Sheet](#) (see attachment 1c) is completed by the student to verify their program activity hours. This sheet is given to the KEYS Student Facilitator weekly.
7. Individuals engaged in Unpaid Work Activities may be given participation credit for excused absences. An individual may receive excused absence credit for up to 10 days of excused absences within a Federal fiscal year period (October 1 – September 30), excluding \*Department recognized holidays. Except in certain circumstances, excused absences are limited to no more than two days per month.

Individuals can be excused from participation for:

- Medical appointments for the client or dependents;
  - CAO appointments;
  - WIC appointments;
  - Legal appointments;
  - School appointments including school events;
  - Counseling appointments;
  - Housing appointments;
  - Obtaining child care;
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- Obtaining birth certificates;

- Obtaining documents needed for eligibility for DPW programs;
- Obtaining transportation; and
- Other appointments as deemed necessary by the community college in order to maintain the client in the program.

\*Holidays recognized by the Department include New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day.

Additionally, the Department recognizes the week between Christmas and New Year's Day and Spring break as holiday time if the entire institution is closed and unavailable to access for work activity.

8. Individuals who have already received certification or a degree in a particular field are not eligible to attend KEYS for a second certificate or degree.

Exceptions to this requirement can be granted when:

- It is demonstrated that the individual is unable to become employed in that occupation due to changes in physical/mental status or a conviction record prohibits employment in that field.
- Changes in the labor market make it unlikely that employment can be found in that occupation.