



# Memo

To: Career Advancement Program Partners  
Refugee Center Partners providing Career Advancement Program Services

From: SFW Adult Programs

Date: February 28, 2008

Re: Vocational Training

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## **PURPOSE**

As a result of the TANF Work Verification Plan that has been approved. We have revised local policy as it relates to the definition of the Vocational Training activity and the intervals to collect data outlined in Procedure Transmittal #1 Work Requirements.

## **CURRENT POLICY**

Vocational Education must be vocation in nature and must be provided by education or training organizations. This may include basic skills if embedded in vocational program and short term.

Attendance must be supervised no less than daily, and documentation must be collected at least bi-weekly and maintained in the case file.

## **REVISION:**

Effective March 3, 2008, those customers who are enrolled in an educational program that is directly related to the preparation of individuals for employment, in current or emerging occupations, **may be enrolled at vocational technical area centers, community colleges offering certificate and AA/AS degree programs and proprietary school.** This may include basic skills if embedded in vocational program and short term. Vocational education does not include Baccalaureate or other advanced degrees.  
Notes: SFW does not permit the use of funds to pay for AA degree programs.

Attendance must be supervised no less than daily, and documentation must be collected weekly and maintained in the case file. Faxed timesheets are only acceptable if the original timesheets are collected bi-weekly.