

Placer County Human Services

EFFECTIVE DATE: 9/14/09	REVISION DATE: 1/16/2014	TITLE: On-line/Distance Learning Course Policy	PROGRAM: ES
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Background	The purpose of this policy is to provide guidance to staff regarding the inclusion of on-line courses or distance learning courses, through accredited schools, in an Employment Services (ES) plan and when it is appropriate to provide CalWORKs supportive services for individuals participating in approved on-line courses.
References	ACIN 1-47-08, ACL 09-07 MPP SECTIONS: 42-711.8, 42-716.262, 47-220.22, 47-220.21-.213, 47-401.51
When to approve on-line/distance learning courses	<ul style="list-style-type: none"> • For SIPs, or after the client completes Assessment, an on-line or distance learning course may be approved in the ES plan based on the client's employment and training needs. Courses and required study time must be verified in order to be counted toward WPR. Acceptable verification can include attendance and progress reports, or counselor or teacher signatures on the P-224 form. You may accept another type of written verification as long as it has all the required information and is provided by the educational institution. A participant must maintain satisfactory participation as defined in MPP Section 42-711.8. • When approving an on-line or distance learning course as an activity, consideration must be given to the specific circumstances of the activity, such as the course being offered in more than one format. The county has the option of requiring one format over another. For example, if a participant's ES plan includes a course of study at Sierra College that is available in classroom, by cable and on-line format, the county may require the participant to attend the classroom session if it does not conflict with the participant's schedule and is otherwise appropriate.
Supportive Services	<ul style="list-style-type: none"> • CalWORKs participants approved for on-line or distance learning courses are eligible for supportive services including transportation, ancillary expenses, and child care. For example, transportation and child care would be needed for attending in-person examinations. Clients are to provide a syllabus for each class, which will be used as a guide on what is required for them to satisfactorily participate in the course. • Homework and study time is counted the same as homework and study time in a regular classroom setting, though study time cannot be counted for SIPs. <p>Placer County HHS will not pay for computers, cable or internet access fees to access on-line courses. Colleges and local libraries provide these services free of charge.</p>

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Child Care	<ul style="list-style-type: none"> • Child care services shall be provided based on the individual's need for services, taking into account scheduling and other factors. • Child care would be approved for appropriate classroom attendance such as lectures, labs, etc. See scenarios below. <p>Child care scenarios:</p> <ol style="list-style-type: none"> 1) A participant requests child care while taking an on-line/distance learning course that must be taken during a specific day(s) and time(s) and there is no able and available member of the AU to provide care during that time. In this scenario, child care services may be provided (MPP Section 47-220.22) 2) A participant requests child care for a school-age child while taking on-line/distance learning courses that can be taken anytime. Under this scenario, child care services may not be provided unless there is good cause for the participant to take the course while the child is not in school. (MPP Section 47-401.51) 3) A participant requests child care for a non-school age child. Childcare may not be denied on the basis that the course could be taken during night hours when the children are sleeping. (ACL 1-47-08). However, the participant would have to provide verification that the on-line course time was conducted during the hours childcare is provided.
Verifying participation	<p>Clients attending Sierra College or another college with a CalWORKs office are required to have their P-224's signed by the CalWORKs Coordinator (Sierra College) or their college case manager.</p> <p>It is the client's responsibility to provide written verification of participation when attending another school (for example: Heald, Western Career, etc.). If the school is willing to sign the P-224 that will be accepted, if not, then another verification will need to be provided.</p> <p>If the school or institution cannot or will not provide verification of attendance hours, the activity is not eligible to be part of the participant's ES Plan.</p>