

Education & Training

Homework Requirements Worksheet

Student Name: _____ eJAS ID: _____

Class Provider: _____

Name of Class: _____

Begin date and end date of class: _____

As shown on the chart below, this class requires a set number of hours of homework each week to complete the course work. Under WorkFirst rules, the state can claim up to one hour of homework for every hour of class time towards WorkFirst participation, not to exceed the homework expectations for the course.

INSTRUCTORS COMPLETE THIS SECTION:

Education & Training Homework Requirements Worksheet		
		Hours per Week
1.	Scheduled Class Hours (Will be added to student's IRP)	
2.	Homework Expectation	

Instructor Name Printed: _____

Instructor Signature: _____

Date: _____

Return Completed Form to:

(Enter Contractor address & fax information)

Instructions:

This worksheet is used to determine the number of hours of homework hours in educational activities to add to the student's monthly participation.

Instructor Responsibilities

1. Instructors complete this form when enrolling the WorkFirst student into an education or training class. Complete one form for each class provided to the student.

Scheduled Class Time: Enter the number of hours the student is scheduled to attend class each week.

Homework Expectation: Enter the number of homework hours required each week to complete course work.

2. Send the completed form to the Contractor of Record.

Contractor Responsibilities

1. Notify the WorkFirst Program Specialist (WFPS) to create the referral for the total scheduled class hours amount (row 1) to the WorkFirst student's IRP for the educational activity. Other language on the IRP requires the student to complete all assignments, such as homework.
2. Keep a copy of the completed worksheet in the student's case file to document homework expectations for the class and determine countable hours of homework each month.
3. Use the student's attendance logs to document the student's countable actual hours of participation each month.
4. Use the homework requirement from this form to add weekly homework hours of participation each month.
 - Homework hours may not exceed scheduled class hours
 - Partial weeks within a month must be prorated
 - Homework hours can be claimed if a student was absent from the class as long as they remain enrolled that entire month. Note: If a student drops out and is referred back during the month only one hour of homework time for each hour they **actually** attended class may be documented as participation.