

Education Documentation Guidelines

Online Class Documentation

The new guidelines effective for 12/15 for online class documentation are as follows:

- We will count class time for online classes the same way we count it for traditional class hours (1 class hour per credit hour)
 - For example for a 4 credit online class, we can allow 4 hours per week of “class time”
- Online study time will follow the guidelines for traditional class study time (see below for information about study time policy, and for more detailed information see Appendix E of the ES Manual)

New DHS Monthly Training/Education Log (effective 12/15)

(Includes HS, Job Skills, ABE, GED, ESL, and FWL):

By using the new **DHS Monthly Training/Education Log** with the responsible school representative’s name, phone number and signature, we are fulfilling the requirement of daily supervision. Participants will not need to have log-in/log-out times for online classes.

Make sure that all information is completed on the form. The fields that need to be completed on this form meet the Deficit Reduction Act (DRA) requirements for documenting hours of education. If the form is incomplete, the hours cannot be reported for the Work Participation Rate.

With the new log which outlines the documentation for study time policy listed on the form, we can accept the supervised and unsupervised study hours reported. See below for the study time policy.

Note: If a log other than the DHS Education Log is used and doesn’t contain the official statements on supervision and study time policy, we cannot accept any online “class time” or study hours without the log-in and log-out times.

Tips for School Documentation

To make things a little easier:

- You only need **one signature from a responsible individual** at the school for all classes. This can be a counselor or advisor at the school or a professor willing to sign for all classes.
- The responsibility of obtaining the study statement from the school does not have to be on the participant—the job counselor can do this.
- You only need **one study statement** from a school for the entire time they are in that program. The study statement should include a recommendation about the number of hours of study time is recommended for that program of study. This can be from the administration (maybe a brochure for

program of study or from website). Once a document is received from the school about study time for a program, the job counselors can use that same statement for anyone studying in that program. Take a copy and keep in each participant's file. With this statement on file you **can allow one hour of unsupervised study for each class hour** for the length of the program of study.

Suggestions:

- The ES provider agency can speak with someone at the area schools to be a point person to sign off on monthly attendance forms. The person at the school needs to be reasonably sure that participant has attended.
- When you are discussing school and putting education in the employment plan, explain to the participant the documentation requirements. Explain to the participant that she or he will need to have someone to sign activity logs each month (maybe the advisor or counselor at the school who helped with application process). Share the contact name if you already have an agreement with that school.
- Online courses have been problematic for documentation requirements. If a participant will have online courses, the counselor can talk to the participant about how the hours can be verified for both class time and study time.

Study Time Policy

***To allow any study time you need:**

- a statement on file from the school about recommended study time for the program or course (without the statement from the school on file, no study hours can be reported)

With a statement from the school about how much study time the school recommends:

- You can count one hour of **unsupervised study time** per class hour
- You can count more than 1 hour of study time per class hour if that study time is **supervised and there is a signature from a responsible individual** on the log
- **Total study time cannot exceed the amount of recommended study time from the school**

***Without a study statement from the school, no study hours can be reported (unsupervised or supervised)**

For more information about documentation of activities, please refer to the [MFIP Work Activity Daily Supervision, Documentation and Verification Guide](#). (This guide can be found also in Appendix E of the Employment Services Manual). There is also a condensed version of the activity guide called [MFIP Activity Guide Tip Sheet](#). Both of these documents can be found on the [MFIP Employment Services Training and Provider Resources Information web page](#) on CountyLink.