

Economic Assistance and Employment Supports Division

Student Training Programs
Guide and FAQ for Cash Programs

Student Training Programs

Effective August 01, 2021, income received from student training programs are no longer counted as earned or unearned income for Cash programs. Student training program is defined as:

An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program.

See STUDENT TRAINING PROGRAMS in CM0002.63 (Glossary: Special Diet).

Student training programs include but are not limited to:

- Job skills training (if the job skills training includes compensation for the activities the income is be excluded.)
  Job skills training focuses on skills required for specific jobs and should provide a participant the ability to get a job or to advance or adapt to changing demands in a workplace.
- Paid internships
- Paid apprenticeships (or pre-apprenticeships)
- WIOA programs with an educational or training component. See CM0017.15.18 (Employment, Training, and National Service Income).
- Post-secondary training and education and/or vocational training program. (Post-secondary education is training or education provided by a private or state college or post-secondary institution that results in a degree or an industry-recognized certificate, including vocational or technical schools.)

For CCAP: Please refer to the Child Care Assistance Program Policy Manual.

MAXIS Coding

Although income from student training programs is not counted, it still needs to be coded. Effective February 2022 for **March 2022 benefits**, use normal procedures to code the income and hours.

*** See the guide under "Resources for Cash" in SIR for more information and coding instructions.**

Frequently Asked Questions

1. **What is considered student training income?**

   Income that is associated with a student training program. Student training program is defined as “An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program.” See STUDENT TRAINING PROGRAM in CM002.63 (GLOSSARY: Special Diet…)

2. **Is a paid internship considered a student training program?**

   Yes.

3. **Is a PhD student’s employment by the school, as part of their PhD program, considered a student training program?**

   These cases will need to be assessed individually. A PQ should be submitted in this case to assess if a PhD student’s employment by their school would be considered a student training program.

4. **There are situations where employers pay a "training wage" while the new employee is training for their job. Is this income considered a student training income?**

   No, this is considered earned income from wages and is counted income.

5. **Is on-the-job training (OJT) considered a student training program?**

   No.

6. **Are Job Corps, YouthBuild, Minnesota Youth (MYP) considered student training programs?**

   Yes. See the following for more information:

   MN DEED
   Job Corps
   YouthBuild
   Minnesota Youth (MYP)

7. Are WIOA programs considered student training programs?

WIOA programs with an educational or training component are considered student training programs and the income from these programs are not counted. Some cases may need to be assessed individually, and a PQ should be submitted to determine if income should be counted.

NOTE: If the income is received by a minor child or caregiver under 20 who's student status has already been verified, do not count the income. See CM0017.15.15 (Income of Minor Child/Caregiver Under 20).

8. Once the student training income is initially verified, do they need to report and verify their wages and hours monthly when submitting the HRF?

Yes, clients will still need to report and verify their wages and hours worked in their student training program monthly. A participant can do this by submitting their check stubs, or report the wages and hours in section A of the HRF.

*** See the guide under "Resources for Cash" in SIR for coding instructions.**

9. If a client with income from student training programs does not submit their pay stubs or complete section A of the HRF, is the HRF considered incomplete?

Yes, the HRF is considered incomplete. However, since this income is not counted, attempt to call the client to get the information verbally.

- If you reach the client, complete section A of the HRF with the information reported and enter this into the system. Document the conversation in case notes.
- If you are unable to reach the client, send out the DHS-2414 explaining what is missing.

10. Do we need to verify hours if the income source is not counted?

Yes, verify the hours as indicated in questions 8 and 9. The financial/eligibility worker is responsible for obtaining the hours/information from the client. Information known to the agency must be shared within the agency. For example, ifemployment services takes a “verbal” verification of the client’s work hours, the information needs to be shared with the financial/eligibility worker and documented in case notes. The client must also report their wages and hours monthly on the HRF.

*** See the guide under “Resources for Cash” in SIR for coding instructions.**

11. How is income from student training programs coded?

*** See the guide under “Resources for Cash” in SIR for coding instructions.**

12. If a participant reports less (or not enough hours) than required by employment services, can the ES worker impose a sanction?

Yes, the employment counselor must follow the regular engagement process.

13. How does income from student training programs affect the Work Participation Rate (WPR)?

Student training program hours affect the WPR. They need to be reported monthly on the HRF.

*** See the guide under “Resources for Cash” in SIR for additional information.**