

**Workforce One - Online or Distance Learning**

Activity Type in Workforce One.	Use the activity code associated with the level of education being pursued.
Workforce One Employment Plan Section.	Education.

**TANF Work Participation Rate - Online or Distance Learning**

Core or non-core activity.	<p>Core:</p> <ul style="list-style-type: none"> <li>• The first 12 months of post-secondary education.</li> <li>• Post-secondary education is considered a core activity for up to 12 months in a participant's lifetime.</li> </ul> <p>Non-core:</p> <ul style="list-style-type: none"> <li>• Adult Basic Education.</li> <li>• GED Preparation.</li> <li>• Adult High School Diploma.</li> <li>• English Language Learning.</li> <li>• Jobs skills training directly related to employment.</li> <li>• Any month after the 1st 12 months of post-secondary education (13+ months).</li> </ul> <p>Include education activities in the employment plan even when they do not contribute to the Work Participation Rate.</p> <p>DHS will calculate the 12-month lifetime limit and determine which months to report as core or non-core to the federal government.</p>
How to calculate hours for this activity.	<p>For class time hours, use 1 of these options:</p> <p>Option 1: Use the actual hours a participant is logged into an online program for class time hours.</p> <p>Option 2: Count 1 class hour per credit hour. For example: For a 4-credit class, allow 4 hours per week of class time. Use the participant's class schedule to determine the number of credits per class.</p> <p>For study or homework time</p> <ul style="list-style-type: none"> <li>• Allow up to 1 hour of unsupervised study time per class time hour.</li> <li>• To count any additional study time hours recommended by the instructor or school, the study sessions must be supervised.</li> </ul> <p>In order to count any hours of study time:</p> <ul style="list-style-type: none"> <li>• Obtain from the school or training provider or course instructor a statement which specifies the amount of study time that is required or advised in order to make satisfactory progress or complete the education and training program.</li> <li>• Have the class schedule in the case file, as a reference for the required study time</li> <li>• Have the person supervising the study time sign the DHS activity log.</li> </ul> <p>Confirm that the total unsupervised and supervised study time does not exceed the amount of study time required or advised by the education program or instructor.</p>

### Documentation and Verification - Online or Distance Learning

Who collects the documentation??	Employment Counselor.
Who provides daily supervision?	<p>Option 1: Someone employed at the school, including:</p> <ul style="list-style-type: none"> <li>• Course instructors.</li> <li>• Student advisors.</li> <li>• Attendance office personnel.</li> </ul> <p>Option 2: The participant's employment counselor. The employment counselor can only provide daily supervision to participants 18 and older. In order for an employment counselor to provide the daily supervision, the employment counselor must do all of the following:</p> <ul style="list-style-type: none"> <li>• Keep in contact monthly by phone, in person, or electronically in order to discuss attendance along with progress (Do not create additional expense or unnecessary travel for the participant to provide updates.)</li> <li>• Confirm the participant's satisfactory progress by receiving and reviewing the quarterly or semester grades.</li> </ul>
What information needs to be included in the verification?	<p>Attendance verification should include:</p> <ul style="list-style-type: none"> <li>• The participant's name.</li> <li>• The dates covered.</li> <li>• The actual number of hours of class time each day.</li> <li>• The actual number of hours of study time.</li> <li>• The participant's signature.</li> <li>• The name, signature and phone number of responsible individual providing the daily supervision. Electronic attendance records produced by the school do not need a signature of the person providing daily supervision.</li> </ul>
Which documents meet the requirements?	<p>To count hours of attendance, use either program-generated reports or someone must be able to confirm attendance and participation.</p> <p>The method of supervision will determine the option to be used.</p> <p>Option 1: Automated Reports</p> <ul style="list-style-type: none"> <li>• Use reports from the on-line or distance training program, if those reports document the actual log-in and log-out times the participant is accessing the online training program. No signature is needed for automated reports.</li> </ul> <p>Option 2: A representative of the online or distance training program is signing off on the attendance logs.</p> <ul style="list-style-type: none"> <li>• This could be either the course instructor or another training agency staff person overseeing the participant's course work and progress.</li> </ul> <p>Option 3: An MFIP employment counselor is signing off on the attendance logs (can only be used for adults 18 and older).</p> <p>The employment counselor must meet the daily supervision requirements:</p> <ul style="list-style-type: none"> <li>• Keep in contact monthly by phone, in person, or electronically in order to discuss attendance along with progress (Do not create additional expense or unnecessary travel for the participant to provide updates.)</li> <li>• Confirm the participant's satisfactory progress by receiving and reviewing the quarterly or semester grades.</li> </ul> <p>For options 2 and 3 one of the following documents is acceptable:</p>

	<ul style="list-style-type: none"> <li>• Group attendance sheets.</li> <li>• Participant activity logs. <ul style="list-style-type: none"> <li>• Ensure that activity log documents the amount of study time.</li> </ul> </li> <li>• <a href="#">Minnesota Family Investment Program (MFIP) Education Activity Log (DHS-4209N) (PDF)</a>.</li> </ul>
When is the documentation due?	At least monthly.
Where should documents be kept for this activity?	In the participant's case file.  Follow the county's or tribe's Human Services General Records Retention Schedule.
Who or what standard determines acceptable performance?	The online or distance learning program.  Review progress on acceptable performance when grades or other information comes from school.

### Specific Instructions - Online or Distance Learning:

For information about when teen parents can participate in an online education program, see [13.18 \(Online Education and Training\)](#).