MEMORANDUM

TO: WorkFirst Coordinators, Admissions and Registration Council

FROM: Mat Carlisle, Program Administrator, Workforce Education, SBCTC
              Carmen McKenzie, Interim Director of Technology, SBCTC

DATE: February 27, 2015

SUBJECT: Policy Update and New WorkFirst Work_Attnd Coding for Life Skills

This memo contains information related to a policy update and a new WorkFirst WORK_ATTND code for indicating participation in WorkFirst Life Skills coursework.

Background

As a result of the budget cuts to the WorkFirst program, the State Board of Community and Technical Colleges (SBCTC) had to make difficult policy decisions last year. The suspension of life skills programming for WorkFirst students was one such decision. After receiving great feedback from WorkFirst Coordinators across the state and the Department of Health and Human Services, the SBCTC has elected to reauthorize the life skills policy.

Policy Update

Life Skills classes, stand-alone classes and the use of remote sites have been reauthorized for use in WorkFirst programming. An email entitled "WorkFirst Program Policy Updates" was released on Tuesday, February 17, 2015, providing further clarification. A list of Life Skills Guidelines providing detailed guidance was attached to the email.

Coding

In order to track students participating in new life skills courses, the SBCTC has implemented the new WORK_ATTND code "60" titled "Life Skills". The new WORK_ATTND code is available for use now.

Below is a listing of all valid Legacy Work_Attnd and PeopleSoft Student Attribute values:

Legacy Work_Attnd Value	PeopleSoft Student Attribute "SWRF" Value	Description
60	SF06	**Life Skills**: WorkFirst student enrolled for training or education that provides an individual with the skills to meet the demands of everyday life and employment. Life Skills is a time-limited core activity.
74	SF01	**Customized Job Skills Training**: WorkFirst student not employed, or employed less than 20 hrs per week and enrolled in a Customized Jobs Skills Training (CJST) program at the time of registration. A valid vocational Educational Program Code (EPC) for a specific occupational field is required. CJST is a time-limited core activity.
76	SF02	**Vocational Education**: WorkFirst student registering in I-BEST, high wage/high demand (HWHD), or a qualified full-time vocational education program. The student must be enrolled in at least 10 college level credits in the 1st quarter. A valid vocational Educational Program Code (EPC) for a specific occupational field is required. Vocational education is a time-limited core activity.
77	SF03	**Job Skills Training**: WorkFirst student registering in wage progression, vocational education, or prerequisites for a specific field of study (ex. nursing) and participating in a minimum of 20 hours per week (or its equivalent) or more in work or a work-like activity. A valid vocational Educational Program Code (EPC) for a specific occupational field is required. Job Skills Training is not a core activity.
79	SF05	**Basic and Developmental Education:** WorkFirst student attending without immediate job placement goal. Includes: General prerequisites not intended for designated field of study (ex. English 101) and Developmental/Remediation Education required for entry into a CJST, HWHD, or Vocational Education program, WorkFirst Family Literacy (may be known locally by other names), Basic Education, ESL, GED/High School Completion. Basic and Development Education is not a core activity.

All WorkFirst students must be designated with a Work_Attnd or Student Attribute code in order to track them for college performance and system accountability. This coding must be completed each quarter the student is enrolled.

More information related to WorkFirst coding can be found here:
https://www.sbctc.edu/colleges-staff/data-services/coding-and-reporting-guidelines.aspx

For questions regarding coding, please contact Carmen McKenzie at 360-704-4369 or cmckenzie@sbctc.edu.

For more information about the WorkFirst program, please contact Mat Carlisle at 360.704.4341 or mcarlisle@sbctc.edu.

cc: Research and Planning Commission