

## Acceptable Documentation for Educational and Work-Related Activities-Extended Foster Care (Ages 18 to 22 Years)

<p><b>Educational Services-High School, General Equivalency (GED) Programs, Vocational and Technical Schools, Colleges and Universities</b></p> <p><u>Note:</u> Youth must be enrolled in at least 6 hours of higher education per semester.</p>	<p style="text-align: center;"><b>Employment</b></p>	<p style="text-align: center;"><b>Programs or Activities to Promote or Remove Barriers to Employment</b></p> <p><u>Note:</u> Youth not enrolled in at least 15 hours of programs or activities to promote or remove barriers to employment must participate in or attend another education or work-related activity</p>	<p style="text-align: center;"><b>Inability to Perform Either Educational or Work-Related Activity Due to a Medical Condition</b></p>
<p>Acceptable forms of documentation for educational activities can include the following:</p> <ul style="list-style-type: none"> <li>• Current college transcript that includes the number of hours completed;</li> <li>• Proof of enrollment for the current semester that includes the number of hours enrolled;</li> <li>• Most recent high school report cards;</li> <li>• GED class schedules, testing schedules and/or final exam results;</li> <li>• Letters of acceptance to a college, vocational or technical school (with a start date), or other qualified program such as GED programs;</li> <li>• Certificates of completion in vocational or technical classes;</li> <li>• Completion of an Individual Education Plan (IEP) (considered equivalent to graduation from high school);</li> <li>• Proof of on-line distance learning classes, including attendance and completion criteria;</li> <li>• An approved ETV application, if applicable (available from ETV staff); and</li> <li>• Other applicable school-related documentation.</li> </ul> <p>Youth may enroll in on-line distance learning courses which lead to a degree or certificate.</p>	<p>Acceptable forms of documentation to establish that a youth is working at least 80 hours per month can include the following:</p> <ul style="list-style-type: none"> <li>• copies of weekly or monthly check stubs or pay statements;</li> <li>• phone verification from the employer, with prior approval from the youth;</li> <li>• letters from the employer; and</li> <li>• other documents showing proof of employment.</li> </ul>	<p>Acceptable forms of documentation for participation and attendance in programs or activities to promote or remove barriers to employment include the following:</p> <ul style="list-style-type: none"> <li>• Activities and classroom instruction on career awareness, exploration, and preparation such as those provided through the local workforce centers</li> <li>• Internships, job shadowing, on-the-job training positions and *volunteer projects</li> <li>• Supported employment programs in which: <ul style="list-style-type: none"> <li>○ the youth is provided intensive support accessing and learning job duties, and</li> <li>○ on-going supports are available to the youth and employer to maintain the youth in the job.</li> </ul> </li> <li>• Youth apprenticeship programs</li> <li>• Adult Basic Education classes</li> <li>• Youth programs such as American YouthWorks, AmeriCorps, or other local youth initiatives that improve workplace knowledge and skills; or</li> <li>• Other similar youth or job-training programs.</li> </ul> <p>*Positions for volunteer projects should serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public safety, and child care and that are beneficial to obtaining knowledge and skills that are essential to the workplace.</p> <p>To verify beginning and end dates for programs and activities that promote or remove barriers to employment, caseworkers may use documentation such as;</p> <ul style="list-style-type: none"> <li>• Written acknowledgement from the instructor or other staff that the youth has satisfactorily completed a program (with dates included);</li> <li>• Classroom schedules;</li> <li>• Activity or project schedules provided by</li> </ul>	<p>Acceptable forms of documentation to verify a medical condition that does not allow a youth to perform an educational or work-related activity includes:</p> <ul style="list-style-type: none"> <li>• a statement from one or more medical doctors that documents the youth's medical condition including the activities of daily living that the youth is incapable of doing as a result of that medical condition; or</li> <li>• Determination of a disability from the Social Security Administration.</li> </ul> <p>There must be sufficient documentation to verify the medical condition and that the medical condition renders the youth incapable of participating in any of the extended foster care educational or work-related activities. In addition, the medical documentation must indicate which activities of daily living the youth is not able to perform as a result of the medical condition.</p>

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		<p>volunteer organizations or internship programs;</p> <ul style="list-style-type: none"> <li>• Pre and post-testing schedules; or</li> <li>• Satisfactory completion of predetermined program timeframes.</li> </ul> <p>Other acceptable types or methods of verification for employment-based activities indicating participation by the youth may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Proof of registration in a Texas Workforce Commission program such as a summer youth employment program</li> <li>• Proof of Registration in Work In Texas or other job search systems</li> <li>• Proof of Attendance at job readiness/job search/career exploration classes/other classes (verification of attendance should be provided by class instructors)</li> <li>• A letter from the program that includes a program description, attendance dates, and an activity curriculum.</li> </ul> <p>For additional information on career, education, and employment programs for youth go to:  <a href="http://www.texasworkforce.org/svcs/youthinit/youth_links.html">http://www.texasworkforce.org/svcs/youthinit/youth_links.html</a></p>	
<b>CASEWORKER/YOUTH RESPONSIBILITIES</b>	<b>CASEWORKER/YOUTH RESPONSIBILITIES</b>	<b>CASEWORKER/YOUTH RESPONSIBILITIES</b>	<b>CASEWORKER/YOUTH RESPONSIBILITIES</b>
<b>Educational Services-High School, General Equivalency (GED) Programs, Vocational and Technical Schools, Colleges and Universities</b>	<b>Employment</b>	<b>Programs or Activities to Promote or Remove Barriers to Employment</b>	<b>Inability to Perform Either Educational or Work-Related Activity Due to a Medical Condition</b>
<p>Documentation must be received from the youth or caregiver no later than 30 days after completion of a school semester; certification completion date; or other educational completion date that tracks the youth's continued eligibility for extended foster care.</p>	<p>The caseworker must request documentation from the youth or caregiver each 90 days after the youth entered employment. Caseworkers must ensure that there isn't a gap of more than 30 days if the youth becomes unemployed.</p> <p>Youth must notify their caseworker or caregiver of loss of a job and efforts to enroll in or apply for other employment positions or employment programs.</p>	<p>Youth must notify their caseworker or caregiver if any changes where a gap in services of more than 30 days may occur of if the youth quit participating in the program or activity.</p>	<p>Caseworkers must re-verify medical status at least once a year, or at more frequent intervals as stated in the VEFCFA or if determined necessary by the worker or eligibility specialist, e.g., if a youth is temporarily in a wheelchair and cannot perform a job in a warehouse.</p> <p>Youth are required to re-submit documentation of a medical disability on an annual basis.</p>