

### 3. Vendor Responsibilities

LAWV will fax an Action Form to the local office within 30 working days of receiving the referral. When the vendor notifies the Worker of approval or denial for participation in the program, the Worker must record the appropriate information in eRAPIDS. LAWV will be responsible for determining the level of representation and services rendered.

**NOTE:** At no time shall any client be sanctioned for failure or refusal to comply with or accept legal support services.

## N. COMMUNITY AND TECHNICAL COLLEGE PROJECT

The primary goal of the Student Service Specialist at each West Virginia Community & Technical College (WVCTC) is to help students successfully navigate the enrollment process, find and select an appropriate higher education academic program and to offer ongoing support of those students. The secondary goal is to help these same students make a successful transition into the workforce and/or continued post-secondary education.

### 1. Appropriate Referrals

Work-Eligible Individuals in an active WV WORKS case with a high school diploma or equivalent may be referred to the Student Service Specialist. Receipt of EAP, PL or DCA alone does not qualify the individual for this service. The goal of the referred participant must be employment in an occupation that requires completion of a CTC program of study.

First priority for available slots should be given to any WV WORKS participant who is currently enrolled and attending the WVCTC. Once the participant is no longer enrolled, attending or has made unsatisfactory progress at the WVCTC, the slot is opened and a new referral may be sent. If the participant later re-enrolls, he made be receive a new referral as long as slots are available. It is recommended the Worker include a requirement for the participant to contact the Specialist a minimum of twice monthly on the SSP.

### 2. Referral Process

Referrals to the WVCTC are made by using the DFA-WVW-70 Form. The Worker must fax or scan the DFA-WVW-70 to the Student Service Specialist. The CTC may also require additional releases of information under the Family Educational Rights and Privacy Act (FERPA) and those should also be faxed or scanned to the Student Service Specialist.

### 3. Participation and Supportive Services

Participation for this activity is coded and reported per IMM 24.6 - 24.13. All supportive services available for these activities are available to participants in the WVCTC project. Additional support services for challenges faced by participants in the WVCTC project must be sent to DFA for consideration of payment approval.

### 4. Vendor Responsibilities

The Student Service Specialist will assist with completion of the application for admission to the WVCTC, the Free Application for Federal Student Aid (FAFSA) and any other grant or scholarship for which the student may qualify. The Student Service Specialist will assist with completion of Boot Camp and with connecting the student with appropriate study skills, test taking strategies, time management, and organization needed to successfully complete the academic program. The Student Service Specialist will assist with connecting the student with supportive services offered through DHHR or other agencies as needed to overcome barriers to program completion. The Student Service Specialist will monitor class attendance and ensure signed participant time sheets are faxed by the 5th of each month to the local Department of Health and Human Resources.

Once the maximum enrollment has been reached for each Student Service Specialist, an e-mail must be sent to the DHHR contacts to advise that the maximum number of referrals has been reached for the current semester.