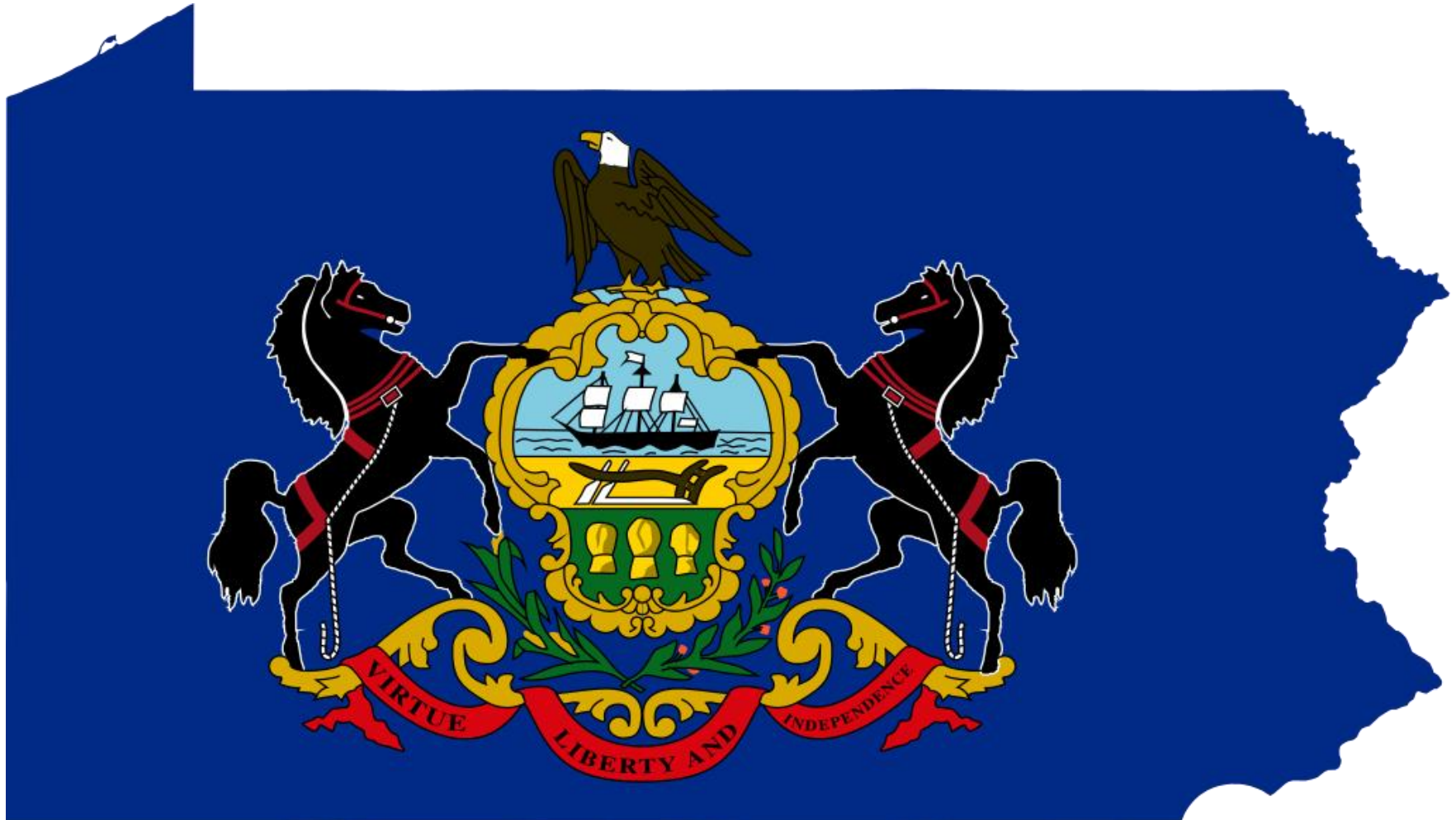




KEYS Program Guide

July 2016

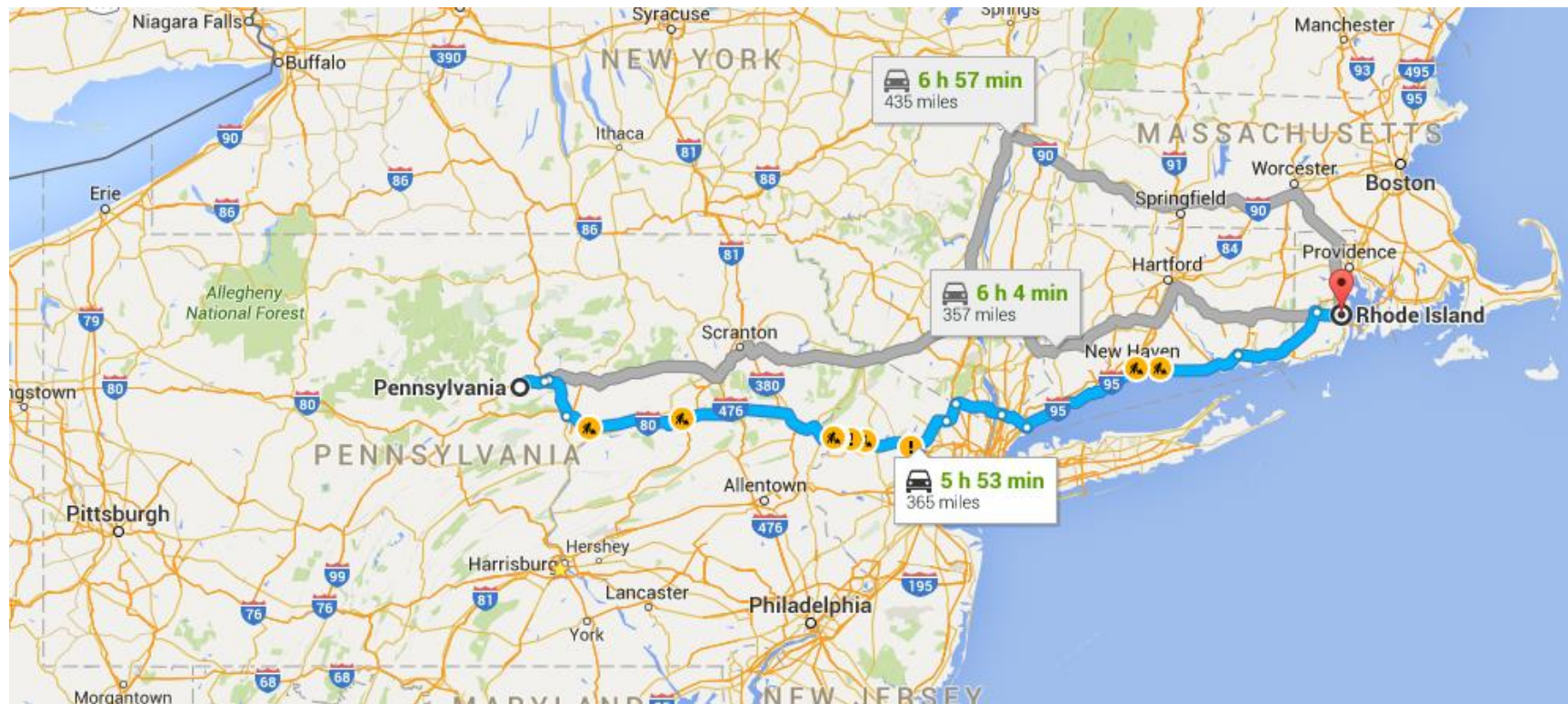
Symbols of Pennsylvania



Symbols of Pennsylvania



From Pennsylvania to Rhode Island



Inception of KEYS

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JANUARY	
MO	3 10 17 24 31
TU	4 11 18 25
WE	5 12 19 26
TH	6 13 20 27
FR	7 14 21 28
SA	1 8 15 22 29
SU	2 9 16 23 30

FEBRUARY	
MO	7 14 21 28
TU	1 8 15 22
WE	2 9 16 23
TH	3 10 17 24
FR	4 11 18 25
SA	5 12 19 26
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MARCH	
MO	7 14 21 28
TU	1 8 15 22 29
WE	2 9 16 23 30
TH	3 10 17 24 31
FR	4 11 18 25
SA	5 12 19 26
SU	6 13 20 27

APRIL	
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TU	5 12 19 26
WE	6 13 20 27
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MAY	
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JUNE	
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TU	7 14 21 28
WE	1 8 15 22 29
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FR	3 10 17 24
SA	4 11 18 25
SU	5 12 19 26

JULY	
MO	4 11 18 25
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WE	6 13 20 27
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FR	1 8 15 22 29
SA	2 9 16 23 30
SU	3 10 17 24 31

AUGUST	
MO	1 8 15 22 29
TU	2 9 16 23 30
WE	3 10 17 24 31
TH	4 11 18 25
FR	5 12 19 26
SA	6 13 20 27
SU	7 14 21 28

SEPTEMBER	
MO	5 12 19 26
TU	6 13 20 27
WE	7 14 21 28
TH	1 8 15 22 29
FR	2 9 16 23 30
SA	3 10 17 24
SU	4 11 18 25

OCTOBER	
MO	3 10 17 24 31
TU	4 11 18 25
WE	5 12 19 26
TH	6 13 20 27
FR	7 14 21 28
SA	1 8 15 22 29
SU	2 9 16 23 30

NOVEMBER	
MO	7 14 21 28
TU	1 8 15 22 29
WE	2 9 16 23 30
TH	3 10 17 24
FR	4 11 18 25
SA	5 12 19 26
SU	6 13 20 27

DECEMBER	
MO	5 12 19 26
TU	6 13 20 27
WE	7 14 21 28
TH	1 8 15 22 29
FR	2 9 16 23 30
SA	3 10 17 24 31
SU	4 11 18 25

Designed by Anny www.annystudio.com



Deciding on a time frame

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Pre Implementation Checklist

1. Time in Program ✓
2. Participants ✓
3. Referral ✓
4. Tracking ✓
5. Recruitment ✓

KEYS Data



- KEYS Program began in 2005
- KEYS has served 11,847 TANF and SNAP clients since 2005
- 11.7% of all students graduate from community college within 2 years.
- 14% of all KEYS students leave the program with employment
- 21% of KEYS students attend a 4 year institution upon graduation

KEYS Popular Majors

- Nursing
- Phlebotomy
- Radiology
- Medical billing and coding
- Medical assisting
- Dental assisting
- Social Work
- Paralegal Studies
- Criminal Justice
- Early Childhood Development
- Psychology
- Business Management

Program Organization: Funding

- Each community college signs an annual grant agreement with the commonwealth for funds derived from federal TANF and SNAP monies.
- These grants are used to fund student facilitator salaries and benefits, program equipment and supplies, operating costs, staff development and student incentives.
- The KEYS budget for the 2016-2017 fiscal year is \$3,350,261.

Program Organization: Case Management

- Each client is paired with a student facilitator that provides case management services such as school pre-enrollment services, barrier remediation, and career counseling.
- Student facilitators often contact the local county assistance offices on behalf of the students to assist with supportive services such as transportation and book allowances that can be received through TANF and SNAP funds.
- Student facilitators provide assistance for students to obtain childcare through a state agency on campus or another childcare facility.

Program Organization: Case Management

- Student facilitators ensure that clients are meeting their federal hourly requirements in order to retain their TANF and SNAP benefits.
- Student facilitators use weekly attendance sheets and meetings in order to keep in contact with students.
- Student facilitators also assist in selecting the appropriate college courses according to the client's interest and ability.
- Student facilitators serve as liaisons between the students and other college offices such as the Financial Aid office.

Program Management: Pre-enrollment Services

- Many students are referred from the county assistance offices prior to enrollment in the college due to being referred in the middle of a semester.
- KEYS programs provide 3 weeks of intensive case management services and career counseling after a KEYS student is referred and before a student is enrolled in classes.
- Pre-enrollment services include financial aid counseling and college aptitude assessments.
- Once a student is enrolled in classes, they are no longer to be considered in pre-enrollment status.

KEYS Student Activities: TANF

- TANF students are able to meet their work requirements through these core and non-core activities:
 - Providing child care to the child or children of an individual in community service
 - Vocational Educational training at Community College
 - Community Service
 - Subsidized Employment
 - Paid Work Experience
 - Work Study
 - Unsubsidized Employment
 - Job Search
 - Vocation-Specific Work Experience
 - Job Skills Training Related to Employment
 - General Equivalency Diploma (GED)/ High School – Preparation for GED

KEYS Student Activities: SNAP

- SNAP Students utilize these approved SNAP Employment and Training activities:
 - Job Readiness/Preparation
 - English-as-a-Second Language (ESL)
 - Adult Basic Education (ABE)
 - General Equivalency Diploma (GED)
 - KEYS Post-Secondary Education
 - Job Search

KEYS Vocational Exception Policy

- The KEYS program was expanded in 2015 by legislation to include all 14 state universities and 78 career and technical schools in addition to the 14 community colleges
- TANF and SNAP students are eligible to participate in the KEYS expansion policy
- Students attending these state universities and career and technical schools are eligible to use the 24 month vocational exception policy and the 6 month extensions
- Additionally, legislation expanded the time available for clients to complete their education as it takes an average of 3 years for students to completed a degree or certificate.
- The Vocational Exception Policy allows students to use Vocational Education time as their core activity for 24 months.
- Thereafter, it is possible to qualify for six-month extensions thereafter if the student meets the following extension policy criteria.

KEYS Vocational Exception Policy Criteria

- Must be engaged in a degree or certificate program that will likely lead to employment in a High Priority Occupation as defined by the Department of Labor and Industry;
- Must not be enrolled in any remedial courses;
- Must have a cumulative Grade Point Average (GPA) of 2.0 or above; and
- Must have completed an average of 8 credit hours per semester

In addition, students that do not meet the extension criteria at 24 months must be engaged in another core activity until the criteria is met.

KEYS Expansion Data

- In the month of May, 102 students were utilizing their additional 12 month extension period.
- In the month of May, 4 students met the extension criteria and were enrolled in the 6 month extension period.

Success Story

Tracey currently resides in Allegheny County and graduated from Allegheny County Community College as a certified occupational therapy assistant. She began her enrollment in the KEYS program on 10/6/11 and was enrolled for 23 months. Tracey is currently employed full time and earns \$21 per hour. She has three children and two of her children still live at home. She is no longer in need of government assistance. Tracey was a TANF recipient with a cash benefit amount of \$100 per month. She is no longer receiving SNAP and Medicaid.

Success Story

Kalila currently resides in Philadelphia County and is no longer attending Community College of Philadelphia. She began her enrollment in the KEYS Program on 10/2/14 and was enrolled for 16 months. She is currently employed at a major hospital in the Philadelphia area as a Critical Care Technician. She earns \$16.85 per hour and is no longer eligible for TANF and SNAP benefits. Her previous TANF monthly benefit was \$100 per month. Kalila has 5 children that all live at home with her.

KEYS Contact Information

Additional questions or concerns regarding KEYS policy and procedures can be addressed to Tamila Lay at tlay@pa.gov.