

EMPOWER Oklahoma by CareerTech Planning Guide FY 2025



Oklahoma Department of Career and Technology Education



OKLAHOMA
Human Services



OKLAHOMA
CareerTech

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Overview

The Oklahoma Department of Career and Technology Education (ODCTE) is the state agency that provides hands-on education and training to meet workforce needs.

Oklahoma's Career and Technology Education System is focused on developing a world-class workforce. This comprehensive system delivers educational experiences through 395 PK-12 school districts, 29 technology center districts operating on 62 campuses, 16 Skills Center sites, 32 adult education and family literacy providers and more than 7,700 businesses.

ODCTE is a core partner for the Workforce Innovation Opportunity Act (WIOA). Having developed and authored the Oklahoma State Plan for Adult Education and Services, we provide adult education at more than 115 sites for adult education and family literacy classes. The classes are held at K-12 education facilities, technology centers, Work Ready Oklahoma (WRO) sites and local community partner locations. Through our current system and collaborations, ODCTE is positioned to provide TANF and SNAP E&T services in the optimal location for each community.

The ODCTE goal is to improve Oklahoma's economy by providing individuals with the training and skills necessary for success in the workplace and to supply companies with the workforce to compete globally.

Modernization of TANF

Key features of the program include the following:

- Coordinating with Work Ready Oklahoma sites.
- Providing statewide CareerTech training services for TANF participants for five years.
- Establishing an alliance with WRO and local workforce systems to respond to and develop comprehensive training focused on job availability as determined by local workforce systems.
- Committing to awareness and integration of the WRO program and employment preparation systems.
- Integrating statewide HSE services using the existing 30 statewide AEFL programs.
- Developing and initiating the Oklahoma Jobs for American Graduates program.
- Coordinating efforts within Oklahoma to decrease redundancy and increase availability of services.
- Prioritizing local and regional industry and business employment needs of CareerTech TANF services.
- Offering CareerTech short-term and full-time programming to TANF and WRO (where available) participants through regional career pathways.

EMPOWER Plan

The plan will be developed in phases over the next three years. The plan will include partnering with other programs, including the Oklahoma Department of Human Services (OKDHS), WRO, WIOA Title II, CareerTech's Adult Education and Family Literacy division and technology centers. The collaboration and partnership between programs will avoid the duplication of services within the state.

The plan will involve the WRO sites, both current and future. ODCTE will employ a statewide TANF specialist to facilitate TANF and WRO contracted services in Oklahoma. The following flowchart outlines how a participant can progress through the program. The participant will enroll in adult education and family literacy high school equivalency, technology center training or a WRO program. The WRO program will be contracted through OKDHS. The AEFL/HSE and technology center training programs will receive oversight from CareerTech. Upon completion of the training program, a participant may receive additional training, enter employment or transition to higher education for additional employment training.

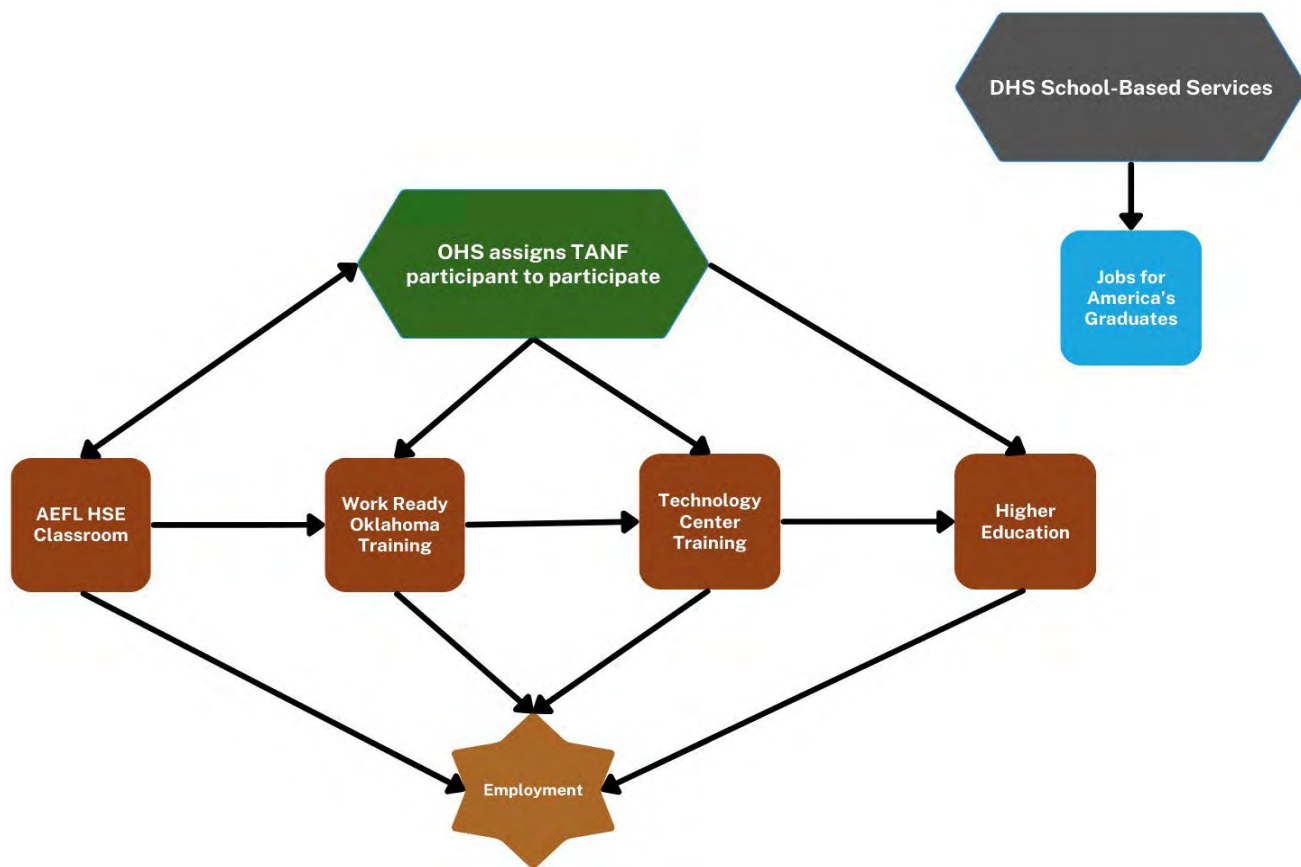


Figure 1: Participant Progression Flowchart

Training navigator: Each Empower Oklahoma by CareerTech program will employ a training navigator. The training navigators will facilitate the enrollment of TANF and WRO participants into technology center training programs.

Three required/approved pathways: Each technology center will provide at least three career pathways for participants to choose for training. These training programs will focus on job availability determined by the local workforce systems. The programs may consist of short-term or long-term training. Training will focus on participant employability upon finishing the technology center training program. The employment will consist of a sustainable wage and benefits.

Data performance measures: These will include the number of participants, attendance hours, the program of study, work-based learning, completion rates, certifications obtained, positive placement, postsecondary enrollment, follow-up data on employment (6 months, 1 year) and rate of hourly pay/benefits. These data measures will be recorded in the student information system to be developed by CareerTech.

High school equivalency: Empower Oklahoma by CareerTech participants may need to gain high school equivalency to obtain employment. These participants will receive services through the AEFL programs located throughout the state. CareerTech will employ a state-wide HSE coordinator to work with AEFL programs to increase the availability and coordination of HSE testing. TANF students may receive a scholarship to cover expenses related to taking the HSE test. Academic and work readiness instruction will be provided through AEFL programs. All costs associated with AEFL assessments will be at no cost to the Oklahoma Department of Human Services. AEFL programs will receive additional funding for TANF students based on enrollment and needs. Data collection for AEFL students will be maintained through the Literacy, Adult and Community Education System (commonly referred to as LACES). ODCTE will provide the Oklahoma Department of Human Services with periodic reports of TANF student performance data and provide free access to LACES. Upon obtaining an HSE, the TANF participant will enter the work-ready program or transition into technology center training or higher education for additional employment training.

Professional development: Empower Oklahoma by CareerTech staff will attend professional development as required by OKDHS. Professional development (PD) will be provided for personnel including training navigators as requested by OKDHS. The cost of PD may be reimbursed through the technology center allocation. Program budgets and needs will be considered. Collaboration between programs promotes continuous partnership and knowledge of resources available to participants.

Application and Program Design

Memorandum of Agreement (MOA)

A Memorandum of Agreement between ODCTE and the technology center must be signed and uploaded to the worksheet as a CTIMS attachment no later than Sept. 15 of each fiscal year. The purpose of the MOA is to acknowledge that ODCTE and the technology center jointly commit to implementing the Empower Oklahoma by CareerTech plan. The MOA provides guidelines and requirements from OKDHS and ODCTE including operations, performance goals, finance reports and the required signatures.

Funding Agreement

The funding agreement is a document between ODCTE and the technology center that provides financial support for technical education activities and guarantees the project meets all state and federal requirements. Signatures of the school superintendent, the ODCTE project officer and the ODCTE finance director will be collected electronically as the program worksheet is completed. The completed/executed funding agreement will remain accessible in CTIMS for reference. The agreement also provides federal award information, including total funding amounts for both federal and state, if applicable, and identification numbers.

CTIMS – Worksheet Application - Continuation

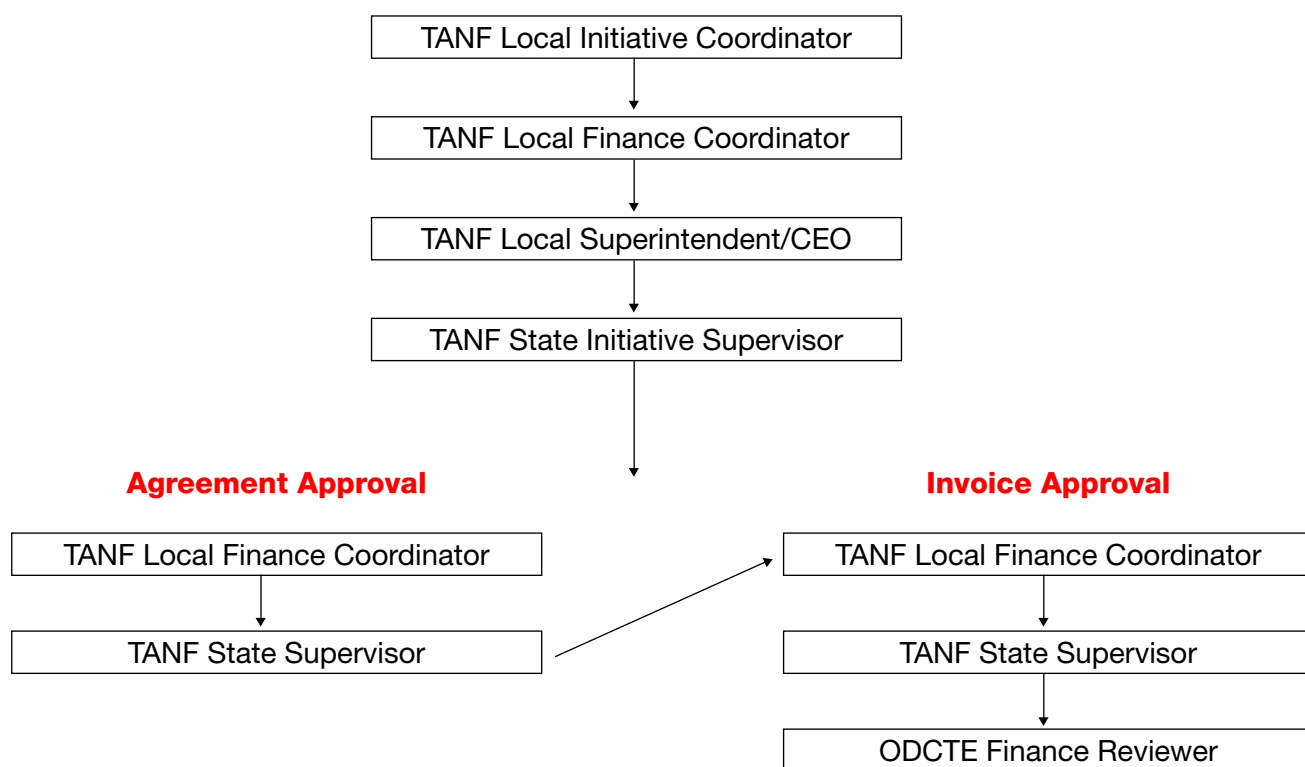
For the CTIMS grant management system to meet federal requirements and for budgeting and invoice purposes, schools must enter certain information annually as part of the continuation process.

Information normally entered in the continuation CTIMS worksheet includes school and contact information, budget information (item description, cost, number required), basic program information, approved career pathways available to TANF students, dates of school holidays/closures and program staff member's contact information.

Change Request Process

A change request must be initiated after a worksheet, agreement or invoice has been submitted for approval or is rejected by staff. This places the form/document in edit mode. Any changes can be made and saved. The change request cancels the worksheet/agreement/invoice process, and the document(s) must be recertified again once changes are complete. When a change request is initiated, it must be completed by the same user. Change requests are author-based, not role-based.

CTIMS Worksheet Approval Process



CTIMS

ODCTE Information Management System is the Oklahoma Empower financial system. The approved program's federal allocations will be uploaded to the CTIMS financial system. CTIMS includes the following forms:

- Worksheet
- Agreement (MOA)
- Invoice

For questions related to invoicing, contact Stephanie Hara, TANF program specialist, at stephanie.hara@careertech.ok.gov or 405-743-5512.

For questions about CTIMS account setup, navigation or software, contact CTIMSSupport@careertech.ok.gov.

For additional assistance in using the CTIMS Management System, see the Carl Perkins User Guidebook at <https://oklahoma.gov/careertech/educators/perkins/ctims-resources.html>. Using CTIMS is very similar for both TANF and Perkins.

Program Design

The career pathways may consist of short-term (taking six months or fewer from enrollment to completion) or long-term (nine to 12 months) training. Training navigators, family coaches and WRO representatives should collaborate with local workforce experts to identify programs that provide a wage and benefits package of at least \$15 per hour and immediate employment upon completion. Not every course offered at the technology center meets these criteria, so the tech center must determine which courses best serve the TANF and WRO participants.

Important Dates

- Sept. 15 Memorandum of agreement due
- Sept. 15 Continuation application and budget submitted in CTIMS
- Sept. 30 Subaward funding agreement fully executed in CTIMS
- Sept. 30 Addendums (new line items, if any) should be submitted
- Oct. 15 First quarter claims due
- Jan. 15 Second quarter claims due
- April 15 Third quarter claim due
- June 1 Last date to request line-item changes from state staff
- July 15 Fourth quarter claims due

Program Guidelines & Procedures

Student Referral/Intake Process

The family coach (as the state contract requires) will identify a liaison to develop and maintain a relationship with the Empower Oklahoma by CareerTech staff and administration. The family coach is responsible for identifying and referring eligible TANF participants to the program.

Potential program participants will be referred by the family coach through the development of the TANF Work/Personal Responsibility Agreement, Form TW-2 (08TW002E). OKDHS, in coordination with the local technology center, will determine appropriate referrals using interagency joint staffing.

The following items and processes constitute a complete referral:

1. TW-2 (08TW002E) - TANF Work/Personal Responsibility Agreement. (Training Navigator files the copy).
2. TW-3 (08TW003E) - Interagency Information and Referral Form. (Responses to OKDHS are made on TW-3. The original copy of the response is kept in the student's program file and a copy that includes the response is sent to the county OKDHS office.) Student records must contain this completed form for audit purposes.
3. Carl Albert State College Assessment results including the CASAS and [OK Career Guide](#).

The TW-3 (referral and information form), signed by the participant and the referring worker, with an attached copy of a complete TW-2, signed by the worker and participant, should be sent to the technology center for those participants most likely to benefit from career and technology education.

Incomplete forms must be routed back to the training navigator and be completed as soon as possible. Each time a student starts, changes or completes a different work activity a TW-3 page 2 should be completed and sent to the appropriate worker indicating the work activity, the number of hours of scheduled participation and dates and times of said activities or date of program completion or termination.

The ideal program should maintain all student information, referrals and OKDHS documentation in the ODCTE student information system as well as the following:

- Provide a community resource file for participant needs.
- Provide access to a private, outside phone line.
- Provide appropriate resources for the program.
- Provide program operation for 12 months a year. See below.

If the campus is open on Veterans Day, Martin Luther King Jr. Day or Presidents Day, on-site and off-site programs are expected to be open. Programs are not required to remain open if the campus and state offices are closed. The participants will maintain the same schedule at the technology center as their training program.

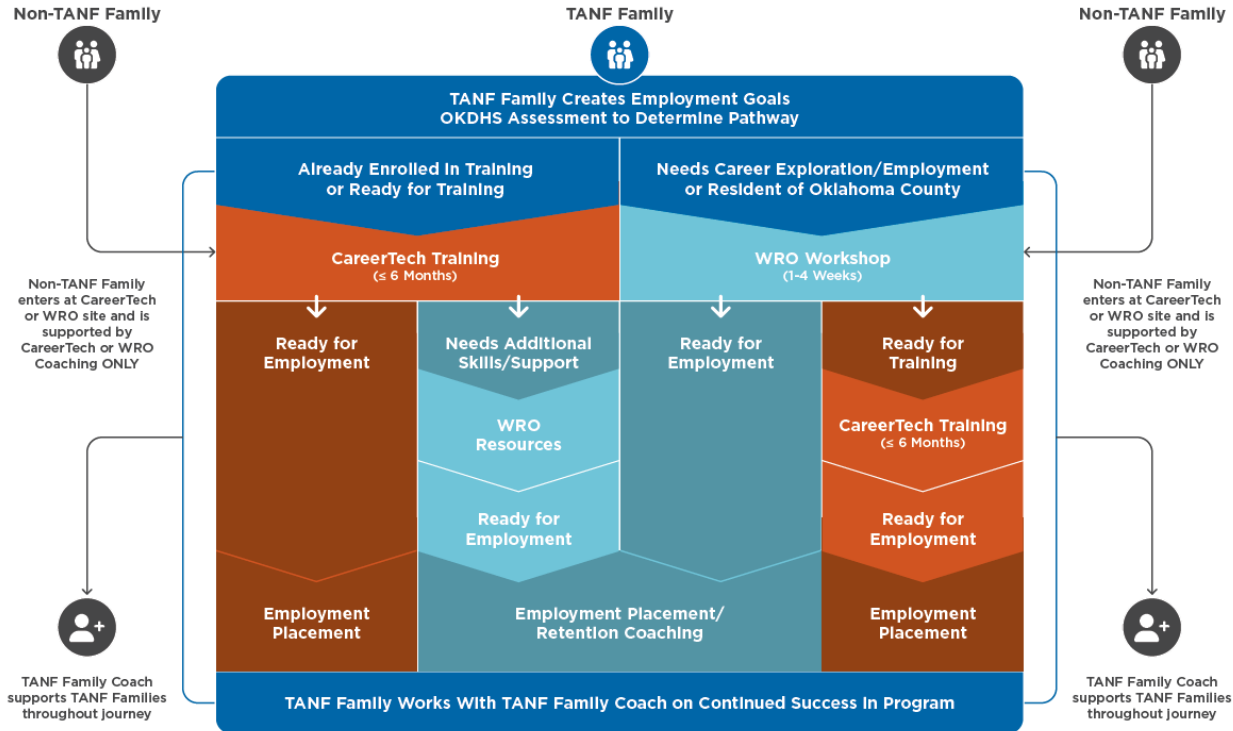
The family coach will find placement during extended breaks and holidays. TANF participants are not on the school schedule.

Technology Center Intake Process

See Program Participants - Assessment Process Guidelines (p. 32) for additional information.

- A participant and community partner have determined a need to obtain or upgrade skills for employment.
- A participant is referred to the appropriate training facility based on training needs and employment opportunities within the community.
- Typically, the TW-2 only states that the student is in the technology center's program. The TW-3 must be completed detailing the technical training plan. As the plan has the potential to change, it may be necessary for collaborative partners to meet with the student to modify a TW-2.
- TANF individuals will continue to be referred to training navigators from OKDHS, with no changes to the current process.
- WRO refers to the technology center after Week 1 of the Work Forward curriculum has been completed and course selection has been determined.
- Participants referred to the technology center by WRO will be the only non-TANF individuals served.
- TANF contracted funds may be used for individuals once they are enrolled as WRO participants.
- When there is no WRO program in your area, services will be limited to TANF individuals only.

No Wrong Door to Success—TANF CareerTech + Work Ready Oklahoma (WRO) Journey Map



OKDHS

CareerTech

WRO

WR WORK READY OKLAHOMA

OKLAHOMA Human Services

TANF CareerTech + WRO Journey Map (Non-TANF Families)

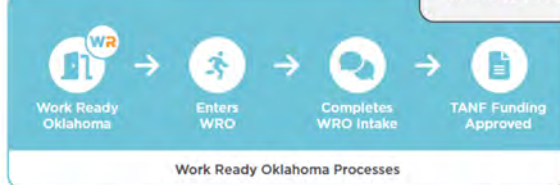
Scenario Three



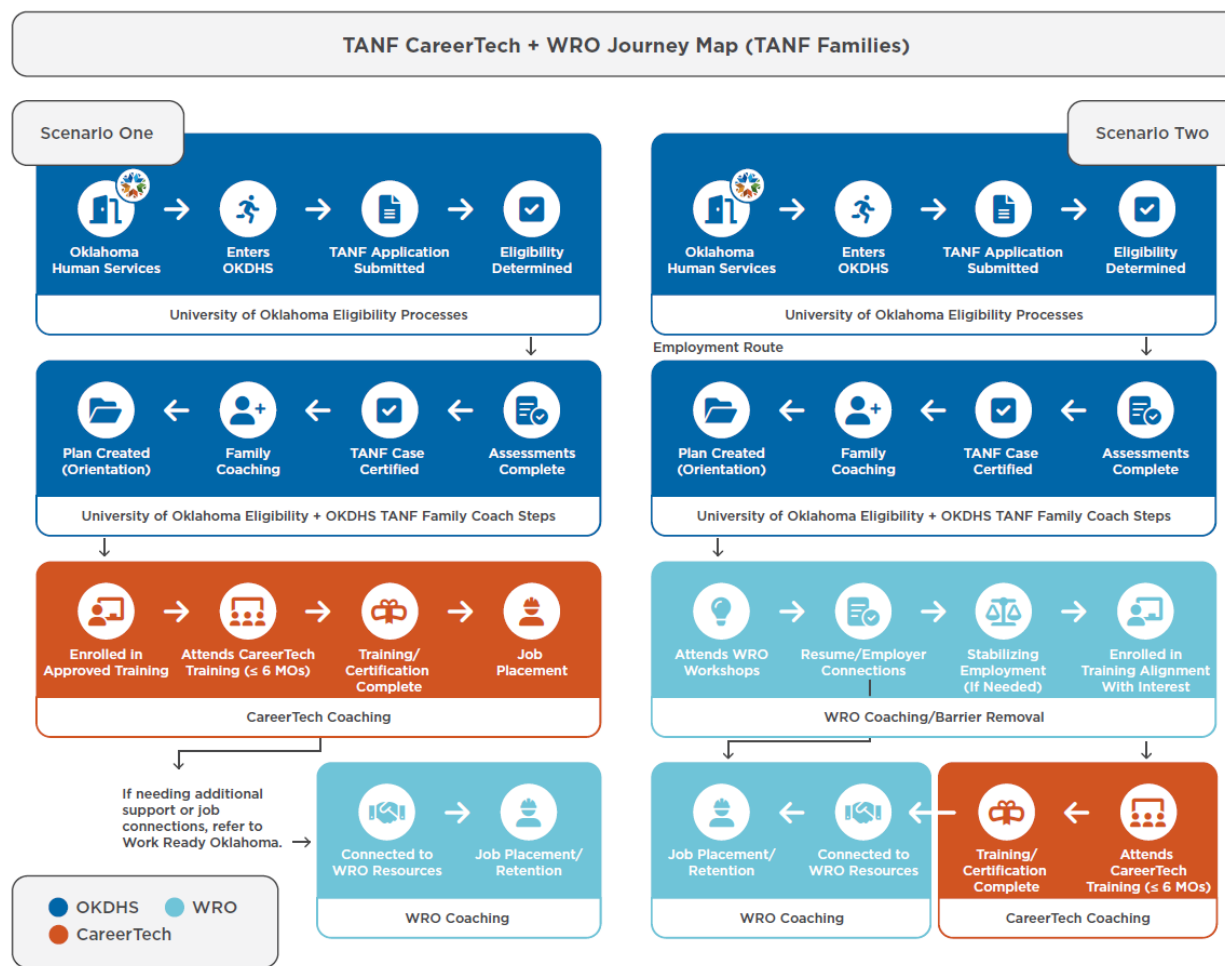
If needing additional support or job connections, refer to Work Ready Oklahoma.



Scenario Four



OKDHS WRO CareerTech



Education/Employment Plan

An individualized program plan should be developed upon entering the program and be signed and dated by the client. This plan should be based on the training to be received, along with appropriate program work activities identified/needed by the client to lead to program completion and employment.

Appropriate documented outcomes (pre- and post-test scores, surveys, etc.) relating to the program plan should be maintained in the client's file. The plan should have the same intended outcomes as the participant agreement/employability plan contained in the TW-2. The programs should review information (e.g., assessment results, previous training, educational records) on each referral to determine an appropriate career pathway plan and supportive services plan, which may include basic academic education related to work, work-site learning and job readiness/job search training. This typically is done during the two-week probation period using appropriate guidance tools. All activities must meet DRA requirements.

Each student enrolled in full-time technical training that offers college credit should complete a plan of study minimally through an associate degree level. Online courses should be related to chosen career majors and reported as technical training.

Temporary jobs may qualify as part of the work-based learning component of the Empower Oklahoma by CareerTech program if they are documented in career pathway plans and contain the necessary elements of a work-based learning component. All activities must be scheduled to meet work participation rates and other critical program requirements of the DRA.

If a student cannot start a class immediately or has too few educational hours remaining, the participant may work towards a technical skills certificate. TSC refers to the universal courses or a combination of credit hours and universal courses. This is not designed to delay entrance into a program, but it may be used as a temporary placement.

Requirements for the TSC are as follows:

- Universal class: Customer Service One-On-One, with a pass rate of 75%
- Microsoft Office
- Basic writing
- Elective of choice (financial literacy can be taken for the elective)

Microcredentials and/or stackable credentials are recognized TANF allowable activities and educational credentials and will be added to a list of outcome measurables for educational success.

Program Operations

During or after completing a technical skills training program, TANF students may enter an employability skills component, a work-based learning component or a combination of core and noncore activities. These activities will take place as part of their technology center placement.

TANF students can work part-time and participate in an Empower Oklahoma by CareerTech program if both activities add up to at least 30 hours per week. Part-time work is not recorded in the follow-up portions of the student accounting information required by ODCTE.

Temporary jobs may qualify as part of the work-based learning component of the program if they are documented in career pathway plans and contain the necessary elements of a work-based learning component. All activities must be scheduled to meet work participation rates and other critical program requirements of the Deficit Recovery Act (DRA).

Half-time technical training time is counted the same as full-time technical training. Thus, students enrolled in a half-time program will have exhausted their 12 months before they can complete the program.

If a substance abuse problem is suspected, the participant's family coach should be notified so appropriate action (chemical drug screen) can be taken.

Should a TANF student's case close, the student may continue in the program if paid services have not been exhausted (e.g., tuition). Former students who return for assistance after the time limit has lapsed may not be counted in the student accounting records. This does not prevent the program staff from assisting past students with their job searches.

If the campus is open on Veterans Day, Martin Luther King Jr. Day or Presidents Day, on-site and off-site programs are expected to be open. Programs are not required to remain open if the campus and state offices are closed. The participants will maintain the same schedule at the technology center as their training program.

The family coach will find placement during extended breaks and holidays. TANF participants are not on the school schedule.

Time Sheets (TW-13 form)

Attendance should be monitored daily with records placed in the student file. Every Monday, the training navigator should meet with the students regarding the previous week's attendance (Monday-Friday) and time sheets. To streamline the timesheet process for the centralized TANF unit, TANF timesheets that have been reviewed, evaluated and signed should be emailed to the gatekeeper (AFS.TANF.Gatekeeper@okdhs.org) by the fifth and 20th of each month.

If the client participates in other allowable work activities (counseling, GED, substance abuse treatment, etc.) a separate time sheet should be completed for that activity signed off by a person associated with the appropriate entity and attached to the client's TW-13. The program director or staff should only sign the TW-13 for verifiable hours the client participated at the program site. A separate time sheet should be developed for the internship site and signed off by the worksite supervisor. That timesheet would then be attached to the TW-13. Time the client is taking college courses should be included on the TW-13 along with time the client is in the program classroom.

Technical Education Extension Guidelines

OKDHS has implemented a policy allowing technical education to be extended beyond 12 months. This means that there is the potential for TANF recipients to earn a college degree and/or complete a two-year technical training program at a technology center. However, the following must be taken into consideration before allowing enrollment into any extended educational program:

Extensions of technical education/job skills training must be part of the participant's employability plan (TW-2). If the TW-2 and 3 are not specific to the extended technical education, an updated TW-2 must be requested. The TW-2 needs to be updated to include the current start and completion dates of the program of study.

The degree/program must lead to immediate employment upon completion. Examples would include accounting; child development; registered nurse, radiography and other health-related degrees; business; and most applied science degrees. Examples that would not be appropriate are philosophy, history, general studies and psychology.

Assessment scores must indicate the client can succeed in college and/or extended technical training. The recommended career pathways are short-term technical education programs that have been predetermined.

The client must have enough time left on their case to complete the degree or required clock hours for program completion.

Twelve months of the degree/program would be considered technical education and a core activity. Additional core activities must be in place to ensure the 20-hour requirement is met. Study time through the program may be allowable as a core activity depending on the instructor's course outline and other OKDHS policies.

Subsequent technical education coursework beyond 12 months will be non-core activities such as job skills training directly related to employment. Therefore, 20 hours of a core activity must be in place. This can include work-study and/or work-based education (e.g., internship, worksite training). Study time would NOT be allowable as a core activity in this case since the coursework is a non-core activity.

Clients must apply for the Pell Grant and should be encouraged to avoid student loans. If a client is not eligible a Pell Grant, student assistance funds may be used if available, but the program should work with the client to help set up a small payment plan to get out of default.

Job Readiness

Under DRA regulations, job search/job readiness is limited to 12 weeks per year with no more than four consecutive weeks. Program participants cannot remain in a job-readiness-only component longer than four weeks. If the entire four weeks are used in the job-readiness-only component, participants should be placed in a work experience or other activity(s) to meet the participation rate for at least one week before beginning a job search either as part of the program or with OKDHS.

Employability skills and job search training count as job search and job readiness assistance. Structured job search is also a part of job search and job readiness assistance. The DRA limits this activity to six weeks in a year, or 12 weeks in any year that Oklahoma is determined to be a needy state by the federal government, with no more than four consecutive weeks.

Job Search

Participants should keep time logs of when they arrive and leave each employer for file documentation and TW-13 purposes. Time spent completing an application is allowed (within reason) at each employer. Reasonable drive time between employers is allowable. It is recommended that one to 1.5 hours be allowed for an interview. Participants should spend the rest of the day at the program before and/or after making employer visits.

Joint Staffing

It may be necessary for all agencies involved to meet. This is referred to as staffing, case staffing or joint staffing. Some examples of when staffing should be scheduled are as follows:

- When there is a problem with a program participant (attendance, attitude, suspected drug use, etc.).
- When a program participant wants to change the employability plan.

- When the program participant does not seem to be making progress and attendance is satisfactory.
- When there are medical or family issues.

The case staffing should include the participant, one program staff member and the OKDHS family coach. A virtual option may be used if a team member is unavailable for an on-site visit. Depending on the circumstance it may be necessary to formalize a plan of action with the participant. Such collaboration will reduce duplication of services and maximize resources.

10% rule

Budget line item changes that exceed 10% can be made only with written permission from ODCTE and may only be made once during the fiscal year.

The 10% allowable amount is based on the approved budget line items submitted with the continuation application. This is a one-time action, meaning such changes can only be done once per line item.

Dollars set aside for tuition can only be spent on tuition.

Technology centers may request a budget revision to transfer federal funds from the site allocation to the tuition budget when funds are depleted.

Business managers should always be consulted when requesting changes, whether it is within the 10% allowable or not.

The TANF program specialist for ODCTE must have written notification of all changes to reconcile reimbursement requests.

Inventory

ODCTE and OKDHS require all federally purchased equipment and supplies above \$250 to be reported on the program inventory and kept within the program for which it was purchased for the life of the item. To maintain fiscal responsibility, before a program makes purchases of durable supplies, it should acquire quotes from at least three vendors. An expenditure report should then be sent to OKDHS and ODCTE for approval.

It is not necessary to maintain inventories for all tangible materials expended from state funds. However, it will be necessary to inventory all tangible materials expended from federal funds. State funds should be more than adequate to cover all tangible expenditures.

Should state funds not be adequate, programs may use federal TANF funds to purchase tangibles. The number of tangibles purchased must not exceed the number of TANF students accepted into the program and items must be kept on program inventory.

Records Retention

13-38 Special Programs Funded by Department of Human Services (Confidential 20 U.S.C. Section 1232(g))

Description: The file contains student enrollment information, Department of Human Services required forms (TW2, TW3, TW13), DHS required assessment results, transcripts, resumes, student schedules, certificate plans, degree plans and correspondence. These records are subject to audit by Oklahoma State Regents for Higher Education and the Department of Human Services.

Volume: less than 1 cubic foot per year

Disposition: Retain in office seven years after OKDHS makes final payment and all obligations are completed, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Program participant files must be kept for five years before being destroyed. However, institutional policies should also be considered. Policies and procedures must be followed.

Site Visit – Program Evaluation

ODCTE and other agency staff members (when designated as team members) will conduct a review or an evaluation of each funded program.

For the annual in-person review, OKDHS will conduct a minimum of one site visit per year at a randomly selected Empower Oklahoma by CareerTech program in conjunction with the ODCTE TANF program specialist.

OKDHS will review randomly selected case files from all other educational sites. Reviews will be conducted for monitoring programs to assure adherence to approved program goals, objectives, purpose and fiscal expenditures. Evaluations will be conducted by the ODCTE accreditation schedule and used to determine if the program meets quality standards.

All monitoring inquiries found in the review instrument are incorporated into the evaluation instrument. The evaluation provides an in-depth critique of the program to determine quality and adherence to contractual requirements. The program's student accounting records, student files and program expenditures will be examined during each review and evaluation. The TANF program review report and evaluation form will be completed, and a copy of the comment section will be provided to all the program representatives and core partners in attendance.

Appropriate documentation of expenditures must be maintained and made available during on-site reviews and upon request. Technology centers will be responsible for reimbursing OKDHS for any disallowed federal expenditures. All products or information developed with plan funds become property for use by ODCTE and OKDHS.

Evaluation Standards

Intake

Each technology center that is an Empower Oklahoma by CareerTech plan recipient will provide all Empower Oklahoma by CareerTech participants with information on career options and advise them on appropriate educational paths to meet career goals.

Technical Education Training

Each technology center that is a Empower Oklahoma by CareerTech plan recipient will provide skills training in high-demand occupations that will provide a wage and benefits that will allow all Empower Oklahoma by CareerTech participants to become economically self-sufficient.

Retention

Each technology center that is a Empower Oklahoma by CareerTech plan recipient will provide all Empower Oklahoma by CareerTech participants with the necessary support for success in their career programs.

Completion

The minimum standard for completion rate of those who enter career and technology training programs is 80 percent.

Basic Academic Skills Essential to Training and Job Success

Empower Oklahoma by CareerTech participants may receive the basic academic instruction necessary for the completion of a specific career and technology training program and essential for their work if the basic academic instruction is embedded within the technical training.

Placement Assistance – Job Placement Development

Each Empower Oklahoma by CareerTech program will provide activities that lead to positive placement with emphasis on placement in occupations related to each participant's training. The minimum standard for related placement is 75 percent.

Operations

Each technology center that is an Empower Oklahoma by CareerTech recipient will provide all the necessary personnel, equipment, facilities and office supplies and be responsible for the performance of the program staff.

The technology center is responsible for the performance of staff employed to operate the Empower Oklahoma by CareerTech program. Personnel who work less than 100% in the Empower Oklahoma by CareerTech program will

need to keep time and effort records to document salary expenditures. All other Empower Oklahoma by CareerTech personnel working 100 percent of the time in a Empower Oklahoma by CareerTech program will need to complete time sheets.

Daily time sheets for staff employed 100 percent of the time in the operation of the Empower Oklahoma by CareerTech program must be maintained locally. Timesheets should indicate hours worked per day and have a place for the supervisor and employee signatures.

The technology center will provide bimonthly attendance and progress reports as required by OKDHS or weekly attendance to designated OKDHS staff personnel if requested (TW-13, also known as the 08TW013E or Time and Progress Report). Copies of completed TW-13 forms signed by the W-13, also known as the 08TW013E, must be kept. Copies of completed TW-13 forms signed by the training navigator will be kept on file by the TANF program. The original TW-13 should be sent to OKDHS.

Written notification of any modification in participant training status must be provided to the family coach using the TW-3 form (referral & information), page 2 within 48 hours of the change. The training navigator should staff the case with the family coach during this process. Updated TW-2 (TANF Work/Personal Responsibility Agreement) should be obtained from OKDHS.

Financial Operations

Basic Cost Principles

Subpart E of 2 C.F.R. Part 200 establishes federal cost principles for all nonfederal entities. The cost principles are basic guidelines that describe permissible ways federal funds may be spent. The basic cost principles state that for a cost to be an allowable use of federal funds, it must meet the following conditions:

- **It must be necessary and reasonable.** A cost must be necessary for the proper and efficient performance of the grant. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.
- **It must be allocable to the federal award.** A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. § 200.405. For example, if 50% of a teacher's salary is paid for by a specific federal grant, then that teacher must spend at least 50% of his or her time on that specific federal grant program.
- **It must be consistent with policies and procedures** that apply uniformly to both federally financed and other activities of the sub-recipient.
- **It must conform to any limitations or exclusions** set forth as cost principles in Part 200 or the terms and conditions of the federal award.
- **It must receive consistent treatment** compared to similar costs. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- **It must be adequately documented.** All expenditures must be properly documented.
- It must be determined following **generally accepted accounting principles**, unless provided otherwise in Part 200.
- **It must not be included as a match or cost-share** unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the nonfederal entity to contribute a certain percentage of nonfederal resources to be eligible for the federal program.
- **It must be the net of all applicable credits.** The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such

credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. § 200.406.

Supplement Not Supplant

It is a requirement that funds made available under the Empower Oklahoma by CareerTech program must supplement and not supplant non-federal funds expended to carry out program activities. In other words, federal funds may only be used in addition to funds already spent by ODCTE and local schools on TANF education and cannot be used in place of non-TANF funds.

It will be presumed that supplanting has occurred when either of the following has occurred:

- The local providers use TANF funds to provide services that the local provider is required to make available under another federal, state or local law.
- The local providers use TANF funds to provide services that the local provider provided with non-TANF funds in the prior year.

These presumptions are rebuttable if the local provider can demonstrate that it would not have provided the services in question with non-TANF funds had the TANF funds not been available. If presumed supplanting occurred due to a reduction in nonfederal funds or a change in the local provider's priorities, the provider must create and maintain contemporaneous written documents, such as meeting minutes or itemized budget documents from one year to the next, demonstrating that the decision to not fund an activity with state or local funds was made without regard to the availability of TANF funds.

Budget Process & Agreement

All budgets should be entered into CTIMS and submitted no later than Sept. 15 of each year.

All funded technology centers receive a federal base allocation and possibly a state allocation (state appropriations to the ODCTE for TANF students), which are budgeted for the current fiscal year.

Each program will designate a minimum of 10% of the federal award amount toward student support services. Technology centers may provide in-kind contributions to meet the total nonfederal 10% requirement.

Technology centers receive the federal base allocation through a cost-reimbursement process using the TANF quarterly claim.

Institutions are required to provide a 10% match. In-kind is permitted. This will be submitted quarterly with invoicing.

All programs must develop an annual budget in CTIMS. Each budget line description should describe the requested item completely and accurately. A detailed budget, consisting of specific line-item amounts, an indication of the technology center's 10% match and a budget narrative will be submitted with the renewal application on an annual basis. Once the CTIMS worksheet is jointly reviewed and approved by the ODCTE and OKDHS, funding agreements and assurances are signed by technology center superintendents and ODCTE officials.

Reimbursement of the federal base allocation is determined by the actual cost incurred and must be supported by documentation. Requests for reimbursements of program expenses should be submitted every quarter no later than 15 days after the end of the quarter.

DHS Requirements

OKDHS requires ODCTE to reflect the tuition for WRO and TANF clients separately. Following is how this should occur:

In CTIMS, the technology center should use two budget lines to report tuition — 1) TANF Client Tuition, and 2) Non-TANF Client Tuition (the \$16,000 will need to be split between these two lines).

Tech centers should invoice against the two lines based on whether the tuition is for a TANF client or for a WRO client.

The tech center's OCAS report will only need to reflect one line for tuition — the sum of the two separate budget lines.

CareerTech will invoice OKDHS for the non-TANF client tuition on a separate invoice.

The TANF client tuition can be reflected on the same invoice as the tech center site expenditures.

The technology center will pay tuition for TANF and WRO participants. Only TANF client support services will be paid from the site allocation. WRO clients being served by the tech center will have client support services covered by WRO.

Payment - Tuition and Student Support Services

Technology centers may request a budget revision to transfer site allocation funds to the tuition budget when the tuition allocation has been depleted.

OCAS Coding

The following function, object and program codes should be used in CTIMS:

Function Codes: Please use **ONLY** these codes.

- Function 1500: Occupational Training Expenses – Job-Specific
- Function 2100: Support Services-Students. Activities designed to assess and improve the well-being of students and to supplement the teaching process.
- (Function 2113 is not available in CTIMS at the present time; therefore use 2100 in CTIMS for this function code.)
- Function 2120: Guidance Services
- Function 2190: Other Support Services (Scholarships, Student Aid)
- Function 2192: Academic Centers, Educational Enhancement Centers, and/or Remediation
- Function 2240: Testing and Assessment Services
- Function 2430: Office of the Coordinator
- Function 2490: Supervision/Administrative Costs. For charging or prorating administrative costs to the TANF program.

Object Codes: These **OBJECT** codes available to be used in CTIMS for TANF projects are listed below. We highly encourage you to use the series codes ending in two zeros when doing your agreements and invoicing in CTIMS. Your expenditure reports can use the more specific codes.

- Object 100- Personnel Services- Salaries
- Object 200- Personnel Services- Employee Benefits
- Object 300- Contracted Services
- Object 400- Purchased Property Services
- Object 500- Other Purchased Services
- Object 600- Supplies
- Object 700- Property
- Object 800- Other Objects

Common Object Codes for tangible materials (supplies and equipment):

610 Supplies & Books
650 Tech-Related Items & Supplies
730 Equipment & Capital Expenditure

The above object codes should be budgeted and expended with state funds until the state funds are expended. Afterward, the federal funds may be used to purchase items from these object codes if they are inventoried.

Program Codes: **The program dimension is required to be used with function codes.** The following program codes are currently available for coding with TANF:

- Program Code 500 - (Continuing Education Programs)
- Program Code 590 - (Short-term Adult Education)

In the future, the following program codes will be available:

- Program Code 530 - Occupational Education
- Program Code 540 - Upgrading in Current Occupation
- Program Code 550 - Retraining for New Occupation
- Program Code 560 - Special Interest
- Program Code 570 - Life Enrichment
- Program Code 580 - Full-time Adult Education

Project Codes

The following project codes will be used for TANF, based on whether the funds are federal or state.

- Project Code 452 - Federal. Temporary Assistance for Needy Families. Funds received from federal sources to provide basic education, distributed to school districts through the Oklahoma Department of Career and Technology Education.
- Project Code 463 - State. Temporary Assistance for Needy Families. Funds received from state sources to provide basic education are distributed, to school districts through the Oklahoma Department of Career and Technology Education.

Out-of-state travel may be coded to project code 463 (state) if the trip is related to the position's job duties or leadership responsibilities.

Allowable Expenditures

Schools must provide a receipt for all expenditures not payroll related. This includes both federal and state reimbursement claims for travel, registration and bulk purchase of gas cards.

- Gas vouchers are considered a supply and must be inventoried and monitored. These inventories will be checked at the annual review. There is no carryover, so make sure your last purchase is in June to overlap just enough into July (considering the number of students currently enrolled in your program). While all gas voucher expenditure receipts should be kept in the student's files for audit purposes, only the initial receipt where the school purchased the gas vouchers needs to be submitted with claim reimbursements.
 - All gas vouchers must have a reconciliation method in place. Receipts are a must. Students should take a picture of the receipt from the pump and submit that for verification. Training navigators do not need to be at the station for the purchase. If the student does not provide the receipt for reconciliation, then the student will forfeit the right to future gas assistance.
 - Gas cards should not be used as an attendance incentive. These are support services designed to remove barriers to attendance and employment.
- Plan funds may be used for incentive items for the student if they are work-related, e.g., planner organizers, calculators and portfolios.
- All equipment or other tangible materials directly and/or specifically procured that are purchased with federal funds will be inventoried and remain the property of ODCTE. Upon the termination or cancellation of the contract, for any reason, ODCTE may demand delivery/return of such property back to the agency.
- Receipts: Purchases of general supplies, durable supplies, books, periodicals or any other non-payroll expenditure, regardless of cost, must have receipts attached to the reimbursement claim when submitting.
- The technology center may lease equipment as allowed through the plan.
- This may include retention services to TANF students during the first six months of employment.
- OKDHS will only pay staff members' travel expenses (including per diem) up to the maximum amount allowed by the Oklahoma State Travel Reimbursement Act. OKDHS will not reimburse travel expenses more than the rate established by the act. The traveler shall be responsible for all travel arrangements and provide supporting documentation when submitting claims for reimbursement.

- Overnight trips are allowed only when the mileage exceeds 60 miles and the travel time exceeds the time it would have taken to travel to the destination within official work hours.
- Dental work for a participant may be paid from the plan. Caution should be exercised to ensure that the work is necessary for health and/or employment. (Example: Braces for minor cosmetic reasons is not a good use of these funds.) Collaboration is required with the family coach to determine other sources of funds that may partially or fully pay for dental work. A request for expenditure will require that three referrals be sent for review.
- Required lab work and shots for program training or employment may be paid from the plan when not covered by the medical card.
- Students' tools, books and fees may be paid from the plan.
- Fees for tests to obtain licenses or appropriate professional credentials may be paid from the plan.
- Uniforms and shoes may be purchased from the plan.
- Clothing that aligns with the school's dress code, which may include nice jeans, may be paid from the plan. The goal of the program is employment. Every effort should be made to build a workplace wardrobe while the client attends the program.
- Drug testing fees may be paid from the plan only if required by a potential employer and/or a technology center adult class preenrollment policy.
- All expenditure requests of a legal nature (reinstatement of driver's license, legal fees, etc.) must be sent for approval no matter the dollar amount.
- Vehicle repairs: The transportation line item may be used to pay for small repairs, including parts, of TANF recipients' motor vehicles. Caution should be used in determining local limits of repair services that can be provided as this line-item amount is low compared to the need of the many TANF recipients who own cars with major repair needs. However, every expenditure decision should be based on the individual's needs rather than an unrealistic and/or inflexible criterion. Training navigators must verify a participant's ownership of the vehicle, possession of a valid driver's license and proof of insurance before payment can be authorized.
- Any Amazon-related purchases must go through your school's account, not your account.
- Student organizations are integral to the technical education training programs. Therefore, an Empower Oklahoma by CareerTech program may pay CTSO dues for TANF students. The plan may be used to pay for students' travel with CTSOs in and out of state with prior permission from ODCTE and OKDHS. Students should either be contestants or officers.
 - Following is a list of CTSOs:
 - FFA
 - Business Professionals of America
 - Family, Career and Community Leaders of America
 - HOSA
 - DECA
 - Technology Student Association
 - SkillsUSA
 - Jobs for America's Graduates
- The plan may pay for student assistance related to employment for six months.
- Participants' car insurance may be paid from the plan.
- Utilities and rent may be paid from the plan. Training navigators must verify a participant's name on the lease, rental agreement or mortgage before payment can be authorized.

Unallowable Expenditures

- Federal plan funds may not be used for out-of-state travel expenses without permission of ODCTE and OKDHS.
- Out-of-state speakers or consultants may not enter a contract with local TANF programs without the approval of ODCTE and OKDHS. Requests for such expenditures should be made in writing and directed to the ODCTE TANF program specialist.
- Payment of students' enrollment and fees instead of utilizing Pell grants or scholarships. (Example: Student expects Pell Grant and funds are delayed; the program cannot pay enrollment and fees so student can use the Pell Grant for personal use).
- Food may not be purchased from plan funds unless staff members are traveling to attend approved school-related events and activities following state travel policy. At no time may food, beverages or serving products (paper/plastic ware) and non-employment related field trips be paid with plan funds.
- Promotional or marketing materials may not be paid for with plan funds.
- Plan funds should not be used for items purchased from self-employed consultants.

Indirect Cost Rates

Indirect cost is a rate established by an educational institution and is created by intensive calculations based on the standardized cost of facilities, administration, etc. When indirect cost is used by educational institutions, they do not have to complete time and effort sheets for administrators who are responsible for overseeing the plan received by the institution. The indirect cost line (limited to 10%) is included as one of the line-item options of the budget line-item headings provided by ODCTE. Mid-Del Technology Center is the only funded program that has established an approved rate of indirect cost.

Invoice/Reimbursement Process

Claim due dates:

- Oct. 15, 2024
- Jan. 15, 2025
- April 15, 2025
- July 15, 2025

Supporting claim documentation must specifically identify the Empower Oklahoma by CareerTech program and activities. Such documentation should include OCAS printouts, copies of paid invoices, payroll records, time and effort reports, approved methods for the application of indirect costs and receipts.

The TANF quarterly claim form includes the federal base allocation expenditures and the state formula expenditures and local in-kind expenditures. The state allocation will be reimbursed based on quarterly claims and must have the appropriate documentation, including receipts.

Addendums (new line items) to the budget should be submitted in the first quarter of the fiscal year.

Line-item changes may be submitted throughout the year. However, programs should **submit the last request for line-item changes by June 1, 2025**, giving the technology centers' business managers a reasonable amount of time to obligate funds, create purchase orders and gain invoices before final claims submission deadlines.

Budget Changes

Budget line-item changes that exceed 10% can be made only with written permission from ODCTE.

Justification: Any request to change a line item in the budget should include a justification for the movement of funds (this should also be included in the “Budget Adjustment Justification Note” field in CTIMS). Every amount moved must show exactly which function/object code it is being moved from and which function/object code it is being moved to. See example below:

Justification: The program will have a surplus of funds in 2113/320 because we did not need to contract for a substitute as originally planned. We would like to move a portion of the funds into supplies for instruction and student assistance line items.	
From:	To:
2113/320 Social Work Services/ Professional Services - \$500.00	1500/610 Occupational Training Expenses +\$500.00
2113/320 Social Work Services/ Professional Services - \$250.00	2113/880 Social Work Services/Student Assistance +\$250.00

Required Expenditure Reports

When tangible materials are purchased, all funded technology centers must submit two separate expenditure reports with each quarterly reimbursement claim (one detail expenditure and one summary expenditure report). One reimbursement claim and set of expenditure reports will detail expenditures from state funds (project code 463), and one will detail expenditures for federal funds (project code 452).

In-Kind

Budgeted in-kind contributions must follow the federal match guidelines in the Uniform Grant Guidance-CFR Part 200 — Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; 306 — Cost Sharing or matching.

In-kind contributions are noncash contributions provided by third parties to an organization. In-kind contributions may be in the form of real property, equipment, supplies or services and should directly benefit and be specifically identifiable to the project or program.

Recipients may also provide a quarterly in-kind contribution report. In-kind contributions are defined as the value of non-cash contributions (e.g. space, services or property) that do both of the following:

- Benefit a federally assisted project or program.
- Are contributed by nonfederal third parties, without charge, to a nonfederal entity under a federal award.

For example: **In-kind contributions are not employees of the fiscal agents/local providers.**

Exception: Classroom space (property) owned by the fiscal agent/local provider is an acceptable in-kind contribution.

- It must be properly documented and verifiable from recipient records (recorded in the general ledger).
- It must be necessary for accomplishing program objectives.
- It must be allowable according to cost principles and grant (AEFLA) provisions.
- It must not be included as a contribution for other federally assisted programs.

Valuation of In-Kind Services

Fair market value: What would you pay if it had not been donated?

To demonstrate that an in-kind contribution has been fairly evaluated, the grantee must provide documentation that supports its value.

Examples:

- Classroom space: Must show actual cost for comparable space in the area, a real estate appraisal or the cost of renting the same space to other organizations.
- Volunteer’s time: Must show the value of a paid teacher’s time in the same program.

In-Kind Considerations

- All expenditures identified as local match must be for the direct support of program activities.
- When applicable, documentation must be maintained and is required to identify the percentage of support converted to a dollar amount. Common instances of this requirement include salaries and utilities.
- Rent may be used as a match based on the fair market rental rate in the program area. This applies when state, local school, community college or other agency property is used as space to support program activities. Documentation of an appraisal of the fair market rental rate for the area is required. The percentage of use-time must be converted to a dollar amount.
- Volunteer hours may be reported as a match. To report such hours as a match, the cash value of volunteer services per hour must be substantiated, and that value should be reported as in-kind.

Financial Aid

To make training programs eligible for Pell grants, training may include worksite learning and job skills training totaling 600 hours that is directly related to employment. Training programs seeking Pell eligibility must apply by submitting an ODCTE Form 2 to the appropriate field service coordinator of the ODCTE Financial Aid division.

Program participants must apply for Pell if enrolling in courses/training that would warrant Pell eligibility. Program participants are encouraged not to apply for student loans. Should there be an instance where it is unknown at the time of enrollment whether the student is eligible for Pell, the program will pay the tuition and fees. Once it is determined that the student is Pell eligible the institution will reimburse the program for tuition and fees expended on behalf of the student. When the Pell award is received, the portion of Pell to cover tuition and fees will be applied toward the student's balance and any remainder will be disbursed to the student. Should the student be determined ineligible for Pell and the institution previously reimbursed the program for said tuition and fees, the program will reimburse the institution upon notice of Pell ineligibility.

Special Considerations

Training navigators may expend funds without prior approval for support services. However, all expenses related to students' health, dental, car, car repairs, legal fees or fines, school debts, personal items and housing require the completion of an expenditure request form and receipts for the technology center's records.

Always use the actual fourth quarter date range in CTIMS (4.1.25 to 6.30.25) to prevent your reimbursement claim from being rejected. This is the only time the claim date range in CTIMS and on your expenditure reports do not need to match exactly.

Program Participants

Assessment Process Guidelines

OKDHS has contracted with Carl Albert State College to administer a specific battery of tests to all TANF clients unless exempt or granted good cause. An exception may also be made for those already in training.

This battery includes but is not limited to vision screening, the Washington State Learning Disabilities Screening Instrument, the Comprehensive Adult Student Assessment Systems reading and math pre-tests and the OK Career Guide interests, skills and values tests. Results of all pretests will be provided for staffing and service provision purposes.

Before the battery of assessments, a vision screening will be administered to all clients. Clients who do not pass the vision screening will not be able to participate in the assessment process until they have had an eye exam from a licensed professional. If glasses are necessary, the client will need to wait until the prescription is filled prior to returning for assessments. Clients must have their cases certified before flex funds will be available to pay for their glasses. The process should be completed as quickly as possible.

If the potential of a learning disability is indicated by the Washington State Learning Disabilities Screening, OKDHS should make appropriate referrals for administration of the current Woodcock-Johnson through CASC. If the results of the Woodcock-Johnson indicate a learning disability, a CASC advocate will be offered. The client may be referred for the full battery of assessments to be administered with appropriate accommodations. If a learning disability is not indicated, the client will be referred for full battery assessment without accommodations unless such testing has been previously completed.

CASC testing specialists are responsible for initial and subsequent assessments of TANF participants in all OKDHS county offices to measure gains. CASC is accountable for assessment retest validity by maintaining accepted timelines for retesting.

OKDHS makes the referral for all initial assessments.

If it is determined through the staffing process that a client will be enrolled at a technology center, school staff will be responsible for ability-to-benefit testing if needed.

When assessment results have been compiled, joint staffing will be convened to include the client, OKDHS, core partners (technology centers and college representatives), OESC, assessment specialists, HSE/GED/Literacy and other optional entities when appropriate (WIOA liaison, community-based organizations, mental health services, substance abuse treatment, etc.). It is essential that the client is included in the meeting and participates in the decision-making process. The purpose of this meeting is to develop a career plan including services to be provided and the sequence in which they are to occur.

A technology center or two-year college TANF program may accept students with career plans that include technical or vocational training even though the individuals may need basic academic support services before enrollment for such training. If the attainment of an HSE/GED is part of the employment plan, the participant should be referred to a state AEFL program if available before a referral to the technology center or two-year college. The AEFL class may also provide basic academic support and work prep training.

For TANF assessments listed previously, a copy of the assessment records will be placed in the client's OKDHS file, and a copy will be provided to the referral agency. The referrals, staffing sheets and assessment information are maintained by the CASA assessment administration. It is anticipated that the students will be receiving multiple services, therefore indicate all applicable codes.

Participation Requirements

TANF participants must attend 30 hours of approved work activities per week except for the OKDHS-approved holidays (federal and state). WRO participants are not required to meet the 30-hour work week.

Independence Day - Thursday, July 4, 2024

Labor Day - Monday, Sept. 2, 2024

Thanksgiving - Thursday-Friday, Nov. 28-29, 2024

Christmas - Wednesday-Thursday, Dec. 25-26, 2024

New Year's Day - Wednesday, Jan. 1, 2025

Memorial Day - Monday, May 26, 2025

If the campus is open on Veterans Day, Martin Luther King Jr. Day or Presidents Day, participants are expected to attend class.

Absences and Attendance

Program participants can make up time for absences for reasons including illness, child's illness, appointments, tardiness, court, etc., within the month the absence occurs. Such time can be made up during lunch or before/after the normal 30-hour program participant hours. Students will follow the technology center school calendar and attendance policy.

Interruptions

The technical training clock of 12 months may be started and stopped (with the approval of

the family coach) for participants whose training is interrupted because of personal reasons and technology center summer schedules. A TW-3 and TW-2 should be completed and returned to the family coach upon approval. This does not mean that Empower Oklahoma by CareerTech programs are not responsible for serving TANF students in the summer. Below are possible interruptions that a student may experience:

- Giving birth, which allows an exemption for up to three months.
- Positive drug test, which would require extensive drug treatment.
- Documented illness of a dependent.
- Documented illness of a TANF student.
- Hospitalization.

Students should be staffed by a minimum of the training navigator and family coach before re-entry into the program.

Dress Code

Students are expected to follow the dress code of the school or place of employment.

Program Staff

Professional Staff Members

Professional staff will have, at a minimum, a bachelor's degree.

Training Navigator

The training navigators of the programs should possess excellent oral and written communication skills, be creative and innovative, have strong leadership skills, be self-directed, be able to manage others and have skills/experiences that will lend themselves to understanding the needs of the participants.

Below are the expectations of a training navigator:

- Establish a working relationship with OKDHS staff and local county core partners to ensure appropriate placement of participants in the program.
- Design and implement training programs within one year to meet local labor market demands for occupations that provide a wage and benefits package to help participants become self-sufficient.
- Identify and contact community organizations to establish a network of referrals.
- Establish a joint staffing process to develop career pathways and supportive services plans for participants.
- Maintain job placement information to assist participants.
- Monitor the progress of participants in training.
- Conduct participant follow-up.
- Maintain accurate records of expenditures and participants.
- Supervise and evaluate the performance of program staff.
- Maintain statistical information required by OKDHS and ODCTE.
- Promote the program throughout the community to agency partners and community-based organizations.
- Attend in-services, workshops and conferences for program improvement.

Family Coach

OKDHS coaching involves trained staff working collaboratively with TANF participants to help them set individualized goals that relate directly or indirectly to employment; coaching staff also provide motivation, support and feedback to participants as they work toward those goals. Unlike most traditional TANF case managers, family coaches are not directive; they do not tell the participants what goals to pursue or what action steps to take in pursuing them. Rather, participants are given autonomy and work in partnership with their coaches to pursue goals.

See Program Guidelines and Procedures (p. 9-20) for family coach processes.

Work Schedule – Year-Round Program

Staff in the Empower Oklahoma by CareerTech program work year-round and follow the school calendar.

TANF participants may need to work up to 30 hours per week to continue receiving TANF benefits and services during school breaks and holidays. These hours will be scheduled for TANF participants by the family coach during school closure. The participant, family coach and training navigator should collaborate to determine the assignment activities. Activities may include online curriculum, work-based learning, community service learning or job shadowing.

If requested by local OKDHS partners and approved by the technology center administration, the program may offer more than 30 hours a week.

Approved federal holidays include the following:

Independence Day - Thursday, July 4, 2024

Labor Day - Monday, Sept. 2, 2024

Thanksgiving - Thursday-Friday, Nov. 28-29, 2024

Christmas - Wednesday-Thursday, Dec. 25-26, 2024

New Year's Day - Wednesday, Jan. 1, 2025

Memorial Day - Monday, May 26, 2025

If the campus is open on Veterans Day, Martin Luther King Jr. Day or Presidents Day, it is expected that on-site and off-site programs will remain open and serve clients during these times. If both the campus and state offices are closed, programs will not have to remain open.

Travel

According to the contract between the ODCTE and OKDHS, program-related travel will be paid in accordance with the prescribed travel laws for the state of Oklahoma. Out-of-state travel for program staff must be preapproved by ODCTE before incurring any expenses.

Note: Even if state travel law would permit a person to spend the night before a meeting (within a 60-mile radius of home or worksite whichever is closer) the overnight expenses would not be allowed unless the person could not reach the destination within the period they would normally leave for the office. For example, if a meeting starts at 10 a.m. and the person usually leaves for the office at 7:15 a.m., if they can they leave at 7:15 a.m. and make the meeting by 10 a.m., overnight lodging and per diem is not allowed. If they cannot leave at 7:15 a.m. and make the meeting, overnight lodging and per diem is approved.

Out-of-state travel may be coded to project code 463 (state) if the trip is related to the position, job duties or leadership responsibilities.

Student Information System & Statistical Reports

Student Information System

All students participating in the Empower Oklahoma by CareerTech program will be entered in the student information system (SIS). The SIS will be used to provide the documentation necessary for ODCTE reports and on-site reports.

Students who enroll in full-time, short-term, work-based and/or individualized training programs should be recorded in the electronic TANF student accounting report using appropriate CIP codes.

Students who find employment should continue to be recorded in the student accounting records to provide retention services and to collect the six-month follow-up information.

Program Reports

To facilitate program evaluation and federal reporting, it is necessary to collect data related to Empower Oklahoma by CareerTech program participants. This data primarily includes enrollment and follow-up information. TANF participant information must be kept up to date.

Electronic student accounting records maintained by Empower Oklahoma by CareerTech programs may be accessed by ODCTE at any time to prepare performance reports. ODCTE and OKDHS have legal privilege to this information and will not disclose any confidential information about individual records without the permission of the individual. No individual file or information may be released to any individual or entity other than those who have a legal right to the information. Only directory information may be provided to the public. A student should sign a confidential information waiver before information is shared.

It will be necessary to collect the required placement information (e.g., wages, full-time employment of at least 30 hours per week) to verify placement. Programs' follow-up records will be monitored to ensure that incomplete records are the exception and not the rule. The web-based student accounting system will not allow incomplete records.

Programs are responsible for reporting employment follow-up information to OKDHS using the SIS. This will alleviate the need for OKDHS to also confirm employment. An employment information form that does not identify the student as a TANF recipient should be created in collaboration with the program's OKDHS partners.

Students may be reported for a maximum of two years. This allows a maximum of one year for technical training (unless extended per the career pathway plan and supportive service plan and jointly approved by OKDHS), up to six months for an employment placement and six months for follow-up.

After program completion, TANF students must be continued in the student accounting records until the follow-up requirement has lapsed.

The electronic student accounting records must be continuously updated with all previous month's data due at the first of the new month.

Assurances

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., prohibits discrimination based on race, color or national origin in any program or activity receiving federal financial assistance.

Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., prohibits discrimination based on sex in any education program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, prohibits discrimination based on

handicap in any program or activity receiving federal financial assistance.

Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, prohibits discrimination based on disability by public entities.

The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., prohibits discrimination based on age in any program or activity receiving federal financial assistance.

All regulations, guidelines and standards are lawfully adopted under the above statutes by the U.S. Department of Education.

The applicant shall officially designate a person(s) to coordinate compliance activities under Title IX, Section 504 and ADA.

Before the beginning of each school year, the applicant shall publish an annual notification advising students, parents, employees and the public that career and technology education opportunities are available without regard to race, color, national origin, sex or disability. This policy of nondiscrimination may be announced in local newspapers or recipient publications that reach the public, minorities (including national origin minorities with limited English language skills) and individuals with disabilities. The notification shall include a summary of career and technology education program offerings and admission criteria and the name or title, address and phone number of person(s) designated to coordinate compliance activity under Title IX, Section 504 and ADA.

The applicant shall make continuing notice of its policy of nondiscrimination concerning race, color, national origin, sex and disability on the home page of its website and in publications and other materials distributed to students, applicants and employees such as announcements, bulletins, catalogs, application forms, enrollment forms and recruitment and promotional materials. The continuing notice shall include the name or title, address and phone number of the person(s) designated to coordinate compliance activity under Title IX, Section 504 and ADA.

The applicant shall adopt and disseminate grievance procedures for the prompt and equitable resolution of student or employee complaints alleging actions prohibited by regulations effectuating Title IX, Section 504 and ADA.

The project shall be operated in compliance with all applicable state and federal laws and with regulations and other policies and administrative issuances by the Oklahoma State Board of Career and Technology Education, including submission of such reports as may be required.

It is understood that federal funds received by the applicant shall be used to supplement, not supplant, state and local funds.

Each recipient of federal TANF funds will be subject to review(s) and evaluation(s) of services, or activities using criteria established by the Oklahoma Department of Career and Technology Education and the Oklahoma Department of Human Services.

Appendix

Acronyms and Abbreviations

AEFL: Adult Education and Family Literacy
ALC: Adult Learning Center
ADA: Americans with Disabilities Act of 1990
CTIMS: CareerTech Information Management System
CFDA: Catalog of Federal Domestic Assistance
C/I: Correctional/Institutional
C.F.R: Code of Federal Regulations
CIP Code: Classification of Instructional Program
DUNS: Data Universal Numbering System
D&E: Direct and Equitable
DRA: Deficit Reduction Act
EDGAR: Education Department General Administrative Regulations
EFL: Educational Functional Level
FERPA: Family Educational Rights and Privacy Act
FAIN: Federal Award Identification Number
FFATA: Federal Funding Accountability and Transparency Act
FSR: Financial Status Report
FY: Fiscal Year
FA: Funding Agreements
GAAP: General Accepted Accounting Principles
HSE: High School Equivalency
IDC: Indirect Cost
LACES: Literacy, Adult and Community Education System
LEA: Local Education Agency
MOE: Maintenance of Effort
MIS: Management Information System
MSG: Measurable Skill Gains
NRS: National Reporting System
OCTAE: Office of Career, Technical and Adult Education
OCAS: Oklahoma Cost Accounting System
ODCTE: Oklahoma Department of Career and Technology Education
OKDHS: Oklahoma Department of Human Services
POP: Period of Performance
PY: Program Year
TANF: Temporary Assistance for Needy Families
TSC: Technical Skills Certificate
UGG: Uniform Grant Guidance
UEI: Unique Entity Identifier
USDOE: U.S. Department of Education
WEP: Work Experience Program
WIA: Workforce Investment Act
WIOA: Workforce Innovation and Opportunity Act

Definitions

Academically Disadvantaged: Individuals are identified as academically disadvantaged if they meet one or more of the following criteria:

- Score at or below the 25th percentile on a standardized achievement or aptitude test.
- Earn secondary school grades below 2.0 on a 4.0 scale where the grade “A” equals 4.0.
- Fail to attain minimal academic competencies in career and technology education program(s).

Adult Education and Family Literacy: This act supports programs that help adults develop basic skills, such as reading, writing, math and English language proficiency. It is the main source of federal funding for adult education programs in the United States.

Completers: Completers are clients or students who have gained all competencies within their career and technology training program’s curriculum.

Economically Disadvantaged: Economically disadvantaged families or individuals are families or individuals who are determined to be low-income according to the latest available data from the Department of Commerce.

Gatekeeper: The centralized TANF unit (AFS.TANF.Gatekeeper@okdhs.org) receives the emailed timesheets and disperses them to the assigned family coach.

High School Equivalency: Oklahoma has two tests that allow someone to get a high school equivalency diploma: the [GED](#) and [HiSET](#) tests. The tests have different prices, different numbers of test questions and different scoring standards.

Job Search Techniques: Job search instruction may cover application completion, interviewing, resume writing, work ethics, job shadowing and internships.

Life Skills: Areas taught under life skills may include building self-esteem, interpersonal relationships, time management, money management, balancing work with family responsibilities, drug and alcohol prevention, mentoring and domestic violence intervention.

New Hire Wage: The average wage of all newly hired employees as reported by each county.

Non-TANF Participant: An individual who has been processed through WRO before being referred to the technology center for education and training. The individual has completed Week 1 of the WRO training curriculum.

Nontraditional Student: An individual enrolled in a training program in which 75 percent of the enrollment consists of the opposite gender is considered a nontraditional student.

Partial Completers: Partial completers received sufficient competencies in their career and technology education training programs to be proficient in one or more occupations within the career cluster of their training programs.

Placement: Placement is determined by full-time employment that provides a sustainable wage.

TANF Participant: Participant referred by the family coach through the development of the TANF Work/Personal Responsibility Agreement, Form TW-2 (08TW002E).

Targeted Population: The targeted population is the number of registered TANF recipients who could benefit from training programs within the service area.

Work-Based Learning: Work-based learning is applied learning activities and observations that connect career and technology education to work such as clinicals and work-site training. Students observe and experience the world of work at business and industry sites.

Work Experience Program: The Oklahoma Department of Human Services is responsible for implementing the Work Experience Program with employers. TANF recipients gain valuable experience by working. WEP sites should not be used as work sites of a technology center's TANF program. Employers of WEP sites are not responsible for formalized instruction or required educational outcomes. Work experience activities created by Empower Oklahoma by CareerTech programs must conform to the definition and limitations described in the flow chart. Work experience activities coordinated by Empower Oklahoma by CareerTech programs require employers to be responsible for formalized instruction and educational outcomes.

Worksite Training: A worksite created by an Empower Oklahoma by CareerTech program should be initiated by a staff member of the technology center. A worksite created by a TANF program requires the worksite employer to provide instruction that would lead to skill competencies that are an integral part of the technical training program outlined within the career pathway plan.

Materials Development

OKDHS Logo

Programs that have a TANF program website shall include the OKDHS logo on their websites and on all printed materials (promotional brochures/fliers) to indicate services are provided in coordination with OKDHS. Please contact your OKDHS liaison should you need the new logos in digital form.



Programs are not authorized to modify the OKDHS logo or to use it in any inappropriate fashion.