⏹ This procedure is to provide instruction for verifying educational participation for teen heads of household. To be included in the numerator, the participation by teen heads of household who attend educational activities must be properly verified. Educational activities include Middle School, High School or GED.

**RESOURCES:**

Choices Guide

**EXPECTATIONS:**

Staff will adhere to the procedures written to obtain sufficient verification of teen heads of household participation in educational activities.

**WORK INSTRUCTIONS:**

1. Teen heads of household are encouraged to attend educational activities to earn a high school diploma or GED, if not already achieved.
2. Staff must contact the educational provider for verification of enrollment or receive a document verifying enrollment.
3. Teen heads of household should be instructed to have school personnel document the hours of school attendance and sign the form each week. The teen head of household is responsible for providing the signed document to workforce staff by each Friday at 5:00 pm.
4. Additionally, since progress is to be noted for educational activities, school personnel must note on the participant timesheet verifying that “satisfactory progress” is being made and initial, unless the customer is not making satisfactory progress. If the form is returned without initials, staff must contact the school personnel for more information. Verification of the progress notation on this form is only for Teen Heads of Household participating in GED, High or Middle School.
5. Staff must enter verifications in TWIST for Teen Heads of Household participation in Middle School, High School or GED. If verifications are not entered, the teen will not count positively in performance.