

Placer County Human Services

EFFECTIVE DATE: 2/1/2010	REVISION DATE: 6/9/2014	TITLE: Study Time Policy	PROGRAM: ES
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Background	For students in a Vocational Training and Education activity, study time may be counted as participation and supported under certain conditions.
References	EAS Manual Sections 42-711.544, 42-716.26 through 42-716.263, and 42-762.1-42-762.11, and ACL 94-96, dated 11/15/94 and ACL 14-16 dated 2/5/2014
Study Time Guidelines and requirements	<ul style="list-style-type: none"> • Study hours will be determined based on the policy, requirements, or recommendation of the university or institution the student is attending. This must be documented in the case. A copy of the section of the institution’s catalog addressing recommended or required study hours, or a memo from a representative of the institution documenting the study hours policy, must be present in the case file or SIRE. • Actual hours spent in supervised study time and up to one hour of unsupervised study time for each hour of class time will be counted provided the total study time counted for participation does not exceed the hours required or advised by the educational program. A statement from the educational program indicating the amount of homework required must be on file. • Unsupervised study time means the student studies on his or her own, without confirmation from the institution. It is assumed that the student has done these so long as the student has made progress and attended school regularly. The only required documentation is the student listing the monthly hours on the space provided on the P-224 form. • Any additional study hours counted must be supervised, i.e., the student must be in a study lab, library, or classroom on campus where the student can have a representative of the institution monitor and document the student’s hours. These hours can be counted only when the school or institutions prescribes for addition hours of study exceeding the 1:1 classroom hours ratio. • In the case where an institution recommends a set maximum amount of study hours, but an individual instructor recommends additional study time, in a syllabus, memo, or other communication, the Employment Services Counselor must stay with the institution’s recommended study hours. In the case where the institution has no set policy, and the individual instructor is the only source of documentation, the Employment Services Counselor will allow the individual instructor’s directive to dictate the hours allowed. This would never be the case at a California Community College, as the Community College System has a set recommendation. • Regardless of the institution’s recommendation, the hours of

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	<p>countable unsupervised study time MAY NOT exceed the number of hours of class time. For example, if a student is in class for 12 hours per week, and the institution recommends 16 hours of study time per week, the student could count a maximum of 12 hours unsupervised, and could participate in an additional 4 hours of supervised study time.</p>
Students On-line	<ul style="list-style-type: none"> • As with traditional students, Vocational Training participants taking on-line courses will be provided study time based on their institution or school's recommended study hours in accordance with the outline above.
Study Time and Child Care	<ul style="list-style-type: none"> • Childcare will be provided for supervised study hours, where the student is studying at the institution, monitored, and accounted for and verified by an institution representative. Unsupervised study time will not be supported with paid childcare except those done during the course of the school day where breaks occur in the course of the provided childcare (i.e first class ends at 9:00 am, second begins at 11:00 am).
Cal-Learn	<ul style="list-style-type: none"> • Study hours are not counted toward participation in Cal-Learn. Childcare can be provided only when study hours are a mandatory component of the school program and are supervised by authorized personnel.
Questions and Answers	<ol style="list-style-type: none"> 1. Q: Are SIPs eligible to supported study time and can their hours studying count toward their work participation rate (WPR)? A: No, a SIP cannot have their study time count, or receive supportive services for study time, supervised or unsupervised, unless those hours are counted as course credits. 2. Q: Are Adult Basic Education and ESL eligible to supported study time and can their hours studying count toward their work participation rate (WPR)? A: If their school or institution provides structured, supervised study or lab time at the facility and this time can be verified, the counselor may consider counting the study time.
Examples	<p>Example 1: A Vocational Education (VTR) student attends an institution that recommends two hours of study for every one hour of class time, such as a California Community College, and that institution's catalog is on file in the case. The student has 14 hours of class time in a week. This student would be allowed to count a maximum of 14 hours of unsupervised study time per week, which he or she would indicate on the monthly activity report. The student could then also claim a maximum of 14 more hours of supervised study time, provided that he or she was supervised at the institution, and a he or she provided documentation verified by a staff member of that institution. Assuming that the student attended all possible hours, this student would have a total of 42 hours of participation in the VTR activity in a week.</p> <p>Another student at the same institution attends 8 hours of class time in a</p>

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week. This student would be allowed to count a maximum of 8 hours of unsupervised study time per week, which he or she would indicate on the monthly activity report. The student could then also claim a maximum of 8 more hours of supervised study time, provided that he or she was supervised at the institution, and a he or she provided documentation verified by a staff member of that institution. Assuming that the student attended all possible hours, this student would have a total of 24 hours of participation in the VTR activity in a week.

Example 2: A VTR student attends an institution that recommends one hour of study for every one hour of class time, such as a for-profit career college, and that institution's catalog is on file in the case. The student has 20 hours of class time in a week. This student would be allowed to count a maximum of 20 hours of unsupervised study time per week, which he or she would indicate on the monthly activity report. The student would be unable to claim any other study hours. Assuming that the student attended all possible hours, this student would have a total of 40 hours of participation in the VTR activity in a week.

Another student at the same institution attends 12 hours of class time in a week. This student would be allowed to count a maximum of 12 hours of unsupervised study time per week, which he or she would indicate on the monthly activity report. The student would be unable to claim any other study hours. Assuming that the student attended all possible hours, this student would have a total of 24 hours of participation in the VTR activity in a week.

Example 3: A VTR student attends an institution that has no recommendation for study hours, such as a cosmetology school. The student has 36 hours of class time in a week. The student would be able to claim no study hours. Assuming that the student attended all possible hours, this student would have a total of 36 hours of participation in the VTR activity in a week.

Example 4: A VTR student attends an online institution that recommends one hour of study for every one hour of online class time, and that institution's catalog is on file in the case. The student has 10 hours of online class time in a week. This student would be allowed to count a maximum of 10 hours of unsupervised study time per week, which he or she would indicate on the monthly activity report. The student would be unable to claim any other study hours. Assuming that the student attended all possible hours, this student would have a total of 20 hours of participation in the VTR activity in a week.

Example 5: A VTR student attends an online institution, and can provide no documentation of that institution's study hour recommendation or requirements. The student could claim no study time.