



A Tradition of Stewardship  
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY  
Self Sufficiency Services Division

**POLICY AND PROCEDURE:**

**Online School Courses**

**REVIEW FREQUENCY:**

Every two years

POLICY # 2000601-2018-19

**DISTRIBUTION:**

- Employment Services
- Eligibility Services
- Quality Mgmt

EFFECTIVE DATE: July 29, 2008  
 ORIGINAL DATE OF ISSUE: November 14, 2008  
 LAST REVISION DATE: March 28, 2019

APPROVAL: Teresa Brown 4/8/19  
 Employment Services Manager Date  
 APPROVAL: Lynn Perez 4/8/19  
 SSSD Deputy Director Date  
 APPROVAL: Quinn Williams 4-9-19  
 HHSA Director Date

**POLICY STATEMENT:**

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to support the education and training pursuits of Welfare-to-Work (WTW) participants that will lead to employment and further self sufficiency goals. It is also the policy to support the most feasible and reasonable education and training options that will most efficiently get them to their goal.

**ADMINISTRATION:**

Employment Services Worker (ESW)

**DEFINITIONS:**

None

**END OF POLICY**

## PROCEDURE

### **I. Guidelines**

- A. Online courses are a form of education, which can be provided for in the WTW plan based on an individualized assessment of the participant's employment and training needs.
- B. Online courses for basic education, high school equivalency, or English as a Second Language will not be approved.
- C. Counties must allow online courses if:
  - 1. The course is consistent with the participant's assessment **and**
  - 2. Participation in the online course can be verified **and**
    - a. Time and Attendance Sheet or a printout verifying online hours of participation and grades must be obtained.
  - 3. Participant must own a computer or have access to a computer **and**
    - a. The county will not purchase, repair, maintain, or upgrade computers.
  - 4. Participant must have access to the internet **and**
    - a. County will not pay for any internet costs
  - 5. Class is not able to be taken in any other means (such as a classroom) **or**
  - 6. The online course is the best option for the participant when classroom participation is affected by:
    - a. Work Schedule
    - b. Schedule for other assigned WTW activities
    - c. Public or other transportation is unavailable or inadequate
    - d. Child care is unavailable
    - e. Disability needs make attending in-person courses unavailable or inappropriate, **and/or**
    - f. Other extenuating circumstances
      - 1) Used only on a case by case basis
      - 2) Supervisor shall approve use of this criterion

### **II. Supportive Services**

- A. CalWORKs (CW) participants assigned to online courses are eligible for supportive services including transportation, ancillary expenses, and child care.
- B. Examples of transportation and ancillary would be transportation that is needed for attending in-person examinations, and participants may need to purchase books or software required by the online course.
- C. Child care services shall be provided based on the participants need for the services, taking into account scheduling and other factors.
  - 1. The following two scenarios are examples of when CW child care services may or may not be provided:
    - a. **Example 1:** A participant requests child care while taking an online course that must be taken during a specific day(s) and time(s) and there is no able and available member of the assistance unit to provide care during that time. In this scenario child care services may be provided. (MPP 47-220.22)
    - b. **Example 2:** A participant requests child care for a school age child while taking online courses that can be taken anytime. Under this scenario, child care services may not be provided unless there is good cause for the participant to take the online course(s) while the child is not in school. (MPP 47-401.51)

2. Child care cannot be denied on the basis that the course could be taken during night hours when the child(ren) are sleeping.
3. A parent in the home who is not assigned or voluntarily participating in other work or training activities is considered able and available.

**REFERENCES:**

[ACIN I-47-08](#) – CW Child Care and Supportive Services and On-Line Courses

**FORMS**

None

**CONTACT PERSON(S):**

Shanna Gardner, Staff Services Analyst

**END OF PROCEDURE**

**REVISION HISTORY:**

<b>Revision</b>	<b>Date</b>	<b>Description of Change</b>	<b>Requested By</b>
1.0	12-13-10	Biennial Review. Updated into new procedure template.	S. Gardner, SSA
2.0	04-29-14	Biennial Review. No changes	S. Gardner, SSA
3.0	09-01-16	Biennial Review – No changes	S. Gardner, SSA
4.0	03-28-19	Biennial Review – No changes	S. Gardner, SSA