

# Spokane Falls Community College

## WorkFirst Financial Aid

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(509) 533-3521 ▪ FAX (509) 533-3312 ▪ TDD (509) 533-3838



### PLEASE READ – THESE CHANGES IMPACT YOUR ELIGIBILITY TO STAY IN SCHOOL!

In compliance with recently passed legislation, the Federal Government now requires TANF recipients who are attending school to participate 32-40 hours per week.

**The following is a list of accepted core activities to achieve the required 32-40 hours per week:**

- full-time Vocational Education (12 month lifetime total)
- work Study (up to 19 hours per week)
- Internships/Practicums/Field Hours
- working 20 hours per week in a non-Work Study position
- supervised study/homework time

Example #1: Physically in class (Form A)	15 hours
Studying in Lab,Tutor Center or Library (Form B)	<u>+17 hours</u>
TOTAL	32 hours

Example #2: Physically in class (Form A)	10 hours
Work Study (Timesheet)	16 hours
Studying in Lab,Tutor Center or Library (Form B)	<u>+10 hours</u>
TOTAL	36 hours

Federal regulations also require schools to track weekly attendance and academic progress for all TANF students. Your *first* weekly Attendance and Academic Progress Report is enclosed with this letter. **Please be sure to fill out the form, have your instructors sign it, and return it to the WorkFirst Office by Friday April 6, 2007.** You will be responsible to return the completed form by the end of the each week during the quarter. These forms can either be picked up in the WorkFirst Office, or found online at <http://www.spokanefalls.edu/Services/FinancialAid/default.asp?menu=5&page=WorkFirst> labeled as the WorkFirst Attendance Report in the "Helpful Resources" box. There will also be a sign in/out sheet in the Labs,Tutor Center and the Library. Your time spent on homework *must* be supervised to count.

If you are taking an internet course your time online will be monitored and recorded. It is not necessary to include that course on your weekly attendance report.

**Attendance and Academic Progress Reports will be forwarded to your case manager.**

**Don't forget!!** Please bring the completed form to the WorkFirst Office (SFCC WorkSource Affiliate, Bldg. 17, Rm. 105) every Friday and pick up a new one for the following week.

**If you have any questions or concerns regarding this letter, please call 533-3521.**

Thank you for your assistance in this matter. We wish you a successful quarter.

Sincerely,

Linda Kraus-Perez  
WorkFirst Coordinator