



WS 10-10

April 15, 2010

To: Career Offices
Payment Offices
College Contractors

From: Rodney Bradshaw
Mike Temple
Lucretia Hammond

Subject: Coordinating Training for Jobs Contracts

Purpose

Provide information and instructions on coordinating the expansion of Training for Jobs at area community colleges

Background

We have contracts to provide Training for Jobs with Recovery Act funds at eight area community colleges. Career office staff have been determining eligibility for students to enroll in these classes.

Effective immediately, the colleges will enroll students eligible under Recovery Act rules into additional classes. An attached spreadsheet lists each college with the classes that are approved at each college.

Contacts

We have assigned one career office staff person to act as the primary contact for each college campus contact. The contact persons listed below will arrange for group eligibility sessions at the college campuses or career offices and will be available to help when problems arise.

College Campus	College Contact	Career Office Contact
Alvin Community College	Joy Weiner 281.756.3907 phone 281.756.3952 fax jweiner@alvincollege.edu	Stacey Ryan 979.297.6400 x 2127 Stacey.ryan@wrksolutions.com Kristin Smith 979.297.6400 x 2118 Kristin.Smith@wrksolutions.com
Galveston College	Mari Macias 409.944.1286 mmacias@gc.edu Sheryle Jackson 409.994.1342 sjackson@gc.edu	America Maldonado 409.949.9055 x 2313 America.Maldonado@wrksolutions.com Ginger Hunter 409.949.9055 x 2302 Ginger.Hunter@wrksolutions.com
Houston Community College –Green Jobs	Toby Ingersoll 713.718.8185 Toby.Ingersoll@hccs.edu	Teresa Jackson 713.661.3220 x 248 Teresa.Jackson@wrksolutions.com
Houston Community College – Pipe Drafting	Andrea Macejek 281.704.0663 spedexec@spedweb.com	Teresa Jackson 713.661.3220 x 248 Teresa.Jackson@wrksolutions.com
Houston Community College – Teachers	Anna Go 713.718.8086 Anna.Go@hccs.edu	Teresa Jackson 713.661.3220 x 248 Teresa.Jackson@wrksolutions.com
Houston Community College- all other	Sterling Foote 713.718.7546 Sterling.Foote@hccs.edu	Teresa Jackson 713.661.3220 x 248 Teresa.Jackson@wrksolutions.com
Lone Star Cy-Fair	Helen Jones 281.618.1137 Helen.J.Jones@lonestar.edu	Edith Melendez 713.465.1677 x 1515 832.277.5937 cell Edith.Melendez@wrksolutions.com
Lone Star Kingwood	Helen Jones 281.618.1137 Helen.J.Jones@lonestar.edu	Edith Melendez 713.465.1677 x 1515 832.277.5937 cell Edith.Melendez@wrksolutions.com
Lone Star Montgomery	Helen Jones 281.618.1137 Helen.J.Jones@lonestar.edu	Edith Melendez 713.465.1677 x 1515 832.277.5937 cell Edith.Melendez@wrksolutions.com
Lone Star North Harris	Helen Jones 281.618.1137 Helen.J.Jones@lonestar.edu	Edith Melendez 713.465.1677 x 1515 832.277.5937 cell Edith.Melendez@wrksolutions.com
Lone Star Tomball	Helen Jones 281.618.1137 Helen.J.Jones@lonestar.edu	Edith Melendez 713.465.1677 x 1515 832.277.5937 cell Edith.Melendez@wrksolutions.com
San Jacinto Central	Craig Zimmerman 281.478.3684 Craig.zimmerman@sjcd.edu	Alejandra Quiroga 713.472.1608 x 213 Alejandra.Quiroga@wrksolutions.com

College Campus	College Contact	Career Office Contact
San Jacinto North	Craig Zimmerman 281.478.3684 Craig.zimmerman@sjcd.edu	Hope Gonzalez 281.458.1155 x 1155 Hope.Gonzalez@wrksolutions.com
San Jacinto South	Craig Zimmerman 281.478.3684 Craig.zimmerman@sjcd.edu	Loretta Austin 713.847.6118 x 1433 Loretta.Austin@wrksolutions.com
Lee College Baytown	Willie Willis 281.425.6508 kwillis@lee.edu	Sharon Watson 281.837.0079 x 2427 Sharon.Watson@wrksolutions.com Len Brooks 281.837.0079 x 2445 Len.Brooks@wrksolutions.com
Lee College Workforce Academy	Tim Gassiott 936.258.2510 tgassiott@daytonisd.net	Lorraine Webb 936.336.8063 x 2901 Lorraine.Webb@wrksolutions.com
Brazosport College	Anne Bartlett 979.230.3251 Anne.Bartlett@brazosport.edu	Stacey Ryan 979.297.6400 x2127 Stacey.Ryan@wrksolutions.com Kristin Smith 979.297.6400 x2118 Kristin.Smith@wrksolutions.com
College of the Mainland	Danny Bacot 409.938.1211x253 dbacot@com.edu	America Maldonado 409.949.9055 x 2313 America.Maldonado@wrksolutions.com Ginger Hunter 409.949.9055 x 2302 Ginger.Hunter@wrksolutions.com

College Responsibilities

- Colleges will determine who they want to enroll in classes paid through their Training for Jobs contracts with H-GAC.
- The college contact person will work with his or her career office contact to arrange for groups of students to meet with career office staff who will determine if the students are eligible for training under Recovery Act rules.
 - Colleges and offices may arrange to conduct eligibility determination meetings at a college campus, a career office, or other mutually agreeable location.
- The colleges will keep a list of the students they have sent for eligibility determination and provide the list to the career office contact.
- The colleges will keep a list of eligible students by fund stream who they enroll in class and provide that list to the career office contact.

Career Office Responsibilities

- Assign a contact person to work with assigned colleges (e.g., scheduling visits to the campuses and/or the offices for eligibility determination).
- Determine and document eligibility for students whom the colleges have referred.
- Regularly communicate eligibility by fund steam to the colleges
 - List all students screened for eligibility
 - Note “Eligible”, “Not Eligible”, or “Incomplete” for each student on the list
 - Note for each eligible student AARA – Adult, AARA – Dislocated Worker, or both.
- Assure that career office staff know what to do if a student comes into an office asking for eligibility determination for Training for Jobs college contracts.
 1. Who to call at the college if there is a question about what the customer needs
 2. That an office staff member is available to work with the customer to determine eligibility
 3. How and when to communicate with the college to tell them where the student is in the eligibility process
 - ✓ Eligible (*list fund sources*) or Not Eligible
 - ✓ Incomplete – Needing particular documents before final eligibility can be determined
 - ✓ The student’s next step in the process
- Career office staff will track the students in TWIST.

Data Entry

- Create a program detail in TWIST for each student who has asked us to determine eligibility for one of the approved college classes
- Include the level 5 office code for the college on the program detail
- Put the student in the training service if the training provider and program is available in TWIST
- If the training provider and program is not available, put the student in “assessment” and add the training service and select the training provider and program as soon as it is available
- Again record the fund/s and the level office for the training contractor

Office Level 5 TWIST Codes for the College Training for Jobs Contracts

College Contract	Office Level 5 TWIST Code
Alvin Community College	110
Galveston College	400

Houston Community College – Green Jobs	1990
Houston Community College – Teachers	2010
Houston Community College – Pipe Drafting	2000
Houston Community College – All other	610
Lone Star College	230
San Jacinto College – Contract includes - Brazosport College - College of the Mainland - Lee College	220

Action

Make sure staff are aware of the requirements in the issuance and take appropriate action.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff to your contract manager.

Attachments

- Approved Training for Jobs Programs by College