



Office of the



State Superintendent of Education

**Office of the State Superintendent of Education
Workplace and Community Transition Training for Incarcerated
Individuals
2011 Sub-grantee Manual**

- I. Office of the State Superintendent of Education (OSSE)
- II. Workplace and Community Transition Training for Incarcerated Individuals (WCTTII)
- III. OSSE WCTTII
- IV. Contact Information
- V. Policies and Procedures
- VI. Progress Reports
- VII. Program and Financial Monitoring Tools
- VIII. Title VIII, Part D, Sec. 821 of the Higher Education Act, P.L. 105-244



Office of the State Superintendent of Education

I. Office of the State Superintendent of Education

The Office of the State Superintendent of Education (OSSE), formerly known as the State Education Office (SEO), is a high-performing, transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment in the creative economy.

The OSSE launched its official name change on June 12, 2007, and was created by the District of Columbia Public Education Reform Act of 2007 (DC Act 17-38).

Mission

The Office of the State Superintendent of Education is a high-performing, transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment in the creative economy.

Vision

All District residents receive an excellent education.

II. Workplace and Community Transition Training for Incarcerated Individuals (WCTTI)

Program Description

This program provides grants to state correctional education agencies to assist and encourage incarcerated individuals to acquire functional literacy, life, and job skills through the pursuit of postsecondary education certificates, associate of arts degrees, and bachelor's degrees. These individuals may be assisted with this program's support while in prison. They also may receive employment counseling and other related services that start during incarceration and continue through prerelease and while on parole.

Types of Projects

Supported projects include postsecondary education programs.

III. OSSE WCTTI

Program Description

With the permission of the U.S. Department of Education, the OSSE selected the Community College of the District of Columbia to provide instruction for the Hospitality Training and Internship Program (HTIP) to District residents returning from incarceration at federal prisons. Participating inmates will be between the ages of 18 and 35 and they will possess a high school diploma or a GED. Inmates must be within 5



Office of the State Superintendent of Education

years of their release date when they participate in the program. Classes will be taught at the Roosevelt High School in the District of Columbia. Grants of no more than \$3,000 per student can go towards the purchase of supplies, tuition and equipment. No more than \$300 per student can go towards soft skill instruction.

Selected individuals will receive ten weeks of **paid** classroom instruction in the field of hospitality. In addition, students will receive assistance with placement into a 10-week **paid** internship in the hospitality industry and case management.

Eligibility

According to the US Department of Education: “For purposes of this grant, an eligible offender is defined as an individual, age 35 or younger, who is incarcerated in a State prison and is within 5 years of release or parole eligibility.”

To be considered for the program candidates must:

- Have a GED or high school diploma
- Be a District or Columbia resident
- Be able to read at the 8th grade level (will be assessed)
- Be between the age of 18 and 35
- Have no violent offenses, including murder, sex offenses, or crimes against a minor
- Be in the custody of the Federal Bureau of Prisons and a resident at Fairview or Hope Halfway House

Use of Funds

There are restrictions on student spending. For each program participant, the OSSE may not:

- a) pay more than \$3,000 annually for tuition, books, and essential materials to a public or private educational institution or institutions that provide postsecondary education and postsecondary vocational training
- b) pay more than \$300 annually to cooperating public and private agencies or businesses that provide related services

Definitions

In addition to the definitions in the Education Department General Administrative Regulations (EDGAR), the following terms and definitions apply to the Incarcerated Individuals Program:

- a) “Accredited public and private educational institution” means an educational institution that is accredited by a nationally recognized accrediting agency or association listed by the Secretary. (20 U.S.C. 1099b)
- b) “Act” means Title X, Part E, Section 1091 of the Higher Education Act of 1965 (Public Law 89-329, 20 U.S.C. 1135g). (All statutory citations are to the Act unless otherwise noted.)



Office of the



State Superintendent of Education

- c) “Related services” means employment counseling, career development counseling, substance abuse counseling, health education, and parenting skills training. (Sections 1091 (c), (d)(3), and (e)(3))
- d) “Incarcerated Individual” means, for the purposes of eligibility to receive services under the Program, a--
 - (1) Male or female offender who--
 - (i) Is incarcerated in a State prison, including a pre-release facility or an alternative program such as boot camp;
 - (ii) Is eligible to be released or eligible for parole within five years;
 - (iii) Is 35 years of age or younger; and
 - (iv) Has obtained a secondary school diploma or its equivalent; or
 - (2) A male or female who is 35 years of age or younger and who started receiving educational or related services under the Incarcerated Individuals Program while incarcerated in a State prison, including a pre-release facility, or alternative program, and is continuing to receive those services during the period of parole or release. (Sections 1091(c), (f), and (g))

IV. Contact Information

The OSSE is located at:
810 First Street, NE 9th Floor
Washington, DC 20002

Assistant Superintendent of Postsecondary
Education and Workforce Readiness

Dr. George A. Smith
(202) 727-8576
George.smith2@dc.gov

Project Coordinator
Sylvia Bailey-Charles
202.727-8446
Sylvia.bailey-charles@dc.gov



Office of the



State Superintendent of Education

V. Policies and Procedures

Candidate Selection

The Community College program representatives shall participate in the interview panel to recommend program candidates that are

- between the ages of 18 and 25
- have a high school diploma or a GED
- able to read at the 8th grade level
- between the age of 21 and 35
- free of violent offenses, including murder, sex offenses, or crimes against a minor
- in the custody of the Federal Bureau of Prisons and a resident at Fairview or Hope Halfway House

Fiscal Management

As a grantee of the US Department of Education, the OSSE is required to abide by all Education Department General Administrative Regulations (EDGAR) as well as the Code of Federal Regulations. All sub-grantees will be expected to meet these same standards.

Electronic Access to each is found here: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

Please review and abide by these regulations regarding allowable expenses. Contact the Project Coordinator for assistance searching the regulations.

- Program expenses shall be limited to those outlined in the federal regulations of the program which allows for costs up to \$2,700 per student for academic and vocational expenses such as tuition, books and essential materials, as agreed in the Grant Award Notification provided to the Community College. In addition, costs shall not exceed \$300 per student for soft skill classes such as career development, substance abuse counseling, parenting skills training and health education.
- The Community College will submit invoices for completed services. Invoices shall include (1) a list of materials and their costs (2) labor costs including hourly rates for all laborers (3) reasonable overhead and (4) financial receipts to verify expended funds. Program administrators can reference the Payment Process Memorandum number 007-08M dated November 13, 2008 that was sent to the Community College.
- The Community College will receive grant payments on a reimbursement basis
- The Community College will maintain all financial records and receipts associated with program expenses.
-



Office of the State Superintendent of Education

-
- Submit a financial report which reflects program expenditures associated with the Incarcerated Individuals Program. This report will capture the final agreed upon budget, expenditures to date, and the percentage of funds that have been utilized.

Record Retention

- The Community College shall maintain hard files for each participant in the Hospitality Training and Internship Program. Program records will be maintained for a 5-year period. Each student file shall include
 - program applications
 - attendance records,
 - grades/quiz scores
 - assessments
 - class hours completed
 - enrollment status
 - class performance/progress reports
 - instructor feedback on each student
 - signed acknowledgement by the student and the instructor of one-on-one feedback sessions
 - student resume
 - student interview history
 - individual student internship placement feedback
 - reasons why a student may not have completed instruction
 - evidence of computer training provided to each student
 - evidence of soft skills training provided to each student
 - a biography and resume on the instructors for hospitality, computer lab, and soft skills
 - syllabi for hospitality, computer lab and soft skills training
- For each participant, sub-grantees are asked to keep records detailing the participants' Name, Social Security Number, ID Number, Date of Birth, and any other records deemed necessary by the sub-grantee or as amended to this policy manual by the OSSE, with due notice.
- Financial records which reflect the expenses associated with the operation of the program should also be properly filed. Financial records will include requests for purchases and receipts for materials and supplies associated with the program.

Reporting



Office of the State Superintendent of Education

- Written reports shall include successes, progress, costs, problems or issues that may negatively impact service delivery. The Community College will submit written reports to OSSE on March 30, 2011 and June 30, 2011. The Community College will submit a year-end report on November 30, 2011. The OSSE may request progress updates throughout the program. Failure to submit program reports and other requirements may delay reimbursement requests.
- Each sub-grantee will be required to complete a programmatic progress report. This report will capture the facts and figures of the program, the status regarding your set objectives, and the input and role of each partner. The OSSE reserves the right to add reporting areas as deemed necessary.

Site Visits

- OSSE will make site visits to the Community College during the program year with the designated Community College representative(s). Tentative site visits will occur during the months of March 2010, June 2010 and October 2010.

VI. Progress Report

The WCTTII Progress Report is attached. Please complete it according to the schedule determined by the OSSE. The purpose of the WCTTII progress report is to provide the OSSE and the U.S. Department of Education with evidence that the program is progressing toward meeting expected outcomes. The information provided will impact monitoring decisions and continuation of funding for the program. The OSSE staff will review the progress reports before all monitoring site visits.

VII. Monitoring Tools

The WCTTII Monitoring Report is attached. The OSSE staff will conduct at least two monitoring site visits during the grant period. Staff members will review the progress reports previously submitted and determine if there are any specific areas of discussion for addition to the Programmatic Issues section of this document. The staff member will review all questions contained in this document with the sub-grantee during the site visit.

VIII. Title VIII, Part D, Sec. 821 of the Higher Education Act, P.L. 105-244

The WCTTII is authorized by Title VIII, Part D, Sec. 821 of the Higher Education Act, P.L. 105-244. The text of this section is attached.