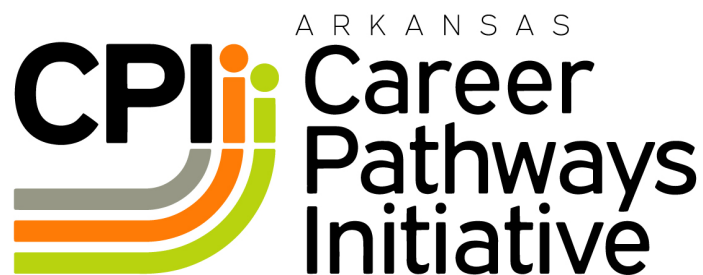


Date of Receipt: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I acknowledge through a signature that I received a copy of the Arkansas Career Pathways Initiative Handbook. As a recipient of the Arkansas Career Pathways Initiative Grant, I recognize my responsibility to maintain the program's requirements.



## FY24 Handbook

**ARKANSAS STATE UNIVERSITY-NEWPORT (ASUN)**

**CAREER PATHWAYS INITIATIVE**

**SITE LOCATIONS**

**ASUN Newport Career Pathways Initiative**

Walton Hall, Room 119  
7648 Victory Blvd. Newport, AR 72112  
870.512.7856

**ASUN Jonesboro Career Pathways Initiative**

5504 Krueger Drive  
Jonesboro, AR 72401  
870.512.7856 (Newport Office)

**ASUN Marked Tree Career Pathways Initiative**

33500 Hwy 63 East  
Marked Tree, AR 72365  
870.358.8615

# **FY 24**

## **Career Pathways Staff**

### **Contact Information**

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**Mission**

The Career Pathways Initiative's mission at Arkansas State University - Newport is to assist eligible parents in completing an educational degree and eventually entering a high-wage, high-demand career.

**Program Description**

The Arkansas Career Pathways Initiative (CPI) is a federally grant-funded program started in 2005 and administered by the Arkansas Department of Higher Education (ADHE) with several other state agencies and institutions. CPI provides funding for participating public two-year colleges to offer educational and support services for Transitional Employment Assistance (TEA) and Temporary Assistance for Needy Families (TANF) eligible recipients students. The CPI program allows participants to earn high-demand academic credentials for immediate entry into high-wage occupations and further educational attainment.

Expectations of CPI Participants:

- Gain education and employability skills
- Find a career pathway and, ultimately, a career job
- Set and reach educational and personal goals
- Utilize support services that will help lead to personal and professional success
- Have good class attendance and attitude
- Keep in close contact with CPI Case Manager and CPI staff
- Gain employment and stay employed
- After gaining employment, use the CPI program to gain support, be capable of problem-solving, and remain employed.

**CPI Goal:** Improve educational and employment outcomes for TANF-eligible adults.

Key individual goals include:

- Improve work participation
- Enhanced basic skills
- Wage progression
- Reduced welfare recidivism
- Increased self-sufficiency
- Increased employability

## Program / Student Eligibility Criteria

A student must be:

- An Arkansas resident
- Have dependent child(ren)
  - Under 21 years of age, resides within AR (May reside with or without the parent)
- Enrolled at or in a program administered at a two-year public college

## Eligible Participants whose income is less than or equal to 250% of the Federal Poverty Guidelines (FPL) include:

- Current TEA
- Noncustodial parents (Justice Involved or Minor Parent)
  - The Justice involved Parent (one who is currently or previously incarcerated.
    - Currently incarcerated (Limited to be released within 90 days)
    - Formerly incarcerated, on parole or probation (No limit)
  - Minor parents
    - Between the ages of 18-24, who have a minor child but are not head of their household. In most cases, this minor parent lives with their parent or guardian.
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid (and former TEA recipients)

The Federal Guideline is listed below (see chart).

## Worksheet on Family Income Eligibility for TANF-Funded Services

Family Size	2024 Federal Poverty (100%)	(Yearly Total) (250%)
1	Less than \$14,580	\$36,450
2	Less than \$19,720	\$49,300
3	Less than \$24,860	\$62,150
4	Less than \$30,000	\$75,000
5	Less than \$35,140	\$87,850
6	Less than \$40,280	\$100,700
7	Less than \$45,420	\$113,550
8	Less than \$50,560	\$126,400

## Required Documentation to Prove Eligibility

- Copy of applicant's Driver's License or State Issued ID
- Social Security Cards (Applicant and child)
- A signed copy of the **most recent** Federal Tax Return (Forms 1040, 1040A, 1040EZ, tax transcript, etc.), tax transcript, or pay slips/check stubs
- Copy of child's Birth Certificate or proof of hospital birth or adoption papers, if applicable

*Disclaimer: All documentation and requirements are subject to change at the discretion of the CPI Program, Arkansas Department of Higher Education, Department of Workforce Services, and Department of Human Services.*

## Program Guidelines

### *Enrollment Process*

Attending CPI Orientation is required for all program participants. Applicants who fail to submit the required eligibility documents or complete orientation promptly must reapply to the program. Applicants will receive written notification regarding the status of their application.

The CPI Case Manager or other available staff will walk students through the necessary steps to enroll in the CPI program. **ASUN's CPI staff will ensure students understand that CPI funding is contingent upon the availability and appropriation of TANF funds.** The CPI staff will work hard to make the student's educational journey enjoyable and rewarding.

Current CPI students will have to re-certify annually to continue to receive funding. The recertification process begins in July, and returning students must provide their previous year's tax forms and submit an updated application packet with updated birth certificates and social security cards for any new family addition.

Upon review of the documents, applicants will receive an email notification of their eligibility.

### **Intake Process**

During the intake process, the student submits all documents requested for verification and completes an application packet. Next, the students will connect with the CPI Case Manager to work on goal setting and learning more about the requirements of the CPI program. Once eligibility is determined and completion of the student file, CPI will mail a letter of eligibility to the student. Next, the student will complete a benefits worksheet identifying the type of funding they need. CPI will inform the student of the funding benefits approved.

### **Denial of Admission into the CPI Program**

CPI reserves the right to deny admission to the program even if the student meets the criteria for admission. Reasons for possible denial include, but are not limited to:

- A student has a history of abysmal academic performance
- Alteration or falsification of documents
  - Denial determination is with the falsification of CPI documents only.
  - Altered or falsified documents from other departments, such as admissions, will not be used to determine the denial
- Violated ASU Newport's Code of Conduct
- A student does not attend class regularly
- A student does not provide information and documents to the CPI Staff per the designated deadline
- Student failed school background check
- A student has sufficient funding

### **Probation/Suspension from CPI**

Noncompliance with the Student Handbook will lead to probation or suspension. The student will not receive CPI funds and services for the remainder of the enrolled and subsequent semesters. The CPI Director may discontinue funding based on the area(s) of noncompliance. The student will receive a notification containing the following information:

- Placement on probationary status,
- Area(s) of noncompliance, and
- Corrective action(s) required
- Excessive noncompliance (will result in immediate suspension from the program)

Students must maintain a 2.0 GPA per semester. **Students with less than 2.0 for the semester but a cumulative GPA above 2.0 will be required to meet with a case manager to determine if they will be allowed a probationary semester.**

**NOTE:** *Withdrawing from credit courses without consulting with the case manager will result in being placed on probation.*

In addition, alteration or falsification of documents will result in immediate suspension. Suspended students are notified in writing and will not be eligible for continued assistance through the CPI program. Students requesting readmission to the program must meet with the CPI Director to determine eligibility.

### **Counseling & Academic Advisement Process**

Participants must meet with the CPI Case Manager before beginning the semester to ensure everything is okay with their file and they have clearance to start the semester. CPI students are required to meet with the Case Manager monthly. The CPI Case Manager will review student schedules, discuss degree plans, and refer students to academic advising and financial assistance if needed. CPI students must meet with their CPI Case Manager to discuss educational changes, difficulties or barriers encountered, and graduation plans.

**The advisement process includes:**

- (1) Assessments**
- (2) Remediation programs**
- (3) Financial literacy**
- (4) CPI funding process.**

Our main goal is to help establish a clear picture of each student's skill level to ensure success in the program. The following assessment test, ACT or ACCUPLACER, can determine skill levels. If the student has not taken a recent assessment, they are required to take the evaluation.

Students should take the assessment test within one year of applying to college. Assessment test scores allow for better placements. Students may be placed in the College Prep course through ASUN Adult Education Center to improve skill levels to enroll in college-level classes.

Students will receive advisement to academic support during their enrollment in the CPI program to ensure support while seeking an education.

The CPI staff asks students to follow the following program guidelines:

- Maintain a 2.0 GPA or risk suspension.
- If you fall below the 2.0 GPA, you must meet with a case manager at least twice a month during the probationary semester. A student who earns less than 2.0 may be allowed one semester of probation at the director's judgment.
- **All CPI students receiving funding must meet with a CPI Case Manager or staff member before changing their schedule.**

### **Tuition & Fees**

The Arkansas Career Pathways Initiative is a federally funded program, and all students must complete a FAFSA (Free Application for Federal Student Aid). Eligible students who receive Pell or scholarships will not receive any CPI funds until their FAFSA (Pell) and Scholarships are exhausted. Students who receive a denial from the FAFSA (Pell) application must submit a denial letter from financial aid designating the denial reason.

Students who do not complete a FAFSA are not eligible for CPI funding. Funding requests for tuition/fees, books, fuel, and childcare require submission each semester. CPI requires students to submit a Benefits Worksheet identifying the aid requested.

The following funding guidelines for funding assistance are:

- The student enrolls at ASU- Newport campuses (Newport, Jonesboro, and Marked Tree).
- The student completes a CPI application
- The student attends class regularly
- The student maintains a 2.0 GPA.

**Note: Funding is contingent on the availability of TANF funds.**



CPI understands there are external factors while attending school. Therefore, CPI will review each student's situation and determine if a student can get a second chance for funding. This decision is on a case-by-case basis. Likewise, CPI can't assist anyone who has defaulted on a loan.

### **Books & Supplies**

To relieve the financial burden of buying textbooks, students who do not receive enough funds from either Pell or scholarships may be allowed assistance with payment for books or supplies. The student must submit a benefits worksheet requesting assistance with books or supplies. **Note: Funding is contingent on the availability of TANF funds.**

### **Fuel Assistance**

TANF funding allows CPI to assist students with transportation. ASU Newport CPI office form of assistance is through the issuance of fuel cards. Fuel assistance starts on the first day of the second week of school and ends on the last day of the week before finals. The CPI case manager verifies class attendance for all students. **Note: Funding is contingent on the availability of TANF funds.**

TEA-eligible students (**must**) submit an employment/work verification form to receive fuel assistance. TANF-eligible students (**do not**) need to present an employment/work verification form to receive fuel assistance.

The CPI case manager will share a fuel disbursement schedule with students at the beginning of the semester, informing students of the fuel disbursement schedule. Fuel allotment for the semester depends on the availability of funding. The CPI director will evaluate fuel funding to determine if an increase is allowable for subsequent semesters. Fuel assistance is provided based on class/clinical attendance.

### **Transportation Assistance Guidelines are as follows:**

- The student must have a valid driver's license.
- Students must attend class/clinicals according to their schedule.

### **Childcare Assistance**

Students who meet CPI and TANF income eligibility guidelines can receive childcare assistance to the extent that they must participate in CPI and succeed with their educational efforts. Funding assistance involves helping on-campus, hybrid, and online students, whether for class attendance or out-of-class study. Noncustodial parents are not eligible for childcare support for a child not living in the home. A CPI student may be both a custodial and noncustodial parent and qualify for CPI either way. Applicants must submit a request for childcare assistance through the Department of Human Services (DHS) to determine their eligibility through the agency. If DHS denies childcare services to the applicant, CPI will assist with childcare funding based on whether DHS approves the childcare center or is a state-licensed facility. Reimbursement will not exceed caps established by DHS per the county. Once approved for childcare funding, the student must attend class regularly. The CPI case manager will verify class

attendance with the childcare center days before CPI submits payment. CPI will pay up to \$25.00/day for childcare for the days the student attends class on campus and online.

**CPI Services**

CPI services are not entitlements, and funds are limited. Services available to CPI students may include:

Childcare Assistance	Individualized Counseling	Job Placement Assistance
Mentoring services	Fuel assistance	Additional Fees Assistance
Lab/clinical/technical supplies	Resume writing workshops	Tuition, Books, and Fees
Tutoring Referrals	Case Management/Career Counseling	Referral for Financial assistance

Skills to be covered, but not limited to:

Interviewing Skills	Communication	Time Management
Self-Esteem	Dress for Success	Workplace Skills
Organization	Adaptability	Work Ethics
Dependability	Attention to detail	Computer Skills

**Career Assessments**

Part of the CPI enrollment process is to assist students with career interests. Therefore, compass and ACT scores will be reviewed, along with current GPAs and TABE scores for adult education students. These tests help identify basic academic skills needs.

**College Prep Program**

The General Adult Education program is more than the GED or English Learning classes; it can help prepare you for the classroom or the real world. The program offers a wide range of workforce training and college readiness courses. The student who goes through the GED program receives subject-specific knowledge and learns critical thinking and problem-solving. , is tailored to meet students' needs and provide a flexible and inclusive learning environment.

Students are referred to the GED program when there is a need for personalized guidance and support in areas of deficiencies. The program helps students achieve the academic skills level that ASU-Newport requires to succeed in college courses. The core emphasis areas are reading, math, and language. Computer literacy and employability skills are integrated parts of the curriculum. All classes are free and open to adults aged 18 or older. The main goal is to help students go directly into college credit courses.

**Change of information**

All eligible students receiving CPI funds must provide current contact information to the CPI staff. Update information may include changes to their mailing address, phone number, etc. The student must report the updated information to the office in person or via email or phone.

### **Withdrawal/Completion**

Students will be withdrawn from the program if they do not maintain a 2.0 beyond the probation period, falsify records, or conduct monthly contacts with the Case Manager. If a student drops out or is withdrawn administratively before completing a degree or certificate, the student can reapply for the CPI program again. Re-enrollment after withdrawal is at the discretion of the CPI Director and on a case-by-case basis. No CPI student can "enroll in" the program more than twice.

Once a student earns a certificate or degree, they have completed the program. At that point, they are a "Completer". However, the Case Manager will continue to offer employment-related support services for one year from degree completion. The employment support services will allow the Case Manager direct contact to ensure that the student has completed finding employment in a high-wage, high-demand field.