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## I. Eligibility

The Health Profession Opportunity Grants (HPOG), administered by the Administration for Children and Families, U.S. Department of Health & Human Services, was created as part of the Affordable Care Act to provide education and training to TANF recipients and other low-income individuals for occupations in the health care field that pay well and are expected to either experience labor shortages or be in high demand.

HPOG participants are given the opportunity to obtain higher education, training and support services needed to secure positions that have opportunity for advancement and sustainability, ultimately leading these individuals on a pathway to financial self-sufficiency.

To be considered for HPOG interested applicants must attend an information session and subsequent eligibility check. Eligibility for participation in HPOG will require submission and review of specific documents to ensure that all requirements are met:

### Identity Documents

- Government Issued Identification (State issued Driver's License/ID, military ID, Passport, etc.)
- Social Security Card
- Birth Certificate
- Naturalization documents

### Financial Eligibility Documents

- Documentation of Participation in Government Subsidized Program
- Verification of a Month's Income
- Income less than 150% poverty level

### Other Eligibility Documents

- Successful Completion of Background Check\*
- Successful Completion of Drug Screen\*\*
- TABE Test (for individuals without a degree)
- Transcript/Diploma
- ONET Assessment
- Emergency Contact

\* Individuals with a disqualifying offense for healthcare providers listed in the Texas Department of Aging and Disability policies are not eligible for HPOG

\*\* Individuals that do not pass the drug screen can re-apply in six months

## II. Participant Expectations

Once accepted into HPOG, a **program participant will** be required to maintain the following:

### Maintain Academic Good Standing

Student has maintained the College's a minimum of 2.0 GPA as stated on page 7 of the 2016-2017 Student Handbook. If a student is an approved non-credit Continuing and Professional Development Course the participant must receive a grade of Mastery.

HPOG participants must successfully complete each course of the training program (semester, quarter, term, etc.) with a 2.0 cumulative GPA or above if registered in a 'for-credit' certificate or degree program, or "Mastery" if enrolled in a Continuing and Professional Development course or training program.

Participants must adhere to the rules and regulations set forth by San Jacinto College.

### Abide by the Student Code of Conduct

Student must read and comply with the College's Student Code of Conduct which can be found in the 2016-2017 Student Handbook, page 26.

### Communication

HPOG participants will take part in communication via various communication mediums (email, phone conversation, and/or text message) with HPOG Program staff. Primary method of communication will be via email and should be from [hcpp-grant@sjcd.edu](mailto:hcpp-grant@sjcd.edu). Telephone inquiries will be made to 281-478-2723 and will be followed up via email to ensure that the information was clearly stated. Immediate communication regarding the following are required:

1. Notify HPOG Program staff immediately of any change of address, phone number, and/or email address.
2. Requests for drops for courses/programs
3. Barriers to education/employment
4. Completion of course/program of study
5. Changes in employment status

Participants are required to share post-program academic and employment information with HPOG within 10 days of gainful employment. Participants will submit the **Employment Verification Form** or offer of employment letter from an employer to the HPOG Program staff at [hcpp-grant@sjcd.edu](mailto:hcpp-grant@sjcd.edu).

## **Submission of Accurate Information**

Students shall provide information that is true and accurate. Should a student falsify information to the HPOG Program, the College reserves the right to seek repayment of expenditures incurred, a hold to be placed on student accounts, and/or debarment from the grant program.

## **Submission of Fess Schedules for Payment**

## **CREDIT PROGRAMS**

If you are submitting a Fee Schedule for the first time:

1. You must accepted into an approved degree plan as indicated on the grant flyer
  - a. Students must identify the degree program that is their goal on their ETP with their case manager in the “Steps” section of the ETP which are steps to complete your goal
    - i. Those steps will typically be completed in order by the deadline provided
    - ii. Variations to the steps/goals must be documented and approved by your case manager and/or the Director
      1. Each change will require a face-to-face meeting with your case manager and a reason for the change must be justified
  - b. Please note that classes that are being paid for by financial aid or a grant
    - i. It is the student’s responsibility to make sure this payment is applied and may need to initiate an installment plan to make sure they are not dropped from their classes.
2. Pre-requisite (pre-reqs) or remedial course work payments
  - a. Only students with an existing industry recognized certification may have pre-req courses funded
    - i. Acceptable industry recognized credentials include, but are not limited to state certified CNA, Phlebotomy, and Medical Assisting.
    - ii. Other credentials may be reviewed on a case-by-case basis
  - b. Students must be documented as a Life Science major for pre-health sciences
    - i. Your desired degree plan determines the pre-reqs required and must be documented
    - ii. Payments are only authorized for the pre-reqs as indicated in the student’s desired program of study
  - c. Students must submit Fee Schedule via PDF format
    - i. You may use apps (Cam scanner, Adobe scan, Tiny Scanner, etc.) that allow you to scan your documents clearly (without being cut-off or not centered)

- ii. Instructions for printing Student Schedule/Bill for credit students to submit for payment.
  1. Log onto SOS.
  2. Click My Student Records
  3. Click My Registration
  4. Click: Print Options-Schedule/Fee Bill (It is on the bottom under the dashed line.)
  5. Click Print Schedule/Fee Bill link at the bottom of the printing directions.
  6. Choose the correct Term from the drop down menu. (The current term would be Summer Semester 2018-Credit.)
  7. Click Submit.
  8. Your Student Schedule/Bill should now be displayed. To convert it to PDF:
    1. Right click on the screen and click print.
    2. Change Destination to Microsoft Print to PDF.
    3. Click Print.
    4. Save PDF and email it to [HCPP-grant@sjcd.edu](mailto:HCPP-grant@sjcd.edu) for review.
- iii. We will NOT respond to or open screen shots or links to look at student SOS, as we need to save these documents to your file for audit and are working with multiple participants
- iv. You may also drop it by our office
  1. If you drop it by, you should follow-up via email to [hcpp-grant@sjcd.edu](mailto:hcpp-grant@sjcd.edu) every couple of days to ensure that we have received and processed it
- v. Once we confirm we have processed your payment you will need to monitor your SOS account to verify that it posts and follow-up if payment has not posted in 7 working days.
3. If you were funded the previous semester, you must submit grades for that term along with your Fee/Schedule for the next term
  - a. Grades and Fee Schedules must be submitted via PDF format
    - i. You may use apps (Cam scanner, Adobe scan, Tiny Scanner, etc.) that allow you to scan your documents clearly (without being cut-off or not centered)
    - ii. We will NOT respond to or open screen shots or links to student SOS accounts, as we need to save these documents to your file for audit and are working with hundreds of participants
  - b. Students must be maintaining Satisfactory Academic Progress-2.0 or greater unless your program requires a higher GPA or pass individual courses with a grade of “C” or “M” or better

- i. Failed courses or no-shows will result in repayment of the grant funds or reattempting the course at the student's expense
4. Instructions for printing Student Schedule/Bill for credit students to submit for payment.
  - a. Log onto SOS
  - b. Click "My Student Records"
  - c. Click "My Registration"
  - d. Click "Print Options-Schedule/Fee Bill" (It is on the bottom under the dashed line.)
  - e. Click "Print Schedule/Fee Bill" link at the bottom of the printing directions
  - f. Choose the correct Term from the drop down menu. (For example, if you are entering the Fall term 2017 then select "Fall Semester 2017-Credit")
  - g. Click Submit
  - h. Your Student Schedule/Bill should now be displayed
5. To convert documents to PDF:
  - a. Right click on the screen and click "print"
  - b. Change Destination to Microsoft Print to "PDF"
  - c. Click "Print"
  - d. Save PDF and email it to [HCPP-grant@sjcd.edu](mailto:HCPP-grant@sjcd.edu) for review.

## **NON-CREDIT PROGRAMS**

1. Non-credit program registration is on-going throughout the year
2. If a student has been registered in another course, they must verify completion
  - a. For example, those individuals that complete the CNA course must also successfully complete the state exam (both written and skills)
  - b. Those that are completing a class must submit their certificate of completion or satisfactory grades must be on file
3. To convert documents to PDF:
  - a. Right click on the screen and click print.
  - b. Change Destination to Microsoft Print to PDF.
  - c. Click Print.
  - d. Save PDF and email it to [HCPP-grant@sjcd.edu](mailto:HCPP-grant@sjcd.edu) for review.

## **Attendance**

Attendance in grant funded courses is mandatory. In some cases the accrediting body may require

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a certain amount of class room hours to be completed. In addition to classroom attendance, HPOG participants must attend required events and workshops throughout the HPOG program or until gainful employment has been located.

Please discuss any barriers to attendance with your case manager immediately so that we can try to locate a resource to assist you.

HPOG participants will abide by the attendance policies set by course instructors, program of study, or institution. If participants do not adhere to these policies they will be subject to disciplinary action by the above mentioned.

1. Student grades can be affected by attendance which can then impact the student's academic standing.
2. Participation in clinical activities or future grant courses may be impacted by less than satisfactory attendance.
3. Students are responsible for communicating via email to ([hcpp-grant@sjcd.edu](mailto:hcpp-grant@sjcd.edu)) with grant staff should a need arise to drop a course.
4. Course drops must be completed 1 **business** day prior to the start date/time of any registered course
  - i. Failure to show-up to a registered course or to notify grant staff in writing prior to start date/time may require repayment of course/materials, a hold being placed on your account; and or debarment from the program.
5. If a participant misses a scheduled appointment they must provide a reasonable excuse
  - i. Multiple failures to communicate appointment cancellations will result in disciplinary action as stated t prior notice more than two times per academic term, the participant may be dismissed from the program.

### Requests for Required Supplies

While the HCPP Grant was designed to remove barriers it does not cover every single expense. Scrub orders will be paid for, but students must use the vendors that are approved through the grant. Each program has their own requirements and optional items.

### III. HPOG Program Staff

HPOG staff will provide participants ongoing academic, career, and personal guidance. Such support will assist participants in establishing realistic and attainable goals. The HPOG staff will work with participants to determine barriers to academic success and develop appropriate engagement plans. *Engagement plans* will be reviewed during face-to-face meetings with HPOG Coordinator. HPOG Coordinator will also link participants to external support services as needed.

### Support Services Overview



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HPOG staff will provide participants with appropriate support services including resource and referral to outside programs within our service area that may provide additional support throughout the life of the HPOG Program.

### **Other program Assistance** (Tuition, Fees, Books, Healthcare supplies, etc.)

HPOG will provide full assistance for tuition, fees, books, and selected healthcare supplies to qualified individuals who are enrolled in an eligible healthcare program at San Jacinto Community College District (SJCCD) for the duration of the grant project or until all grant funds have been expended. Such fees will be paid directly to the educational institution, participants may not receive any monetary forms of payment from HPOG.

If an HPOG participant has selected to accept financial aid, the financial aid award will be the primary payment applied to the HPOG participant's SJCD account.

**Drop Courses and Book Returns:** If an HPOG participant drops a course and has purchased a book that has been paid by HPOG, the HPOG participant is responsible to return the book to the HPOG staff. **If the HPOG participant does not return the book, the HPOG participant will be charged for the book. The amount of the book will be posted to the HPOG participant's SJCD account.**

**Healthcare Testing Fees:** HPOG will pay healthcare testing fees for an HPOG participant who has completed approved HPOG SJCD programs. **Note: HPOG participant will be limited to one exam fee per certification. If the exam is not passed, the participant must schedule an appointment with the case manager to discuss supportive services available to aid in a second attempt.**

## **IV. Discipline Policy**

### **Program Warning**

A first infraction of any, but not limited to, the above expectations will result in a warning from the program staff. This step may be skipped depending on the severity of the infraction. An email will be sent to the participant to notify them of their infraction, corrective action (if any), and future expectations to be met in order to remain in the HPOG Program.

### **Referral to Director**

A second infraction of any, but not limited to, the above expectations will result in a scheduled meeting with the Director of the HPOG Program to discuss barriers or contributing factors that are negatively impacting the participation in the program. This step may be skipped depending on the severity of the infraction. A follow-up email will be sent to the participant to notify them of their infraction, corrective action (if any), and future expectations to be met in order to remain in the HPOG Program.

### **Dismissal/Re-admittance to Program**

A third and final infraction of any, but not limited to, the above expectations, will result in the dismissal from the program.

### **Your Right to Appeal**

If, at any time, you disagree with the decisions or recommendations of the HPOG Project Coordinator you have the right to contact the HPOG Program Director to express your concerns. To schedule an appointment with the HPOG Director, Lydia Chavez-Garcia, you may email her at [lydia.chavezgarcia@sjcd.edu](mailto:lydia.chavezgarcia@sjcd.edu)

### **Disclosure**

To fully participate in the HPOG students must read the student handbook and agree to adhere to all relevant college and program policies and procedures in the HPOG student handbook. When necessary, SJCCD HPOG policies and procedures may be amended while in the HPOG program. I understand that violation of these policies and procedures could result in my immediate discharge from the program without prior warning. It is further understood that grant funding is not guaranteed and is available until expensed or as long as funding continues to be available.