

**Economic Assistance and Employment Supports Division**

**Student Training, Service and Rehabilitation Programs**

**Guide and FAQ for Cash Programs**

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# Student Training Programs

Effective August 01, 2021, income received from student training programs are no longer counted as earned or unearned income for the Cash programs.

## **Definition**

Student training program is defined as:

**An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program.**

See STUDENT TRAINING PROGRAMS in [CM0002.63 (Glossary: Special Diet)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000263).

## **Examples of student training programs**

Student training programs include but are not limited to:

* Job skills training (if the job skills training includes compensation for the activities the income is be excluded.)  
  Job skills training focuses on skills required for specific jobs and should provide a participant the ability to get a job or to advance or adapt to changing demands in a workplace.
* Paid internships
* Paid apprenticeships (or pre-apprenticeships)
* WIOA programs: This income was only excluded if it had an educational or training component however, effective November 1, 2022 all WIOA programs are excluded. See [CM0017.15.18 (Employment, Training, and National Service Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518).
* Post-secondary training and education and/or vocational training program. (Post-secondary education is training or education provided by a private or state college or post-secondary institution that results in a degree or an industry-recognized certificate, including vocational or technical schools.)

For CCAP: Please refer to the [Child Care Assistance Program Policy Manual.](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-330977)

# Service and Rehabilitation Programs

Effective November 1, 2022, income from service and rehabilitation programs are no longer counted as earned or unearned income for the cash programs.

## **Definitions**

**Service Programs**

Programs include income types listed in [CM0017.15.18 (Employment, Training and National Service Program Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518), [0017.15.78 (National and Community Service Programs)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171578) and [0017.15.66 (Older Americans Act)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171566).”

See [CM0002.61 (GLOSSARY: SELF…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000261).

**Rehabiliation (Rehab) Programs**A program that provides counseling, training, job skills, and/or job placement services to help people return to work, enter a new line of work, or enter the workforce for the first time. This includes vocational rehabilitation programs and services.

See [CM0002.55 (GLOSSARY: RECIPIENT…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000255).

# MAXIS Coding

Although income from student training, service and rehabilitation programs are not counted, the income and hours still need to be coded on the STAT/JOBS panel in MAXIS. MAXIS is fully automated to not count the following income type codes:

T – Training Program

J – WIOA

G – Experience Works

P – Service Program

R – Rehab Program

Use normal procedures to code the income and hours on the JOBS panel as shown below according to the income type.

## **Student Training Programs**

* Income Type: T – Training Program
* Ver: use the best code to reflect the type of verification provided. If section A of the HRF is used, use code 4 – Other Document.
* Hourly Wage: enter the hourly pay rate
* Inc Start: enter the date the client received their first pay check
* Pay Date: enter pay dates
* Gross Wages: enter wages
* Hrs: enter the actual hours.

## **Service Programs**

* Income Type: code according to the type of income.

**NOTE:** There are three types of service income: “J – WIOA,” “G - Experience Works,” and “P – Service Program.” If the income is not J or G, use P.

* Subsidized Income Type: code according to the subsidized income type if known. Leave blank if unknown.
* Ver: use the best code to reflect the type of verification provided. If section A of the HRF is used, use code 4 – Other Document.
* Hourly Wage: enter the hourly pay rate.
* Inc Start: enter the date the client received their first pay check.
* Pay Date: enter pay dates.
* Gross Wages: enter wages.
* Hrs: enter the actual hours.

## **Rehabilitation Programs**

* Income Type: R – Rehab Program
* Subsidized Income Type: code according to the subsidized income type if known. Leave blank if unknown.
* Ver: use the best code to reflect the type of verification provided. If section A of the HRF is used, use code 4 – Other Document.
* Hourly Wage: enter the hourly pay rate.
* Inc Start: enter the date the client received their first pay check.
* Pay Date: enter pay dates.
* Gross Wages: enter wages.
* Hrs: enter the actual hours.

MAXIS will send out monthly Household Report Forms (HRFs) when a STAT/JOBS panel exists.

**NOTE:** If this is a new job and the MFIP unit isn’t already subject to monthly reporting (listed on REPT/MONT), you will need to manually send HRFs to the unit for the first two months. TIKL to track the manual HRFs.

## **TEMP Resources:**

TE02.08.191 - STAT/JOBS: When Verificaton Is Not Required

TE02.05.34 – AmeriCorps

TE02.08.010 – Experience Works

TE19.068 – Mailing HRFs

# Frequently Asked Questions

1. **What is considered student training income?**

Income that is associated with a student training program. Student training program is defined as “An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time period is not considered a student training program.” See STUDENT TRAINING PROGRAM in [CM002.63 (GLOSSARY: Special Diet…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000263).  
Refer to the [Student Training Programs](#_Student_Training_Programs_1) information above.

1. **What is considered service program?**

Programs include income types listed in [CM0017.15.18 (Employment, Training and National Service Program Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518), [0017.15.78 (National and Community Service Programs)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171578) and [0017.15.66 (Older Americans Act)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171566).” This definition can be found in [CM0002.61 (GLOSSARY: Self…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000261).

1. **What is considered rehabilitation program?**

A program that provides counseling, training, job skills, and/or job placement services to help people return to work, enter a new line of work, or enter the workforce for the first time. This includes vocational rehabilitation programs and services. This definition can be found in [CM0002.55 (GLOSSARY: Recipient…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000255).

1. **Is a paid internship considered a student training program?**

Yes.

1. **Is a PhD student’s employment by the school, as part of their PhD program, considered a student training program?**

These cases will need to be assessed individually. A PQ should be submitted in this case to assess if a PhD student’s employment by their school would be considered a student training program.

1. **There are situations where employers pay a "training wage" while the new employee is training for their job. Is this income considered a student training income?**

No, this is considered earned income from wages and is counted income.

1. **Is on-the-job training (OJT) considered a student training program?**

No. OJT is considered earned income.

1. **Are Job Corps, YouthBuild, Minnesota Youth (MYP) considered student training programs?**

Yes. See the following for more information:

[MN DEED](https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youth-program.jsp)  
[Job Corps](https://huberthhumphrey.jobcorps.gov/our-program)  
[YouthBuild](https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youthbuild.jsp)  
[Minnesota Youth (MYP)](https://mn.gov/deed/programs-services/office-youth-development/youth-programs/youth-program.jsp)

1. **Are WIOA programs considered student training, service or rehabiliation programs?**

Yes, WIOA programs are considered student training, service and rehabilitation programs. Determine which program the income falls under and code the JOBS panel according to the “[MAXIS Coding](#_MAXIS_Coding)” section above. If assistance is needed to determine this, submit a PQ.

1. **Is verification of the job required if the income is not counted?**

Yes, verification is required at the initial start of employment and when the employment ends. Verification is needed when they initially start to determine if the income is counted or not.

1. **Once the student training, service, or rehabilitation income is initially verified, do they need to report their wages and hours monthly when submitting the HRF?**

Yes, clients will still need to report their wages and hours worked monthly. Clients can do this by submitting their check stubs, or report the wages and hours in section A of the HRF. Although the income is not counted, it still needs to be tracked on the STAT/JOBS panel. Loading the STAT/JOBS panel will trigger MAXIS to send a HRF each month). Determine which program the income falls under and code the JOBS panel according to the “[MAXIS Coding](#_MAXIS_Coding)” section above.

1. **If a client with income from a student training, service, or rehabilitation program does not submit their pay stubs or complete section A of the HRF, is the HRF considered incomplete?**

Yes, the HRF is considered incomplete. However, since this income is not counted, attempt to call the client to get the information verbally.

* If you reach the client, complete section A of the HRF with the information reported and enter this in MAXIS. Document the conversation in CASE/NOTEs.
* If you are unable to reach the client, send out the [DHS-2414](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2414-ENG) explaining what is missing. To prevent delays in issuing benefits, you may also send section A of the HRF along with the [DHS-2414](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2414-ENG). Document all actions taken in CASE/NOTEs.

See the “[MAXIS Coding](#_MAXIS_Coding)” section above for coding instructions.

1. **Do we need to verify hours if the income source is not counted?**

No, verification of hours is not required however, the client still needs to report this. See questions 11 and 12 above. The financial/eligibility worker is responsible for obtaining the hours/information from the client. Information known to the agency must be shared within the agency. For example, if employment services takes a “verbal” confirmation of the client’s hours in these activities, the information needs to be shared with the financial/eligibility worker so it can be appropriately coded in MAXIS. Document in case notes.

See the “[MAXIS Coding](#_MAXIS_Coding)” section above for coding instructions.

1. **How is income from student training, service, and rehabilitation programs coded in MAXIS?**

See the “[MAXIS Coding](#_MAXIS_Coding)” section above.

1. **If a participant reports fewer hours than required by employment services, can the ES worker impose a sanction?**

Yes, the employment counselor must followprovisions in [ESM Chapter 19 (Sanctions and Non-Compliance)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=TOC_ESM_0019) and [ESM 17.61 (Sanctions)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=ESM_001761).

1. **How does income from student training, service, and rehabilitation programs affect the Work Participation Rate (WPR)?**

Student training, service, and rehabilitation program hours affect the Work Participaton Rate (WPR). They need to either be reported monthly on the HRF or the client will have to provide their check stubs and recorded on the JOBS panel in MAXIS. These hours are reported for the federal WPR as paid employment hours.

# Resources

## CM

[0002.63 (Glossary: Special Diet)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000263): STUDENT TRAINING PROGRAMS

[0002.61 (Glossary: Self…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000261): SERVICE PROGRAMS

[0002.55 (Glossary: Recipient…)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_000255): REHABILITATION (REHAB) PROGRAMS

[0017.15.18 (Employment, Training, and National Service Income)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171518)

[0017.15.78 (National and Community Service Programs)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171578)

[0017.15.66 (Older Americans Act)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00171566)

[0007.12.03 (What is a Complete HRF/CSR)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00071203)

[0007.12.06 (Incomplete HRF/CSR)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_00071206)

[0028.18 (Good Cause For Non-Compliance – MFIP/DWP)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_002818)

[0028.30 (Sanctions For Failure to Comply – Cash)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CM_002830)

## TEMP

TE02.08.191 - STAT/JOBS: When Verificaton Is Not Required

TE02.05.34 – AmeriCorps

TE02.08.010 – Experience Works

TE19.068 – Mailing HRFs

## ESM

[17.61 (Sanctions)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=ESM_001761)

[Chapter 19 (Sanctions and Non-Compliance)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=TOC_ESM_0019)

## Forms

[DHS-2120](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2120-ENG-pform) (Household Report Form)

[DHS-2414](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2414-ENG) (Notice of Late or Incomplete Household Report Form, Healthcare Renewal Form or Combined Six-Month Report)

[DHS-2919](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2919-ENG) (Verification Request Form)

[DHS-2146](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2146-ENG) (Authorization for Release of Employment Information)

## CCAP

[Child Care Assistance Program Policy Manual](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-330977)