

Policies and Procedures

Last Name:

Participant ID:

First Name:

Date:

BACKGROUND

Capital IDEA is an economic development program designed to respond to the needs of the Austin community. The program is a reality today because of substantial commitments from private, city, state and federal agencies. [Austin Interfaith provided the impetus for the program.] Their hard work and convincing justification of community need gained support from the Mayor and Austin City Council, the Texas Workforce Commission, the Austin Travis County Commission, the Governor of Texas, as well as key education and business leaders.

MISSION

Capital IDEA is a coalition of community based organizations and employers whose mission is to provide unemployed/underemployed Central Texas adults access to economically self sufficient growth jobs through long term training and support services.

PARTICIPANT SERVICES

Program participants receive career counseling on a regularly scheduled basis. They also receive high quality training, to include formal motivational and life-skills training. All skills training are credentialed, either in the form of a certificate or Associate Degree. Program participants receive supportive services based on assessment of need.

TERMS OF AGREEMENT

Capital IDEA is important to the community, which is why employers, civic leaders and community representatives for funding and supporting the program are counting on you. More than anything else, the success of this program and whether or not it will benefit those who will follow you depend on your dedication, hard work and willingness to "stay the course", reach your goals, and give back to the community.

This agreement outlines in detail what is expected of you as a participant in the Capital IDEA Program. Read it carefully. If you are willing to accept responsibility for meeting the standards outlined in this document, Capital IDEA will do everything possible to ensure you get the supportive services you need to complete your training, education, and/or career advancement. However, if you are unwilling or unable to meet the standards, Capital IDEA will recommend other alternatives better suited to your circumstances.

As a Capital IDEA participant, I will:

Training

- _____ Attend all scheduled classes, counseling sessions, and VIPs (Vision Initiative Perseverance) meetings in accordance with the requirements of the training institutions and Capital IDEA. **If you are absent to more than two VIP sessions or training classes, you will be required to meet with the Capital IDEA Director to continue enrollment in the program.**
- _____ Study diligently for required tests and complete all assignments to the best of my ability. Notify my Capital IDEA counselor of any circumstances (personal or academic) that may affect my training.
- _____ Comply with all rules and requirements imposed which regulate the standards of behavior of the training institution in which I am enrolled.
- _____ Understand that I am required to attend school/training on a full time basis. I further understand that it is my responsibility to take and complete all classes required by my occupation's curriculum each semester and to maintain agreed-upon grades. I am expected to make B or better in all classes.

_____ Understand that if I drop or fail a class without contacting my counselor, I will be responsible for taking the class again and paying for it in order to remain in the program. Participants are **NOT** authorized to drop (or add) a class or classes unless they have cleared it with their Capital IDEA Counselor. Capital IDEA will only pay for classes that are required for your degree/certificate program.

_____ Contact my Capital IDEA counselor, if for any reason, I consider dropping out of school, dropping a course and/or quitting my job.

_____ Understand that Capital IDEA will refer me to apply for ACC Financial Aid. I will only be allowed to receive grants or scholarship funds but not participant loans. **If I apply and receive participant loans, I will be responsible for my own tuition, books and fees and any other services provided by Capital IDEA.**

_____ Understand that the Attendance Form is a legal document and must be correctly completed in ink and turned in by specific date and time. Participants must ensure that all teachers initial the attendance forms. Failure to get initials by the instructor/teacher or to turn the form in on time may result in the immediate cancellation of supportive services.

_____ Understand that if textbooks are lost or stolen, it is the participant's responsibility to replace them. Textbooks may not be replaced using the Capital IDEA voucher. I must pay for replacement books with my money.

_____ VIP's are **mandatory!** No exceptions! If I have a concern about the VIP times, I need to discuss it with my assigned counselor.

_____ Anything purchased with Capital IDEA funds is considered Federal, State, or City property. All books, supplies, equipment, tools, and uniforms are the property of Capital IDEA until a participant completes their Capital IDEA training. If a participant leaves the program prior to completing their training; they are required to return this property. Understand that school supplies may not be purchased with a Capital IDEA voucher. School supplies (i.e. pens, pencils, paper) must be purchased by the participant and submit an itemized receipt for reimbursement.

Support Services

_____ Contact my Capital IDEA counselor if my circumstances (i.e., childcare, transportation) change in any way that affects the supportive services I receive.

_____ Understand that support services (i.e. Child care, rent assistance, etc.) will be terminated the same day I drop out of school, work and/or any other Capital IDEA training.

_____ Understand that if I need supportive services I agree to access all available community resources prior to using Capital IDEA funds.

_____ Understand that Capital IDEA will supply bus passes for participants who do not have access to a private transportation.

_____ Understand I must follow the Capital IDEA childcare process in order to establish my childcare services. This process requires for me to contact the Child Care Solutions Staff and work with them on this.

_____ Understand that Capital IDEA does not pay for child care when training institutions are closed. Capital IDEA does not pay for child care when participants are not actively participating in Capital IDEA sponsored activities.

_____ Participants will be required to submit a Workforce Investment Act (WIA) application during the term of their training with Capital IDEA The purpose of this co enrollment process is to leverage funding for others. Participants must comply with all WIA requirements if deemed eligible.

Employment

_____ Seek and accept employment in the occupation for which I have trained either during or after successful completion of my training or education program.

_____ I understand that during my last semester of training prior to graduation, I will need to meet with the occupational development staff once a week to start working on employment opportunities. I also

understand that I will continue to attend weekly meetings until I secure employment. I further understand that I am expected to secure employment within 60 days of graduation.

_____ I understand that on my last semester of classes prior to graduation, I will need to meet with the employment coordinator twice a month to start working on employment opportunities.

Giving Back

_____ I understand that the money for my education has come from both public funds and private donors who have chosen to invest in the community. Although I am not required to repay this money to Capital IDEA (Exception: Health Care Participants who choose not to fulfill the 2yr. work obligation will be required to pay back the money for their education), I am expected, upon completion of the program, to give back to the community in a tangible way. (Ex. I may give back by volunteering; donating to a non-profit that works in the Central Texas Area; or by getting involved in community projects on my own or through the Capital IDEA Alumni Association.)

General Information

_____ Be drug free. (Capital IDEA is a Drug-Free Training Program. Employers expect that Capital IDEA Graduates will be drug-free employees). I agree to take a drug test on a "no notice" basis.

_____ Agree to abide by and comply with the terms set forth in this enrollment agreement. I further acknowledge that I have read and understand this enrollment agreement. I understand that failure to comply with the terms of the enrollment agreement will result in my termination from Capital IDEA.

_____ I understand that by signing the Capital IDEA Policies and Procedures at this point does not mean that I have been accepted in the program until the Executive Director or Deputy Executive Director have signed this form.

Participant Signature Date Of Signature

Counselor Signature Date Of Signature

Executive Director/ Director Of Operations Signature Date of Signature