



# washingtonliteracycenter

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TANF Education Program (TEP) Orientation

Washington Literacy Center  
1816 12th St NW – Ground Floor | Washington, DC 20009 | (202) 387-9029



# welcome

On behalf of Washington Literacy Center (WLC), we welcome you! We are looking forward to working together to help you accomplish your educational goals!

# objectives

**Who We Are**

**Set  
Expectations**

**Discuss  
Policies**

**Program  
Services**

**Timesheets,  
Stipends, &  
Incentives**

**Meet  
WLC Staff  
&  
Case Managers**



# whoweare

The Washington Literacy Center(WLC) is a nonprofit organization that has been helping DC residents, with the greatest barriers and fewest resources, learn to read since 1963.

Starting off as an all-volunteer initiative, the WLC has grown into a dynamic nonprofit with full-time staff members, instructors and passionate volunteers.

# vision

*To help educate DC residents with the greatest barriers and the fewest resources.*

# mission

*To provide students with direct instruction in reading, spelling, math, and digital literacy skills so learners can enter an Education or Training Program, and obtain or improve their current employment status.*



# program services



### Reading Literacy

Presentations are communication tools that can be used as lectures.

### Math Literacy

Presentations are communication tools that can be used as lectures.



### Digital Literacy

Presentations are communication tools that can be used as lectures.

### Others

Certifications, job, and educational placement services (Coming soon!)



# programservices



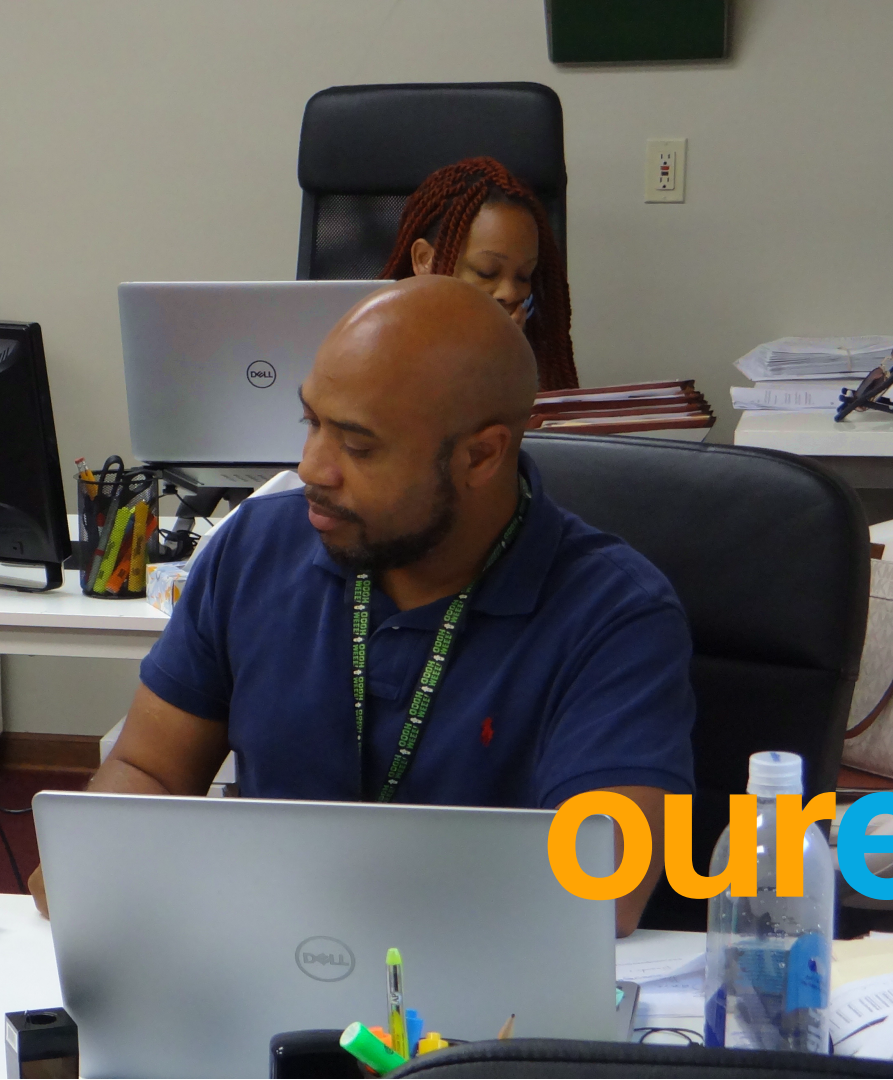
**CASAS**

*WLC is a CASAS  
testing Center.*

Your CASAS scores will help your case manager and EOT Navigator guide you to the best route to reach your career goals.

**program**services





- Provide educational assessments/CASAS
- Inform students of activities that will assist with their education
- Education Placement Assistance
- Supportive Services (including barrier remediation)
- Professional Development
- Work Experience

our expectations



- Continuously communicate with your Case Manager
- Meet required hours per DHS through assigned/agreed upon activities
- Participation in structured agreed upon activities
- Turn in all documentation in a timely manner
- Pursue education & training opportunities

your expectations



stipend sheets  
incentive procedures

20

hour customers must participate at least four (4) hours a day during a five (5) day week.

30

hour customers must participate at least six (6) hours a day during a five (5) day week.

35

hour customers must participate at least seven (7) hours a day during a five (5) day week.

required hours



*Customers must submit their timesheet to their case manager each Friday, no later than 5:00pm.*

Customer Name:	SSN (Last 4 digits):												Week ending Date, (MM/DD/YY): Fri. or Sat.									
DAY	SUN			MON			TUES			WED			THURS			FRI			SAT			
ACTIVITIES	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Total
<b>CORE</b>																						
Unsubsidized employment																						
Work Experience																						
Job Search/Readiness																						
Education Search/Readiness																						
Vocational Education																						
On-the-Job-Training																						
Community Service																						
Providing child care for Community Service																						
2-Generation Activity																						
<b>NON-CORE</b>																						
Job Skills Training																						
Education for Employment																						
GED/SSED																						
Homework Time																						
<b>EXCUSED ABSENCE</b>																						
Holiday																						
Non-holiday																						
<b>TOTAL</b>																						

**Customer Acknowledgement:** I hereby confirm that I engaged in the activities recorded in this timesheet for the reported number of hours.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Service Provider acknowledgement:** I hereby confirm: (1) the customer's participation in core and non-core activities were supervised; (2) all entries in this timesheet are complete and accurate.

<b>Primary Case Manager (Print Name):</b>	<b>Primary Case Manager (Signature):</b>	<b>Date:</b>	<b>Contact Number/Business Email:</b>
<b>Primary Activity Instructor (Print Name):</b>	<b>Primary Activity Instructor (Signature):</b>	<b>Activity:</b>	<b>Date:</b>
<b>Secondary Activity Instructor (Print Name):</b>	<b>Secondary Activity Instructor (Signature):</b>	<b>Activity:</b>	<b>Date:</b>


Note: (1) Participants are eligible to receive a \$15 daily stipend if they participate in approved core and non-core activities for at least four (4) hours per day; (2) homework time includes supervised and unsupervised homework time; (3) Sporadic hours can only be used for Unsubsidized Employment, GED/SSED, and pre-approved Job/Education Search and doesn't require Start/End time. Reasons for Sporadic hours must be indicated in the Customer's current DIRP.

# timesheets

# supporting documents

*Timesheets must be submitted with attached supporting documentation.*

# timesheets

 **Government of the District of Columbia**  
Department of Human Services  
Economic Security Administration

**Two Generation (2Gen) Activity Log**

Customer Name:	Last 4 Digits SSN:	TEP Provider Name	Week Ending Date (M/D/YY)

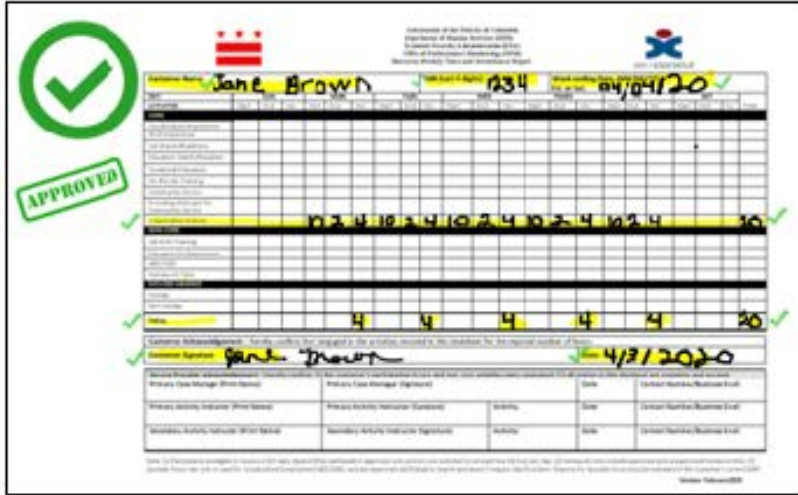
**Note:** Weekend and off-hour 2Gen activity must be pre-arranged between the Case Manager and the Customer to include location of the activity and the service delivery party, if applicable, this must be case noted in CATCH prior to the start of the activity.

Childhood Development	Activity Description	Activity Date	No. of Hours	Verification Method (To be completed by Case Manager)
<input type="checkbox"/> Monday				
<input type="checkbox"/> Tuesday				
<input type="checkbox"/> Wednesday				
<input type="checkbox"/> Thursday				
<input type="checkbox"/> Friday				
<input type="checkbox"/> Saturday				
<input type="checkbox"/> Sunday				

Health and Well-Being	Activity Description	Activity Date	No. of Hours	Verification Method (To be completed by Case Manager)
<input type="checkbox"/> Monday				
<input type="checkbox"/> Tuesday				
<input type="checkbox"/> Wednesday				
<input type="checkbox"/> Thursday				
<input type="checkbox"/> Friday				
<input type="checkbox"/> Saturday				
<input type="checkbox"/> Sunday				

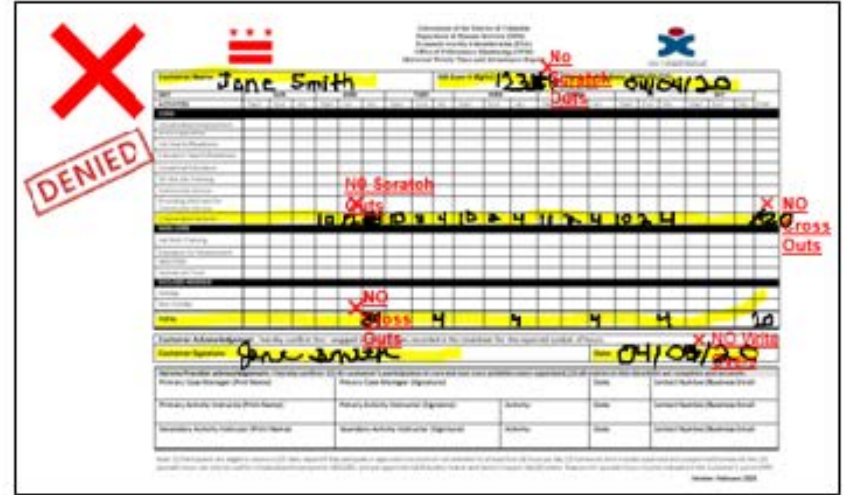
Timesheet and supporting documentation must meet quality standards to be approved. No white-out, no scratch-outs, and no write overs.

## Approved



The approved timesheet for Jane Brown (ID 034) for the period 04/04/20 to 04/10/20 is marked with a green checkmark and the word "APPROVED". The form includes a header with the Washington State Department of Social Services logo and the title "Department of Social Services (DSS) - Community Care Licensing (CCL) - Office of Professional Standards (OPS)". The timesheet grid shows hours worked in 15-minute increments. The total hours for the week are 26. The employee's name and ID are written in black ink. The dates are also written in black ink. The form includes a section for "Employee Information" and "Supervisor Information" at the bottom.

## Denied



The denied timesheet for Jane Smith (ID 1234) for the period 04/04/20 to 04/10/20 is marked with a red X and the word "DENIED". The form includes the same header as the approved timesheet. The timesheet grid shows hours worked in 15-minute increments. The total hours for the week are 26. The employee's name and ID are written in black ink. The dates are also written in black ink. The form includes a section for "Employee Information" and "Supervisor Information" at the bottom. Red annotations are present: "No Scratch Outs" is written in red ink above the timesheet grid, and "X NO Cross Outs" is written in red ink to the right of the grid. A red "X" is also written in the top left corner of the form.

# timesheets







# payment calendar

*Stipends are paid two (2) weeks after the timesheet is submitted.*

# stipends

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4 Timesheets due to Case Manager	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Receive Payment	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



**\$1000**

Category 1  
7-11 months

**Earn  
Money  
When You  
Complete  
Trainings!**

**\$600**

Category 2  
4-6 months

**\$400**

Category 3  
1-3 months

**\$200**

Category 4  
30 days

**\$50**

Category 5  
1 day

# incentives



**policies**

**policy**

noun action



policies

# classrooms & building

- No parking at the Thurgood Marshall Center (WLC)
- Cell-phones must be silenced during classroom time
- Students are expected to dress modestly and appropriately
- No children or youth allowed during classroom time
- Computers may only be used for WLC related purposes
- Food is not allowed in classrooms
- Rude behavior or foul language will not be tolerated under any circumstance
- Discrimination or sexual harassment of any kind from or towards a student, volunteer, instructor, staff or other will not be tolerated under any circumstance

# fraud



# policies

- Falsification of Timesheets
- Unreported employment & income
- Tax withholding from other states
- False Identity
- Theft of personal items, checks or WLC's banking information)
- Child out of home
- Receipt of TANF or other public assistance from other states
- Any other suspected improper procedure not covered

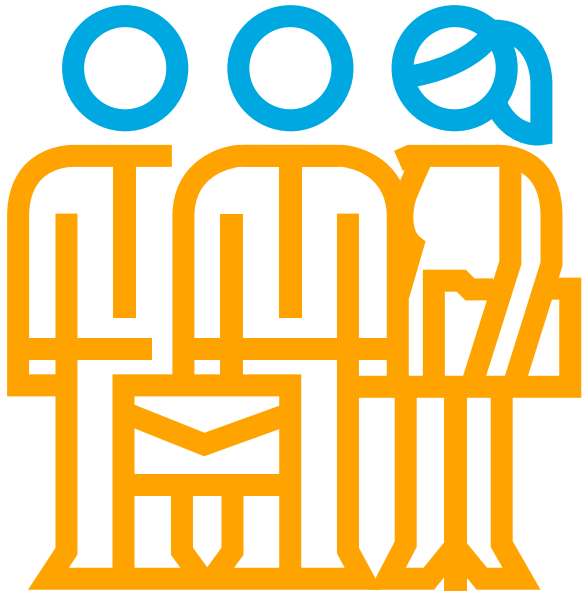
# exemptions



# policies

- Child under the age of one (1) year
- Under the age of nineteen (19)
- Over the age of sixty (60)
- If you are ill or disabled, you can file for an exemption
- If you have an ill or disabled family member on your TANF grant you can file for an exemption.

# grievances

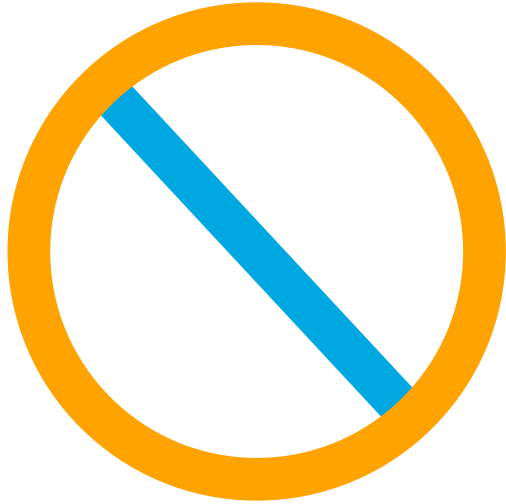


- Request a meeting with your Case Manager.
- Request a meeting with WLC Program Manager
- Please call (202) 387-9029 or send an email to: [TANF@washlit.org](mailto:TANF@washlit.org)

# policies



# policies



## sanctions process

### ***Receiving A Sanction***

You qualify for a sanction when you fail to participate with WLC for a consecutive four weeks.

### ***Clearing A Sanction***

The only way to clear a sanction is by participating with WLC for a consecutive four weeks.



# staff & casemanagers



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# staff & casemanagers

# CONGRATULATIONS! YOU ARE ON YOUR WAY!

For more information, please visit us at  
[www.washlit.org](http://www.washlit.org) or call us at (202) 387-9029  
Email: [TANF@washlit.org](mailto:TANF@washlit.org)

