

Parents as Scholars (PAS) Application

To apply for Parents as Scholars (PAS), please read the information below and fill out and sign this application. Make sure that you answer all questions completely. If you do not answer all questions completely, you may not be approved for PAS. Attach additional information if you need to.

What is PAS?

PAS is part of the Temporary Assistance for Needy Families (TANF)/Job Opportunities and Basic Skills (JOBS) Program.

PAS is to help support TANF clients who are currently or will be undergraduates to begin or continue a two or four year degree program.

Parents in PAS:

- Can get cash assistance (TANF).
- Can get other cash help like payments for child care and transportation costs.
- Can get up to \$100 per term or semester for books and supplies when they are required to complete coursework and there is no other funding available to the PAS participant for books and supplies.
- Generally can get medical help and food stamps.

The Department of Human Services (DHS) cannot pay for PAS participants' tuition or fees.

The number of parents in PAS may not exceed one percent of the number of households receiving TANF on January 1 of a calendar year (*for 2008, this number is 191*).

Who may be considered for PAS approval?

To be considered for PAS approval, you must:

- Be applying for or receiving TANF.
- Be an undergraduate beginning or continuing a two or four year degree program.
- Be accepted for full-time attendance into or enrolled full-time at a school that is approved by the Northwest Commission on Colleges and Universities or by its regional equivalent and that is a:
 - ❖ Four year college or university
 - ❖ Junior college or community college
 - ❖ Technical, professional or career school
- At the time of application for PAS, show how completion of your schooling is likely to result in employment that provides the wages and benefits needed for you to support your family without TANF.
- At the time of application for PAS, give the department proof that you are going to school full-time or have been accepted as a full-time student.

How do I apply for PAS?

To apply for PAS:

- Answer questions 1 to 9 on application. Make sure that you answer all questions completely. If you do not answer all questions completely, you may not be approved for PAS.

- Sign this application.
- Attach proof that you are going to school full-time or have been accepted as a full-time student. This proof should include your name typewritten by the school or the clearinghouse that provided the proof, your school's name, the term or semester you are currently enrolled in or have been accepted to begin school and the number of credit hours you are or will be taking.
- Keep a copy of the PAS application for your own records and send the original to:

DHS JOBS Unit (PAS), DHS 2nd Floor
500 Summer St. NE
Salem, Oregon 97301

FAX: 503-373-7032

Or to: TANF.PAS@state.or.us

NOTE: This form may contain your personal information. If you return the form by e-mail there is some risk it could be intercepted by someone you did not send it to. If you are not sure how to send a secure e-mail, consider using regular mail or fax.

Is there a PAS wait list?

The number of parents in PAS may not exceed one percent of the number of households receiving TANF on January 1 of a calendar year.

When the maximum number of PAS slots have been filled, a PAS wait list will be created. The names of PAS applicants will be added to the wait list in the order in which the central office JOBS Unit receives the PAS application. The PAS applicant will be notified.

If you are on the PAS wait list, you must remain eligible for TANF. If you are JOBS mandatory, you will have to do appropriate JOBS activities while on the wait list.

When an opening in PAS becomes available, you will be notified. You will have to provide proof of full-time acceptance into or enrollment at an approved school if you have not already provided this information or the information you previously provided is no longer current.

Once each year, the department will ask each PAS applicant on the wait list if they want their name removed from the wait list.

If you are on the wait list and you want your name to be removed or you want to report a change in name, address or other information in order to keep your PAS records updated, please send the request to be removed from the wait list or the updated information to:

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500 Summer St. NE
Salem, Oregon 97301

Or to: TANF.PAS@state.or.us

FAX: 503-373-7032

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What is required of PAS participants?

If you are in PAS, you must:

- Stay eligible for TANF. If you become ineligible for TANF, you cannot continue to be in PAS.
- Stay enrolled full-time in school, unless you have good cause for fewer hours of enrollment. If you are no longer enrolled full-time and do not have good cause, you cannot continue to be in PAS.
- Attend classes year round, including during summer months if classes are offered by the school unless you have good cause for not attending year round. If you are not attending year round and do not have good cause, you must participate in a work experience related to your field of study. If a work experience related to your field of study is not available, you must participate in another appropriate work experience.
- During your first 12 months in PAS, give the department monthly attendance logs. You can complete the form "Education or Training Attendance Report" (DHS 7861) and send it to your DHS worker after the last week of every month.
- Give the Department proof quarterly, or after finishing each term or semester, that you are making satisfactory progress, as defined by the school, towards a degree. "Proof" can be grades or other information from the school that shows progress.
- Provide proof of full time enrollment in school prior to the beginning of each term or semester. Unless you have good cause, if you are in PAS and do not give us proof of attendance during your first 12 months in PAS or you are not making satisfactory progress, you cannot continue to be in PAS.

What if I cannot continue to be in PAS or become ineligible for TANF?

- If you are JOBS mandatory but cannot continue in PAS for reasons that do not affect your eligibility for TANF, your case manager may require you to participate in other JOBS activities. This could happen for reasons such as not staying enrolled full-time in school (*and not having good cause for fewer hours of enrollment*) or you do not provide required documentation to the department.
- If you are in PAS and become ineligible for TANF, you cannot continue in PAS.

What if I have questions about PAS?

If you have questions about PAS, please see the PAS website at <http://www.oregon.gov/DHS/assistance/pas.shtml> or contact a DHS Self-Sufficiency worker.

What about other resources for helpful information?

- DHS – <http://egov.oregon.gov/DHS>
- PAS website - <http://www.oregon.gov/DHS/assistance/pas.shtml>
- Northwest Commission on Colleges & Universities (NWCC) – <http://www.nwccu.org/Directory%20of%20Inst/State%20Map/Oregon/Oregon.htm>
- Oregon Student Assistance Commission (OSAC) – <http://www.osac.state.or.us>
- Get College Funds (OSAC) – <http://www.getcollegefunds.org>
- Free Application for Federal student Aid (FAFSA) – <http://www.fafsa.ed.gov>

This document can be provided upon request in alternative formats for individuals with disabilities. Other formats may include (*but are not limited to*) large print, Braille, audio recordings, Web-based communications and other electronic formats. E-mail DHS.ALTERNATEFORMATS-TRANSLATIONS@state.or.us, call 503-378-3486 (*voice*) or call 503-378-3523 (TTY) to arrange for the alternative format that will work best for you.



Oregon Department of Human Services
 Children, Adults and Families
 Temporary Assistance for Needy Families
 Job Opportunities and Basic Skills Program

To apply for PAS, please answer the following questions. Answer all questions completely. If you do not answer all questions completely, you may not be approved for PAS. Attach proof that you are going to school full time or have been accepted as a full-time student. Attach additional information if needed to answer any of the questions below.

Send this completed application to:

DHS JOBS Unit (PAS), DHS 2nd Floor
 500 Summer St. NE, Salem, Oregon 97301
 FAX: 503-373-7032

Or to: TANF.PAS@state.or.us NOTE: This form may contain your personal information. If you return the form by e-mail there is some risk it could be intercepted by someone you did not send it to. If you are not sure how to send a secure e-mail, consider using regular mail or fax.

- 1) Name of applicant: _____
- 2) Social Security number: _____ 2a) Phone number: _____
- 3) Address: _____
- 4) Are you currently applying for or receiving TANF? _____
- 5) Name and location of two or four year educational institution you are planning to attend or are currently attending: _____

- 6) Are you currently getting financial aid (*loans, grants or scholarships*) to help you pay for your schooling?
 - Yes
 - No, but I am applying or planning to apply for financial aid.
 - No, I do not need financial aid because: _____

- 7) Degree for which you plan to study or are studying: _____
 This is a: Two-year degree (*Associate's*) Four-year degree (*Bachelor's*)

- 8) Number of months you have already completed towards your degree: _____
 Number of months you still need to go to school to complete your degree: _____

- 9) Average wages and benefits of the job you would like to get when you complete your two- or four-year degree.

One resource for getting information about wages is the Oregon Labor Market Information System (OLMIS) at <http://www.qualityinfo.org/olmisj/OlmisZine?zineid=00000001>.

One resource for getting information about benefits is to look at specific jobs listed with the Oregon Employment Department at <http://www.emp.state.or.us/jobs>.)

Average wage of job I would like to get:
 \$ _____ per month or \$ _____ per year

Source of this information: _____

Benefits generally offered for job I would like to get: Health insurance Dental insurance

Source of this information: _____

I have read this form. I have attached proof that I am going to school full time or have been accepted as a full-time student. I would like to participate in the PAS component of the JOBS program.

 Full legal signature of applicant Date

The Department of Human Services (DHS) will not discriminate against anyone. This means DHS will help all who qualify. DHS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs or disability. You can file a complaint if you think DHS discriminated against you because of any of these reasons.

"Equal Opportunity is the Law"