

Letter of Intent for Higher Ed Break Activity

I, _____, understand that as a requirement to receive my higher education check during school breaks that are longer than 3 weeks I must be employed or volunteering for **15 hours per week** (minimum 60 hrs per calendar month) or attending classes that will run majority of the break. Any months that I am not in school, working, or volunteering I must inform DHS about my status, and **I will not receive a check during the time that I am not going to school, employed, or volunteering.**

During the _____ (type of break) I plan on:

_____ working _____ volunteering (start date _____ end date _____)

_____ attending school at _____ (start date _____ end date _____)

_____ no activity, with the understanding that Higher Ed payments will not resume until my first day back to class

I am currently employed, volunteering, or attending school (circle one or more) at

_____ (name of organization)

_____ (address/phone)

I understand that I am required to submit proof of activity to DHS such as:

Employment/Volunteer:

- * letter from new employer/volunteer location on company letterhead, noting start date, end date, and number of hours per week. Should also include contact phone and email (from business address), as well as the 501©3 number for non profits
- * other documentation that verifies that I am employed.
- * ongoing pay stubs from employer or timesheet verifying hours from volunteer supervisor

Attending School:

- * class schedule/paid registration
- * instructor's progress reports

I understand that this is a letter of intent and that necessary documentation must follow to verify my status during the break. I also understand that I must submit documents by the following deadlines:

- ▶ Last day of class - Letter of Intent to assure Higher Ed payments will be received during the summer break. Failure to do so will result in a loss of benefits until my first day of classes when I return to school.
- ▶ End of each month - Verification of actual activity -must have secured activity and have verification, or no benefits will be paid until my first day of classes when I return to school.

In addition, I have received a copy of the **Conditions of Summer Break Higher Education Benefits** which outline the terms and conditions required to receive benefits, and I understand that it is my responsibility to be aware of deadlines and turn in documentation in order to receive my benefits.

Signed:

Young Adult

Hale Kipa Case Manager

Date

Conditions of Summer Break Higher Education Benefits

Must be submitted **BEFORE** current semester ends

The following conditions have been set by the Dept. of Human Services (DHS) regarding the payment of Higher Education Board Allowance during the Summer Break.

The following is a list of deadlines established by DHS for documenting Summer Break activity. Any deadlines stated refer to the actual date that your documents must be received by DHS. It is **YOUR** responsibility to make sure you turn your documents in to your Hale Kipa Case Manager in time for the Case Manager to be able to deliver them to DHS.

Letter of Intent to assure Higher Ed (HE) payments will be received during the summer break. Turning this letter in, will allow HE benefits payments through the summer break. Failure to do so will result in HE benefits stopping as of the last day of class, and they will not resume until the first day of classes when you return to school.

Verification of actual activity -must have secured activity and have verification, or no benefits will be paid until the first day of classes when you return to school. Verification includes:

- * letter from new employer/volunteer location on company letterhead, noting start date, end date, and number of hours per week. Should also include contact phone and email (from business email address), as well as the 501©3 number for non profits
- * other documentation that verifies that I am employed.
- * ongoing pay stubs from employer or timesheet verifying hours from volunteer supervisor

Verification of actual hours worked - If you do not complete 60 hours of activity for during a specific month, there will be no HE check issued for that month. Payment will not be given out until proof of hours is submitted by way of volunteer timesheet or paystubs indicating hours worked. **NO PROOF - NO PAYMENT!**

Must maintain activity until this date (or have at least 30 hours of activity for the weeks of August 1-15) in order to continue receiving benefits until the first day of classes. If you do maintain activity until this time, **NO** additional activity is required from August 16 – 25 (for those with August 26 Fall Semester start date).

Last day to turn in documentation for verification of activity hours for break months. No benefits will be issued for activity during the summer months if documentation is not received by DHS by end of break. (example: paystubs for July not turned in will result in no HE payment for the month of July)

These deadline dates were established by DHS based on the schedule for the University of Hawaii System and the UH Community Colleges. For youth attending colleges or programs with different start/end dates, deadlines will be established on a case by case basis. You must provide your Hale Kipa Case Manager with an academic calendar from your institution, and your DHS Payment Worker will determine those dates and provide them to your Case Manager.

Benefits will only be paid for months during which the 60 hour minimum is reached, regardless of the start date. (with the exception of August, when you must meet a minimum of 15 hours per week of break and be actively employed or volunteering until school starts)

You can complete extra hours as a volunteer if you did not meet your 60 hours of employment, however it must take place within that month. Your Case Manager can assist you in trying to find volunteer activities if needed.