

Enrolling from the current student body:

The intention of the HPOG program is to provide education and training to individuals who would not otherwise have access to it. The currently enrolled student body has access to education and training so the HPOG program should not recruit from it. There are some ways that existing students find their way to the HPOG program without having been recruited. For example, an existing student may go to a TANF agency, American Job Center or other program partner who refers them back to the HPOG program. There may also be some existing students who are only able to continue their education if they receive the additional support that HPOG could provide. Retention office staff may refer those students to the HPOG program. Given that there is the possibility for exceptions to exist, grantees should give highest priority to working with partners to recruit individuals who would not otherwise have access to postsecondary education. Grantees may adjust their own internal marketing strategy in order to reach the market segment that aligns with the target population. Marketing strategies should not be aimed at existing students (e.g., students in general education classes or students in college orientation).

For new students that have not yet enrolled in a community college, the HPOG program may be included in the financial aid determination process. As with any other supportive service, the grantee should leverage existing resources for tuition assistance (e.g., Pell grants). Any support provided by HPOG should be in addition to what is available such that there will be a clear and measurable difference in the expected outcomes between HPOG program participants and the general population. Any benefits or assistance provided by HPOG to an eligible individual shall not be considered income, and shall not be taken into account for the purposes of determining the individual's eligibility for, or amount of, benefits under any means-tested program (e.g., FAFSA).

Any recruitment and eligibility determination process that accepts existing students should be put in writing, is subject to OFA approval prior to implementation, and addresses the following:

- Provides clear definitions that can be uniformly and objectively applied to facilitate the eligibility determination process. For example, "at risk of dropping out" should have objective characteristics that can be consistently observed.
- Reasonably ensures that individuals who would not otherwise have access to the education and training activities proposed and who are not existing students comprise the vast majority of HPOG participants served.

Providing Adult Basic Education:

The intention of HPOG is to serve individuals who would not otherwise have access to education and training, including those with low reading and math skills. All grantees are expected to provide basic skills education to some of the participants that they enroll. There may be variation in terms of the minimum academic ability required to be eligible for enrollment in HPOG. At a minimum, HPOG programs should assist some participants that do not meet the

minimum academic requirements to begin postsecondary education at intake to make the academic progress necessary so that they can begin postsecondary education. All grantees must provide a projection for the number of participants that will begin basic skills education. Grantees may be required to submit a written description of how they plan to implement basic skills education if it is not clearly stated in their application materials. OFA will consider and may approve of budget revisions and revisions to the other quantifiable projections if they are necessary to support more robust services to individuals with low reading and math skills.