

# Policy Clarification

**Submitted by:** Headquarters      **Agency: CAOs**      DETP

**Subject:** Appropriate KEYS Referrals

## Question:

1. Does the 12 month lifetime limit for Vocational Education still pertain to KEYS referrals?
2. Can a student that has exhausted their Vocational Education time be referred to KEYS? Does this apply to E-TANF students?

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**Response By:** Nicole Tile

**Date:** 7/18/14

## Response:

1. Yes, the 12 month lifetime limit for Vocational Education still applies to all participants in an educational activity, including KEYS.
2. A client that has exhausted their Vocational Education time, but continues enrollment in a community college, will be referred to KEYS. The AMR must address that their Vocational Education time has been exhausted and they will be required to participate in another core activity for their required core hours. Regardless of Vocational Education time available, E-TANF clients will not be referred to KEYS.