**Policy Clarification**

**Employment & Training – All**

**EPP-20908-135**

**Submitted: 5/26/2022 Agency: CAOs**

**Subject: Keystone Education Yields Success (KEYS) Referrals**

**Question**: **Can the County Assistance Office (CAO) refer an individual to KEYS if individual is enrolled in or has an interest in enrolling at the community college that is not located in that CAO’s county?**

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| **Response By: Nicole Tile** |  **Date: 5/26/2022** |  |  |
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A Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) recipient’s county of residence does not impact their referral to a KEYS program. Most community colleges have satellite campuses in surrounding counties and/or distance learning opportunities that allow students to engage in education from any county. Therefore, eligible TANF and SNAP recipients may be referred to the KEYS program at the community college in which they are enrolled, or have interest in enrolling at, within 60 days of the next available semester regardless of where the KEYS program is physically located. All CAOs should also process reverse referrals received from a KEYS program in accordance with [OPS Memo 21-02-02](https://pagov.sharepoint.com/sites/DHS-OIM/OpsMemos/Reverse%20Referral%20Form%20%28PA%201951%29%20Feb%202021.docx?web=1). The contracted KEYS program providers are responsible for ensuring the individual receives all program services and supports regardless of their county of residence or class format.

If the CAO does not have access to the appropriate KEYS Project ID on the ETP project enrollment screen in eCIS to electronically refer individuals via eCIS to the appropriate KEYS Project ID on the ETP Project Enrollment screen, please submit a Service Now ticket to have the Project ID added to the county’s E&T referral options.