Description

The UH Community Colleges and the Department of Human Service work together to bring the Hawaii Nutrition Employment & Training (HINET) Program to help students in the workforce training programs.

The HINET program is designed to help participants on Supplement Nutritional Assistance Program (SNAP) benefits receive support service while attending Leeward Community College. The State of Hawaii through the Department of Human Services (DHS) SNAP to helps low-income individuals obtain a more nutritious diet by supplementing their income with benefits issued on an electronic benefits transfer (EBT) card. As a part of administering SNAP, states must provide employment and training services to program participants. Support Services include: Reimbursement for school Books and/or Tools, reimbursement for transportation up to $100 a month, tuition assistance, and benefits up to $354 a month

SAO Assessment

There many possible ways that HINET finds students to participate in the program and how we measure those data: brochures on campus, email blast, SNAP office referrals, facility and staff referrals, and campus events. HINET addresses student individual needs by enabling them to continue their SNAP benefits beyond the 3 month limitation and receive support services.

- Be an available resource for students at Leeward for support service.
  - 250 brochures each semester and have them displayed at different location on campus
  - Email blast from Student life and keep track of each incoming students from inquires to activated case
  - Facility and staff referrals on campus
  - Sign up sheets from campus events.

- Effective student service support to help student success completion rate.
  - SNAP allows students to focus on their studies without going hungry or worrying about the extra income to pay for tuition, mileage, or books.
  - HINET staff will keep in biweekly contact with student to ensure that they are on the right path to completion and to address any personal or academic issues they may arise and need to be referred to the right resource for a more focused intervention if needed.

Action Plan

The HINET program is supported through collaboration with DHS and US department of Agriculture (USDA) funding and reimbursements. The more students we service, the more funding are available for program growth bc HINET is funded through a 50% reimbursement. The more students that participate in the HINET program with non-federal funds such as
scholarships or grants, DHS will match 50% and give those funds to HINET. Since the inception of HINET, we were able to match $105,705. We have been working with staff on campus to streamline information to students about our available support services. Students who attend New Student Orientation (NSO) will have been informed about HINET and its services and also the Financial Aide and counseling department has been utilized in recognizing students who need the extra support and have referred them to the HINET office. With the help of other departments on campus HINET can toward getting more students into the program which will allow more funding and possible hire for an additional staff member for program growth. The work load for one person to keep the HINET office proficient is excessive. There are 3 different reports due each month to the UH systems office and DHS; the high amount of attention needed monthly to each case; the processing of new incoming students; and monitoring the HINET office functions as far as marketing and attend meetings is a bit overwhelming for one person.

Quantitative Indicators
Chart below show how many students have applied, completed and is retained in the HINET program since inception. Each year the numbers have been growing and the students drop from the program or being transferred to another COB has decreased this year. This chart show that there is student retention rate us higher and HINET is successful in keeping students at Leeward.

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total HINET Applications Received</td>
<td>95</td>
<td>161</td>
<td>137</td>
<td>393</td>
</tr>
<tr>
<td>Students Completed each semester with HINET</td>
<td>0</td>
<td>65</td>
<td>70</td>
<td>135</td>
</tr>
<tr>
<td>Drops each semester</td>
<td>5</td>
<td>31</td>
<td>3</td>
<td>39</td>
</tr>
<tr>
<td>Transfer Students to another unit (COB)</td>
<td>1</td>
<td>18</td>
<td>9</td>
<td>28</td>
</tr>
<tr>
<td>All Students Served by HINET -- TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>251</td>
</tr>
</tbody>
</table>

The chart above displays the amount application, completion, retention, and transfers from 2017 to 2019

Analysis
HINET has been up and running since March 2017. As the program continues to grow so has the number of students active with the program. At this time, we’ve had 393 students interested in the HINET program and as of October 2019, we have 85 active students. During the time when HINET has been in operation, we have reimbursed to students mileage of $2500 each month; Book/Supplies/Tools of $6,000 last semester, and Tuition Assistance of $25,999 and additional $8500 for Fall 2019. The number of students have be increasing showing that the HINET program is a need here on campus to support them academically by mileage reimbursements and tuition assistance, and also addressing the students hunger issues. Some students are in transition in their personal life which will cause them to neglect there basic human needs such as hygiene, security, self-worth, nutrition, and housing even while attend college. HINET will be able to recognize these road block as soon as they happen bc HINET keeps in contact with student biweekly.

Resource Implications
HINET program is growing with more funds to be available, but the work load cannot be sustained under current staffing. HINET currently must keep data reports, process incoming students, contact and keep relations with the DHS offices along with other COB, daily case management, and processing documents daily. A Program Aide would allow HINET leeward to support a larger caseload and service more CTE students. The daily to monthly workload consist of:

- Access DHS SNAP database
- Check to student eligibility
- Refer to DHS for SNAP eligibility determination
- Outreach and marketing
- Benefit Employment Support Service Division (BESSD), DHS management
- Student applications for HINET
- SNAP enrollment and referrals
- Referral log
- SNAP approvals
- Eligibility worker contacts
- HANA Pool
- Intake and Orientations
- DHS forms and orientation packets
- Orientation duties
- Post Orientation duties
- Banner Attribute codes
- Assessment and Employment Plans
  - Case Complexity
  - Vocational/Employment
  - Preliminary Interview
  - Employment Plan
    - Component placements
  - Career Assessment
- Employment tracking for data purposes
- Changes employment plans and Updating Components
- Contact log
- Processing for DHS forms that students submit monthly
- Process student support payments
- End of semester/summer duties
- Monitor student compliance
- Determine compliance and non-compliance students and process according
- Case closure
- Transfer cases to other COB agencies or back to DHS
- Post program employment
- Record Keeping
- College HINET database
- Electronic case folders
- Monitor student responsibilities for SNAP and HINET
- Complete reports to DHS and UH systems office
  - Stat Report
  - Outcome report
  - Monthly HINET report
  - Annual report
  - 50% billing tracker report
  - Budget report
- Partnership for campus internal support
- Fiscal and budget support and planning