

04 **NA Students - Overview**

Policy and procedures regarding NA students are outlined as follows:

- [NA Student Definition](#)
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- [Institution of Higher Education](#)
- [Verification of School Attendance for NA](#)
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A NA Student Definition

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(01/01/12 - 03/31/12)

A student is a participant who is enrolled at least half time in an [institution of higher education](#). This includes a participant who resides with a parent.

The school defines half-time. When questionable, contact the school or view official school publications, such as the following:

- Catalogs
- Class schedules

When the school has no official definition of half-time, divide the minimum number of full-time hours by two. Use the full-time number of hours required for the course of study.

Key the student's School Status Code in the STUDENT STATUS field on SSDO.

B NA Student Enrollment

The enrollment status of a student begins on the first day of the school term.

EXCEPTION

When student status was established in a prior semester, consider the student enrolled during normal periods of class attendance, vacation, or recess.

The student must intend to register for the next normal school term excluding summer sessions.

Do not consider a student enrolled when the student graduates, drops out, is expelled, is suspended, or does not intend to register for the next normal school term.

C Institution of Higher Education

An institution of higher education is defined as a private or public institution that meets the following:

- Normally requires a high school diploma or General Educational Development (GED) diploma for enrollment.
- Admits anyone (with or without a high school diploma or GED) who is over the age of 15 and the institution is legally authorized or recognized in Arizona for providing the following:
An educational program beyond a high school education (such as colleges, universities, and community colleges).
A program of training to prepare students for gainful employment (such as trade schools, technical schools and vocational schools).
A school that has an established program that allows attendance via the Internet is acceptable when the participant is meeting the school's requirements. The school must identify what is considered full-time or part-time enrollment.

NA EXCEPTION

Enrollment in a self-study or correspondence course is not considered enrollment in an institution of higher education.

D Verification of School Attendance

When questionable, verify school attendance using any of the following procedures:

- Request verification from the **PI**
- Make a [collateral contact](#) to the school
- Send an Authority to Release Student Information (FAA-0060A) form to the school

Use any of the following sources to verify school attendance when questionable:

- Correspondence from the school
- Registration form
- School records or school official's statements
- Home teaching affidavit filed with the county
- FAA-0060A

When the previously listed verification sources are unavailable, use one of the following:

- Current report card
- Scholarship boards/records
- Participant's statement

E NA Student Eligibility

Participants who meet the [definition of student](#) and are at least 18, but under 50, must meet one of the following requirements to be NA eligible:

- [NA Student Employment](#)
- [NA Student Work Study](#)
- [NA Student Work Program Participation](#)
- [NA Student Exemptions](#)

When a budgetary unit includes a participant who is 18 to 49 years old, staff must key one of the following in the STUDENT STATUS field on SSDO:

- FT when the participant is enrolled in an institution of higher education full time
- HT when the participant is enrolled in an institution of higher education half time
- NS when the participant is enrolled in an institution of higher education less than half time or not a student

WARNING

When the student does not meet an NA Student Exemption key the NE Exemption Reason Code in the STUDENT EXEM field on SSDO.

.05 NA Student Eligibility-Employment

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(01/01/17 - 12/31/17)

NA students who are employed and paid for at least 80 hours in a 30 day period are potentially eligible for NA benefits. The NA students work hours can be converted.

It is not required that the student earn minimum wage.

Self-employed students must be employed for an average of 20 hours or more per week and receive earnings equal to the federal minimum wage.

NOTE In-kind income is not considered when determining NA student eligibility.

When the student meets the criteria for employment key the EM Exemption Reason Code in the STUDENT EXEM field on SSDO.

.05 NA Student Eligibility-Work Study

NA students who are participating in a state or federally financed work study program during the regular school year are NA eligible. The student must actually be working at a job and receiving earnings or tuition credit for the work performed.

NOTE This criteria is met even when earnings from certain work study programs are not counted for eligibility and income determination.

EXCEPTION

Do not consider a student who is working in a hospital or student teaching as participating in a state or federally financed work study. The student is receiving class credits, not earnings or tuition credit.

NA student eligibility based on work study participation continues through vacations, breaks in the school year, and between semesters or quarters.

The NA student must have been participating in work study during the school period prior to the break and must plan on continuing work study once classes resume.

An NA student may not be eligible because they do not meet the work study requirements. When the student is not eligible during the

school year, they remain not eligible during semester breaks and summer months.

NOTE When the student meets the criteria for Work Study key the WS Exemption Reason Code in the STUDENT EXEM field on SSDO.

.05 NA Student Eligibility-Jobs E&T

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(01/01/17 - 12/31/17)

NA students who are assigned to or placed in an [institution of higher education](#) are NA eligible when assigned or placed through one of the following:

- [The Jobs Basic program](#)
- [The Workforce Innovation and Opportunity Act \(WIOA\)](#)
- [The NA Employment and Training program](#)
- A Tribal employment and training program
- Section 236 of the 1974 Trade Adjustment Act (TAA). TAA is made available to workers who lose jobs or hours of work due to increased imports.

NOTE When the student meets the criteria for an NA work requirements exemption key the ET Exemption Reason Code in the STUDENT EXEM field on SSDO.

.05 NA Student Eligibility-Exemptions

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(01/01/21 -12/31/21)

Effective 01/01/2021, see [Urgent Bulletin](#) emailed 01/14/2021 regarding a temporary student exemption.

An NA participant may meet the [definition of student](#), but does not meet the criteria in [NA Student Employment](#), [NA Student Work Study](#), or [NA Student Jobs - E&T](#). When this occurs, the participant may be an eligible student for NA when they meet any of the following exemptions:

- Under the age of 18, or over the age of 49.
- Receive any CA benefits. When the student is receiving cash assistance, key the CA Exemption Reason Code in the STUDENT EXEM field on SSDO. (See [CA Supportive Services](#))

- Meets the [Unfit for Work](#) NA Work Requirement Exemption. When the student meets the Unfit for Work NA Work Requirement Exemption, key the ET Exemption Reason Code in the STUDENT EXEM field on SSDO.
- The student is responsible for the care of a dependent child, based on one of the following caretaker exemptions:
The student is a single parent, enrolled full time and responsible for the care of a dependent child under age 12, regardless of [adequate child care](#).
The child is over age five and under age 12 and adequate childcare is not available. (See Example [NA student caretaker exemption 1](#))
The child is under the age of six.

NOTE When the student meets the criteria for the caretaker of a child exemption, key the CH Exemption Reason Code in the STUDENT EXEM field on SSDO.

When the NA budgetary unit includes more than one child and more than one adult student responsible for the care of the children, every student is eligible for the caretaker exemption at a ratio of one student per eligible child. (See Example [NA student caretaker exemption 2](#) and Example [NA student caretaker exemption 3](#))

.05 NA Student Exemption-Adequate Child Care

Consider the availability of adequate child care when an NA student is responsible for the care of a child age five to age 12.

Adequate childcare allows the NA student to attend class and to meet the criteria in the following, as appropriate:

- [NA Student Employment](#)
- [NA Student Work Study](#)
- [NA Student Jobs - E&T](#)

Adequate child care can be either of the following:

- Available - A participant age 18 or older, other than the NA student, is [suitable\(g\)](#) and able to provide the childcare.
- Unavailable - The participant states adequate childcare is unavailable due to either of the following:
Lack of public or private transportation to obtain childcare.
Lack of funds to pay a childcare provider.

F NA Student Exemption From Work Registration

When [NA student eligibility](#) criteria is met the NA participant is exempt from work registration. (See [NA Work Requirements Exemption](#))

G NA Ineligible Students - Overview

A student who does not meet at least one of the [NA student eligibility](#) requirements is ineligible.

When there are other eligible participants in the budgetary unit, deny or stop benefits for the ineligible student by keying the following:

- On SEPA, key the following:
OU in the FS PT field next to the ineligible student
FS in the RSN field when stopping benefits for a participant in an open NA case
- On EXNS, key expenses next to the NA participant receiving income. (See Example [NA Ineligible Students](#))

Deny or close an NA case when the entire NA budgetary unit does not meet eligibility requirements.

Key the FS Denial or Closure Reason Code on FSED when denying or stopping benefits for a budgetary unit.