



READING AREA COMMUNITY COLLEGE

Keystone Education Yields Success (KEYS) Program

Program Overview and Participant Responsibilities Acknowledgement Form

The KEYS program is a collaboration between the Pennsylvania Department of Human Services (DHS) and Pennsylvania community colleges. It supports students who receive TANF (Cash Assistance) and some students who receive SNAP (Food Stamps). The program provides individualized academic, personal and financial supports to help students graduate with a diploma, certificate, and/or degree.

KEYS is also a collaboration between you and the KEYS team. Prior to submitting a Reverse Referral Form to request participation in the program, it's important you understand some of your responsibilities are if determined eligible by the County Assistance Office and choose to participate.

Participant/Student Responsibilities:

- ☞ Attend KEYS program orientation
- ☞ Attend an intake assessment meeting
- ☞ Commit to an Individual Service Strategy (ISS) developed by you and your Student Facilitator
- ☞ Attend a monthly meeting with your Student Facilitator either in-person, by phone, by video conferencing (such as Zoom or Teams) or via written communications.
- ☞ Attend all classes as scheduled and understand course related student responsibilities.
- ☞ Self-attest participation hours and notify KEYS if unable to attend due to illness or emergency.
- ☞ Submit participation hours and supporting documentation as required when not enrolled in class
- ☞ Maintain good academic standing, progress and engagement
- ☞ Communicate with Student Facilitator any changes in your academic or employment status between meetings and promptly respond to calls, emails, or messages from the program staff.
- ☞ Provide updated contact information if my phone number, address, or email changes.
- ☞ Conduct oneself respectfully and professionally with staff, instructors, and fellow students.
- ☞ Follow through with referrals made by your Student Facilitator to support you in your academic journey including but not limited to Tutoring, Advising, Career Services and Accessibility Services.
- ☞ Read and Agree to RACC's Student Code of Conduct and KEYS Student Agreement of Participation (available upon request prior to signing this acknowledgment form)

Acknowledgment

My signature below indicates that I have read and understand my responsibilities to participate in the KEYS program and will be completing the Reverse Referral Form as explained.

Student Name (Print): _____

Student Signature: _____ **Date:** _____