**Helping Hands of Tennessee**

**Families First Program**

**Participant Policy and Procedures**

Eligibility and Application

- Must meet income and family size eligibility criteria

- Complete the program application form

- Submit copies of ID, income verification, benefit documents

Application Process

- Applications accepted on a rolling basis year-round

- Complete application and submit documents within 2 weeks of intake

- Required documents: ID, income verification for past 3 months, benefit letters

- Eligibility Assessment conducted within 1 week of submitting full package

- Applicants notified of eligibility determination within 2 business days

Program Requirements

- Meet attendance requirements of program (85% minimum)

- Complete assigned credits/projects on monthly timeline

- Maintain professional conduct and communication

- Comply with all program rules and policies

Stipend Disbursement

- Paid monthly upon verification of completed hours and credits

- Check payments issued on the 15th of each month

- Must maintain requirements to receive ongoing stipend payments

Support Services

- Case management, counseling

- Referrals to community resources for food, housing, healthcare

- Assistance with work clothes, tools, certification fees

Program Completion

- Earn required total credits within program timeframe

- Pass certification exams as applicable

- Receive graduation certificate upon meeting all standards

Assessments:

- Initial Assessment at intake evaluates income, needs, barriers

- Progress Assessments monthly review hours, credits, IEP goals

- Self-Sufficiency Survey at intake and program completion

Pre-Apprenticeship Program:

September 4 - December 15, 2024

150 credit hours through classroom work

$500 stipend upon completing final exam December 15

Apprenticeship Program:

January 8, 2025 - June 30, 2026

Total required credits: 2,000 hours= 1,850 apprentice hours+150 Pre-Apprenticeship hous

Support Services:

Job counseling, childcare, case management, incentive funds, etc.

Any program policy violations or failure to meet requirements may result in suspension or removal from the program. Participant safety, progress and success are the highest priorities. Please contact your coordinator with any questions.