Effective January 2016  
**High Plains Helping Hand  
HPHH works entirely on a nondiscriminatory basis, with respect to age, sex, race, religion, national origin, sexual orientation, and all other social categories.  
  
Financial Assistance**At the discretion of the Executive Director, clients shall receive $500 towards furthering their education or career development. Financial services that exceed $500 will be at the full discretion of the Executive Director. Clients will be required to apply for financial aid before using HPHH funds. HPHH will not be responsible for full tuition. Clients on academic or financial suspension must have their suspension lifted before utilizing HPHH funds.  
**Client responsibility**Clients that show initiative through keeping appointments, being responsible, making good choices, and following through with commitments may be eligible for further financial assistance. Clients are highly encouraged to make and keep appointments with HPHH, so that we may better utilize our schedule.  
For safety, while utilizing HPHH facilities, clients need to arrange for child care. HPHH is not adequately suited for childcare. Clients may be required to reschedule appointments if childcare is not arranged. HPHH will not be held responsible for accident or injury to unattended children and/or minors.  
**Travel**Clients are responsible for their own transportation to appointments, work, classes, etc. Clients will not be transported in any staff personal vehicles.  
**Follow-Up**In order to spend funding wisely, HPHH will monitor the progress of clients to ensure assistance is being utilized properly. If necessary, HPHH will discontinue services for clients not utilizing funds properly.  
**GED assistance**  
At the discretion of the Executive Director, HPHH will pay for 6 GED tests, allowing for two retake tests. Clients that are not actively studying or receiving tutoring for GED may risk losing funding from HPHH.  
**Fuel**HPHH may provide $25 in gas for clients that need to travel for education or career purposes. Any fuel over the $25 limit is at the discretion of the Executive Director.  
**Employment assistance**  
HPHH does not provide job placement, however, computers at HPHH are available for online job searching, applying for jobs online, or other career and education related services. Clients are urged to make appointments to use the learning lab so that proper staffing can be present. Clients shall not be alone at HPHH under any circumstances.  
**Learning Lab**HPHH learning lab is available by appointment and during office hours. Clients that misuse computers will be banned from use. Clients may use computers for up to 4 hours each day and for any career or educational purposes. Longer times for computer use can be arranged by appointment.  
**Our Promise**  
HPHH will offer any available resources and assistance for clients seeking to move forward with education and career. Our goal is to see our clients succeed.  
  
Client signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_