



Business Sustainability: Back to Business!

The coronavirus and the resulting stay at home order have resulted in a massive interruption to business. Thankfully, we as a state and nation seem to be getting in front of the spread of this pandemic and the resulting unemployment rate. Now, as we get ready to ease these restrictions, how do we start our businesses back up and what risks do we face?

Three-Part Series

May 12, 13 & 14,
2020
8:00 – 9:00 AM



WORKSHOP SERIES – Attend one or all three!

Tuesday, May 12 – Session #1: Cash Management: what can you control, what you can't, order of operation, how to assess how fast you start back up, and more.

Wednesday, May 13 – Session #2: Business Planning: how do you use your cash flow as a guide to move your business back into operation. Functional planning, guide and process.

Thursday, May 14 – Session #3: Employee Re-engagement: legal, safety and risk issues.

SPEAKER & HOST

Mr. Donald Laughlin brings 20 years of significant experience in managing both high growth and highly distressed corporations. He has two Master's Degrees, and he, his wife and three kids live in Scottsdale, Arizona.



No Cost Webinar
[Register Here](#)



COVID-19 Resources (please note: Information provided by NACOG-EWD is subject to change):

COVID-19 Information

Center for Disease Control www.cdc.gov/coronavirus

Arizona Department of Health Services www.azdhs.gov

Arizona Governor's 211 www.211arizona.org, or dial 2-1-1 hotline available 8:00am-8:00pm daily

Yavapai County Health Services <http://www.yavapai.us/chs/>

Yavapai County Emergency Phone Bank 928-442-5103, 8:00am-5:00pm

Unemployment Insurance

File for Unemployment Insurance online www.azui.com

Unemployment Insurance Call Center 1-877-600-2722 or 1-602-364-2722

Unemployment Insurance Advocate <https://des.az.gov/services/employment/unemployment-individual/contact-AZUI/client-advocate>

Yavapai County/Arizona Resources

Northern Arizona Council of Governments www.nacog.org, 928-778-1422, 928-649-6867

Arizona Job Connection www.azjobconnection.gov

YAVAPAI@WORK www.yavapaiatwork.com, Facebook: Yavapaiatwork

Arizona Commerce Authority <https://www.azcommerce.com/covid-19/>

ARIZONA@WORK www.arizonaatwork.com

Arizona Together <https://arizonatogether.org/>

Food Resources

Chino Valley Food Bank

928-636-8478

Call for eligibility requirements

Regular food distribution days/times are:

- Monday, Wednesday & Friday, 11am-1:45pm

Catholic Charities

928-778-2531

Office is closed until March 30. Staff is available by phone.

Go directly to Prescott Community Cupboard Food Bank for food assistance at this time.

Prescott Community Cupboard Food Bank

928-778-4622

Providing emergency food bags Monday – Friday, 3-4:30pm at 313 W. Goodwin, Prescott

No eligibility required at this time, # of bags distributed dependent on # of people in household.

Prescott Valley Food Bank

928-772-4490

Food assistance provided to Dewey and Prescott Valley residents only.

Apply in person with ID, Tuesday-Friday, 12pm-2:45pm

Salvation Army

928-778-0150

Providing food assistance, call for eligibility.

Can deliver food to housebound seniors and they are working on establishing a direct phone line for this service.

St. Vincent de Paul

928-778-4585

Call for an appointment, office hours are:

- Monday, Tuesday, & Thursday, 9am-2pm
- Friday, 12pm-4pm

Yavapai County Food Bank

928-775-5255

Main office is closed for walk-ins for at least the next two weeks. Staff is available by phone.

Regular food distribution days/times are:

- Tuesday & Wednesday, 3-5pm
- Thursday & Friday, 1-3pm.

If you do not have a Yavapai Food Bank Card, an emergency voucher will be issued.

Adult Community Center

928-282-2834, 2615 Melody St. Sedona

Must call 24 hours in advance, pick-up is at 11:00AM M-F

Bread of Life Mission

928-567-6931 395 S. Main St. Camp Verde

Catholic Charities

928-634-4254 507 N Main St. Cottonwood

Meals on Wheels

928- 567-6356, 263 W Maryvale Camp Verde

Lunch is still being served 11:30 M-F at 263 W Maryvale, Camp Verde

St. Vincent De Paul

928-634-9625

421 N Willard Cottonwood

Tues – Thurs from 9:00 - Noon

Old Town Mission

928-634-7869 Cottonwood

Food pantry still operating Mon & Thurs 9:00 – 2:00 PM – Mission Produce Market Every 3rd Tuesday @ 6 PM & 2nd and 4th Wednesday from 4:00 – 6:00 – Lunch Wed, Fri at Noon and Sat @ 11 To Go – Homeless Resource Showers Mon 9 -1, Tues 9-11, Thurs 9-1 – Pilot program delivering food to areas in need (Cornville, Clarkdale and Verde Village)

Verde Valley Senior Center

928-634-5450, 500 E Cherry Cottonwood

Call between 9 & 10 to make a reservation to pick-up a lunch at noon

Manzanita Outreach

928-649-5772 www.MOHELP.org Cottonwood

Mountain View United Methodist

928-634-8857, 12st & Cottonwood St. Cottonwood

Food boxes 2nd & 4th Wednesday 8:30 – 10:00 am

Rising Hope

928-634-4321 750 E Mingus Ave Cottonwood

Rent, Mortgage, Utility Assistance

Northern Arizona Council of Governments www.nacog.org, click services tab, select Rent, Mortgage, Utility Assistance, there is an online application link, 928-778-1495

Catholic Charities <https://www.catholiccharitiesaz.org/>

St. Vincent De Paul <https://www.stvincentdepaul.net/>

APS Special Crisis: Bill Assistance <https://www.aps.com/assistance>

Mortgage Assistance

<https://www.fhfa.gov/Homeownersbuyer/MortgageAssistance/Pages/Coronavirus-AssistanceInformation.aspx>

Save Our Home AZ housing.az.gov/save-our-home

Healthcare/Health Services

Department of Economic Security/AHCCCS/ALTCS

https://www.healtharizonaplus.gov/app/Info_Family_Individual.aspx

Yavapai County Health Services <http://www.yavapai.us/chs/>

Crisis Lines/Websites

Crisis Text Line, Text "START" or "HELLO" to 741741, <https://www.crisistextline.org/>

Suicide Prevention Resource Center 1-800-273-8255, <http://www.sprc.org/resources-programs>

Teen Lifeline 1-800-248-8336, <http://teenlifeline.org/resources/#general>

Virtual Learning for K-12 Students

https://docs.google.com/spreadsheets/d/1jSYo9IJ6jTU8866xNyrjSj8Sf3A3k0AJFWjw_M4lj0o/edit#gid=0

Small Business Administration Economic Injury Loans

[SBA.gov/Disaster](https://www.sba.gov/Disaster), 1-800-659-2955, disastercustomerservice@sba.gov

Prepared by the **U.S. CHAMBER OF COMMERCE**

CORONAVIRUS EMERGENCY LOANS Small Business Guide and Checklist



The Coronavirus Aid, Relief, and Economic Security (CARES) Act allocated \$350 billion to help small businesses keep workers employed amid the pandemic and economic downturn. Known as the Paycheck Protection Program, the initiative provides 100% federally guaranteed loans to small businesses who maintain their payroll during this emergency.

Importantly, these loans may be forgiven if borrowers maintain their payrolls during the crisis or restore their payrolls afterward.

The administration soon will release more details including the list of lenders offering loans under the program. In the meantime, the U.S. Chamber of Commerce has issued this guide to help small businesses and self-employed individuals prepare to file for a loan.

Here are the questions you may be asking—and what you need to know.

1 Am I ELIGIBLE?

You are eligible if you are:

- A small business with fewer than 500 employees
- A small business that otherwise meets the SBA's size standard
- A 501(c)(3) with fewer than 500 employees
- An individual who operates as a sole proprietor
- An individual who operates as an independent contractor
- An individual who is self-employed who regularly carries on any trade or business
- A Tribal business concern that meets the SBA size standard
- A 501(c)(19) Veterans Organization that meets the SBA size standard

In addition, some special rules may make you eligible:

- If you are in the accommodation and food services sector (NAICS 72), the 500-employee rule is applied on a per physical location basis
- If you are operating as a franchise or receive financial assistance from an approved Small Business Investment Company the normal affiliation rules do not apply

REMEMBER: The 500-employee threshold includes all employees: full-time, part-time, and any other status.

2 What will lenders be LOOKING FOR?

In evaluating eligibility, lenders are directed to consider whether the borrower was in operation before February 15, 2020 and had employees for whom they paid salaries and payroll taxes or paid independent contractors.

Lenders will also ask you for a good faith certification that:

1. The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations
2. The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments
3. Borrower does not have an application pending for a loan duplicative of the purpose and amounts applied for here
4. From Feb. 15, 2020 to Dec. 31, 2020, the borrower has not received a loan duplicative of the purpose and amounts applied for here (Note: There is an opportunity to fold emergency loans made between Jan. 31, 2020 and the date this loan program becomes available into a new loan)

If you are an independent contractor, sole proprietor, or self-employed individual, lenders will also be looking for certain documents (final requirements will be announced by the government) such as payroll tax filings, Forms 1099-MISC, and income and expenses from the sole proprietorship.



What lenders will NOT LOOK FOR

- That the borrower sought and was unable to obtain credit elsewhere.
- A personal guarantee is not required for the loan.
- No collateral is required for the loan.

3

How much can I BORROW?

Loans can be up to 2.5 x the borrower's average monthly payroll costs, not to exceed **\$10 million**.



How do I calculate my average monthly PAYROLL COSTS?



sum of
INCLUDED
payroll costs

-

sum of
EXCLUDED
payroll costs

=

PAYROLL COSTS

INCLUDED Payroll Cost:

- 1. For Employers:** The sum of payments of any compensation with respect to employees that is a:
 - salary, wage, commission, or similar compensation;
 - payment of cash tip or equivalent;
 - payment for vacation, parental, family, medical, or sick leave
 - allowance for dismissal or separation
 - payment required for the provisions of group health care benefits, including insurance premiums
 - payment of any retirement benefit
 - payment of state or local tax assessed on the compensation of the employee
- 2. For Sole Proprietors, Independent Contractors, and Self-Employed Individuals:** The sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in one year, as pro-rated for the covered period.

EXCLUDED Payroll Cost:

1. Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
2. Payroll taxes, railroad retirement taxes, and income taxes
3. Any compensation of an employee whose principal place of residence is outside of the United States
4. Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116–5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act

NON SEASONAL EMPLOYERS:

Maximum loan =

2.5 X Average total monthly payroll costs incurred during the year prior to the loan date

For businesses not operational in 2019:

2.5 X Average total monthly payroll costs incurred for January and February 2020

SEASONAL EMPLOYERS:

Maximum loan =

2.5 X Average total monthly payments for payroll costs for the 12-week period beginning February 15, 2019 or March 1, 2019 (decided by the loan recipient) and ending June 30, 2019

4

Will this loan be FORGIVEN?

Borrowers are eligible to have their loans forgiven.

How Much?

A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan:

- Payroll costs (using the same definition of payroll costs used to determine loan eligibility)
- Interest on the mortgage obligation incurred in the ordinary course of business
- Rent on a leasing agreement
- Payments on utilities (electricity, gas, water, transportation, telephone, or internet)
- For borrowers with tipped employees, additional wages paid to those employees

The loan forgiveness cannot exceed the principal.

How could the forgiveness be reduced?

The amount of loan forgiveness calculated above is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees. Specifically:

Reduction based on reduction of number of employees



PAYROLL COST
Calculated on page 2

X

Average Number of Full-Time Equivalent Employees (FTEs) Per Month for the 8-Weeks Beginning on Loan Origination

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Option 1:

Average number of FTEs per month from February 15, 2019 to June 30, 2019

Option 2:

Average number of FTEs per month from January 1, 2020 to February 29, 2020

For Seasonal Employers:

Average number of FTEs per month from February 15, 2019 to June 30, 2019

Reduction based on reduction in salaries



PAYROLL COST
Calculated on page 2

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For any employee who did not earn during any pay period in 2019 wages at an annualized rate more than \$100,000, the amount of any reduction in wages that is greater than 25% compared to their most recent full quarter.

What if I bring back employees or restore wages?

Reductions in employment or wages that occur during the period beginning on February 15, 2020, and ending 30 days after enactment of the CARES Act, (as compared to February 15, 2020) shall not reduce the amount of loan forgiveness **IF** by June 30, 2020 the borrower eliminates the reduction in employees or reduction in wages.

WHAT'S NEXT?

Look out for more information about eligible lenders and additional loan guidance.

Visit **sba.gov** for updates.

CONTINGENCY PLAN FOR DISTANCE LEARNING SERVICES

YAVAPAI COLLEGE ADULT BASIC EDUCATION
LEFEVER, CRAIG

Given the national and statewide concern over COVID-19 and the subsequent temporary closure of Arizona educational facilities, YC Adult Basic Education is in a uniquely tenable position. As the college has decided to temporarily discontinue face-to-face instruction, our program is equipped with instructional materials that can be completed from a distance/virtually so that students can continue to work toward their goals.

WHAT WE CAN DO RIGHT NOW “AT A DISTANCE”

The Yavapai College Adult Basic Education program currently has access to the following resources through the Arizona Department of Education:

1. **EdReady for Mathematics and English Language Arts**
 - a. Worksheets are available in the Google folder that is sent out when teacher accounts are created. Teachers can print these and provide packets to students who do not have access to computers outside of the program.
 - b. EdReady also has language supports built-in for higher-level ELAA students.

2. **Odysseyware for All Subjects**
 - a. Curriculum can be done on a mobile phone, although it is not ideal (a tablet or laptop is recommended).
 - b. Teacher training to gain access to OW is available via an on-demand course; reach out to AesEdTech@azed.gov to get setup.
 - c. Casey Morris is our Odysseyware Representative and can be reached at Casey.Morris@edgenuity.com if additional assistance is needed.

3. **BurlingtonEnglish for ELAA students**
 - a. BE also has worksheets that can be printed to provide packets to students if they do not have access to a computer or smart phone at home.
 - b. Now that BE has transitioned to be web-based for Career Exploration and Soft Skills, and more practice is available on their app, students can use their mobile devices to continue their learning.
 - c. Teacher training to gain access to BE is available via an on-demand course; reach out to AesEdTech@azed.gov to get setup.

Additionally, our Learning Management System (Canvas) is going to be important for communication and localization of resources. The ABE program, with the able assistance of YC Information Technology, has been developing this resource for several years.

WHAT WE CANNOT DO RIGHT NOW “AT A DISTANCE”

Registration/Orientation (Essential, but not until May/Summer Semester) - While students can register for ABE classes online through the YC system, they are still required to complete a F2F orientation. As per ASR 15-323, ABE students must prove that they are eligible to receive services by physically showing the requisite documentation in person and have an ABE staff member sign a form attesting to the same.

(<https://cms.azed.gov/home/GetDocumentFile?id=55a6e4681130c00f644447d1>) There is currently no legal way to do this remotely.

Initial Testing (Essential but not until May/Summer Semester) – New students must complete either the TABE 11/12 or TABE CLAS-E assessment before being eligible to attend YC ABE

classes. According to the current ADE assessment policies, they must be completed in person and in the presence of a certified test administrator.

Post Testing (Important, required to show progress/dispensation possible from ADE) - Enrolled ABE students must complete either the TABE 11/12 or TABE CLAS-E assessment after 30, 40 or 50 hours of attendance (based on initial placement) to demonstrate effectiveness of instruction. According to the current ADE assessment policies, this post-testing must be completed in person and in the presence of a certified test administrator.

GED Testing (Important, no short-term solution pending) – Currently can only be completed in person at a credentialed Pearson Testing Center (Prescott campus or Verde Valley campus).

A DETAILED OVERVIEW OF ADULT BASIC EDUCATION DISTANCE LEARNING

Yavapai College's Adult Basic Education program has been providing distance learning to ABE/ASE students continuously since 2005. In that time, we have refined the art of delivering high-quality instruction from a distance. As a result, our program has been on the cutting edge of Virtual Learning, both state-wide and nationally, for the past three years. Given the current COVID-19 situation and the potential of ongoing service limitations, we are essentially changing our ABE curriculum delivery from an 85% F2F/15% DL to a 100% distance learning format, or as close as possible given the limitations above.

Class structure: Our virtual classroom has been designed with the adult learner in mind providing the flexibility, structure, and tools ABE/ASE students need in order to be successful in the online environment. We begin equipping potential students from the initial inquiry. Students who wish to enroll in Virtual GED Classes are first given a short online training class, "Intro to Online Learning" where they- through a series of self-evaluations, videos, and related assignments- test and develop their readiness for the virtual classroom. Students who complete the Intro course are invited to an in-person testing and intake at the Yavapai College Campus of their choice. After completing the intake and testing, applicants are officially enrolled as Virtual GED students, given full access to the curriculum pieces that best suit their needs and are scheduled for an initial student interview. The initial student interview is a virtual meeting with the instructor where the student gets a chance to discuss their education and career goals, as well as educational background. The instructor shares TABE test results in light of the student's goals and gives the new student a tour of their online classroom, demonstrating the functionality of each curriculum piece and reiterating the course expectations.

Our Virtual GED Class is housed in the Canvas LMS. The class consists of three main components: personalized curriculum, GED "Focus Modules", and live virtual Zoom classes and office hours. Students are assigned personalized curriculum from Odysseyware, GED Academy or ACRC, depending on their needs, learning preferences and goals. The "Focus Modules" are adaptive units that focus on a specific GED skill (for example, data analysis) and build to a deep level of understanding. They consist of video lessons and leveled practice assignments. Finally, live Zoom Classes and office hours give students a chance to interact with their instructor and classmates, ask questions, and clarify their understanding.

Our innovative and adaptable Virtual Class Model provides the best of both worlds to distance learners. Over the last few years, it has become a model for other adult education programs. We have had the opportunity to share various components of our online class with other

programs in order to enrich their own distance learning programs. We have been contacted by programs in Arizona and Kentucky who have been using our Zoom Class recordings in their own programs. The videos have also been featured in the CrowdEd Blog. Our Canvas Class design gathers standards aligned, adult focused open educational resources into one rich and powerful learning tool. Our Virtual GED instructor recently had the opportunity to write a post about the use of the Teacher Verification Module in the Design of Our Focus Modules for World Education's Tech Tips Blog. She presented on the blended learning course design at the Arizona Adult Education Learning Institute. Additionally, she was invited to present at Yavapai College's 2019 Faculty Showcase regarding teaching live Zoom classes and has been asked by Maryland's Adult Education Department to teach a series of webinars this Spring on gathering and vetting OER's for use in the adult education classroom.

The ideal virtual learning program blends the best aspects of both traditional brick-and-mortar teaching and online instruction. It is designed in such a way as to provide the most access to content to the most students without need for special accommodations. Traditionally, face-to-face students benefit immensely from the social and emotional connections formed with instructors and fellow students, high level of student accountability in the classroom, and clear class structure. Online students, on the other hand, find enormous benefit in a flexible schedule; adaptable, multi-modal curriculum; and self-determination. Additionally, the ideal virtual learning program is designed in such a way as to provide the most access to content to the most students without need for special accommodations.

Social and Emotional Connections: Our Virtual ABE/ASE classroom has been designed to foster the social and emotional connections that students in an online classroom often miss. Research shows that these relationships are integral to learning.

Our instructors form an individual bond with each student. First, newly enrolled students schedule an initial interview where new students are given an opportunity to share their academic and career goals as well as their personal learning history. The instructor uses that information, as well as their TABE test results to guide the student in creating a personalized learning plan and goal schedule, and to choose the most appropriate curriculum pieces to use to assist the student in achieving their goals. Additionally, each lesson in the focus modules contains a place for students to ask questions about the new material. These questions are personally answered by the instructor, either in writing or in video, where appropriate. Frequently, students are invited to schedule a one-on-one Zoom meeting to work on specific areas of struggle. Students further connect with their instructor in weekly live Zoom classes. The instructor performs email and/or phone check-ins (at least monthly) with less communicative students.

Student to student connections are also fostered. Discussion boards are used to introduce new students to the class and to communicate student struggles, triumphs, and questions. Students meet and converse in live classes and form peer connections. We use the class announcements to celebrate student accomplishments like passing a subject test, and other students are able to comment to congratulate their classmate. The instructor guides collaboration between students with similar goals, forming focus group cohorts.

Clear Class Structure: Students benefit from a clear pathway to achieving their goals. They want to know exactly what they need to do to succeed. Our classes provide strong guidance without sacrificing flexibility and adaptability. Our Intro to online Learning Course sets up expectations right from the start. The course contains a series of self-assessments and lessons designed to clarify and build the skills necessary to succeed in an online class. Students also complete an

activity on scheduling effective study time. Once students are enrolled, the initial student interview provides further clarity. Students are given a tour of the classroom. The use of each piece they have been assigned is demonstrated. Expectations are again discussed and mutually agreed upon by the instructor and student. The focus modules are adaptable and open or close a series of assignments based on pre-test scores. Students can also choose to override the automatic settings and gain access to additional lessons as desired. Additionally, pre-tests, review activities, and post-tests provide students with feedback about their progress.

Resources to Facilitate Student Success in Virtual Learning Setting	Support Services to Facilitate Student Success in Virtual Learning Setting	Partnerships to Facilitate Student Success in Virtual Learning Setting
<p><i>The Canvas Classroom-</i> Our Virtual classroom is housed in our LMS, Canvas. There we have created a series of math “Focus Modules” which adapt to students needs based on pretests. Lessons are multi-modal and leveled. The course has been designed using the principles of Universal Design for Learning (UDL) to give as many different learners as much access to content as possible without the need for accommodations.</p>	<p><i>Learning Center-</i> Enrolled virtual students have full access to the Yavapai College’s Learning Centers in Prescott and Cottonwood. There they can use computers, book private study rooms, and receive drop-in tutoring in math and English, among other resources. Drop-in tutoring is also available at the Prescott Valley Campus.</p>	<p>(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning Center - Online and telephonic tutoring services</p>
<p><i>Arizona Career Readiness Credential (ACRC) platform-</i> ACRC is a career focused training and certification site. It is an excellent resource for increasing student’s reading comprehension and ability to interpret graphics. ACRC is generally assigned to low to mid-level readers. Students can take certification tests to demonstrate levels of career readiness.</p>	<p><i>ABE/ASE Labs-</i> Enrolled virtual students can also drop-in to adult education labs on three campuses: Prescott, Prescott Valley, and Cottonwood. Labs are led by certified adult education instructors.</p>	<p>(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning Center - Online and telephonic tutoring services</p>
<p><i>GED Academy-</i> GED Academy from Essential Ed is an adaptive GED preparatory software. GED Academy is assigned to mid- to high- level readers who are working on social studies, science or language arts specific skills and topics.</p>	<p><i>One-on-one assistance from instructor-</i> Students can schedule one-on-one meetings with their instructor (in-person or in Zoom).</p>	<p>(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning Center - Online and telephonic</p>

		tutoring services
<i>Odysseyware</i> - Odysseyware is an adaptive credit recovery program. Instructors can choose from hundreds of courses to meet additional needs of students such as career and college readiness.	<i>Transitions</i> - Our program provides one-on-one assistance in transitioning to college and career.	(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning Center - Online and telephonic tutoring services
<i>Live Zoom Class</i> - The Instructor hosts a live weekly class on an HSE skill of high importance. Classes are recorded and made available to students who were unable to attend live.	<i>TABE Testing</i> - with TABE certified adult education employees on three campuses	(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning Center - Online and telephonic tutoring services
<i>Zoom Office Hours</i> - The instructor hosts live office hours from the Zoom meeting software where students can ask questions and receive extra guidance. Students can drop-in to weekly hours or schedule a private session.	<i>YC's Disability Services</i> - Students with documented disabilities can receive additional support and access to resources through the college's disability services program.	(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning

		Center - Online and telephonic tutoring services
<i>In Person Office Hours-</i> The instructor also provides in-person office hours weekly. Students can drop-in to weekly hours or schedule a private session.	<i>Yavapai College-</i> In addition to the other support services described, our relationship with our parent organization, Yavapai College, benefits our students in many ways. YC's SSS Trio program and the Recruitment Program provide transition services for students moving on to college. YC Instructors and programs frequently allow our students to participate in activities such as writing workshops and sit in classes that interest them. The college's Performing Arts Center hosts a graduation ceremony each year for our graduates.	(1) Yavapai County One-Stop Centers (Prescott, Prescott Valley, Camp Verde) - computer access, TABE 11/12 Testing, partner services, information; (2) Yavapai County Library Sites/YC Satellite Campuses (Ash Fork, Bagdad, Black Canyon City, Camp Verde, and Yarnell) - computer access/ check-outable YC ABE laptops, information; (3) YC Technology Help Desk - 24/7 remote access technology assistance; (4) YC Learning Center - Online and telephonic tutoring services

Flexibility of time and location: Students can work through their personal curriculum and the Focus Modules whenever and wherever it suits them. All they need is internet access. Our Canvas class and focus modules can even be accessed by a smart phone. Even the live classes, though regularly scheduled, can be accessed at each student's convenience. All live classes are recorded and posted in Canvas so students can access them if they missed class or rewatch classes as many times as they'd like.

Adaptable, multi-modal curriculum: Our curriculum is adaptable on many levels. First of all, the instructor and student determine the most appropriate personalized curriculum for the student based on their test scores and goals. The, every program we use (Odysseyware, GED Academy, ACRC and the focus modules) is adaptable and adjusts itself to student needs based on pretests. In GED Academy and the focus modules, students have the ability to override the "testing out" function and open additional lessons they wish to attempt. In GED Academy and the focus module students again have choices as to the the speed and depth through which they work each lesson. Additionally, students have the choice as to which pieces and parts of the curriculum they use in which ratio. As long as students log a minimum number of curriculum hours per month, they are given free reign to use the three parts of our class (personalized curriculum, Focus modules, and live Zoom meetings) in any ratio that suits them.

Self-determination: It is beneficial for all learners, but especially crucial for adult learners, to have control over when, where, and how they learn. As described above, our class has been designed to give as much control as possible to the learner to use the learning tools that best suit their schedule, learning style, needs, and preferences.

UDL: Universal Design for Learning or UDL is the idea that best practice includes making the curriculum as accessible as possible for all learners without the need for special accommodations. We accomplish this through accessible lessons that combine video, audio, example problems, and graphics to demonstrate skills. Additionally, all videos have an option of transcripts or closed captioning. Where appropriate, students can access notes and presentations. In the

focus modules, each lesson contains leveled practice assignments so that students can tackle each concept at their current level.

Intake, eligibility verification and standardized assessments are conducted regularly on three of our campuses (Prescott, Prescott Valley, and Cottonwood) and by special appointment at other locations. After an eligible student has completed the “Intro to Online Learning” preparation class, they are invited to an in-person orientation and screening process. Students are given an option of appointment times on the campus of their choice. When they come in, they are met by a TABE Certified adult education instructor. We first complete the eligibility form, then the remaining paperwork and begin the TABE testing process, which is completed on the second day of orientation. After all the paperwork and testing is complete, students are given access to the Virtual GED classroom. The curriculum they are assigned varies based on their TABE tests and career/college goals. Additionally, the instructor meets virtually with each student individually within the first week to discuss their goals, test scores in light of those goals, and learning styles and preferences as well as give the student a tour of the online classroom. Post-testing is scheduled and performed by TABE trained adult education instructors on the same three campuses, or on alternate campuses when necessary.

The total scheduled synchronous instruction is 3 hours per week. Of those 3 hours, 1.5 hours are live Zoom classes, and 1.5 hours are open Zoom office hours where students can receive extra assistance. Synchronous instruction is provided 42 weeks of the year. Additionally, the instructor provides scheduled Zoom office hours as requested by students, up to 1 hour per week per student.

Yavapai College’s Virtual Learning Course has been designed with student accountability at the forefront. Expectations are clearly laid out as described above. As part of the Intro to Online Learning course, students are asked to schedule 6 hours of regular study time each week that the instructor can hold them accountable for. Once they are enrolled, students who fall below 10 hours of curriculum hours in a month are first sent a warning email with offers of assistance from the instructor. Students who continue to fall below the minimum 10 hours or fail to complete any curriculum hours in a month must meet with their instructor to discuss their goals and rework their study plan. Our instructor uses regular emails and announcements in Canvas to communicate with students and track their progress in testing. Additionally, students submit GED Ready and GED subject test scores in Canvas. Each lesson in the Focus Modules contains an open ended question, “What questions do you have about this assignment?” Their answers to this question are reviewed each business day and responded to appropriately, with an email, video, or phone call, preventing students from getting lost and slipping through the cracks.

VERIFICATION OF ELIGIBILITY FOR SERVICES

"I verify that I am eligible to attend Arizona Adult Education classes in accordance with Arizona Revised Statute 15-232. By signing below, I represent that the information I have provided in this declaration is true and correct and that any document(s) I present are genuine. I understand that false or misleading information or documents related to this declaration may subject me to expulsion from the Program as well as other legal sanctions."

Print Applicant's **LEGAL** Name _____ Date of Birth ____/____/____

Applicant's Signature _____ Today's Date ____/____/____

ACCEPTABLE DOCUMENTS

IMPORTANT: All documents must be originals or copies certified by the issuing agency

PREFERRED Only 1 of the following is needed. It must include a clear photo **AND** Date of Birth of the applicant **AND** be unexpired.

✘ Document Title	Include Number if applicable	Expiration Date	Verifier's Initials
Arizona <input type="checkbox"/> Driver License <input type="checkbox"/> Instruction Permit or <input type="checkbox"/> Identification Card (please check one)		/ /	
Enhanced Driver License or ID Card issued by another state, territory or possession of the US		/ /	
US Passport or Passport Card		/ /	
Permanent Resident Card/Resident Alien Card, I-551		/ /	
US Military ID Card (active duty, reserve and retired)		/ /	
Employment Authorization Document Card (I-766)		/ /	

If applicant is not presenting a **PREFERRED Document**, the following criteria apply: **Select either:**

(a) Applicant needs two documents listed below. One must have a clear photo of you **AND** one must be listed in the **Primary** category.

OR

(b) Applicant needs three documents if none of them have clear photos of applicant **AND** one must be listed in the **Primary** category.

PRIMARY MUST include Date of Birth **AND** be unexpired.

✘ Document Title	Include Number if applicable	Expiration Date	Verifier's Initials
Birth Certificate issued by any state, territory or possession of the US.		/ /	
US Certificate of Birth Abroad or Delayed Birth Certificate		/ /	
I-94 Form presented without passport		/ /	
US Citizenship and Immigration Services, Refugee Travel Document I-571		/ /	
US Certificate of Naturalization or Certificate of Citizenship		/ /	
US Citizen ID Card I-197 or I-179		/ /	
Tribal Certificate of Indian Blood <input type="checkbox"/> Photo <input type="checkbox"/> No Photo		/ /	
Tribal or Bureau of Indian Affairs Affidavit of Birth		/ /	
US Military DD-214		/ /	
Affidavit of Identification (with photo & within 15 days of issue) from Arizona Department of Corrections		/ /	
Released Offender ID (with photo) from Arizona Department of Corrections		/ /	
ALPHA Program/Community Re-Entry ID from the Maricopa County Sheriff's Office		/ /	
Terms and Conditions of Probation or Parole document issued by the Court		/ /	
Sentencing document placing the individual on probation or parole and issued by the Court		/ /	
Unexpired Fiancée Visa (K-1)		/ /	
Unexpired Non-immigrant Visa (K-3, K-4)		/ /	
Individual Fee Register Receipt (Form G-711) that shows that the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565)		/ /	
Grant Letter from the US Citizenship and Immigration Services Asylum Office		/ /	
Order of an immigration judge granting asylum		/ /	

SECONDARY MUST be unexpired unless noted otherwise. Does not have to include Date of Birth

✘ Document Title	Include Number if applicable	Expiration Date	Verifier's Initials
Driver License, Instruction Permit or ID Card issued by any other state		/ /	
Arizona Certificate of Birth (Foreign Born)		/ /	
US Military Dependent ID Card		/ /	
US Armed Forces Driver License		/ /	
US Department of Veterans Affairs Card		/ /	
US Department of Justice Inmate ID Card		/ /	
Social Security Card		/ /	
Legal Guardian Certificate		/ /	
Selective Service Card		/ /	
W-2 Form		/ /	
Concealed Weapons Permit		/ /	
Medical Insurance ID Card (including AHCCCS ID card)		/ /	
Professional License		/ /	
Bank Card/Credit Card		/ /	
Employee ID Badge (with photo)		/ /	
School ID (with photo)		/ /	
Marriage Certificate issued by any state, territory or possession of the US		/ /	
Certified Letter of Identification for a Ward of the Court, issued by a court or government agency in the US		/ /	
Driver's license or government ID card issued by a foreign government authority		/ /	
Foreign passport, current or expired		/ /	
Notice of Approval I-797		/ /	
Letter from Dept. of Homeland Security indicating the applicant is in process status		/ /	

NOTE:

Applicants holding Student Visas (Form F-1) are not eligible for services through state-funded Adult Education programs.

For Office Use Only

Name of Verifier (Please Print) _____

Signature of Verifier _____ Date ____/____/____

Document examples can be found at: <https://www.uscis.gov/i-9-central/131-list-documents-establish-identity-and-employment-authorization>

Dislocated Worker Rapid Response Fast Facts



-If you have been laid off you may face many emotions similar to grieving; take a couple days to process the situation, talk to family and friends and get organized with a plan

-Now is a great time to freshen your resume and look into other employment opportunities

-ARIZONA@WORK- Yavapai County can assist you, visit www.nacog.org, www.yavapaiatwork.com or call 928-778-1422/ 928-649-6867



-Know this is a temporary situation, you will overcome this!

-Create a plan of action to get back on track with income, expenses, and career

--Contact property owners and avoid negative credit ratings, practice good communication with creditors for negotiable outcomes to lower payments during this time

-Contact each utility company to negotiate payment plans

-NACOG is here to help guide you through this process and case manage for success

-Our team can discuss planning options at nacog_prescott@nacog.org 928-778-1422/928-649-6867



-Create a monthly budget

-Tally your monthly expenses

-Reduce flexible spending

-Stay within your budget

-A free budget worksheet can be found at www.consumer.gov/content/make-a-budget-worksheet

-There are daily jobs postings that can be found on www.azjobconnection.gov and a tab to create an updated resume which can be on profile for employers seeking employees

-Online Career Assessments can be found at www.nacog.org, www.mynextmove.org/, www.myskillsmyfuture.org



-In need of stress management, check out www.cdc.gov/coronavirus-ncov/

-In need of mental health, contact National Hopeline 1-800-273-TALK, Suicide Prevention 1-800-SUICIDE

-There are community resources available that may assist with payments:

•Northern Arizona Council of Governments www.nacog.org

•Catholic Charities www.catholiccharities.org

•Save Our Home AZ www.housing.az.gov

•APS Special Crisis www.aps.com/assistance

NACOG EWD Virtual Services

“Stay Connected”



SERVICES AVAILABLE

- Dislocated Worker Services, Financial Management, Community Resources www.nacog.org, www.yavapaiatwork.com, 928-778-1422, 928-649-6867/6868
- Online Career Assessments www.nacog.org, <https://www.mynextmove.org/>, <https://www.myskillsmyfuture.org/>
- Sharpen your skills with free Online Training www.alison.com
- Tuition Assistance www.nacog.org, www.yavapaiatwork.com, (928)-778-1422, (928)-649-6867/6868
- Job Search/Build Resume/Resume Assistance www.yavapaiatwork.com, www.azjobconnection.gov
- Direct Access to Unemployment Insurance www.azui.gov, 1-800-600-2722, www.yavapaiatwork.com
Call NACOG for assistance as needed: (928)778-1422
- Mental Health Assistance/Stress Management 1-800-273-TALK/1-800-SUICIDE - National Hopeline, National Suicide www.mentalhealth.gov/get-help/immediate-help
<https://www.cdc.gov/coronavirus/2019-ncov/daily>

BUSINESS SERVICES

- Arizona Commerce Authority Business Resources www.azcommerce.com
- Arizona Together Resources <https://arizonatogether.org/>
- Northern Arizona Council of Governments Employer Services, Job Training Subsidies, Rapid Response Services www.nacog.org, 928-778-1422, 928-649-6867/6868
- Small Business Administration Economic Disaster Relief Loan/Grants <https://covid19relief.sba.gov/#/>
- YAVAPAI@WORK Workforce Development Board, ARIZONA@WORK Partners, Service Menu www.yavapaiatwork.com
- Yavapai College Small Business Administration, Job Fairs www.yc.edu
- Yavapai County Business Resources www.YCAZBusinesses.org

