**Notice of Nondiscrimination**

Westmoreland County Community College will not discriminate in its educational programs, activities or employment practices based on age, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law including the Pennsylvania Human Relations Act and with federal law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Affirmative Action Officer (presently Sylvia Detar) at 724-925-4188 or in Room 4100 D, WCCC Business & Industry Center, Youngwood, PA 15697.

**Benefits of Participating in the KEYS Program**

- Referrals for academic support
- Assistance from a student facilitator to help you achieve your educational goals
- Connections to other community service agencies
- Advocacy to your county assistance office
- Assist you in obtaining supportive services available through your county assistance office
- Incentives, available based upon grant funds

**For More Information**
Keys Student Facilitator, Grants Office
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697
724-925-4106

**KEYS Program**
A collaborative program between the Department of Public Welfare and the Pennsylvania Commission for Community Colleges, the Keystone Education Yields Success (KEYS) program is designed to help recipients of Temporary Assistance for Needy Families (TANF) attending Westmoreland County Community College with the successful completion of their course of study.

If you are in the Supplemental Nutrition Assistance Program (SNAP), you can also be served by the KEYS Program, as funding permits.

**Primary Goals of KEYS**
- Extend educational opportunities to individuals receiving TANF and/or SNAP benefits
- Ensure continuing attendance and participation at WCCC with the intent of graduating with a career-specific credit or noncredit certificate or associate degree
- Provide the services and supports necessary to assist you in completing educational activities

**Support Services for KEYS Students**
- Transportation
  - Mileage payment
  - Payment for public transportation
  - Taxi fare
- Vehicle repairs
- Vehicle purchase (only available to TANF recipients)
- Textbooks
- School supplies
- Education & training fees
- Equipment & tools
- Childcare

*Certain limitations may apply to Support Services.*

**Requirements of a KEYS Student**
- Attend regularly scheduled KEYS appointments
- Sign-in/sign-out each day when on campus
- Submit weekly attendance sheets
- TANF recipients must meet required hours each week as determined by the county assistance office
- Attend scheduled classes & complete assignments
- Report changes to KEYS staff

**Enrollment in KEYS**
- The KEYS program must receive a referral from your county assistance office
- The county assistance office makes the determination if you may participate in KEYS
- You may count vocational education time for only 12 months. If you have not graduated after 12 months, you must obtain your hours in another core activity (i.e. work-study, employment or community service).