

Official

<u>CAPITAL AREA MICHIGAN WORKS!</u> SUPPORTIVE SERVICE POLICY LETTER #05-00, Change 10

Date: March 11, 2022 To: Capital Area Michigan Works! Program Sub-Recipients Subject: Supportive Services and Needs-Related Payments (NRPs) Programs Affected: Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth; Partnership. Accountability. Training. Hope. (PATH), Food Assistance Employment and Training (FAE&T); Trade Adjustment Act (TAA); Business Resource Network (BRN), National Emergency Grant (NEG), and Going Pro Apprenticeships (GPA) **Rescissions:** None References: The Food Assistance Employment and Training (FAE&T) and FAE&T Plus Manual, dated January 31, 2021 and subsequent changes; The PATH Manual, dated October 27, 2021 and subsequent changes; The Michigan Department of Labor, Economic and Opportunity-Workforce Development (LEO-WD) Manual, dated March 11, 2021 and subsequent changes; and PI 19-35 Trade Adjustment Assistance, dated May 10, 2019 and subsequent changes; and The Business Resources Network Manual, dated August 28, 2020, Going PRO Apprenticeships (GPA) PI:20-04 and subsequent changes. Capital Area Michigan Works! current contract provisions and PI 02-07 (Audits), and subsequent changes.

Background: Supportive services assist eligible participants facing specific barriers to securing employment when no other resources are available to address their needs. Each funding source establishes parameters for allowable supportive services with the MWA responsible for setting local policy.

Within the financial limitations of the MWA funded programs, a limited supportive services system will be established to assist participants in removing barriers to enable the individual to participate in program activities including job acquisition and retention when such services <u>are not otherwise available from other resources/sources</u>.

Policy: Sub-Recipients shall adhere to the limitations established for the provision of supportive services per funding source. Any supportive service provided to remove a barrier(s) to enable an individual to participate in program activities including job acquisition and retention shall be documented in the One-Stop Management Information System (OSMIS) in the Supportive Service area and the Individual Service Strategy (ISS). The barriers must be entered in the ISS under the section "Action Plan" as it relates to providing supportive services to overcome identified barriers. Documentation of the supportive service provided to program participant shall be placed in the individual participant file to correspond with each supportive service.

> Case notes shall be used to document what other resources/sources were considered and the lack of other resources/sources. Under no circumstance may a supportive service be provided if the supportive service is readily available in a timely manner from another source. Case notes shall be used to document the actual dollar amount and funding source of the supportive service in cases where the MIS does not provide for the separate recording of supportive services.

Any combination of funding may be used, as appropriate and allowable. However, a single funding source limitation may not be exceeded with the aggregate of multiple funding sources.

<u>Under no circumstances shall supportive services be used to purchase</u> <u>gift cards.</u> Supportive service payments are to be provided directly to participant or vendor.

The Chief Executive Officer of CAMW! or designee may grant waivers to specific supportive services limitations and/or prohibitions. The Administrative Office may add supportive services in the event the

provision of a service has been overlooked in the formation of this policy if the supportive service is necessary to enable an individual to participant in activities.

<u>Capital Area Michigan Works! will not provide Needs-Related Payments</u> (NRPs). If CAMW! applies for a United States Department of Labor National Emergency Grant which mandates NRPs, a policy will be developed at that time and this policy issuance will be modified.

Acceptable accounting procedures including procurement requirements shall be used in the provision of supportive services.

Inquiries: Questions regarding this policy issuance should be directed to Tekea Norwood, Chief Operating Officer, at (517) 492-5541. TTY: 711.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Expiration

Date: Continuing

Carrie Rosingana Chief Executive Officer Capital Area Michigan Works!

Welfare Reform					GPA	ТАА	BRN
	Adult	Dislocated Worker	Youth	NEG			
PATH (Partnership. Accountability. Training. Hope) No more than 30% of the aggregate PATH contract funding (excluding FIA-ESS) shall be budgeted and expended for supportive services. The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need. In an emergency, meaning a situation in which the participant would lose their current employment without immediate support from the MWA, the MWAs are to respond within 24 hours in order to prevent the loss of employment.	Adult No more than 15% of the total WIOA Adult contract funding shall be budgeted for supportive services. The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need. • The cumulative total of the following supportive services is limited to \$2,000/per individual/12 month period • Automobile Repair • Automobile Repair • Clothing Allowance • Relocation Expense • Employment related medical (dental) expenses • One-time work related expense	Dislocated WorkerNo more than 15% of the total WIOA DW contract funding shall be budgeted for supportive services.The CAMW!Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need.• The cumulative total of the following supportive services is limited to \$2,000/per individual/12 month period o Automobile Repair o Automobile Other o Clothing Allowance o Relocation Expense o Employment related medical (dental) expenses o One-time work	Youth No more than 15% of the total WIOA Youth contract funding shall be budgeted for supportive services. The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need. • The cumulative total of the following supportive services is limited to \$2,000/per individual/12 month period • Automobile Repair • Automobile Other • Clothing Allowance • Employment	NEG Policy for supportive services and/or Need-Related Payment shall be established at the time an NEG is received based on the conditions stipulated by USDOL and/or WDASOM.	No more than 10% of the total GPA contract funding shall be budgeted for supportive services. The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need. • The cumulative total of the following supportive services is limited to \$2,000/per individual/12 month period • Automobile Repair • Automobile Repair • Clothing Allowance • Relocation Expense • Employment related medical (dental) expenses • One-time work related expense	The allowability and limitations of supportive services are set by law, regulations, USDOL, and funding availability. The state's maximum amount of funding per participant may not be exceeded. Participants who choose to waive their right to supportive services (such as subsistence payments for classroom training outside the commuting	Supportive Services are limited to those who are employed by a BRN eligible employer, working 120 or more hours per month at no less than \$11.50/hr. A BRN Participant will have one or more demonstrated or documented barriers to employment as outlined by the BRN Plan Narrative, Pl 18- 20. The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding per participant based on increased need. • The cumulative total of the following supportive services is limited to \$2000/per individual/12 month
All individuals referred from MDHHS while in the	 Physical exams/immunizati on 	related expense Physical exams/immunizati 	related medical (dental) expenses o One-time work		 Physical exams/immunizati on 	area) to preserve sufficient	period. • Automobile Purchase

Applicant Eligibility Period	o Other	on	related expense		o Other	funding for	o Automobile
(AEP) are eligible to	 Supportive services 	o Other	 Physical 			tuition shall	Repair
receive supportive	are limited to	 Supportive services 	exams/immunizati	:	Supportive services are	sign a waiver	 Automobile
services prior to being	individuals who are	are limited to	on		limited to individuals	indicating they	Other
found ineligible.	eligible for and	individuals who are	 Supportive services 	,	who are eligible for and	have been	 Transportation
	registered in core,	eligible for and	are limited to	1	registered in core,	informed of	Allowance
FAE&T (Food Assistance	intensive or training	registered in core,	individuals who are	i	intensive or training	their right to	 Clothing
Employment and	services.	intensive or training	eligible for and	:	services.	supportive	Allowance
Training) Beginning with		services.	registered in core,			services but	 One Time, Work
orientation and during			intensive or training			have chosen	Related Expense
active participation, a			services.			to use	 Child Care
participant may receive a						available	Assistance
maximum of \$960 over a						funding for	 General
rolling 12 month period.						direct	Equivalency
Cellular phone service						classroom	Testing
(limited to three months						training	 Related
and no other source of						funding. In	Expenses for
free data or phone service						the event an	Occupational
is available or appropriate						individual	Training
for the situation) – enter						does not	 Housing
in the OSMIS under fees,						waive their	Assistance
Clothing (appropriate for						right to	 Utilities
job search activity or						supportive	Assistance
interviews), Course						services and	 Other
registration fee (may						the estimated	 Supportive services
qualify as a program						cost of	are limited to
delivery expense), Drug						training and	eligible individuals
tests (required for						supportive	who remain in good
employment),						services will	standing with their
Fingerprinting (required						exceed the	BRN member
for employment), Legal						maximum per	employer.
services (expunging a						participant	
criminal record to secure						funding	
employment), Medical						availability the	
services (i.e., TB test,						training site	
						selection shall	

vision exam, eyeglasses,			be denied.	
dental care, or physical				
required for				
employment), Fees (i.e.,				
union dues, test fees,				
licensing and bonding				
fees, background checks				
needed for training or to				
support job search),				
Personal Grooming				
Supplies/Services (i.e.,				
personal hygiene				
products and services,				
including haircuts, to				
meet program or				
potential employer				
appearance				
standards),State of				
Michigan identification				
card, temporary driving				
instruction permit, driving				
skills test, and driver's				
license, Activity fee (if				
required to participate,				
may qualify as a program				
delivery expense),				
Training materials,				
textbooks, and supplies,				
Transportation (i.e., bus				
pass, gasoline cards,				
mileage reimbursement,				
taxi [including Uber and				
Lyft-type services] and				
necessary non-				
maintenance vehicle				
repairs [limited to \$350]),				

Work and training tools				
(i.e., equipment, tools,				
safety clothing, and				
uniforms necessary to				
complete E&T training),				
Housing Assistance				
(limited to two months				
for rent and utilities only),				
applies only to Plus				
participants served by a				
Plus Contractor.				
Job retention supportive				
services follow the same				
rules as regular				
supportive services, as				
described earlier in this				
manual.				
The following job				
retention supportive				
services are permissible if				
they are required to maintain the				
employment:				
Clothing.				
• Fees (i.e., union dues,				
test fees, licensing				
and bonding fees).				
Personal Grooming Supplies (Services				
Supplies/Services				
(i.e., personal				
hygiene products and				
services, including				
haircuts, to meet				
employer appearance				
standards).				

	 Transportation (i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services], and necessary non- maintenance vehicle repairs [limited to \$350]). Work tools (i.e., equipment, tools, safety clothing, uniforms). Please refer to the FAET Manual, Section 2-7 for disallowed supportive services. 							
Supportive Service								
Automobile Purchase	 PATH Allowable - Up to State Limitation Up to \$4,000 lifetime limit, PATH will pay 100% of the cost. See CAMW! Policy Issuance 01-00, Chg.3. DHHS –ESS only. This limit coincides with PATH limit as well. The vehicle must be registered to an 	Not Allowable	 Allowable Barrier removal for employment retention The vehicle must be registered to the BRN participant and insured, at a minimum, for personal liability and property damage. Vehicle 					

leigheigroup member and insured, at a minimum, for personal fibility and property damage. Vehicle insurance, license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered under other ESS later in this license plates, or vehicle registration are covered registration are				
a ta minimum, for personal liability and property damage. Vehicle registration are covered under other ESS later in this item. Vehicle registration are covered under other ESS later in this items do not reduce the 54,000 lifetime limit. See PATH Manual, Chapter 9. • In a two-parent femily, if both parents are required to participate and need separate vehicles, an exceptor may be made prior to approving a vehicle purchase for a second parent. See PATH Manual, Chapter 9. • Verify via the Services. • Verify via the Services that the client does not own an unusable vehicle, norder to				
personal liability and covered under property damage. this item. Vehicle insurance, this item. license plates, or this item. whick registration are covered under are covered under covered under other ESS later in this item and do not reduce the \$4,000 are covered under lifetime limit. See month. PATH Manual, The limitation Chapter 9, month. if antiv, if both are covered under participate and noe deparate wehicles, an exception may be made prior to approtive approtive second parent second parent second parent participate and need separate wehicles, an exceptor to approtive second parent. second parent second parent. purchase for a second parent. purchase for a second parent. second parent. See PATH Manual, Chapter 9 Supportive second parent. second parent. See PATH				
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vehicles, an exception may be made prior to approving a vehicle purchase for a second parent. See PATH Manual, Chapter 9 Supportive Services. Verify via the Secretary of State (SOS) records that the client does not own an unusable vehicle. In order to	to participate and			limitation.
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purchase for a second parent. See PATH Manual, Chapter 9 Supportive Services. • Verify via the Secretary of State (SOS) records that the client does not own an unusable vehicle. In order to	made prior to			
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Chapter 9 Supportive Services. • Verify via the Secretary of State (SOS) records that the client does not own an unusable vehicle. In order to	second parent. See			
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(SOS) records that the client does not own an unusable vehicle. In order to				
the client does not				
own an unusable vehicle. In order to				
vehicle. In order to	own an unusable			
	verify vehicle			

	T			
registration				
information with				
SOS, the following				
documentation must				
be faxed to				
Workforce				
Development (WD) at				
517-241-9846 for				
processing. Notify				
WD that the fax has				
been sent by sending				
an email TED-TIA-				
TANFREV@michigan.				
gov with the MWA				
name and recipient				
ID number only in the				
subject line. The				
MWA shall submit				
Attachment A, SOS				
request form, which				
shall include the				
MWA name, MWA				
requestor, MWA				
email, participant's				
first, middle, and last				
name, address, date				
of birth, Michigan				
driver's license				
number, current				
address, and				
recipient ID. WD will				
verify with SOS that				
the participant does				
not own an unusable				
vehicle and will notify				
the MWA by email.				

	T			
See PATH Manual,				
Chapter 9 Supportive				
Services.				
The client has at a				
minimum a job offer				
of permanent				
employment paying				
at least \$9.65 per				
hour and				
employment hours				
will at a minimum				
meet the required				
federal work				
participation				
requirement for the				
client.				
Payment may be				
authorized for a				
licensed mechanic's				
inspection in addition				
to the \$4,000				
automobile purchase				
authorization.				
Automobile purchase				
is limited to once in a				
client's lifetime. See				
PATH Manual,				
Chapter 9 Supportive				
Services.				
All car purchase				
exceptions must be				
approved by WD. See				
PATH Manual,				
Chapter 9 Supportive	<u> </u>			

	Services. All car purchase must be approved by CAMW!. FAE&T Not Allowable							
Automobile Repair	 PATH Allowable - Up to State Limitation Automobile being repaired must be titled to participant or individual in participant's family unit (family unit defined by grant) PATH will pay 100% of the cost up to \$900 /12-month period. Clients may contribute any amount over \$900, prior to the MDHHS payment. \$900/12 month/(DHHS-ESS). This limit coincides with PATH limit as 	 Allowable Barrier removal for acquisition of employment or retention or to complete training services Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines) Not to exceed cumulative supportive services limitation of \$2,000/12 month. The limitation may not be combined with another 	 Allowable Barrier removal for acquisition of employment or retention or to complete training services Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines) Not to exceed cumulative supportive services limitation of \$2,000/12 month. The limitation may not be combined with another 	 Allowable Barrier removal for acquisition of employment or retention or to complete training service Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines) Not to exceed cumulative supportive services limitation of \$2,000/12 month. The limitation may not be combined 	Not Allowable	 Allowable Barrier removal for acquisition of employment or retention or to complete training services Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines) Not to exceed cumulative supportive services limitation of \$2,000/12 month. The limitation may not be combined 	Not Allowable	 Allowable Barrier removal for acquisition of employment or retention or to complete training services Automobile being repaired must be titled to the participant Not to exceed cumulative supportive services limitation of \$2,000/12 month. The limitation may not be combined with another funding source to exceed

well. See PATH	funding source to	funding source to	with another	with another	the local
Manual, Chapter 9	exceed the local	exceed the local	funding source to	funding source to	limitation.
Supportive	limitation.	limitation.	exceed the local	exceed the local	
Services.ee CAMW!			limitation.	limitation.	
In a two-parent					
family, each parent					
who is contributing					
towards meeting the					
case's work					
participation					
requirement may be					
eligible to receive up					
to \$900 towards the					
repair of an					
automobile if the					
funding is directed					
towards separate					
automobiles for each					
parent and the					
automobiles are used					
as the primary means					
of transportation for					
employment-related					
activities.					
• Vehicle that has been					
purchased within the					
last 60 calendar days					
are not authorized					
for any repair. See					
PATH Manual,					
Chapter 9 Supportive					
Services.					
To prove the					
To prevent					
misappropriation of					
funds, the					

	automobile must be registered and insured in the name							
	of a member of the eligible family. For purposes of this policy, a member of							
	the eligible family is defined as any adult who is receiving							
	assistance and included in the FIP grant. Payment may							
	be authorized for a licensed mechanic's repair estimate in							
	addition to the \$900 automobile repair authorization.							
	 FAE&T Automobile being repaired must be titled to participant or individual in participant's family unit. Car repairs, limited to \$350 							
Automobile Other (Insurance, plates/tags, title transfer,	 PATH Allowable Vehicle insurance is limited to up to a 	 Allowable Barrier removal for acquisition of employment or retention or to 	 Allowable Barrier removal for acquisition of employment or retention or to 	 Allowable Barrier removal for acquisition of employment or retention or to 	Not Allowable	 Allowable Barrier removal for acquisition of employment or retention or to 	Not Allowable	 Allowable Barrier removal for acquisition of employment or retention or to

driver's license, drivers training/drivers permit/road test registration, Vehicle Inspections (related to auto purchase). Towing, diagnostics, Taxes (auto purchase and auto repair) etc.)	 \$2,000 maximum lifetime cap from this point forward. Vehicle insurance coverage is limited to the time period in which the client is establishing income to allow for their ongoing payment of the insurance up to 90 days at one time. Insurance payment shall be limited to the first three month start-up/12-month period/ (local policy), for uninsured participant or the first three month payment for policy continuation. There is a lifetime maximum of no more than \$2000 for vehicle insurance. FAE&T Not Allowable 	 complete training services Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation. Not to exceed cumulative supportive services limitation of \$2,000/12 month. Insurance shall not exceed a 3-month payment within the cost limitation. The limitation. The limitation may not be combined with another funding source to exceed the local limitation. Allowable - Up to Local 	 complete training services Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation. Not to exceed cumulative supportive services limitation of \$2,000/12 month. Insurance shall not exceed a 3-month payment within the cost limitation. The limitation may not be combined with another funding source to exceed the local limitation. Allowable - Up to Local 	complete training servicesInsurance payment shall be limited to the minimum start- up policy for uninsured participant or the minimum payment for policy continuation.Not to exceed cumulative supportive services limitation of \$2,000/12 month.Insurance shall not exceed a 3-month payment within the cost limitation.The limitation may not be combined with another funding source to exceed the local limitation.Allowable - Up to Local	complete training services• Insurance payment shall be limited to the minimum start- up policy for uninsured participant or the minimum payment for policy continuation.• Not to exceed cumulative supportive services limitation of \$2,000/12 month.• Insurance shall not exceed a 3-month payment within the cost limitation.The limitation may not be combined with another funding source to exceed the local limitation.Allowable - Up to LocalAllowable - Up to Local	complete training services Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation. Not to exceed cumulative supportive services limitation of \$2,000/12 month. Insurance shall not exceed a 3- month payment within the cost limitation. Insurance shall not exceed a 3- month payment within the cost limitation. The limitation may not be combined with another funding source to exceed the local limitation. Allowable
Transportation Allowance	Allowable - Up to Local Limitation • .575/mile- per local	Limitation • .575/mile - local policy	Limitation • .575/mile - local policy	Limitation • .575/mile - local policy	Limitation Training • .575/mile - local policy Commuting	 .575/mile – in alignment with IRS or purchase of

 policy Up to 180-day retention based on actual miles unless participant is enrolled in a post-secondary training activity this service can be extended. \$2000/12- month (local policy) Public transportation/altern ative transportation (taxi, etc.) Transportation allowances include traveling to and from the participant's: home to a job interview, job site, potential job site, childcare provider (will not pay over 10 miles per trip, maximum of up to 20 miles per day), education or training facility, community service site, work experience site, or MWA/service provider. The limitation may not be combined with another funding 	fifty miles or more from the participant's residence • The limitation may not be combined with another funding source to exceed the local limitation.	 Allowable for job acquisition or support of training activities if the training program is fifty miles or more from the participant's residence The limitation may not be combined with another funding source to exceed the local limitation 	 Allowable for job acquisition or support of training activities if the training program is fifty miles or more from the participant's residence The limitation may not be combined with another funding source to exceed the local limitation 		 Allowable for job acquisition or support of training activities if the training program is fifty miles or more from the participant's residence The limitation may not be combined with another funding source to exceed the local limitation. 	 area .575/mile- fed policy Limit establishe d by TAA policy but not to exceed the maximum per participan t funding allowable per state policy. Allowable - Job search outside of commuting area Limit establishe d by TAA policy but not to exceed the maximum per participan t funding allowable 	 fuel cards. Up to 60 days. Barrier removal for job retention and self- sufficiency Cumulative supportive services limitation of up to \$2,000/12 months.
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	source to exceed the local limitation.					policy.	
	FAE&T Bus pass, mileage reimbursement (.57/mile- per local policy), taxi [including Uber and Lyft-type services]						
Clothing Allowance	 PATH Allowable - Up to State Limitation (\$500/12month) \$500/12month / (local policy) \$500/12 month/(DHHS-ESS) this limit coincides with PATH limit as well. FAE&T Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.) 	 Allowable Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.) Not to exceed cumulative supportive services limitation of \$2,000/12 month. Clothing requirements specific for training programs is allowable as a program activity cost. The limitation may not be combined with another 	 Allowable Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.) Not to exceed cumulative supportive services limitation of \$2,000/12 month. Clothing requirements specific for training programs is allowable as a program activity cost. The limitation may not be combined with another 	 Allowable Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.) Not to exceed cumulative supportive services limitation of \$2,000/12 month. Clothing requirements specific for training programs is allowable as a program activity cost. The limitation may not be combined 	 Allowable Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.) Not to exceed cumulative supportive services limitation of \$2,000/12 month. Clothing requirements specific for training programs is allowable as a program activity cost. The limitation may 	Not Allowable	 Allowable Barrier removal for job retention and self- sufficiency \$500/12 month Limited to specific clothing requirements for employment (i.e. uniforms, footwear, dress code, etc.,) Cumulative supportive services limitation of up to \$2,000/12 months.

	funding source to exceed the local limitation.	funding source to exceed the local limitation.	with another funding source to exceed the local limitation.	not be combined with another funding source to exceed the local limitation.		
 PATH Allowable - Up to State Limitation (limited to \$1,500 per move). Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment in the relocation area. Relocation expenses for actual cost of pre- location expenses (coordination of details of the move beforehand, as well as the actual moving plan), trailer or truck rental, compensation for persons assisting in the move, mileage allowances, rental of moving equipment, such as dollies, security deposit and 	 Allowable Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area. Relocation expenses for actual cost of rental truck, trailer or commercial carrier may be covered. .20/mile based on a standardized mileage calculation (i.e. IRS) Relocation expense is limited to one individual per household. Not to exceed cumulative 	 Allowable Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area. Relocation expenses for actual cost of rental truck, trailer or commercial carrier may be covered. .20/mile based on a standardized mileage calculation (i.e. IRS) Relocation expense is limited to one individual per household. Not to exceed cumulative 	 Allowable Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area. Relocation expenses for actual cost of rental truck, trailer or commercial carrier may be covered. 20/mile based on a standardized mileage calculation (i.e. IRS) Relocation expense is limited to one individual per household. Not to exceed cumulative 	 Allowable Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area. Relocation expenses for actual cost of rental truck, trailer or commercial carrier may be covered. .20/mile based on a standardized mileage calculation (i.e. IRS) Relocation expense is limited to one individual per household. Not to exceed cumulative 	Allowable • Limit establishe d by TAA policy but not to exceed the maximum per participan t funding allowabilit y per state policy.	Not Allowable

 more new any the as n MW .20/ star calc Relc limiting indining ind	/mile based on a indardized mileage culation (i.e. IRS) pocation expense is ividual per usehold.exceed the local limitation.ving expenses are ited to \$1,500 perinitation	supportive services limitation of \$2,000/12 month. • The limitation may not be combined with another funding source to exceed the local limitation.	supportive services limitation of \$2,000/12 month. • The limitation may not be combined with another funding source to exceed the local limitation.	supportive services limitation of \$2,000/12 month. • The limitation may not be combined with another funding source to exceed the local limitation.	
FAE&T Not Allo	wable				

	РАТН	Not Allowable					
	Allowable						
	See CAMW! Local PI:16- 00c.1, LEO/WD PI:21-31 and PATH Manual, Chapter 9 Supportive Services.ee CAMW!						
	Transitional support payments may not exceed \$125.00 per participant in a 12- month period. Payments will be distributed in the form of a check.						
Transitional Supportive Services	Transitional support payments in the following amounts may be authorized to be paid to any participant who has accomplished the following goals:						
	• 30 Days of Continuous Employment						
	• 60 Days of Continuous Employment						
	• 90 Days of Continuous Employment						
	• Completion of first 30 days of the						

	Community Service Program (CSP) Met Work Participation Rate (WPR) for 30, 60 and 90 Days Pass General Educational Development (GED) Test High School Completion Completion of Vocational Training Completion of all 4 PATH Standard Workshops Satisfactory Completion of Subsidized Employment/OJT 						
	FAE&T Not Allowable						
Employment related medical expenses including dental not covered under Medicaid,	 PATH Allowable - State Policy Non-DHHS No limit Employment-related photocopies. 	Allowable • Not to exceed cumulative supportive services limitation of \$2,000/12 month.	Allowable • Not to exceed cumulative supportive services limitation of \$2,000/12 month.	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. 	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. 	Not Allowable	Not Allowable

other health insurance.• The completion of an MDHHS Medical Needs form by a Medical Doctor (MD), or Doctor of Osteopathic Medicine (DO) certifying that based on previous medical records or a recent medical examination, the client is able (or unable) to participate in employment- related activities, and whether or not there are limitations or restrictions on the types of activities in which the participant may be engaged.• An employment or training-related general medical or physical examination by an MD or DO (including the completion of an MDHHS Medical Needs form).• Employment-related immunizations and tests required as an employment or training condition (i.e., drug testing or	AdministrativeAEntity may grant aEwaiver to thewalimitation in theliprovision of thispsupportive service.ss• The limitation may• Tnot be combinednnwith anotherwafunding source tofuexceed thee	AdministrativeAdmEntity may grant aEntitywaiver to thewaiverimitation in thelimitprovision of thisprovisionsupportive service.supThe limitation may• Thenot be combinednotwith anotherwithfunding source toexceed the	be combined n another	 The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the limitation. 	
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	vaccinations).						
	 FAE&T Employment-related immunizations and tests required as an employment or training condition (i.e., TB test, vision exam, eyeglasses, dental care, or physical required for employment). 						
One time, work related expense (i.e. tools, uniforms, foot wear, immunizations, licensing exam/fee, etc.)	 PATH Allowable - State Policy No limit – enabling individuals to participate in activities or seek, obtain and retain employment FAE&T Fees (i.e., union dues, test fees, licensing and bonding fees, background checks needed for training or to support job search). Cellular phone service (limited to three months and no 	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	Not Allowable	 Allowable Barrier removal for job retention and self- sufficiency Not to exceed cumulative supportive services limitation of \$2,000/12 month.

	other source of free data or phone service is available or appropriate for the situation).– enter in the OSMIS under fees.						
Child care	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	 Allowable Barrier removal for job retention and self- sufficiency Not to exceed cumulative supportive services limitation of \$2,000/12 month.
GED exams	Allowable for all programs	Allowable as a program activity cost.	Allowable No limit establishe d by TAA policy but not to exceed the maximum per participan t funding allowable per state policy.	 Allowable Barrier removal for job retention and self- sufficiency Not to exceed cumulative supportive services limitation of \$2,000/12 month. 			

	РАТН	Allowable	Allowable	Allowable	Allowable	Allowable	Not Allowable
Physical exams and immunizations required for entrance into training programs	 Allowable No limit FAE&T A physical required for employment 	 Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 Not to exceed cumulative supportive services limitation of \$2,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	 No limit establishe d by TAA policy but not to exceed the maximum per participan t funding allowable per state policy. 	
Related expenses for occupational training (i.e. books, calculators, tools, etc.)	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable No limit establishe d by TAA policy but not to exceed the maximum per participan t funding allowable per state policy.	 Allowable Barrier removal for job retention and self- sufficiency Not to exceed cumulative supportive services limitation of \$2,000/12 month.

	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable
						• Limits and condition	
						s establishe	
						d by TAA	
						policy but	
						may not	
Subsistence						exceed	
Payments						the	
						maximum	
						per participan	
						t per	
						participan	
						t funding	
						allowable	
						per state	
No odo Doloto d		Net Allerine ble				policy.	
Needs Related Payments	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable
	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable
						• Limits and	
TRA Payments						condition	
inch ayments						S	
						establishe	
						d by TAA policy	
Technology	Allowable	Allowable	Allowable	Allowable Allowable	Allowable	Allowable	Not Allowable
Allowance	PATH & FAE&T	• Up to \$500 lifetime	• Up to \$500 lifetime	• Up to \$500 lifetime • Up to \$500	• Up to \$500 lifetime		
(Includes	Up to \$500 lifetime limit,	limit, the amount	limit, the amount	limit, the amount lifetime	limit, the amount	 Limits and conditions 	
Chromebooks,	the amount includes,	includes, equipment	includes, equipment	includes, equipment limit, the	includes, equipment	established	
hotspots,	equipment and internet	and internet	and internet	and internet amount	and internet	by TAA	
internet	connectivity. May not	connectivity. May	connectivity. May	connectivity. May includes,	connectivity. May	policy but	

connectivity)	receive another device if	not receive another	not receive another	not receive another	equipment	not receive another	may not
	broken or pay for a	device if broken or	device if broken or	device if broken or	and internet	device if broken or	exceed the
	participant's current	pay for a	pay for a	pay for a	connectivity.	pay for a	maximum
	technology equipment	participant's current	participant's current	participant's current	May not	participant's current	per
	(i.e. laptop or	technology	technology	technology	receive	technology	participant
	Chromebook etc.) to be	equipment (i.e.	equipment (i.e.	equipment (i.e.	another	equipment (i.e.	per
	repaired. PATH/FAE&T	laptop or	laptop or	laptop or	device if	laptop or	participant
	will pay 100% of the cost.	Chromebook etc.) to	Chromebook etc.) to	Chromebook etc.) to	broken or	Chromebook etc.) to	funding
	Internet services will	be repaired. WIOA	be repaired. WIOA	be repaired. WIOA	pay for a	be repaired. WIOA	allowable
	be provided but not to	will pay 100% of the	will pay 100% of the	will pay 100% of the	participant's	will pay 100% of the	per state
	exceed 3 months. At	cost.	cost.	cost.	current	cost.	policy.
	which time a 🛛 🔸	Internet services will	Internet services will	 Internet services will 	technology	 Internet services will 	
	reevaluation will be	be provided but not	be provided but not	be provided but not	equipment	be provided but not	
	determine for a	to exceed 3 months.	to exceed 3 months.	to exceed 3 months.	(i.e. laptop	to exceed 3 months.	
	monthly service. PATH	At which time a	At which time a	At which time a	or	At which time a	
	will not cover any	reevaluation will be	reevaluation will be	reevaluation will be	Chromebook	reevaluation will be	
	unpaid bills to start	determine for a	determine for a	determine for a	etc.) to be	determine for a	
	internet services.	monthly service.	monthly service.	monthly service.	repaired.	monthly service.	
	 Hotspots purchased 	WIOA will not cover	WIOA will not cover	WIOA will not cover	WIOA will	WIOA will not cover	
	via mobile device,	any unpaid bills to	any unpaid bills to	any unpaid bills to	pay 100% of	any unpaid bills to	
	participants must give	start internet	start internet	start internet	the cost.	start internet	
	a copy of monthly bill.	services.	services.	services.	 Internet 	services.	
	Program funding will •	Hotspots purchased	 Hotspots purchased 	 Hotspots purchased 	services will		
	only cover the amount	via mobile device,	via mobile device,	via mobile device,	be provided	via mobile device,	
	of the hotspot for up	participants must	participants must	participants must	but not to	participants must	
	to 3 months.	give a copy of	give a copy of	give a copy of	exceed 3	give a copy of	
	 Must assist with 	monthly bill. Program	monthly bill.	monthly bill.	months. At	monthly bill.	
	setting up the	funding will only	Program funding will	Program funding will	which time a	Program funding will	
	technology for the	cover the amount of	only cover the	only cover the	reevaluation	only cover the	
	participant. Ensuring	the hotspot for up to	amount of the	amount of the	will be	amount of the	
	participant have a	3 months.	hotspot for up to 3	hotspot for up to 3	determine	hotspot for up to 3	
	working email that •	Must assist with	months.	months.	for a	months.	
	they check and know	setting up the	Must assist with	 Must assist with 	monthly	 Must assist with 	
	how to access.	technology for the	setting up the	setting up the	service.	setting up the	
	• Must participate in the	participant. Ensuring	technology for the	technology for the	WIOA will	technology for the	
	program for at least	participant have a	participant. Ensuring	participant. Ensuring	not cover	participant. Ensuring	

10 colondor dovo	working amail that	participant have a	participant have a	any unnaid	participant have a		
10 calendar days.	working email that they check and know	participant have a	participant have a	any unpaid bills to start	participant have a		
Exceptions are	•	working email that	working email that		working email that		
individuals in a	how to access.	they check and know	they check and	internet	they check and know		
Vocational	• Must be enrolled in a	how to access.	know how to access.	services.	how to access.		
Occupational training	training activity.	Must be enrolled in a		Hotspots	• Must be enrolled in a		
or Employed.	 All devices must be 	training activity.	a training activity.	purchased	training activity.		
 All devices must be 		 All devices must be 	 All devices must be 	via mobile	All devices must be		
picked up in person,	signature required.	picked up in person,	picked up in person,	device,	picked up in person,		
signature required.	 Document the need 	signature required.	signature required.	participants	signature required.		
• Document the need by	by adding technology	 Document the need 	• Document the need	must give a	 Document the need 		
adding technology as a	as a barrier and case	by adding technology	by adding	copy of	by adding technology		
barrier and case note.	note.	as a barrier and case	technology as a	monthly bill.	as a barrier and case		
		note	barrier and case	Program	note		
			note	funding will			
РАТН				only cover			
 In a two-parent family, 				the amount			
each parent who is				of the			
				hotspot for			
contributing towards				up to 3			
meeting the case's				months.			
work participation				 Must assist 			
requirement may be				with setting			
eligible.				up the			
These costs should be ""				technology			
captured under "Other				for the			
Supportive Services"				participant.			
category in the One-				Ensuring			
Stop Management				participant			
Information System				have a			
(OSMIS).				working			
				email that			
FAE&T				they check			
Equipment i.e.				and know			
Chromebooks or				how to			
hotspots, must be				access.			
loaned to the				 Must be 			
iouncu to the				111431 60			

	 participant. May not receive another device if broken. The CAMW! Information Technology Resources Program Participant Agreement must be signed. 				 enrolled in a training activity. All devices must be picked up in person, signature required. Document the need by adding technology as a barrier and case note 			
Food/Meal Allowance	Not Allowable	Not Allowable	Not Allowable	 Allowable Not to exceed cumulative supportive services limitation of \$2,000/12 month. Costs for individual meal are capped at \$8.50 for breakfast and lunch. Meals provided for group meetings are allowed an average cost per plate of \$11.50 for breakfast and lunch. 	Not Allowable	Not Allowable	Not Allowable	Not Allowable
Other		• The CAMW! Administrative Entity may authorize other supportive services in the event services are not available from other sources and the service is needed to facilitate employment or to continue training services. Sub-						

recipients shall submit requests to the Administrative Entity.				
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