



Pacific Gateway Workforce Innovation Network Supportive Service Matrix

(Applies to all Network-funded Programs and Special Projects)

Revised: 02/16/21

SUPPORTIVE SERVICE	MAXIMUM AMOUNT (per 12 month period)	GUIDELINES
Auto <ul style="list-style-type: none"> • Payment • Insurance 	\$800 \$300	Proof of vehicle ownership required. One month's worth of payment. Payment for penalties or late fees not allowed.
Books/School Supplies/ Tools/Technology Equipment/ Software	\$1,000	A list of items required for training or employment must be provided by the training provider or employer. Items that may be necessary for the participant to complete training or to become employed may also be considered. May include product warranty and costs associated with shipping and handling.
Certificates/Licensing/Testing/ Fingerprinting/Background Checks/Processing Fees	\$1,000	Documentation indicating the service is a condition of employment is required.
Clothing <ul style="list-style-type: none"> • Work / Interview / Uniforms • Work Shoes 	\$200 \$200	May be in the form of a gift card or reimbursement.
DMV Print Out/ CA Driver License/ID	Per DMV Cost Not to exceed \$100	As needed for employment or job search.
Physical Exam/TB Test/Flu Shots/Vaccinations/Drug Screening	\$150	Documentation indicating the service is a condition of training or employment is required.
Housing Assistance	\$3,000	Payment for penalties or late fees not allowed. May not be used to pay a security deposit. Must provide a copy of lease, rental agreement, mortgage statement or other supporting documentation.
Telephone	\$300	Payment for penalties or late fees not allowed. Bill must be in customer's name or provide documentation supporting ownership, may include self-attestation.
Toiletries/Hygiene Products	\$50	May be in the form of a gift card or reimbursement.

<p>Transportation</p> <ul style="list-style-type: none"> ● Bus Passes ● Gas Cards ● Taxi/Ride Share ● Parking Fees 	<p>Actual Cost</p> <p>\$100/month</p> <p>\$100/month</p> <p>Not to exceed \$100/month</p>	<p>Job search logs required for participants in job search.</p> <p>No more than one per month.</p> <p>MapQuest, Google Maps, etc. required for participants attending training or employment. Participants may receive the full amount of gas cards at one time (if available and deemed reasonable).</p> <p>Program Manager pre-approval required. Reimbursement only.</p> <p>Parking fees associated with training.</p>
<p>Utilities (water, gas, electric, refuse)</p>	<p>\$400 (total combined amount)</p>	<p>Payment for penalties or late fees not allowed. Bill must be in customer's name or provide documentation supporting residency, may include self-attestation.</p>
<p>Union Dues</p>	<p>Actual Cost</p>	<p>Initiation fees and first month's dues for Registered Apprenticeships. Late or unpaid dues are not allowable.</p>