



## Pacific Gateway Workforce Innovation Network

### Supportive Service Matrix

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

Effective: 02/13/18

SUPPORTIVE SERVICE	MAXIMUM AMOUNT (per 12 month period)	GUIDELINES
<b>Books/School Supplies/ Tools/Equipment</b>	\$500	A list of items required for training or employment must be provided by the training provider or employer. Other items that may be necessary for the participant to complete training or to become employed may also be considered. May include costs associated with shipping and handling.
<b>Certificates/Licensing/Testing/ Fingerprinting/Background Checks/Processing Fees</b>	\$500	Documentation indicating the service is a condition of employment is required.
<b>Clothing</b> <ul style="list-style-type: none"> <li>• Work / Interview / Uniforms</li> <li>• Shoes</li> </ul>	\$200 \$200	May be in the form of a gift card or reimbursement.
<b>DMV Print Out/ CA Driver License/ID</b>	Per DMV Cost Not to exceed \$100	As needed for employment or job search.
<b>Food</b>	\$300 \$100 per visit	Toiletries and hygiene products may be purchased with food gift cards.
<b>Physical Exam/TB Test/Flu Shots/Vaccinations/Drug Screening</b>	\$150	Documentation indicating the service is a condition of training or employment is required.
<b>Transportation</b> <ul style="list-style-type: none"> <li>• Bus Passes</li> <li>• Gas Cards</li> <li>• Taxi/Ride Share</li> <li>• Parking Fees</li> </ul>	Actual Cost \$100/month  \$100/month  Not to exceed \$75/month	Job search logs required for participants in job search.  No more than one per month.  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).  Program Manager pre-approval required. Reimbursement only.  Parking fees associated with training.
<b>Union Dues</b>	Actual Cost	Initiation fees and first month's dues for Registered Apprenticeships. Late or unpaid dues are not allowable.