

Pacific Gateway Workforce Investment Network Supportive Service Matrix (08/08)

(Applies to all Network-funded Programs and Special Projects when grant budget permits. Payments may not be requested for bad debts, i.e., late service charges, penalties, tickets, and/or fines.)

SUPPORTIVE SERVICE	MAXIMUM AMOUNT	GUIDELINES
AUTO		Direct proof of vehicle ownership is required for assistance with all auto-related expenses. Bank stubs or statements will not be accepted as proof of ownership.
Payment	\$250.00	One time payment only, not to exceed maximum. Payment may represent only one month's worth of auto payment. Bank stubs or statements will not be accepted as proof of the monthly payment amount unless they provide direct proof of the vehicle description.
Insurance	\$100.00	One time payment only, not to exceed maximum. Payment may represent only one installment period.
Misc. Repairs	\$200.00	One time payment only, not to exceed maximum. At least two estimates required.
Tires	\$200.00	One time payment only, not to exceed maximum. At least two estimates required.
BOOKS/COMPUTER SOFTWARE OR SUPPLIES	\$300 Per semester up to one year	Must maintain documentation in customer file regarding book(s) as a condition of employment or in support of job search (WIA only).
		An itemization of books/costs must accompany requests and must include the cumulative amount of book costs for the semester.
		It is at the discretion of WIA supervisors to determine if books required by school, CVT, or OJT employer should be charged to the training/tuition cost category (Tuition/Educational Fiscal Authorization required) or the supportive services cost category.

ATTACHMENT A

SUPPORTIVE SERVICE	MAXIMUM AMOUNT	GUIDELINES				
CHILD CARE (Includes CalWORKS) Licensed 1 Child: 2 Children: 3 + Children: Unlicensed 1 Child: 2 Children: 3 + Children:	<u>Hourly</u> \$2.50 \$3.75 \$5.00 <u>Hourly</u> \$2.00 \$3.00 \$4.00	<u>Weekly (Full-Time Only)</u> \$125.00 \$187.50 \$250.00	<u>Monthly (Full-Time Only)</u> \$500.00 \$750.00 \$1,000.00	Total for "hourly rate" may not exceed 50 hours per week.		
				Total "weekly rate" may not exceed \$500 per month.		
				Up to 20 hours per week of child care assistance is allowable for job search.		
				Original Day Care Provider Documentation Form must be provided to Financial Services Unit. Copy must be maintained in customer file. Check disbursements issued monthly.		
		Child care hours should be verified by school or work schedules.				
		Customer must be the custodial parent or legal guardian of child for whom he or she wishes to receive child care assistance (for WIA, as indicated in WIA eligibility paperwork) .				
		WORK ATTIRE	\$200.00 May be in the form of gift cards and/or P-card purchase	Clothing vouchers may be provided for customer to purchase work/interview attire/uniforms for customer only. Customer must provide receipts for total amount.		
		It is at the discretion of WIA supervisors to determine if clothing or shoes required by school, CVT, or OJT employer should be charged to the training/tuition cost category (Tuition/Educational Fiscal Authorization required) or the supportive services cost category.				
CREDENTIALS, LICENSES, CERTIFICATIONS, TESTING, FINGERPRINTING, BACKGROUND CHECKS, PROCESSING FEES	\$500.00	Based upon assessment and/or condition of employment.				
		One time per certification. Supportive services may be provided for required Industry Certification Bundles within the maximum threshold of \$500 per certification.				
		Includes offsite GED testing.				
DENTAL	\$250.00	Must provide documentation regarding emergency dental care needs. One time payment only, not to exceed maximum.				

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SUPPORTIVE SERVICE	MAXIMUM AMOUNT	GUIDELINES
DMV Registration Smog Test CA Driver's License/ID Printout	Per DMV Cost Per DMV Cost Per DMV Cost Per DMV Cost	One time payment only, not to exceed maximum. Proof of vehicle ownership required. Payment may represent only one year's registration. As needed for employment or training. As needed for employment or training.
EYE EXAM/GLASSES	\$150.00	Must provide documentation regarding eye care needs. One time payment only, not to exceed maximum.
FOOD Vouchers	\$150.00 No more than \$50.00 per visit	Original receipts must be submitted to Financial Services Unit. Case manager should refer customer to other sources for further assistance.
HAIRCUTS	\$45.00 each	As needed for employment or job search, not to exceed maximum.
HEARING EXAM/AID	\$150.00	Must provide documentation regarding hearing care needs. One time payment only, not to exceed maximum.
MEDICAL PRESCRIPTION	\$150.00 (cumulative)	Must provide documentation from physician.
PHYSICAL EXAM	\$100.00	Must maintain documentation in customer file regarding exam as condition of employment or training. Includes TB test.
RENT/MORTGAGE	\$1,000.00	Must be an emergency situation. May not be used to pay security deposit. Must provide copy of lease, rental agreement, eviction notice or other documentation. One time payment only, not to exceed maximum.

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SUPPORTIVE SERVICE	MAXIMUM AMOUNT	GUIDELINES
TATTOO REMOVAL	n/a	Refer customers to free services
TELEPHONE	\$50.00	One time payment only, not to exceed maximum. Payment may represent only one month's worth of telephone service for customer's primary phone.
TOOLS/SUPPLIES	\$500.00	If required as a condition of employment or training. Employer or training provider must provide itemized list of tools/supplies and costs. It is at the discretion of Program
		Supervisors to determine if tools/supplies required by school, CVT, or OJT employer should be charged to the training/tuition cost category (Tuition/Educational Fiscal Authorization required) or the supportive services cost category.
TRANSPORTATION Bus Passes Bus Tokens Handicap Assistance Gas Vouchers / Reimbursement	Actual Cost \$40.00/Month \$80.00/Month \$80.00/Month	(NOTE: Reimbursement for taxi cabs is not an approved supportive service.) All customers must provide job search log if they are in a job search component, in order to receive vouchers; Allow customers to receive full amount of gas vouchers at one time (when available) if they are enrolled and participating in a training program.
		No more than one per month.
		Not to exceed maximum amount
		Not to exceed maximum amount
		Mileage reimbursement must be accompanied by Internet travel mileage printout (MapQuest, Yahoo Maps, etc.). Reimbursements will be calculated at the City of Long Beach Financial Management's mileage reimbursement rate = (Miles from Internet travel mileage printout) x (CLB mileage reimbursement rate) x (# of trips)
UNION DUES	Actual Cost	Initiation fees and first month's due.
UTILITIES Gas, Water, Refuse Electric	\$200.00 Combined	One time payment only, not to exceed maximum. Payment may represent only one month's worth of utility payment. If listed on a separate billing, a cumulative total must be provided.
		\$200.00