

ESD Support Services Directory for WorkFirst

Effective Date: March 1, 2016

Support Services are transitional by nature and are not an ongoing supplement to the client’s grant, but are intended to help the client to transition off TANF to wages or other income sources. Support services are not an entitlement, and must be carefully managed to remain within available funds.

\$3000 per Program Year (July 1 to June 30) limit per client (DSHS, Commerce, and ESD combined).

The support services are restricted according to the activity the client is involved in. The activity categories are:

- **Work-related:** working, looking for work, work-like activities such as CJ
- **Safety-related:** meeting significant or emergency family safety needs such as family violence
- **Other activities:** any other activity contained in the client’s IRP

Notes:

- For all support services provided justification needs to be documented in eJAS client notes.
- **To exceed the limits for any SubCat (Service Definition) listed below, an Exception to the Rule (ETR) must first be submitted and approved by the ESD WorkFirst Administrative Unit.**

JAS Code/ Service Definition	Suggested Limit	Activity	Notes
(04) Educational Expenses All expenses related to training or education	\$300 per request DSHS – must make the determination to cover this cost ESD – No	Work Other	Must be approved activity in the IRP. Other Sources of payment should be looked at first such as: Pell grants, SEOG, or Work Based Tuition Assistance Is the class offered free in the community or community and technical colleges? High schools, community Colleges, and community based organizations (CBOs) may provide no- cost tutoring for students. These resources should be explored and used first. Covers: <ul style="list-style-type: none"> • Tuition • Books • GED tests • Uniforms • Tutoring • Specialized clothing

<p>(07) Mileage Reimbursement For use of privately owned vehicle</p>	<p>DSHS Only State Employee Rate</p> <p>ESD – No</p>	<p>Work Safety</p>	<p>Reimbursement for gas costs incurred by a client for use in a privately owned vehicle.</p>
---	---	--------------------	---

<p>(14) Clothing Employment Necessary to seek, accept and maintain employment or participate in work-like activity</p>	<p>\$150 per program year</p> <p>ESD - Yes</p>	<p>Work</p>	<ul style="list-style-type: none"> • Uniforms • Special shoes • Protective Devices • Underclothing • Other apparel as needed
---	---	-------------	---

<p>(15) Tools Tools or equipment required by an employer or institutional training program. Must have employer or trainer statement of tools required.</p>	<p>\$750 per program year</p> <p>ESD – Yes</p> <p>ESD – must have ESD/WF employer statement of tools required for all employees</p>	<p>Work</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Part of an approved • WorkFirst training or education activity • To accept a bona fide offer of employment • Maintain employment • All other employees or student must have the same requirement for tools. <p>DO NOT PURCHASE WEAPONS</p>
--	---	-------------	--

<p>(19) Car Repair Minor repair of vehicle (registered to participant) necessary to return the vehicle to operable condition, such as: brakes, water pump, timing belt, batteries, chains, lights, tires, etc. There must be no access to public transportation, or use of public transportation would impose a hardship.</p>	<p>\$500 per program year</p> <p>ESD - Yes</p> <p>Verify Ownership</p>	<p>Work Safety</p>	<ul style="list-style-type: none"> • Necessary to work or participate in WorkFirst activity: • A minimum of two written estimates are required except when it is not possible such as an inoperable vehicle. When car is in operable, use estimate from the garage and ask for a similar bit to the one received. • All work and replacement parts must be performed by a licensed business except battery replacement. • May include charges for repair estimates (computer diagnostic tests) if fee is standard in the community • Towing for car repair only.
---	--	--------------------	---

<p>(28) Lunch/Short-term Lodging and Meals Purchase of client's lunch at all-day event such as Job Fair where DSHS, ESD, SBCTC, or OTED is a sponsor. (or) Client is required to travel to a site for a job interview or test, which is beyond normal commuting distance or the client is moving to a new location to accept a job.</p>	<p>State Employee Rate</p> <p>DSHS Only</p> <p>ESD – No</p>	<p>Work</p>	<p>The rate paid will be the same as state employees receive according to the regional OFM chart. Must be a working lunch for all participants at the event. For interviews, requires confirmation of:</p> <ul style="list-style-type: none"> • Interview • Test • Job <p>Expenses covered generally for four days in duration or less. Examples:</p> <ul style="list-style-type: none"> • Referral to interview in another part of the state where employment may be obtained. • State board or other exam required for employment.
<p>(31) Relocation Expenses necessary to enable a client to accept or maintain full-time unsubsidized employment or for the unsubsidized part time employment if the wage allows the participant/family to exit TANF. These expenses can include cost of rent and deposit associated with the relocation to keep or accept employment.</p>	<p>\$1500</p> <p>DSHS Only</p> <p>ESD – No</p>	<p>Work</p>	<p>Requires the following: Bona fide offer of employment Written confirmation of start date and wages from employer Expenses include:</p> <ul style="list-style-type: none"> • Cost of commercial carrier (two • Written estimates must be • obtained) • Common Carrier (receipts are Required) • Cost of moving equipment • Moving Trucks or vans • Hand trucks/dollies • Fuel • May not be used for pet or utility deposits. <p>Reimburse mileage for transporting client's privately owned vehicle by the most direct route from the client's home to new location.</p>
<p>(34) Testing Diagnostic Testing may include (but not limited to): literacy levels, aptitude, or skills proficiency.</p>	<p>\$250 per request</p> <p>DSHS only</p> <p>ESD – No</p>	<p>Work Safety Other</p>	<p>Testing is not provided by WorkFirst or available from other free or low cost sources as necessary to enable the client to participate in WorkFirst activities.</p>
<p>(37) Medical Exams/Services Necessary to accept employment or participate in WorkFirst activities.</p>	<p>\$150 per exam</p> <p>DSHS only</p> <p>ESD – No</p>	<p>Work Safety Other</p>	<p>Services beyond a physical not paid for by Provider One card or available in free clinics. May include (but not limited to) diagnostics to identify medical/psychological barriers such as:</p> <ul style="list-style-type: none"> • Attention Deficit Disorder Exams • Medical exam required for Commercial Driver's License (CDL) • See Payment Schedule for SSI Applicants (XB) for SSI

<p>(43) Public Transportation Includes bus, van pool, train, ferry, etc.</p>	<p>\$150 per month</p> <p>ESD – Yes While participating in WF Career Scope activities</p>	<p>Work Safety Other</p>	<p>Transportation for non-privately owned vehicles.</p>
<p>Transportation Allotment (ESD ONLY)</p> <p>Total auto payments while in Job Search is 8 (Including any Immediate Auto Pay) per program year.</p>	<p>Up to \$25 for immediate need.</p> <p>Twice a month: \$35 if living within 40 miles of the local WF office or \$45 if living beyond 40 miles of the WF office</p>	<p>Work Safety</p> <p>ESD – Yes while participating in WF Career Scope activities</p>	<p>Automated mileage payment for participants in ESD services. ESD Headquarters staff determine the payment level within the limit of the WAC.</p>
<p>(44) Gasoline (Transportation Allotment)</p> <p>ESD Only: Only 1 voucher per program year for gas. Additional vouchers require an ETR.</p>	<p>Up to \$100.00 per request</p> <p>DSHS – Yes</p> <p>ESD –Yes Maximum \$35.00</p>	<p>Work Safety Other</p>	<p>Payment for gas for a privately owned vehicle.</p>
<p>(46) Haircut/Styling</p>	<p>\$50 per request</p> <p>DSHS – Yes</p> <p>ESD – Yes</p>	<p>Work</p>	<p>When the client needs a haircut or to restore hair to normal color.</p>
<p>(61) Licenses/Fees Includes but not limited to driver’s licenses. Restricted to adults or teen head on households. *Liability insurance for vehicles registered to client only.</p>	<p>\$200 per program year</p> <p>*DSHS must make the determination to cover this cost of liability insurance</p> <p>ESD – Yes Note: Does not provide liability insurance</p>	<p>Work Safety</p>	<p>Needed to participate or accept employment:</p> <ul style="list-style-type: none"> • Vehicle license plates/tabs fees for reestablishment of driver’s license • Title Transfer • Emissions testing <p>Any costs necessary to license a vehicle Liability insurance authorized by written exception to approval only DSHS).</p> <p>Costs <u>not</u> allowed under TANF rules:</p> <ul style="list-style-type: none"> • Outstanding Warrants • Traffic Tickets • Taxes and fees associated with a vehicle purchase • Fines • Penalties • Collection agencies

<p>(62) Professional, Trade, Association, Union, Bonds, Certification Costs, Professional Licenses and Fees</p>	<p>\$300 for each due or fee</p> <p>DSHS – must make the determination to cover this cost.</p> <p>ESD - Yes</p>	<p>Work</p>	<p>Union dues are paid for the first month of employment. Testing necessary to acquire a license or certification but not included in a license fee.</p> <p>Example: Food handler’s card, nursing licenses and renewals.</p>
<p>(64) Counseling</p>	<p>No Limit DSHS only</p> <p>ESD – No</p>	<p>Work Safety Other</p>	<p>Includes professional counseling and classes such as anger management and self-esteem.</p> <p>*Does not count towards the yearly limit.*</p>
<p>(65) Personal Hygiene Items needed to maintain personal appearance and grooming in order to participate or accept employment.</p>	<p>\$100 Provided by DSHS and CTED Only</p> <p>ESD – No</p>	<p>Work</p>	<p>Items reasonably needed by the client such as (but not limited to): soap, shampoo, toothpaste, mouthwash, deodorant, shaving supplies, feminine hygiene supplies, makeup, laundry supplies, hair color, and cleaning supplies.</p>
<p>(66) Accommodation For use when the service is an accommodation such as specialized equipment (i.e. special chair, large letter computer screen, ramps) to allow a client to work and is not available from any other sources.</p>	<p>\$1000 per request DSHS only</p> <p>ESD – No</p>	<p>Work</p>	<p>A request for an accommodation requires documentation from a medical professional such as a doctor or physical therapist.</p> <p>*Does not count towards the yearly limit*</p>
<p>(68) Diapers Diapers for a child to attend licensed daycare permitting the client to seek, accept, or maintain employment or participate in a work-like activity.</p>	<p>\$75 per month DSHS only</p> <p>ESD – No</p>	<p>Work</p>	<p>Items reasonably needed such as diapers, wipes, diaper creams and ointments.</p>