

**Use of Funds:** Support service funds are issued to or on behalf of MFIP/DWP participants to support program engagement & promote family stabilization. Refer to expanded **Support Service Policy** for specific guidance.

**Condensed Guidelines**

- Follow employment services provider protocols for authorizations & approval amounts.
- When resources other than the MFIP funds are available, consider using the other funds first.
- Encouraged to distribute funds when in compliance, or to become in compliance, with valid employment plan and activities/goals corresponding with support request.
- Issue payments directly to the business. On rare occasions, reimburse if expense was pre-approved and a valid receipt is provided.
- In situations of using discretion, consider whether the support service is required for employment & is closely related.
- Record support services in Workforce One in the services tab with back-up documentation in EDS.
- Case note support service transactions in Workforce One, and expenditure management exceptions with rational of approval or denial.
- Proof of request, payment/receipt is required for all support services. Provide support service forms/logs to record distribution, see expanded policy for recording specifics.
- Support services of cash value (ex: bus/gas/gift cards) require participant signature acknowledging receiving support.
- Support funds should not be in the form of cash or Visa/Mastercard gift cards.
- Support services can be provided in person or via postal mail with Workforce One or Adobe signature.
- Retention services can be provided up to 12 months after MFIP/DWP to employed families, see expanded policy & criteria.
- Support services can be provided up to 2 months to unemployed post-MFIP exited participants, see expanded policy & criteria.

<p><b>Assistance</b>  <b>On-going</b> basic needs, for instance food, clothing, shelter, utilities, household goods, personal care items, general incidental expenses to families who are WORKING.</p> <p>Childcare &amp; transportation provided to families who are NOT WORKING.</p> <p>Assistance expenditures include: payments, vouchers, other forms of benefits designed to meet on-going basic needs.</p>	<p><b>Non-Assistance</b>  <b>One time</b>, short-term benefits to families who are NOT WORKING that meet all of the following 3 criteria:</p> <ul style="list-style-type: none"> <li>• Are designed to deal with a specific crisis situation/episode of need</li> <li>• Are NOT intended to meet recurrent or on- going needs</li> <li>• Will not extend beyond 4 months</li> </ul> <p><b>On-going</b> childcare &amp; transportation to families who are WORKING.</p>
---	--

		Non-assistance expenditures can include: work subsidies; services such as counseling, case mgmt., peer support, child care info & referral, transitional services, job retention, job advancement; other employment-related services that do not provide basic income support; help applying for SSI.	
	Allocation	Documents	Guidance
<b>Transportation</b> <ul style="list-style-type: none"> <li>- 31-day bus pass</li> <li>- Stored value bus &amp; gas card</li> <li>- Gas voucher</li> <li>- Mileage reimbursement</li> <li>- Van pool or ride services</li> </ul>	\$150 per participant in a month.	<u>Gas cards</u> – proof of insurance IS NOT required.  <u>Mileage</u> – proof of vehicle ownership or signed affidavit of participant use by vehicle owner, current insurance coverage & valid driver’s license IS required.	<p>Frequency of distribution is determined by the agency.</p> <p>Gas cards can be provided to participants who rely on other drivers for transportation.</p> <p>In a 2 parent household, both parents can receive a monthly allocation if they cannot car pool together.</p> <p>Refillable bus &amp; gas cards are allowable.</p> <p>See policy for card replacement info.</p>
<b>Vehicle Related</b> <ul style="list-style-type: none"> <li>- Repair/Maintenance</li> <li>- License tabs</li> <li>- Insurance &amp; renewal</li> <li>- Replacement/reinstatement of lost driver’s license</li> <li>- *Towing to repair shop</li> <li>- *Windshield replacement</li> </ul> *If not paid for by insurance	<p>Up to \$1500 total in one year.</p> <p>Can exceed \$1500 limit in unusual circumstances.</p> <p>In a 2 parent household, an additional \$1500 can be provided for the 2<sup>nd</sup> parent’s vehicle.</p>	<p>Proof of vehicle ownership, insurance coverage, valid driver’s license (for auto repair, license tabs and insurance).</p> <p>Approval based on estimate or invoice.</p>	<p>Issue a check to the auto shop after the work is completed with an invoice or bill is provided.</p> <p>Repair must have reasonable chance of extending the vehicles functional life.</p> <p>Provider manager can determine whether to repair an on-loan vehicle.</p> <p>Prohibited: penalties/fines with license reinstatement or cited violations; purchase of new or used vehicle; loan or lease payments for vehicles.</p>
<b>Employment related</b> <ul style="list-style-type: none"> <li>- Work tools</li> <li>- Uniforms</li> <li>- Safety shoes</li> <li>- Trade license</li> </ul>	\$600 per participant in one year.	Employer proof for employment related items.	<p>Target cards can be utilized for interview/work clothing.</p> <p>Prohibited: Self-employment expenses that can be claimed as a business expense.</p>

- Interview & work clothing			
<b>Education &amp; Training</b> <ul style="list-style-type: none"> <li>- Short-term training</li> <li>- GED testing</li> <li>- Occupational testing</li> <li>- Professional license fees</li> <li>- Driver’s ed class, up to 6 hrs. behind the wheel</li> </ul>	<p>Allocation authorized by provider manager based on assessment of need &amp; funding availability.</p> <p>Continuing provision for education should take progress into consideration.</p>	<p>MFIP education &amp; training guide is available however not required. File document in EDS.</p> <p>School billing can be on a monthly, quarterly or semester basis.</p>	<p>Provide training that is not covered by financial aid.</p> <p>To the extent possible utilize WIOA approved education institutions.</p> <p>Prohibited: student loans, costs covered by financial aid.</p>
<b>Emergency &amp; Housing</b> Non-recurring housing emergency or housing prevention crisis <ul style="list-style-type: none"> <li>- Security deposit</li> <li>- Rent application fees</li> <li>- Rent</li> <li>- Mortgage payment</li> <li>- Furnishings</li> <li>- Utility expenses</li> </ul>	<p>Up to \$2,000 per participant in one year.</p>	<p>Statement of Letter/Documents to request housing.</p>	<p>Application fees may be paid if no unlawful detainer (UD) that would prevent the application from moving forward.</p> <p>Emergency funds should be provided after other resources are exhausted.</p> <p>Guide the participant to inform the financial worker when funds are used.</p>
<b>Laptop &amp; Technology</b> <ul style="list-style-type: none"> <li>- Laptop</li> <li>- Tablet</li> <li>- PC</li> <li>- Internet access</li> <li>- Specialized software</li> </ul>	<p>Maximum purchase amount determined by provider.</p> <p>Can determine on individual need and case-by-case basis.</p>	<p>Statement from training organization or employer.</p> <p>Participants provide in writing details of requirement.</p> <p>Invoice, PO and/or estimated costs of technology or verification of order received.</p>	<p>For participants in job search, education and employment activities.</p> <p>Verify there are no other funding sources.</p> <p>Consider used/discounted equipment.</p> <p>Source equipment, software &amp; internet services from a provider approved vendors.</p>

<p><b>Incentives</b></p> <ul style="list-style-type: none"> <li>- Store gift cards</li> <li>- Items such as chocolate diapers zoo tickets, etc.</li> </ul>	<p>Provider managers establish “reasonable dollar amount” guidelines.</p> <p>Eligibility is on a case-by-case basis.</p> <p>Supervisor approval in excess of \$100.</p>	<p>Enter case note with milestone/achievement, date &amp; amount. Subject: Incentive</p> <p>Enter in support service tab with service, date of transaction, total amt.</p> <p>Retain supporting docs with provider records.</p>	<p>Provider develop incentive award plan to recognize engagement and milestone/achievement.</p> <p>Federal law prohibits the use of TANF funds for gifts, however Incentives are allowed if:</p> <ul style="list-style-type: none"> <li>- To acknowledge a benchmark</li> <li>- Consistently applied to all MFIP participants</li> <li>- Not provided to pay for basic needs</li> <li>- Not used to replace support service dollars for other allowable items such as expenses to find or accept employment or to resolve a shelter crisis</li> </ul>
<p><b>Basic Needs</b></p> <ul style="list-style-type: none"> <li>- Food</li> <li>- Clothing</li> <li>- Household goods</li> <li>- Personal Care Items</li> </ul>	<p>\$100 a month up to 4 months</p> <p>Eligibility is on a case-by-case basis.</p> <p>Supervisor approval in excess of \$100.</p>	<p>Statement from participant indicating needs.</p> <p>Retain supporting docs with provider records.</p>	<p>Basic Needs are non-assistance expenses, an episode of need must be identified as part of the approval.</p> <p>Provide resources if expected to last more than four months.</p>
<p><b>Emergency Childcare</b></p>	<p>Provider managers establish “reasonable dollar amount” guidelines.</p> <p>Eligibility is on a case-by-case basis.</p>	<p>Proof of Activity Verification/statement why childcare is requested.</p> <p>Childcare application and transmittal and provider information.</p>	<p>For short-term, non-recurring childcare costs meant to deal with a specific crisis situation or episode of need that will end when CCAP is approved and that isn’t expected to extend beyond four months.</p> <p>Consider the urgency needs.</p> <p>Do not approve for times if 2 parent is available.</p> <p>Do not approve if participant refuses to apply for childcare application.</p> <p>MFIP funds used as a last resort to cover cost.</p>