

Welfare To Work
2024-2025 Employment Plan
Supportive Services Desk Guide

Supportive services may be issued dependent upon the following conditions:

1. The services are necessary
2. The services are not available through other resources
3. State and Federal funds must be available

Welfare To Work	Dollar Limit	Basis for Determining Need
Day Care for Children	Market Rate	In WTW Activity
Child Day Care Registration Fees	\$150 Maximum per child	To enroll child of WTW participant or employed recipient in day care.
Clothing	Up to \$150	Uniforms, footwear, etc., payable for WTW activity or entry to employment not to be given more than twice/year. Clients will be given info on and referrals to free clothing banks and low-cost thrift store before supportive service is issued
Transportation	\$.44 cents per mile	Payable mileage reimbursement is double the IRS medical/moving rate from 2023. Includes the cost of transporting children of WTW participant to/from child day care.
Licenses and Other Work-Related Fees	\$200	License and other fees necessary for participation in WTW training to accept/retain employment. To include non-driver's licenses, Sherriff Identification Cards, and DOT physicals.
Job-Related Safety Equipment	\$200 per period of eligibility	Protective gloves, boots, headgear, etc. needed to accept/maintain employment.
Replacement Birth Certificates	State Vital Statistics rate	Needed for ID purposes for employment

Tools and Equipment	\$500 one-time issuance	Tools and equipment necessary for WTW training or to accept/retain employment. Includes costs for equipment needed to become home day care provider.
Automobile Repairs	\$1,500 per period of eligibility	If least costly to provide transportation payment for necessary repairs up to lesser of \$1,500 or the retail value of the vehicle.
Automobile Insurance	\$1,000 per period of eligibility	If least costly way to provide transportation payment for legally necessary insurance for recipient's/participant's vehicle. Payment continues only as long as necessary duration of WTW activity or up to 90 days after entry to employment.
General Work Supplies at agency discretion	\$100	2 times per year/client Items needed to attend work/work activity including but not limited to personal hygiene product; general needs as haircut, trac phone.
Drivers Ed Instruction License/Permit (Driving)	Not to exceed \$900	As needed to expand job search/employment opportunities.
Background Checks	\$75	Security Clearance as requested by employers or work sites to insure appropriateness of placement.
Drug Testing	\$50	For employment clearance.

*Supportive Services requests above amounts can be brought to Director for consideration.