

Welfare To Work
2018-2019 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

	Market Rate	In WTW Activity
Day Care for Children		In WTW Activity
Child Day Care Registration Fees	\$75 Maximum per child	To enroll child of W/TW participant or employed recipient in day care.
Clothing	Up to \$150	Uniforms, footwear, etc., payable for W/TW 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	\$.18 cents per mile	Payable mileage reimbursement at IRS medical/moving rate, (effective 1/1/17 is .17 cents/mi) Includes the cost of transporting children of W/TW participant to/from child day care.
Licenses and Other Work-Related Fees	\$200	License and other fees necessary for participation in W/TW training to accept/retain employment.
Job-Related Safety Equipment	\$200 per period of eligibility	Protective gloves, boots, headgear, etc. needed to accept/maintain employment.
Tools and Equipment	\$500 one time issuance	Tools and equipment necessary for W/TW training or to accept/retain employment. Includes costs for equipment needed to become home day care provider.

Automobile Repairs	\$700 per period of eligibility	If least costly to provide transportation payment for necessary repairs up to lesser of \$700 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 WTTW activity or up to 90 days after entry to employment.
Tuition	\$2,500 per 12 month period	Vocation education approved guideline utilized.
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	Through IMA for Employment Clearance.