

MATRIX OF SUPPORT SERVICES

Note - **All Supportive Services must be a barrier and noted in the IEP.** Customer should be referred to other available resources prior to use of supportive services, and this should be noted on IEP or VOS case notes. **For support, customers and career advisors will need to sign the self-sufficiency statement (for adults and DW) to note a barrier. Youth have to indicate a barrier. Those receiving support only must follow pre-training requirements as well.**

WIOA Title I Support Services

TRANSPORTATION - \$10-15.00 per day

***For those enrolled into training or dislocated worker employment**

Required Paperwork:

- Jobs4TN Participant Voucher
- Monthly Participant Daily Attendance Time Sheet signed by training provider/employer

Dislocated Workers Only

- Completed Job Search Sheet for in person Job Search, RESEA appointments and Job Fair pre-approved by career advisor (max twice/week) for up to six months.
- Interview Verification Form pre-approved by career advisor in advance and signed by employer. (max twice per week) for up to six months.
- Travel reimbursement up to six months after employment start date.

CHILD CARE - One or More Children – \$35/day (max) one hour or more

***For those enrolled into training or dislocated worker employment**

Required Paperwork:

- Jobs4TN Participant Voucher
- Participant Statement of Understanding and Release of Liability
- Birth Certificate for Child(ren)
- Household Residents Verification Form
- Monthly Child Care Verification and Request for Reimbursement Form (11 max age)

Dislocated Workers Only

- Childcare reimbursement for up to six months after employment start date.

***Child care hours can include travel time to and from training site.**

RELOCATION ALLOWANCE – up to \$800.00 Maximum

(Dislocated Workers only; TAA to pay first)

Required Paperwork:

- Jobs4TN Participant Voucher
- Request for Payment (3 written bids needed – U Hauls or moving companies acceptable; sales tax cannot be paid)
- Employment Verification

WORK NUMBER – Use follow up check list before using WN to locate current or exited customers. If case is still open, enter authorization for verification of call to WN. If exited customer, print off closure screen to show customer was once active. ****Staff to the Board only allowed to access. ****

BOOKS – up to \$1,500 maximum

Not to exceed the Cost Sheet of the Training Provider

ANY ALLOWABLE SUPPORTIVE SERVICE \$2,000 Maximum
ALL SERVICES LISTED BELOW FALL UNDER THE \$2,000 LIMIT
Individual Maximum limits set by Training Provider Cost Sheets for Program of Study

PHYSICAL - \$750.00 Maximum (Include in \$2000)

***Maximum \$750.00 to include physical and all required shots required by training provider or dislocated worker employer.**

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from Vendor (including receipts if paid for by training provider) - Should be included in TAA (if applicable)

OPTICAL - \$325.00 Maximum (Include in \$2,000)

→ \$75.00 eye exam

→ \$250.00 frame/lens (glasses or contacts)

- Use insurance or Lion's Club first
- No tint, unless required by doctor
- Progressive and contacts are allowed.

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Approved Vendor
- Invoice from vendor (sales tax cannot be paid)

DENTAL - (Include in \$2000)

***Non-medical assistance including X-rays, fillings, extractions and dentures, crowns and root canals; use insurance first**

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Approved Vendor
- Invoice from Vendor

TUTORING - (Include in \$2,000)

***In-school youth only, Cannot be a duplication of services; must be pre-approved**

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from Vendor

Counseling Services - (Include in \$2,000)

***cannot be duplication of services; must be pre-approved**

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from Vendor

DRUG AND BACKGROUND CHECKS – (Include in the \$2,000)

*Customer is required to have these done up front for trucking, education and healthcare training. If customer fails either or both, they pay the costs. Charges usually range from 75.00-\$100.00 for background and \$35 -\$50 for drug tests.

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from vendor (including receipts if paid for by training provider).

Dislocated Workers Only

- Reimbursed to employer upon passing test

AUTO REPAIR - (Include in \$2,000)

*Only when auto repair is a barrier to training or employment.

*Car repair must make the car operational.

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Approved Vendor
- Proof of Auto Insurance
- Car Title or Registration Participant's Name
- Invoice from Vendor (sales tax not included).
- Tires \$80 max/tire

GED/HISET - (Include in \$2,000)

*Can pay for test twice, three times if learning disabled. Must meet minimum scores of Pre-test first.

Required Paperwork:

- Jobs4TN Participant Voucher
- Staff to register customer for HiSet test on ETS site (1-855-694-4738)

Staff to pay for test cost using company credit card

DRIVER LICENSE REINSTATEMENT FEES - (Include in \$2,000)

*Cannot be a duplication of services

Required Paperwork:

- Jobs4TN Participant Voucher
- Permission to Access Account Form
- Proof of insurance
- Department of Safety and Homeland Security Letter with amount and requirements; and if requirements are listed, proof of all requirements

Staff to pay for fees using company credit card OR payment will be mailed by staff to correct address

LICENSE TAG AND WHEEL TAX - (Include in \$2,000)**Required Paperwork:**

- Jobs4TN Participant Voucher
- Permission to Access Account Form
- Proof of insurance
- Department of Motor Vehicles letter with amount.
- Proof of training or employment or actively looking for a job.

Staff to pay for fees using company credit card OR payment will be mailed by staff to correct address

Uniforms/Shoes/Watches - \$400.00 Maximum (Include in \$2,000)

*Required for admission into class or to complete training course (Include in \$2,000)
or for Transitional jobs or Dislocated Worker for Employment

Required Paperwork :

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from vendor (sales tax cannot be paid)

TOOLS/LICENSE/INSURANCE/NCLEX/BOARD FEES- Maximum of \$800 (Include in \$2,000)

*Required for admission into class, to complete training course, or for Transitional Jobs or for Dislocated Worker for Employment

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from vendor (sales tax cannot be paid)

Dislocated Workers Only

- Tools required for employment upon hire.

Clothing/Grooming Aids - \$100 (Include in \$2,000)

*Hygiene items such as soap, shampoo, toothbrush, deodorant, mouthwash, haircuts, and clothing
up to \$100 with prior approval.

Required Paperwork:

- Jobs4TN Participant Voucher
- Invoice from vendor (sales tax cannot be paid)

TENNESSEE RECONNECT ON-LINE FEES - \$480 max (Include in \$2,000)

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from training provider

ADDITIONAL ALLOWABLE SUPPORTIVE SERVICES - include in \$2,000

*Other Costs listed on a Training Providers Cost Sheet needed to graduate

Required Paperwork:

- Jobs4TN Participant Voucher
- ITA/Voucher signed by vendor
- Invoice from training provider

Revised : April 2021


Approved:



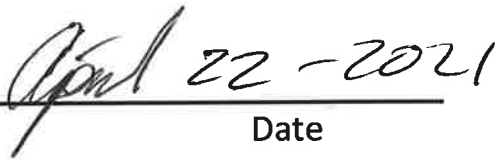
Jerry Mansfield, Executive Director
South Central Tennessee Development District



Date



Mark Short, Board Chair
Southern Middle Tennessee
Local Workforce Development Board



Date