

## **Workforce Alliance of South Central Kansas Adult Supportive Services Policy**

Supportive services may be available when necessary to enable a client to participate in employment and training activities. The Supportive Services made available in this policy have been chosen due to their limited availability from other federal, state, local, and community based agencies.

### **SECTION – I LOCAL AREA IV CRITERIA FOR SUPPORTIVE SERVICE APPROVAL**

- Supportive services may only be provided when:
  - Client is participating in Career or Training services, AND
  - the service is necessary to participate in employment or training activities, AND
  - the client is in compliance with all aspects of the IEP.
  
- The WA reserves the right to make the determination that supportive service funds are limited. In the event of such a determination, supportive services will be allocated using the WA Priority of Services Policy.

### **SECTION – II SUPPORTIVE SERVICES**

#### **Transportation**

- Fuel assistance - available for clients who have a valid driver's license and access to a vehicle that has valid tags, registration, and insurance. The actual miles driven by the client must be documented using Google Maps. Only the miles driven to and from the client's primary residence to a required activity or place of instruction will be reimbursed. The client must travel 10 or more miles round trip in a single day to receive fuel assistance. The current mileage reimbursement rate is \$0.35/mile, up to \$300.00 per month. Reimbursements will not be made for amounts less than \$30.00. Reimbursement amounts under \$30.00 will be held until the amount reaches \$30.00.

When considering fuel assistance for training, if it would be less expensive to pay for the client's lodging, the least expensive option may be chosen.

- Bus Passes - the least expensive option, such as discounted passes or unlimited use passes, shall be used.
  
- Uber Rides – only available if the customer does not have a vehicle or access to a vehicle and the regular bus or paratransit is not an option due to time of day or location
  - Only available for required training dates or employment
  - Limited to two months
  - Rides must be set up by Senior Staff for specific dates and times to pick up and drop off customers at training or employment
  
- Car Repair - limited to a maximum of \$1,000 during program participation.  
All car repairs must meet the following conditions:
  1. Client is the owner or co-owner of the vehicle

2. The vehicle's value is more than the cost of the car repair as determined by Kelley Blue Book ([www.kbb.com](http://www.kbb.com)) using the Private Party Value and the applicable condition of the vehicle in consultation with the repair shop providing the estimate for the car repair.
3. Client has valid driver's license and insurance
4. The vehicle has valid tags and registration
5. The requested repair is related to the function or safety of the vehicle, excluding preventative maintenance; e.g., no oil changes, repairs to stereo systems, cosmetic body work, etc.
6. Client obtains written estimates for the necessary repairs from three local repair shops
7. The repair must be done at a repair facility by a person employed by the facility, and who is certified for the type of repair performed
8. Repair amount must be at least \$30.00 for a car repair request to be submitted

### Child and Dependent Care

- Child care assistance - funds may only be used to pay for child care assistance provided by an individual or center that is licensed.

All child care assistance must meet the following conditions:

1. Legally dependent children under age thirteen
2. Not eligible for Federal, State, or local supported child care services
3. Care must be at the provider's address, not at the client's home
4. There is not an available legally responsible adult in the home
5. Child care payments are limited to the rates as established annually by the State of Kansas
6. The amount of child care assistance needed will be calculated based on the client's required seat time for training
7. Reimbursements will not be made for amounts less than \$30.00. Reimbursement amounts under \$30.00 will be held until the amount reaches \$30.00.

### Employment Related Expenses

- Employment Related Expenses - limited to the cost of tools, protective clothing, uniforms, or shoes, necessary to secure offered employment or retain employment, or costs for securing required licenses and testing fees (not tuition). Comparison shopping must be conducted and documented by the client prior to purchase. The least expensive retailer shall be utilized; if employer mandates the retailer, documentation must be present to indicate such mandate.

### Subsistence

In order to receive subsistence assistance, the client must show a significant change in circumstances that would preclude participation in the IEP. Client must also propose a solution to ensure resolution.

- Housing assistance is limited to \$1,200 for a single occurrence, in a twelve month period. The assistance shall be for one month of housing assistance and any additional past due amount (excluding deposits, fees, etc.) needed to bring the account current up to the maximum allowed amount. Amount owed must be at least \$30.00 for a housing assistance

request to be submitted. The lease or mortgage must be in the client's name. The amount to be paid must bring the client's account current.

If the client is renting from a relative or friend the following applies:

- Client shall disclose they are renting from a relative or friend
  - Client shall have a written lease
  - Client shall provide proof client is living at the address on the lease
  - Client shall provide proof of payment of the amount stated in the lease for the prior four months
- Utilities assistance is limited to \$1,000 for a single occurrence in a twelve month period, per utility. The assistance shall be for one month of utility assistance and any additional past due amount (excluding deposits, fees, etc.) needed to bring the account current up to the maximum allowed amount. Amount owed must be at least \$30.00 for a utility assistance request to be submitted. The utility must be in the client's name, and the amount to be paid must bring the client's account current. Utilities assistance is limited to natural gas, electricity, and water.
  - Medical assistance is limited to \$1,000 in a twelve-month period for medically necessary prescriptions or procedures. Amount must be at least \$30.00 for a medical assistance request to be submitted.

#### **Additional Requirements**

- All supportive services requests must be accompanied by appropriate documentation (e.g. utility bill, repair estimate, etc.). Documentation and justification shall be maintained in the client file.

#### **Exceptions**

Any exceptions to this policy must be approved by a committee consisting of at least two WA Senior Staff members.