

Support Services Directory

Support Services are transitional by nature and are not an ongoing supplement to the client's grant, but are intended to help the client to transition off TANF to wages or other income sources.

\$3000 per Program Year (July 1 to June 30) Limit per client (DSHS, CTED, and ESD combined)

The support services are restricted according to the activity the client is involved in. The activity categories are:

Work -related - working, looking for work, work-like activities such as CJ

Safety-related - meeting significant or emergency family safety needs such as family violence

Other activities - any other activity contained in the client's IRP

Notes:

- For all support services provided justification needs to be documented in client notes.
- Support services may be authorized for clients who leave TANF for up to six months and working 20 or more hours a week.

| JAS Code/ Service Definition | Limit | Activity | Notes |
|--|---------------------------------------|------------------------|--|
| <p>(66) Accommodation This category is used when the service is an accommodation such as specialized equipment (i.e. special chair, large letter computer screen or ramps) to allow a participant to work and is not available from other sources (i.e., medical coupons, free or low-cost clinics)</p> | <p>\$1000 per request</p> | <p>Work</p> | <p>Requests for accommodation requires documentation from a professional (i.e. doctor or physical therapist) Does not count toward yearly limit.</p> |
| <p>(19) Car Repair Repair of vehicle (registered to participant) necessary to return the vehicle to operable condition, such as minor repairs (e.g. brakes, water pump, timing belt, front end, and transmission) batteries, chains, lights, infant car seats, tires No access to public transportation or use of public transportation would impose a hardship.</p> | <p>\$250 per program year</p> | <p>Work Safety</p> | <p>Necessary to work or participate in WorkFirst activity:</p> <ul style="list-style-type: none"> ▪ A minimum of two written estimates is required except when it is not possible such as an inoperable vehicle. When the car is inoperable, use the estimate from the one garage and contact another garage and ask for a bid similar to the one already received ▪ All work and replacement of parts must be performed by a licensed business except for battery replacement ▪ May include charges for repair estimates (computer diagnostic tests) if a fee is standard in the community ▪ Towing for car repair only |
| <p>(14) Clothing Employment Necessary to seek, accept and maintain employment or participate in work-like activity</p> | <p>\$75 per program year</p> | <p>Work</p> | <ul style="list-style-type: none"> ▪ Uniforms, ▪ Special shoes ▪ Protective devices ▪ Underclothing ▪ Other apparel as needed |

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| (64) Counseling | No limit | Work Safety Other | Includes professional counseling and classes such as anger management and self-esteem Does not count toward yearly limit |
| (68) Diapers Per Child Diapers for child to attend licensed day care permitting the participant to seek, accept or maintain employment or participate in a work-like activity | \$50 per month Issued by DSHS and CTED only | Work | This service should be used for no more than 3 continuous months to help the client's transition into paying for the diapers from their wages. |
| (04) Educational Expenses All expenses related to training or education | \$300 per request | Work Other | Must be an approved activity in the IRP. Other sources of payment should be looked at first such as: Pell grants, SEOG, or Work Based Tuition Assistance Is the class offered free in the community or community and technical colleges? Covers: · Tuition · Books · GED tests · Uniforms · Tutoring · Specialized clothing High schools, community colleges, and community-based organizations (CBOs) may provide no-cost tutoring for students. These resources should be explored and used first. |
| (46) Haircut/Styling | \$40 per request | Work | For when the client needs the haircut or to restore hair to natural color. |
| (61) License/Fees May include but is not limited to driver's licenses Restricted to adults or Teen head of households (Only for vehicles registered to participant) | \$130 per program year | Work Safety | Needed to accept employment or to participate: <ul style="list-style-type: none"> ▪ Vehicle license plates ▪ Tabs ▪ Fees for license reestablishment course work ▪ Reestablishment fees for drivers license ▪ Title Transfer ▪ Emissions Testing ▪ All costs necessary to license a vehicle Liability Insurance: Insurance authorized by written exception to rule approval only Web site for insurance quotes: |

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| | | | <p>INSWEB.COM 1-800-562-6900, Insurance Commission. Costs not allowed under TANF rules:</p> <ul style="list-style-type: none"> ▪ Outstanding warrants ▪ Traffic tickets ▪ No taxes or fees associated to purchase vehicle ▪ Fines ▪ Penalties ▪ Collection agencies |
| <p>(28) Lunch Purchase of participant's lunch at all-day events such as a Job Fair where DSHS, ESD, SBCTC, or OTED is a sponsor</p> | <p style="text-align: center;">State Employee rate</p> | <p style="text-align: center;">Work</p> | <ul style="list-style-type: none"> ▪ The rate paid will be the same as state employees receive according to the chart by region of the state created by OFM ▪ Must be working lunch for all participants in the event |
| <p>(37) Medical Exams/Services Necessary to substantiate need for XG/XM deferrals, accept employment or participate in WorkFirst activities</p> | <p style="text-align: center;">\$150 per exam</p> | <p style="text-align: center;">Work Safety Other</p> | <p>Services not paid for by medical coupons or available in free clinics. Examples:</p> <ul style="list-style-type: none"> ▪ Attention Deficit Disorder exams ▪ Up to \$31 report from records for XG or XM deferral request ▪ Medical records for XG or XM deferral request (up to 150 pages at \$0.30 per page, up to \$20 clerical fee and up to \$40 postage). ▪ Medical exam required for Commercial Driver's License ▪ See Payment Schedule for SSI Applicants (XB) for SSI applications and reconsiderations. |
| <p>(07) Mileage Reimbursement For use of privately owned vehicle.</p> | <p style="text-align: center;">State Employee rate</p> | <p style="text-align: center;">Work Safety</p> | <p>Payment for employed clients is for the first 30 days after employment starts. This is to help transition the clients to using their wages to pay their expenses. May be longer on a case-by-case basis if needed to keep a job. For ESD see Transportation Allotment.</p> |
| <p>(65) Personal Hygiene Items needed to maintain personal appearance and grooming in order to participate or accept employment</p> | <p style="text-align: center;">\$50 per program Year Provided by DSHS and CTED only.</p> | <p style="text-align: center;">Work</p> | <p>This is for items that are reasonably needed by the client such as: Soap, shampoo, toothpaste, mouthwash, deodorant, shaving supplies, feminine hygiene supplies, makeup, hair dryer, barrettes, hair brush, and laundry detergent.</p> |
| <p>(62) Professional, Trade,</p> | <p style="text-align: center;">\$300</p> | <p style="text-align: center;">Work</p> | <p>Union dues are paid for the first month of</p> |

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| <p>Association, Union, Bonds, Certification Costs, Licenses and Fees Union dues, and Related Fees Drug Screening, and Background Checks if required by law and not paid for by employer to accept or maintain employment or participate in a WorkFirst activity. Also includes but is not limited to, commercial and business licenses appropriate to participant's employment.</p> | for each due or fee | | employment. Testing necessary to acquire license or certification not included in license fee. Example: Boilermaker certification Card dealers license, food handlers card, tips card (Bartender requirement), nursing licenses and renewals |
| <p>(43) Public Transportation Includes bus, van pool, train, ferry, etc</p> | \$150 per month | Work Safety Other | Payment for employed clients is for the first 30 days after employment starts. This is to help transition the clients to using their wages to pay their expenses. May be longer on a case-by-case basis if needed to keep a job. Other means of travel should be documented as being the most cost effective: <ul style="list-style-type: none"> ▪ Taxi, Rental car, Airline |
| <p>(31) Relocation Expenses necessary to enable a participant to accept or maintain full-time unsubsidized employment or for unsubsidized part-time employment if the wage allows the participant and family to be independent of TANF grant. These expenses can include the cost of rent and deposit associated with the relocation to keep or accept employment.</p> | \$1,000 per program year Provided by DSHS and CTED only | Work | Requires the following: <ul style="list-style-type: none"> ▪ Bona fide offer of employment ▪ Written confirmation of start date and wages from employer Expenses includes: <ul style="list-style-type: none"> ▪ The cost of a commercial carrier (two written estimates must be obtained) ▪ Common carrier (receipts are required) ▪ The cost of moving equipment ▪ Moving trucks or vans ▪ Hand trucks ▪ Dollies ▪ Fuel Not used for pet or utility deposits Reimburse mileage for transporting participant's Privately owned vehicle by the most direct route from the participant's home to the new site |
| <p>(28) Short-term Lodging and Meals Participant is required to travel to a site for a job interview or test, which is beyond normal commuting distance, or the</p> | State Employee rate established by OFM | Work | Requires confirmation of: <ul style="list-style-type: none"> ▪ Interview ▪ Test ▪ Job Expenses covered generally for four days in duration or less. |

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| participant is moving to new location to accept employment. | | | Examples: <ul style="list-style-type: none"> ▪ Referral to job interview in another part of the state where employment may be obtained ▪ State board or other exam is required for employment |
| (34) Testing Diagnostic Testing may include but is not limited to: literacy level; aptitude; or skills proficiency | \$200 each request | Work Safety Other | Testing not provided by WorkFirst or available from other free or low-cost sources necessary to enable the individual to participate in WorkFirst activities. |
| Transportation Allotment (ESD only) | Current Payments: Up to \$25 for immediate need, \$40 twice a month if living within 40 miles of the local office, and \$60 twice a month if living more than 40 miles from the local office | Work Safety | Automated mileage payment for participants in ESD services. ESD Headquarter staff determines the payment level within the limits of the WAC. |
| (15) Tools Tools or equipment required by an employer or institutional training program. Must have employer statement of tools required. | \$500 per program year | Work | Requirements: <ul style="list-style-type: none"> ▪ Part of an approved WorkFirst training or educational activity ▪ To accept a bona fide offer of employment ▪ Maintain employment · To participate in WorkFirst activity ▪ All other employees or students must have the same requirement for tools. Do not purchase Weapons |