Support Services Directory

Revised January 26, 2026

Support Services are transitional by nature and not an ongoing supplement to the participant's grant. The intent is to help the participant transition off TANF to wages or other income sources. Support services are not an entitlement, and must be carefully managed to remain within available funds.

$5000 per Program Year (July 1 to June 30) limit per participant (DSHS, Commerce, and ESD combined).

All support services requested, issued, or denied ***must be documented with justification*** in participant notes.

JAS Code/ Service Definition	Suggested Limits*	Notes
(04) Educational Expenses **All expenses related to training or required by training or education program** Other Sources of payment should be looked at first such as: **Pell grants, SEOG, or Work Based Tuition Assistance**	$300 per request	Must be approved activity in the IRP. Required expenses for education programs may be in the participant's syllabus or education plan. All other students must have the same requirement for educational expense such as tools. Is the class offered free in the community or community and technical colleges? High schools, community colleges, and community-based organizations (CBOs) may provide no-cost tutoring for students. These resources should be explored and used first. May include but not limited to: • Tuition • Books • GED tests • Uniforms/Specialized clothing • Tutoring • Tools/Kit
(05) Services for Internet **This includes fees for set-up, maintenance of internet services.**	$300 per program year	Necessary to work or participate in WorkFirst activity. Limited to a maximum of 3 months internet services. ****Only partners will provide these services at this time.****
(06) Computer Equipment **This includes the purchase of hardware to allow for virtual participation**.	$500 per program year	Necessary to work or participate in WorkFirst activity, allowing for purchase of computers, laptops or tablets to best meet the needs of the participant when no other resources exist. ****Only partners will provide these services at this time.****
(07) Mileage Reimbursement **For use of privately owned vehicle**	State Employee Rate	Reimbursement for gas costs incurred by a participant for use in a privately owned vehicle with the completion of a mileage reimbursement form. **Not to be used for advance gas vouchers (please see subcat 44).**

"Suggested limits" is a starting point of the conversation with participants and is never meant to be the actual amounts issued or maximum allowable.

Support Services Directory

Revised January 26, 2026

JAS Code/ Service Definition	Suggested Limits*	Notes
(14) Clothing for Employment **Necessary to seek, accept and maintain employment or participate in work-like activity**.	$75-$150 per program year	May include: • Uniforms • Special shoes • Protective Devices • Underclothing • Other apparel as needed
(15) Tools for employment **Tools or equipment required by an employer.** **Must have employer statement of required tools.**	$750 per program year	Requirements: • To accept a bona fide offer of employment • To maintain employment • All other employees must have the same requirement for tools • **DO NOT PURCHASE WEAPONS**
(19) Car Repair **Repair of vehicle (registered to participant) necessary to return the vehicle to operable condition, such as: brakes, water pump, timing belt, batteries, chains, lights, tires, etc.** **Use of public transportation would impose a hardship or no access to public transportation, or use or public transportation would impose a hardship.**	$2000 per program year	Necessary to work or participate in WorkFirst activity. Items to note: • **A minimum of two written estimates from *different* garages are required** *except when it is not possible, such as an inoperable vehicle.* When the car is inoperable, use the estimate from the garage and contact another garage and ask for a similar bid to the one received. • All work and replacement parts must be performed by a licenses 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
(28) Lunch/Short-term Lodging and Meals **Purchase of participant's lunch at all-day event such as Job Fair where DSHS, ESD, SBCTC, or OTED is a sponsor.** **(OR)** Participant is required to travel to a site for job interview or test, which is beyond normal commuting distance, or the participant is moving to a new location to accept a job.	State Employee Rate	The rate paid will be the same as state employees receive according to the regional OFM chart. Must be a working lunch for all participants at the event. For interviews, requires confirmation of: • Interview • Test • Job Expenses covered generally for four days in duration or less. Examples: • Referral to interview in another part of the state where employment may be obtained. • State board or other exam required for employment.

(31) Relocation
 	
Expenses necessary to enable a participant to address family safety concerns OR accept and maintain full-time unsubsidized employment or unsubsidized
	$1500	Requires the following:
		• Declared family safety concerns
		• For employment -
		  ○ Bona fide offer of employment
		  ○ Written confirmation of start date and wages from employer

"Suggested limits" is a starting point of the conversation with participants and is never meant to be the actual amounts issued or maximum allowable.

Support Services Directory

Revised January 26, 2026

JAS Code/ Service Definition	Suggested Limits*	Notes
part time employment if the wage allows the participant/family to exit TANF.		Expenses include: • Cost of commercial carrier (two written estimates must be obtained) • Cost of moving equipment • Moving Trucks or vans • Hand trucks/dollies • Fuel • Cost of rent and deposit at new location *Note: **May** not **be 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 new location.
(34) Testing Diagnostic **Testing may include (but not limited to): literacy levels, aptitude, or skills proficiency.**	$250 per request	Testing is not provided by WorkFirst or available from other free or low cost sources as necessary to enable the participant to engage in WorkFirst activities.
(37) Medical Exams/Services **Necessary to accept employment or participate in WorkFirst activities.**	$200 per exam	Services not paid for by Apple Health or available in free clinics. May include (but not limited to) diagnostics to identify medical/psychological barriers such as: • Depression • Anxiety • PTSD • Medical exam required for Commercial Driver's License (CDL) See Payment Schedule for Medical Exams/Services. For more information: Medical Evidence Fee Schedule
(43) Public Transportation **Includes bus, van pool, train, ferry, etc.**	$150 per month	Transportation for non-privately owned vehicles.
(44) Gasoline **US Bank cards can be authorized for any amount up to $100.**	Up to $100.00 per request	Payment for transportation of privately owned vehicles, to include all types of fuel sources such as gasoline, diesel, electricity, biodiesel, and ethanol.
(46) Haircut/Styling	$50 per request	When the participant needs a haircut
(61) Transportation-Related Licenses/Fees **Includes but not limited to driver's licenses.** **Restricted to adults or teen head of households.** ***Liability insurance for vehicles registered to participant only.**	$500 per program year	Needed to participate or accept employment may include but not limited to: • Vehicle license plates/tabs • Fees for establishment/reestablishment of driver's license, including driver's education • Title Transfer Any costs necessary to license a vehicle Liability insurance must be authorized by written Exception to Rule (ETR) only. Costs not allowed under TANF rules:

"Suggested limits" is a starting point of the conversation with participants and is never meant to be the actual amounts issued or maximum allowable.

Support Services Directory

Revised January 26, 2026

JAS Code/ Service Definition	Suggested Limits*	Notes

Note: Does not include food handler's etc. This is addressed in (62)		• Non-traffic related expenses
		  ○ Outstanding Warrants
		  ○ Fines
		  ○ Penalties
		  ○ Collection agencies
		Taxes and fees associated with a vehicle purchase

(62) Employment License and Fees **Professional, Trade, Association, Union, Bonds, Certification Costs**	$300 for each due or fee	Union dues limited to the first month of employment. Testing necessary to acquire a license or certification but not included in a license fee. Examples: • Food handler's card • Nursing licenses and renewals
(64) Counseling ***Doesn't count towards the yearly limit***	No Limit	Includes professional counseling and classes such as anger management and self-esteem.
(65) Personal Hygiene **Items needed to maintain personal appearance and grooming in order to participate or accept employment.**	$100	Items reasonably needed by the participant such as: soap, shampoo, toothpaste, mouthwash, deodorant, shaving supplies, feminine hygiene supplies, makeup, laundry supplies, hair color, and cleaning supplies.
(66) Accommodation **For use when the service is an accommodation such as specialized equipment (i.e. special chair, large letter computer screen, ramps) to allow a participant to work and is not available from any other sources.**	$1000 per request	A request for an accommodation requires documentation from a medical professional such as a doctor or physical therapist.
(68) Diapers **Diapers/pull ups for a child to attend daycare permitting the participant to engage in their activity.**	$100 per month/per child	Items reasonably needed such as diapers, pull-ups, wipes, diaper creams, and ointments. Support Services for diapers may be appropriate even if the household received the Diaper Related Payment (DRP). • Households may have children over 3 years old who have diaper needs. • Households may have multiple children under 3 years old. • The DRP is based on budgetary funding and may not meet the actual need based on the cost of diapers. Participants who receive less than $10 in a grant, will not receive DRP.

"Suggested limits" is a starting point of the conversation with participants and is never meant to be the actual amounts issued or maximum allowable.