



Participant reimbursements (support services) are transitional by nature and are not an ongoing supplement; they are intended to help the participants during the transition of wages or other income sources. Participant reimbursements are not an entitlement, and must be carefully managed to remain within available funds. They are restricted according to the clients approved activity.

Participant Reimbursement Form must be used, receipts obtained and documentation in the client's case notes.

Service Definition	Limit	Notes
<p>Transportation Includes bus (monthly passes and daily tickets), vanpool, train, and ferry.</p> <p>Bike Repairs</p> <p>Car Repair - Minor repairs of personal vehicle (Registered to participant) necessary to return the vehicle to operable condition. Such As:</p> <ul style="list-style-type: none"> - Brakes - Water pump - Timing belt - Batteries - Lights - Tires - Other minor repairs <p>Gasoline</p>	<p>\$200 Max monthly</p> <p>\$800 per program year</p> <p>Up to \$50 per Request</p>	<p>Transportation for not privately owned vehicles Repairs are necessary work or participate in an activity.</p> <ul style="list-style-type: none"> - A minimum of two written estimates are required except when it is not possible, such as an operable vehicle. When the car is inoperable, use the estimate from the garage and contact another garage and ask for a bid of repairs needed for the vehicle to be in working order for similar repairs. - All work and replacement parts must be performed by a licensed business except for minor repairs. - May include charges for repair estimates (Diagnostic Testing) if a fee is standard for these services. - Towing for Car repairs only
<p>Basic Education Expenses Expenses related to participating in and educational or training program (tuition excluded).</p> <p>Professional Trade Associations, Union dues, bonds, certification costs, professional license and fees</p>	<p>\$200 Max Per Month/\$800 Max Annually</p>	<p>Other sources of payment should be considered: Pell Grants, SEOG, WIOA or Work Based Tuition Assistance. <i>High schools, community colleges, and community based originations (CBO's may provide no-cost tutoring and for students.</i></p> <p>Example Costs:</p> <ul style="list-style-type: none"> - Books - License/Certification Expenses - Union dues must be paid to secure



Participant Reimbursement Directory

<p>Testing - Testing may include (but not limited to) Literacy level testing, aptitude, college entry exams, skills proficiency.</p> <p>Tools/Books/Supplies - Tools or supplies required by an employer or instructional training program. Must have employer or training program verification that tools or other supplies are needed.</p>		<p>employment or for the month of employment.</p> <ul style="list-style-type: none"> - Testing necessary to acquire a license or certification but not included in a license fee. Example: Food Handler’s Card, Nursing Assistant Certification. <p>Testing fee not paid if available from another free or low cost source or necessary to enable a client to participate in a program.</p> <p>Requirements:</p> <ul style="list-style-type: none"> - Part of an approved training or Educational activity - Acceptance of an offer of employment - Maintain employment
<p>Clothing Necessary to seek, accept and maintain employment or to participate is a work like activity.</p>	<p>\$150 Month \$600 Max Annually</p>	<p>Examples</p> <ul style="list-style-type: none"> - Uniforms - Special Shoes - Uniforms/Special Clothing - Protective Devices - Work Appropriate Clothing
<p>Child Care</p>	<p>\$700 Annually</p>	<p>Childcare Services not paid for by DSHS or other available services. Childcare service will be paid for through a licensed provider. Client must be actively engaged and participating.</p>
<p>Medical/Counseling Services Necessary to accept employment or participate in activities</p>	<p>\$150 per exam</p>	<p>Services beyond a physical not paid for by Provider One Card or available in free clinics. May include (but not limited to) diagnostics to identify medical/psychological barriers</p> <p>Includes professional counseling and classes such as anger management and self-esteem.</p>
<p>Housing/Utilities</p>	<p>3 Times per Year \$1000 Max</p>	<p>Housing and Utilities paid to maintain stability in the participation of an activity when all other resources have been exhausted. Client must be engaged in services and actively participating</p>
<p>Personal Hygiene Items needed to maintain personal appearance and grooming in order to participate or accept employment</p>	<p>\$50.00 - \$100 per Request</p>	<p>Items reasonably needed by the client such as (but not limited to): Soap, shampoo, toothpaste, mouthwash, deodorant, shaving supplies, feminine hygiene supplies, make up, laundry supplies, hair color. When the client needs a haircut or to restore hair to normal color.</p>

