

**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- \$10.00-\$15.00/day-Public Transportation available upon special approval at an agreed upon rate, budget allowing.**

**\*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 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 to call to WN. If exited customer, print of 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 Maximum (Include in \$2,000)**

**\*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 \$2000)**

- \$75.00 eye exam
- \$250.00 frames/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 \$2,000)**

**\*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 & BACKGROUND CHECKS – (Include in \$2,000)**

**\*Customer is required to have these done up front from 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 \$35.00-\$50.00 for drug tests.**

**Required Paperwork:**

- Jobs4Tn Participant Voucher
- ITA/Voucher signed by Vendor
- Invoice from Vendor (including receipts if paid for by training provider)

**AUTO REPAIR – (Include in \$2,000)**

**\*Only when auto repair is 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 score of pre-tests 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 Auto 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

**UNIFORMS/SHOES/WATCHES - \$400 Maximum (Include in \$2,000)**

**\*Required for admission into class or to complete training course 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 \$800.00 (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 - \$480.00 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

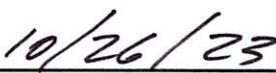
**Required paperwork:**

- Jobs4Tn Participant Voucher
- ITA/Voucher signed by Vendor
- Invoice from training provider

  
\_\_\_\_\_  
Jerry Mansfield, Executive Director  
South Central Tennessee Development District

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date