



## SUPPORTIVE SERVICES

Department: Office of Economic & Workforce  
Development

Effective Date: Oct 1, 2009

Policy/Procedure #: GF105Y

Supersedes: N/A

### Overview

Providers may provide participants with Supportive Services necessary to assist them while pursuing training. Funds for such services are included in the respective General Fund Grant Agreements. The most commonly provided support services include transportation expenses.

Additional supportive services may include:

- Transportation
- Exam Fees
- Textbooks
- Eyeglasses
- Union dues
- Tools
- Uniforms/Clothing

### Transportation Expenses

Providers wishing to use General funds to assist participants with transportation needs in the form of MUNI passes, gas vouchers, etc., will invoice OWED as they normally would for any other program expense (See *Invoicing Expenditures*).

The following steps will be taken when a participant is in need of transportation or other necessary supportive services allowable on a case-by-case basis:

- Participant will complete a ***Supportive Service Payment Determination-Certification Form*** and submit it to their Case Manager.
- The Case Manager (or other authorized Provider representative) will review and sign the document and keep in the participant's file.

### Reconciling Support Services Accounts

Each month, OEWD will cross reference enrollment of participants receiving support services against the enrollment database system and verify and approve or deny payment of the expense. It is recommended that providers contact OEWD to ensure all supportive services costs are allowable.