ACP Program Supportive Services Policy - EXAMPLE

Per the Minnesota Department of Employment and Economic Development’s guidelines, all participants may receive supportive services while enrolled in an ACP grant. Define eligibility requirements that participants must meet in order to receive support services i.e., individuals of color and/or are at or below 200% of the poverty line that are 1) employed; and 2) attending classes at _______. The supportive services are to act as follow-up services to ensure job and school retention. In accordance with the Individual Services Strategy (ISS), supportive services include, but are not limited to: transportation; school & work expenses; child care; housing; and need-related payments (these may be adjusted according to your agency’s executed contract).

School Expenses: Average of $/participant per program year* based on executed contract budget availability

- School Expenses
  - Supportive services for school-related expenses including, but are not limited to:
    - Up to $500 in textbooks per semester
    - Up to $150 in additional school costs (i.e. lab supplies, graphing calculator, computer software)

Other Support Services: Average of $750/participant per program year* based on executed contract budget availability

- General Transportation & Need-Related Supportive Services
  - Participants may access up to $250 in general transportation per _______.
  - Supportive services include, but are not limited to:
    - Gas cards, bus cards, grocery store gift cards, and other gift cards to alleviate financial barriers
    - Reimbursement for mileage to training for work if their agency does not provide reimbursement
    - Car repairs, including labor and parts
      - Written estimate must be provided, as well as current car insurance
      - Vehicle repair parts may be paid to the participant if original receipts are included

- Child Care
  - Participants may access up to $__ in child care expenses per semester
  - Child care provider must be a licensed in-home provider or a licensed family care center
  - Payment will be made directly to the provider

- Housing
  - Participants may receive up to $__ per year for housing assistance
  - May not be used on security deposits
  - Voucher/payment may only be made to the mortgage company or landlord
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- Must provide a copy of the lease or bill (i.e. Xcel) and assistance may only be provided for the Participants if their name is on the lease and only for their portion on the rent or the bill

* The amount spent on a participant can be exceeded, if key to their continued participation and success in the program. Should such a situation arise, the Program Director will reach out to the DEED Grant Manager for approval.