
ORGANIZATION NAME SUPPORT SERVICES & INCENTIVES POLICY

Participants enrolled in Minnesota Department of Employment and Economic Development Adult Career Pathways grant programs may be eligible to receive support services while enrolled in the program. Support services are available to ensure Participant's success during the program and are considered necessary for Participants to reach their goals. In accordance with the Participant's Individual Employment Plan (IEP) and current activities, the support services and incentives list includes, but is not limited to, the items listed below.

Support Services are payments made to or on behalf of enrolled participants for one-time or temporary assistance considered necessary for the participant to reach program goal(s). Funds may be available to assist participants in emergency situations or to better enable participants to obtain employment and/or meet program goal(s). Support Services provided cannot be available or readily accessible through other local agencies or organizations. Support Services are provided to Adult Career Pathways (ACP) program participants on a case-by-case basis and are based on individual need.

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, pre-approval by the Program Director is required as budget is limited. In the participant's case note, it should include the participant's circumstances, the details of any pre-approval, and the name of the individual who authorized the pre-approval.

Transportation

Participants may access up to \$300 in transportation assistance per program year.

- Gas cards, bus cards, Uber/Lyft rides.
- Reimbursement for mileage to training or for job search.

Child Care

Participants may access up to \$500 in childcare expenses per semester.

- Childcare provider must be a licensed in-home provider or a licensed care center.
- Payment must be paid directly to the provider.

Need-Related Supportive Services

- Vendor cards (such as grocery store or retail gift cards) to alleviate financial barriers and/or urgent basic needs. Maximum amount \$200 per program year. Note: For Support Services, DEED does not reimburse for cash/check, Visa gift cards, or pre-paid debit cards.
- Government documents such as initial and/or renewal cost of driver's license, birth certificate and/or Social Security card (which usually is free). Participant must be enrolled in the program. Maximum amount \$150 per program year.
- Clothing for school (not required for training) or work. Maximum amount \$150 per program year.
- School supplies include but not limited to pens, notebooks, backpacks, Microsoft Office software.

Maximum amount \$100 per program year.

Technology/Assistive Technology (such as computers or Chromebooks)

- Charge to **Direct Services** if technology is used for training, but grantee intends to keep in their possession after training is over.
- Charge to **Direct Customer Training** if technology is used for or needed to support training. After successful completion of the training, technology should remain the property of the participant.
- Charge to **Support Services** if technology is primarily used for purposes other than training such as job search and will be retained by the participant after exit from the program.

The following additional Support Services may be offered on a case-by-case basis and require pre-approval by the Program Director as budget is limited.

- **Rent/Mortgage:** Participants may receive rental assistance support not to exceed \$1,000.00.
 - Participant must be doing satisfactory in the program.
 - Rent or mortgage must be in the Participant's name.
 - Participant must provide a copy of the lease/proof of mortgage stating the monthly amount as well as the names of the rentee and renter, if renting.
 - Rent/mortgage payment is paid directly to the landlord or management company.
- **Vehicle Repair:** Participants may receive a one-time vehicle repair assistance not to exceed \$1,000.00.
 - Participant must be doing satisfactory in the program.
 - Repair of the vehicle must be necessary to enable a Participant to attend training or employment.
 - Proof of valid Minnesota driver's license and current insurance on the vehicle must be in Participant's file.
 - Participant will obtain two itemized estimates for vehicle repair.
 - Vehicle repair funds are paid directly to a licensed auto mechanic.
- **Utilities:** Participants may receive a one-time utility assistance support not to exceed \$500.00. Utilities we can assist with include gas, electric, and water bills.
 - Participant must be doing satisfactory in the program.
 - Utility must be in Participant's name.
 - Participant must provide a copy of the utility bill.
 - Utility payment is paid directly to the utility company.

Incentives Policy

Organization Name will provide gas or grocery/retail vendor cards to participants for successful participation and achievement related to their individual educational achievements. Upon receiving a vendor card, participants will sign a form indicating they received a card and for what purpose.

Description of Incentive	How it is Earned	Cost Per Participant	Estimated # of Participants	Total Cost
Gas or Grocery/Retail Vendor Cards	All grades at C or above at first checkpoint (end of semester week 4)	\$50.00	45	\$2,250.00
Gas or Grocery/Retail Vendor Cards	All grades at C or above at second checkpoint (end of semester week 8)	\$50.00	45	\$2,250.00
Gas or Grocery/Retail Vendor Cards	All grades at C or above at third checkpoint (end of semester week 12)	\$50.00	40	\$2,000.00
Gas or Grocery/Retail Vendor Cards	Passing grades on all final exams, projects, and papers.	\$50.00	38	\$1,900.00
Total Incentive costs from Support Services Budget				\$8,400.00