LONG BEACH WORKFORCE INNOVATION NETWORK

SUPPORTIVE SERVICES MATRIX

(Applies to all Network-funded Programs and Special Projects)

SUPPORTIVE SERVICE	MAXIMUM AMOUNT (per 12-month period)	GUIDELINES
Auto • Payment • Insurance	 $800 $300	Proof of vehicle ownership required. One month's worth of payment. Payment for penalties or late fees not allowed.
Books/School Supplies/Tools/Technology Equipment Software	$1,000	A list of required items for training or employment must be provided by the training provider or employer. Additional items necessary for the participant to complete training or secure employment may also be considered. This may include product warranties and costs associated with shipping and handling.
Certificates/Licensing/Testing/ Fingerprinting/Background Checks/Processing Fees	$1,000	Documentation indicating the service is a condition of employment is required.
Clothing • Work/Interview/Uniforms • Work Shoes	 $250 $200	May be in the form of a gift card or reimbursement.
DMV Print Out/ CA Driver License/ID	Per DMV Cost Not to exceed $100	As needed for employment or job search.
Food (Meals and Groceries) For WIOA Youth Program and Approved Youth Special Projects Only	Each meal should not exceed $20 (tips and delivery charges included) Maximum daily expenditure $50 (tips and delivery charges included)	Food may be provided to youth program participants, on a limited basis, to help them engage in program activities and achieve their employment and training goals. May be provided in the form of a gift card or reimbursement.
Physical Exam/TB Test/Flu Shots/Vaccinations/Drug Screening	$150	Documentation indicating the service is a condition of training or employment is required.

Telephone	$300	Payment for penalties or late fees is not allowed. Bill must be in customer's name or provide documentation supporting ownership, may include self-attestation.
Toiletries/Hygiene Products	$50	May be in the form of a gift card or reimbursement.
Transportation • Bus Passes • Gas Cards/Reimbursements • Taxi/Ride Share • Parking Fees	Actual Cost $200 max per month $200 per month Not to exceed $100 per month	Job search logs required for participants in job search. No more than one per month. MapQuest, Google Maps, etc. required for participants attending training or employment. Participants may receive the full amount of gas cards at one time (if available and deemed reasonable.) Program Manager pre-approval required. Parking fees associated with training.
Utilities (water, gas, electric, refuse)	$400 (total combined amount)	Payment for penalties or late fees not allowed. Bill must be in customer's name or provide documentation supporting residency, may include self-attestation.
Union Initiation Fees	Actual Cost	Initiation fees and first month's dues for Registered Apprenticeships. Late or unpaid dues are not allowable.