

Anoka County Job Training Center Youth Program Funding Limits and Procedures for Training and Supportive Services

Updated April 2023

Background: This document refers to WIOA Youth, Minnesota Youth Program and any other youth funding that is offered through the Empowers Program (unless otherwise identified). Support services are provided to participants on a case-by-case basis and are documented in WF1 and within each client’s Individual Service Strategy (ISS). Funding amounts are based on budget and participant need, and budgetary guidelines are communicated to staff by management. Dollar amounts listed are to be used as a general “guideline.”

- If there are extenuating circumstances – see supervisor for approval. *Add special instruction(s) to request notes.*
- Counselors are responsible for monitoring support services. Validation of support services are case noted in WF1.
- Funding limits and procedures are monitored on a regular basis.
- Clients that are not in compliance with program rules are not eligible for support services until the conditions set by the counselor and/or manager are met.

Transportation: Requests need to be into accounting by 10 AM each day for proper processing time (unless notified otherwise). NOTE: Counselors will receive an email when cards are delivered to the safe on 2nd floor.

Once cards are issued by Accounting and placed in the safe it is the counselor’s responsibility to connect with their client for pick up at BHSC. Additionally, at the three-week mark – you will be given an email from accounting alerting you that there is one last week to have your client pick up the card(s) or they will need to be de-obligated. Clients need to provide proof of ID when picking up support service cards and sign and date forms at the time of pick up.

➤ **Job Search/training/employment:**

Use Correspondence system drop down for appropriate category

- **Transportation advances: Not to exceed \$300 per case without consult with Manager.**
 - **Gas cards** up to \$100/month per client based on calculation of .50 cents/mi. and based on client activity determined by counselor.
 - A current copy of MN Driver’s License and proof of insurance required in the file. If providing gas cards for family member/friend, it’s recommended that credentials are verified but supporting documentation is not required.
 - Evaluation of need for the clients expected travel costs should be CASE NOTED and based on a formula and reference the school or college syllabus or course description. For example: Nursing Assistant clinicals for one week or 5 days that are 20 miles from their home and estimated at .50/mile = 5 x 2 x 20 x .50 = \$100.
 - Gas advances for job start only and justification is documented in client file.
 - Reimbursement for travel outside the metro area requires pre-approval by the Employment Services Manager.
 - If the gas advance is for CRT (Classroom Training) the gas advance needs to be obligated.
 - **Bus Pass:** Up to **\$20.00 of cards per week** based on activity determined by Counselor.

Bus cards:	31 day rush hour:	\$120	Request in by 10:00 am for 10:30 am pickup
	31 day:	\$90	
Transit Link:	Go-To Cards	\$10, \$20 or \$40	
	Stored Value		

- **Exited Clients:** Under youth Programs, clients can receive support services post exit.
- **Always check and refer customers to community resources first or when applicable.**
- **Transportation Solutions** – auto repairs; insurance; registration
 - Refer clients to Irina Astashinsky : 763-324-2318; Irina.Astashinsky@co.anoka.mn.us
[Transportation-Solutions-Flyer- \(anokacounty.us\)](#)
[Transportation-Solutions-Application \(anokacounty.us\)](#)
- **AnokAccess:**
 - Complete transportation referral and forward to Irina for setting up rides through Transit office and processing with accounting
 - Irina Astashinsky: 763-324-2318; Irina.Astashinsky@co.anoka.mn.us
- **Behind the Wheel Training**
 - Up to 4 hours with or without road test
- **Drivers Education Training:** There are no special rules or policies around offering and paying for drivers ed training. Keep in mind value. There are some that are more expensive than others. If you go with a more expensive one there should be justification as to why. We use D & E driving mostly but have used school districts such as Anoka-Hennepin for youth going to school.
- **Driver's Licenses or MN ID:**
 - Work with Accounting Department to get purchase order for the Anoka County office that does this.

Education/Training:

ACJTC can support training that leads to a credential and/or employment. Forms must be completed prior to approval of funding.

Tuition and fees, recertifications and licenses: Specific limits are outlined below. Anything over the established limits -see supervisor for approval before submitting to accounting.

Long term training (Over 6 months): \$7,000 max per year for tuition/books.

See: *Determining unmet need for postsecondary training form.*

Short term training (Less than 6 months): \$7,000 maximum for tuition/books. No computer software.

Consideration is given for higher cost courses such as CDL, IT, healthcare and others as aligned with in demand career options. CDL clients need to complete CDL Checklist prior to authorizations.

On the Job (OJT) training (Less than 6 months): \$5,000 maximum for 50% wage match.

All OJT paperwork must be completed and reviewed by accounting prior to obligating funds (includes employer contract and participant contract).

GED Testing: pay for GED testing fees: Voucher \$30, All tests \$24, Retests \$10, Each Subject \$6.

All training funds must be obligated before training begins, and fund requests should be shared or queued up as soon as possible to a pending file shared between counselors/manager.

- Training provider and courses needs to be on the ETPL list maintained by DEED under the Career Education Explorer.

- Training is not funded for programs that are intended to lead to self-employment, unless in a CLIMB activity.

Clothing:

\$300 maximum. Case notes document justification for the purchase. Clothing, including interview and/or job start (Employment) clothing, up to two sets of nursing uniforms/scrubs and/or shoes.

Clothing allowance amount is not given directly to the client, but an internal *guide* for counselors. It is typically a one-time support service; if the client has additional clothing needs, please refer to other Clothing Community Resource listed in JTC SharePoint.

Please see "[Purchase Orders for Clients Instructions](#)" **NOTE:** allow up to two business days to process.

- Budget in file shows need and case notes show justification for assistance.
- Purchase orders are the preferred method of payment.
 - Refer clients to one of the preferred vendors listed in the Purchase Order drop down list.
 - Attach a transaction/no-sale slip to the PO request that details the items to be purchased as well as the cost for each item.
 - Submit the original sales receipt *with customer's signature* to accounting department after purchase.
- Reimbursements for clothing purchases may be done as an exception IF:
 - Counselor approval was obtained prior to purchase
 - Case notes document why a purchase order was not used to purchase the items.
 - The original receipt is submitted with the reimbursement request *and is signed by the customer*.
 - Purchases made by credit card require that a copy of the statement showing the client's name and the transaction be submitted with the reimbursement request.
 - Purchases made by check require that a copy of the cancelled check or a copy of the bank statement showing the client's name and the transaction be submitted with the reimbursement request.
- Clothing purchases at vendors who are not currently listed in the drop-down box but who are willing to accept purchase orders may be done with prior approval by the accounting dept.

Tools:

- **\$500 maximum.** Case notes document justification for the purchase.
- Written verification from the employer that the requested tools are required to start the job is in the client's file.
- Budget in file shows need and case notes show justification for assistance.
- Attach two itemized bids that include each item's description and cost to the PO request.
- Submit a tool agreement signed by the client and counselor to the accounting department.

Rent Expenses: Rare Cases

- A household expense requires a budget in file and in very rare instances will we assist with rent. Customer would need to show verification that they will be able to pay rent in the future.
- Budget in file shows need and case notes show justification for assistance.
- Requires pre-approval by the Employment Services Manager.
- Provide a copy of the lease stating the monthly rent amount as well as the names of the renter and rental agency/owner.

Memberships & Licenses: Rare Cases

- Only if it is cost effective to pay for training. Must provide documentation.
- Limited basis only – We will not pay for Real-estate licenses or other licenses needed for self-employment.
- Renewal of an occupational license needs to align with the employment goal. It is a support service – not training and the budget in file shows need and case notes show justification for assistance.

NOT COVERED:

- Fees or past due payments for previously incurred/default educational payments
- Mortgage Payments
- Fines
- Costs accrued before enrollment

Accounting Notes:

- Anytime we reimburse a client we need original receipts when possible.
- If the transaction was done online, then the transaction receipt is the only option.
- If you are doing a reimbursement- the client needs to write a statement on the receipt requesting reimbursement and **sign and date** it or they can sign and date the vouchers request. Counselor also needs to sign the voucher.
- If paid by a credit card, we need a copy of the transaction on the credit card statement. Customer should block out other transactions on statement. FYI - Card numbers can be blacked out. When accounting receives copies of credit card statements that show the card numbers, we block them out before processing.

Disaster Relief Employment (with wages paid for out of National Emergency funds or DWG's): \$5,000 maximum to start with 100% of wages covered. Possible to use additional funds with manager approval. Cannot exceed \$20,000 in a calendar year/person.

If there are extenuating circumstances in any category, see manager for approval.

References:

[WorkforceGPS](#): Supportive Service Desk Reference Fact Sheet 2017, updated: 03/09/2022.

[DEED Policies \(state.mn.us\)](#)