



**Advance
Central PA**
Linking People & Business

Youth Support Services Policy

Revised July 2019

Developed by:
Central Pennsylvania Workforce Development Corporation, dba Advance Central PA

Advance Central PA Youth Support Services Policy

Eligibility

Support Services are based on a youth participant's individual needs and are designed to meet the overall program goals. Each individual youth participant must be notified that supports are available and to be eligible, must compliant with program expectations.

Funding

Support services are allowable costs throughout a youth's enrollment and 12-month follow up period. The Individual Service Strategy must document the support service as necessary to the overall plan and CWDS, including case notes, must also be updated to document the need, the actions taken, and the outcome.

A total of \$200 for the following allowable support services will be available for each participant to help cover necessary expenses for which there is a need. The \$200 will be available immediately upon enrollment.

- Driver's permit and/or license fees
- Bus pass
- Medical and health expenditures necessary to attend training or accept employment
- Physical health exams and screenings necessary to attend training or accept employment
- Pre-requisite clearances and background checks
- Uniforms and other necessary attire
- Personal hygiene
- Childcare
- College application fees
- Certification/testing fees

Fees associated with the GED® and HiSET® exam(s) are also allowable support services. These fees are separate from the aforementioned allowable supports. Therefore, costs incurred will not reduce the \$200 available for other needed supports.

In addition, a total of \$700 will be available for each participant as a one-time only support service to cover the cost of driver's education.

Last Resort

Support services must not be treated as entitlements and must not be provided according to a guaranteed level of funding per youth; there must be a need for the support. It is the responsibility of the youth program staff to review individual participant need and employer identified requirements for employment.

Community programs and all other resources must be explored and exhausted prior to issuing youth funds for support services. The support provided should be for the least costly and most practical item or service that will meet the need.

Documentation

Youth program staff are responsible for determining the support services that are needed to resolve barriers to successful participation in the program and placement/retention in training and/or employment and for processing and issuing payments. Payments should not be made directly to youth.

Date of approval/denial and payment issuance must be within 10 calendar days of the date requested and/or in advance of the need.

Requests will be completed on the appropriate request for payment form used by the subcontractor agency and will be submitted to the designated person of the subcontractor for approval. All requests require justification or verification documents to be attached and included in the case file. Receipts must also be included in the case file.

CWDS case notes documenting support services requests, approvals, denials, issuances, etc. must be created. Case note titles should include "Support Service" and other relevant information for consistency and clarity.

This policy is not all inclusive and additional requests may be considered on an individual basis.