

**Appendix A
ALLOWABLE ACTIVITIES
2017-2019 Pre-Apprenticeship Supportive Services (PASS) Grant**

I. Program Eligibility

Any individual that receives services under the PASS grant must meet the following eligibility requirements:

- Be a female, minority or disadvantaged individual.
- Have the appropriate work permit and documentation to be legally employed in the US.
- Washington State resident (must present proof of residency).
- High school diploma or GED (if required by the apprenticeship program).
- Have or be able to get a driver's license and insurance.
- Be able to pass industry-required physical and drug screen test during training and upon employment.

*A copy of a valid photo ID must be submitted to WSDOT along with each student services application.

II. Eligibility for Assistance

Each participant designated to receive support services under a grant project must have their eligibility for state services checked at www.washingtonconnections.org. Grant applicants may not provide funding for any service before checking state eligibility and providing proof of eligibility or ineligibility to WSDOT. Documentation of application and outcome of services applied for by each individual must be reported to WSDOT and maintained as part of the grant reporting record.

No funding requests will be honored by WSDOT without proof of application for services that other State agencies or organizations may provide. To avoid duplication of services and make the best use of PASS grant funds, grant recipients must make every effort to provide services through other existing programs.

Examples:

- Childcare assistance eligibility must be determined through DSHS, Working Connections or similar programs.
- Individuals receiving State assistance or that are paying or receiving child support may be eligible for services under various DSHS programs.
- WIOA (Workforce Innovation and Opportunity Act) programs through Workforce Development/WorkSource may have funding available to provide rent, childcare and fuel assistance, assistance with work-related clothing and tools, and assistance with testing and licensing fees. Contact your local WorkSource office for information.
- Other sources such as BFET, SNAP, financial aid, DVR, DSHS, WIOA, Working Connections and other similar services must be explored first and exhausted prior to using PASS grant funds to pay for similar services.
- Students participating in training and not working full-time may qualify for additional services, such as unemployment.

III. Funding Restrictions

Funds may not be used to provide any of the following services

- Court fees or fines.
- Fees or fines associated with reinstating driver's licenses.
- Ongoing union dues or fees, other dues, fees, housing, food, utilities or related expenses (**first month only** of union dues or fees such as the initiation fee are allowable to assist with pre-employment barrier removal).
- Program participants (those in training, apprentices) salaries or stipends of any kind.

IV. Use of Apprenticeship Opportunity Project (AOP)

Grants will no longer include support services payable directly to organizations. Support services must be requested at the time of application, and funds will be allocated to each organization that is awarded funding (that requests support service funds in their

application).

Each organization is responsible for assisting individuals as they apply for support through AOP.

Each grant recipient organization referring applicants to AOP are responsible for the tracking and monthly reporting of any services that are provided through AOP, to WSDOT.

Apply online here: <http://anewaop.org/programs/aop-apprenticeship-opportunities-project/>. (206-381-1384).

Support services payments made outside of AOP will not be reimbursed by WSDOT.

**Exception to AOP Requirement: Approved trade-specific training programs (Ironworkers, Heavy Equipment Operator, Cement Mason, etc.) that provide specific tools applicable to that trade, upon request and approval from WSDOT may purchase this equipment necessary as a support service and provide it directly to the trainees. The organization is responsible for providing documentation of all equipment provided along with the Receipt of Services form attached to the monthly report. See Program Guidelines for more information.

**Supportive Services for First Year Apprentices/Trainees
(Services Eligibility - 12 months from date of hire on a highway construction project or trade based job).**

Service for first year Apprentice/Trainee	Activity/Definition	Cap per individual	Required Documentation/Other
Temporary job travel assistance (active apprentices only)	This provides assistance to apprentices that have a work opportunity in a location 60 miles or further from the permanent residence. Job must be highway construction related or provide similar trade-related employment.	\$400	MUST APPLY THROUGH AOP Qualification: Allowable expenses-hotel, gas card, food -hotel (if necessary) will be paid directly by the Grant Administrator to the hotel.
Transportation assistance (active apprentices only)	Gas card, bus pass. Auto repair: engine, steering and related repairs, and repairs for safety or regulatory purposes. No cosmetic or non-engine-related repairs.	\$300 \$500	MUST APPLY THROUGH AOP Qualification: -Repairs must be performed by a licensed automotive repair shop. -Claims exceeding \$500 will only be reimbursed up to \$500. -Vehicle must be the primary mode of transportation to and from construction employment. -Any gas card provided may not be a Visa or similar debit card. Must be a card for fuel only.

Childcare assistance	Childcare during working hours for apprentice/trainee.	\$3600	<p>MUST APPLY THROUGH AOP Qualification:</p> <ul style="list-style-type: none"> -Apprentice/Trainee must apply for Washington State childcare assistance (DHS, Working Connections or other related programs) and provide proof of the outcome. -Childcare provider must be certified through DSHS to provide services. -The Apprentice/Trainee must invest 50% of the monthly cost of childcare copay out of their pocket, with the Grant Administrator paying the other 50% on their behalf <u>directly to the childcare provider.</u> -Review for continued eligibility must occur monthly. -DSHS guidelines for payments for individuals between jobs will apply and WSDOT funding may be reduced by the amount paid to the Apprentice/Trainee by DSHS due to qualification.
Service (for first year Apprentice/Trainee)	Activity/Definition	Cap per individual	Required Documentation/Other
<p>Safety Equipment/Basic Tools and Protective Clothing.*</p> <p>(Must be employed or ready for dispatch)</p>	Safety equipment necessary for the job that is not provided by the employer.	\$550	<p>MUST APPLY THROUGH AOP (exception, approved application by an apprenticeship trade specific training program).</p> <p>Qualification:</p> <p>Individuals in training or not employed or not registered as an active union member ready for dispatch are <u>not</u> eligible for tool and clothing purchase.</p> <ul style="list-style-type: none"> -Equipment required under WAC 296.800.16020 to be provided by the employer is not an allowable grant purchase. -Tools must be reasonable and necessary and <u>not already provided</u> by the employer (see above). Specialty Tools – Some jobs may require a special tool based on the work. The Grant Administrator may pay for a specialty tool when: <ul style="list-style-type: none"> -The Grant Administrator has verified in writing from the employer that the tool is necessary for the job. -The Grant Administrator must purchase the equipment on behalf of the Apprentice/Trainee.

***Organizations should, as much as practical, request the return of any tools or specialty equipment that are purchased for individuals under the grant if program participants leave employment in the construction field within a short amount of time after job placement. These items will become property of the grant recipient organization to be re-used with another individual.**

Under no circumstances will cash be given directly to program participants. All qualified services will be paid on behalf of the individual receiving services by the Grant administrator directly to the service provider.

Any support service provided must be documented by the organization preparing the individual for training or construction trades work. Actual invoicing documentation will be provided through AOP to WSDOT.

If you have questions, please contact OJTSSinfo@WSDOT.WA.Gov

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