



## TITLE: Youth Support Services Policy #: 7200

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**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:** 03/05/2018

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** N/A

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### Purpose

This policy provides guidance for providing support service resources to program participants. Support services are resources that enable individuals to meet basic and emergent needs while participating in training, education and employment. Supportive services are intended to be one-time or time limited services and not on-going assistance.

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### Policy

PacMtn contractors may provide support services to program participants when the resource is necessary to attend training, education and/or employment. All expenditures should meet needs detailed in the Individual Service Strategy, and be directly tied to meeting performance metrics for the contract. All other resources must first be explored before support services are issued, and services must be allowable, reasonable, justifiable and beyond the participant's ability to pay.

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### Policy Guidelines

Contractors must have internal policies and procedures that detail their eligibility determination, expenditure approval and payment procedure process. Policies and procedures need to address documentation standards for the exhaustion of alternative resources and internal spending limits to ensure equitable access to resources. Documentation of all support services must be maintained in contractor participant files and fiscal records.

Supportive services may not be used to pay for the purchase, improvement, or maintenance of any asset (e.g. car payments); to pay taxes; to pay past due fees, penalties, interest or other such expenses; to pay child support payments in arrears or otherwise; to pay for parking or moving violation tickets; to pay for bail or restitution; to settle an insurance claim; or to pay for consumer debt.

**Computer hardware and software are considered assets unless required by an educational entity as a requirement of the class.**

Additional category limitations, guidance and documentation requirements for all support service expenditures are listed in the Youth Support Services Procedure #7200P.

### Additional Limitations

The maximum amount that may be spent on any one participant in a given program year is \$1,000.

In exceptional circumstances, a request for waiver to the above policies must be made to the Pacific Mountain Administration writing prior to issuance of the service for which exception is being requested.

*Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.*

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## **References**

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Workforce Innovation and Opportunity Act of 2014  
WorkSource System Policy 1019, Revision 3, & Eligibility Handbook

Youth Support Services Procedure #7200P  
Training and Employment Guidance Letter (TEGL) 23-14  
TEGL 08-15

**DATE APPROVED: June 4, 2016, March 2, 2018**

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