

PARTNER WORK

PATHWAY HOME SUPPORTIVE SERVICES POLICY

Purpose

The Pathway Home program aims to assist returning citizens in the reintegration process and reduce recidivism through pre- and post-release services in occupational training, career-specific work readiness activities, and meaningful employment opportunities by utilizing the public workforce system’s extensive employer networks to cultivate direct employer connections. By implementing these strategies in tandem with comprehensive case management and supportive services, this program intends to provide industry-recognized credentials and successful employment placement in order to lower recidivism rates for justice-involved participants across Allegheny County.

The purpose of this policy is to articulate how supportive services are to be offered to participants in the US Department of Labor Pathway Home program in Allegheny County.

Affected Parties

This policy applies to all Pathway Home participants. Pathway Home staff are responsible for implementing this policy.

References

WIOA Section 3(59)

WIOA Section 134 (c)(3)

WIOA Final Rule: 20 CFR §680.900; 20 CFR §680.910; 20 CFR §680.930; 20 CFR §680.940; 20 CFR §680.950; 20 CFR §680.960; 20 CFR §680.970

Pathway Home - FOA-ETA-20-02

Midwest Urban Strategies - Partner Handbook (DOL Pathway Home PE-35039-20-60-A-55 program)

Definition of Key Terms

“Supportive Services” are services designed to provide a participant with the resources necessary to enable their participation in activities and achieve program goals under the Pathway Home program.

“Needs related payments” provide financial assistance to enable individuals to participate in training activities.

A “Program of Training Services” is defined as one (1) or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent; employment; or measurable skill gains toward such a credential or employment.

PARTNER WORK

Eligibility Requirements

The following are supportive service eligibility requirements for Pathway Home participants:

- Participant must be a Pathway Home eligible participant.
- Participant must be participating in Pathway Home program services or activities.
- Participant must be unable to obtain supportive services through other programs providing such services.

Policy

Pathway Home program staff should meet with each participant to assess the need for supportive services. Each participant should be given individualized case management services and plan development in order to eliminate possible dependency on supportive services. Supportive service awards should be based on individual participant needs and plan development. This information should be properly documented in the Individual Employment Plan (IEP) and case notes in each participant's case file. Supportive services may only be awarded when necessary to enable participation in Pathway Home program services/activities. P4W funds must be used in accordance with the requirements of the Federal Uniform Guidance and all other guidance and regulations applicable to the funding source.

Because funds should only be used to provide supportive services when they are unavailable through other resources and service providers, Pathway Home program staff are responsible for coordinating services and providing referrals to other state and local agencies offering supportive services. Pathway Home program staff must ensure that all other avenues and resources have been exhausted prior to expending Pathway Home funds for supportive services. Staff must provide documented proof of the service being unavailable in the area through other resources including PA 211 Southwest (<http://pa211sw.org/>).

Partner4Work WIOA Supportive Services Availability:

Partner4Work will only provide funding for the below list of supportive services to Pathway Home participants. Pathway Home staff will determine the need for supportive services and monitor the customer's progress and status to assess ongoing need.

- 1. Transportation** – Supportive services funds may be used to cover certain transportation costs, including
 - a. Bus passes, not exceeding Allegheny Port Authority's monthly fare;
 - b. Gas cards, not exceeding \$60 per week;
 - c. Ridesharing (Uber, Lyft, etc.) vouchers, not exceeding \$60 per week. For a ridesharing voucher to be issued to a participant, one or more of the criteria below must be met. Service providers may refer to Port Authority of Allegheny County public transportation schedules or other services (e.g. Google Maps) to verify and document that these criteria are met.
 - i. The overall travel time to/from the destination by public transit would be 1 hour or more in either direction;
 - ii. The public transit route to/from the destination would require more than one transfer in either direction;

PARTNER WORK

- iii. The final bus stop on the route (to/from) is more than ½ of a mile from the destination or does not have a clear pedestrian route to the destination (e.g. lack of sidewalks); or
 - iv. The bus schedule for the route (to/from) the destination would require a wait time of 30 minutes or more at a bus stop or shows no buses running during the required travel time.
2. **Driver's license or state identification card:** A Pathway Home participant may receive supportive services funds for one (1) instance of the cost of obtaining a state driver's license or identification card. Supportive service funds may not be used to pay for the costs of fines, penalties, or legal fees associated with obtaining or reinstating a driver's license.
 3. **Non-employer paid licensing/certification or educational testing fees:** A Pathway Home participant may receive funding for a maximum of two (2) instances of the same license/certification or test utilizing Pathway Home supportive services dollars. Pathway Home program staff will determine the need for licensing or testing through employer demand. The staff will make the necessary arrangements with the vendor for payment. The cost of GED testing and/or obtaining GED transcripts may be covered under this supportive services category.
 4. **Drug Testing and/or TB Testing:** A Pathway Home participant may have drug tests and/or TB tests paid for through Pathway Home supportive services dollars.
 5. **Criminal Background Checks and/or Clearances:** A Pathway Home participant may have criminal background checks and/or clearances necessary to begin employment and/or education paid through Pathway Home supportive services dollars. This includes each of the following: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Checks, and Federal Bureau of Investigations (FBI) Criminal History Background Check.
 6. **Clothing and/or uniform:** A Pathway Home participant may receive one (1) voucher for up to \$100 to purchase clothing and/or a uniform(s) necessary for participation in training, a job interview, or the first week of employment if these items are not provided by the training provider or employer.
 7. **Equipment/tools:** A Pathway Home participant may receive one (1) voucher for up to \$250 to cover the costs of tools and/or equipment necessary for participation in training or the first week of employment if these items are not provided by the training provider or employer.
 8. **Unions and Registered Apprenticeships Fees:** A Pathway Home participant applying to a union and/or registered apprenticeship may receive assistance for non-employer paid, non-refundable costs required for initial admittance or participation in the program. These costs may include application fees, initial dues (one month only), and/or required clothing/shoes. Supportive services funds may only be used if the expenses are a requirement for participation in training and/or a reasonable condition of employment.
 9. **Reasonable accommodations for individuals with disabilities:** Pathway Home supportive services dollars may only be used as the funding of last resort for these accommodations.
 10. **Child Care:** Participants may receive support for child care expenses when necessary for participation in Pathway Home services. To qualify, participants must first apply for support through the Pennsylvania Department of Humans Services (DHS) [subsidized child care program](#). Pathway Home funds may be used to cover the participant's share of the child care cost when participating in this subsidized child care program, including child care costs incurred if placed on the waitlist for the program. Pathway Home funding may also be used to provide support for child care expenses for participants who meet income eligibility criteria for the PA DHS subsidized child care program, but do not qualify based on other

PARTNER WORK

criteria. Participants may receive a maximum per child rate of \$6.25/hour and \$50.00/day. Participants will only receive support for childcare expenses during hours required for participation in Pathway Home services.

Needs-Related Payments

Needs-Related Payments (NRPs) can provide financial assistance to Pathway Home participants for the purpose of enabling them to participate in an approved training program. NRPs are categorized as a supportive service and must meet all other requirements for supportive services described in this policy. Unlike other supportive services, in order to qualify for NRPs a participant must be enrolled in a program of training services.

To be eligible to receive NRPs, a Pathway Home participants must meet the following criteria:

- Enrolled in a Pathway Home funded training program scheduled to begin within 30 calendar days;
- Unemployed; and
- Not qualified for, or has ceased qualifying for, unemployment compensation.

NRPs may only be issued to eligible Pathway Home participants to provide financial assistance during the period of time between enrollment and the actual start date of an approved training program. Participants who have been enrolled in an approved training program may receive NRPs for up to 30 calendar days prior to the first day of the training program. Participants will receive NRPs at a rate of **\$80** per day and a maximum of **\$400** per week.

Providers must complete the Needs-Related Payment Eligibility Form before issuing needs-related payments to a participant, which should be maintained in the participant's case file. Pathway Home staff must maintain all records of needs-related payments issued to participants, which must be provided to Partner4Work monitors upon request.

Needs-related payments have been classified as non-taxable income by the Internal Revenue Service.

Policy Exceptions

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted to policy@partner4work.org. Requests should include the following:

- The specific policy requirement for which an exception is being requested;
- A clear summary of the exception being requested and the reason for the exception; and
- The full name of the participant(s) for which an exception is being requested; or
- The name and FEIN of the business customer for which an exception is being requested.

Exception requests will be reviewed based on their allowability under the USDOL Pathway Home program and any other applicable legislation, regulation, and policy/guidance. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

Effective Date: December 16, 2022

PARTNER WORK

Date	Policy Updates
12/16/2022	<ul style="list-style-type: none">● Added section describing the requirements for providing needs-related payments to Pathway Home participants.● Increased the maximum weekly amount for gas cards to \$60.● Added ridesharing as an allowable supportive service.● Added child care as an allowable supportive service.

PATHWAY HOME NEEDS RELATED PAYMENT ELIGIBILITY FORM

Please submit all applicable information:

Name of Participant: _____

Participant ID: _____ **Date of Filing (MM/DD/YYYY):** _____

Service Provider Name: _____ **Case Manager:** _____

Provider Phone Number: _____ **Provider Email:** _____

Name of Training Provider:	
Name of Training Program:	Training Program Start Date: (MM/DD/YYYY)
Are you unemployed or have you received notification of layoff?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you currently qualify for unemployment compensation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently receiving state or federal income support? <i>Example: Temporary Assistance for Needy Families (TANF)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you answered yes above, from what federal or state program(s) are you currently receiving income support?	
Do you need additional income support to participate in a training program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>NRPs may only be issued to eligible Pathway Home participants to provide financial assistance during the period of time between enrollment and the actual start date of an approved training program. Participants who have been enrolled in an approved training program may receive NRPs for up to 30 calendar days prior to the first day of the training program. Participants will receive NRPs at a rate of \$80 per day and a maximum of \$400 per week.</p>	

Signature:

Participant (Printed name)

(Signature)

Date (MM/DD/YYYY)

Case Manager (Printed name)

(Signature)

Date (MM/DD/YYYY)