

# PARTNER WORK

## REENTRY SUPPORTIVE SERVICES POLICY

### Purpose

Partner4Work, through a network of providers, ensures the availability of appropriate and necessary supportive services to assist reentry program participants with reintegration in the community. The purpose of this policy is to articulate how supportive service dollars are permitted to be provided to participants of Partner4Work- funded reentry programs. This policy is in full compliance with the State and Federal regulations governing these programs.

### Affected Parties

This policy applies to all Pittsburgh/Allegheny County participants of the following programs:

- Pittsburgh Reentry Career Services (PRCS)
- Young Adult Reentry Project (YARP)

Partner4Work and reentry program provider staff in Allegheny County and the City of Pittsburgh are responsible for implementing this policy.

### References

- [DOJ Grants Financial Guide](#)
- [Youth Reentry Notice of Grant Availability \(NGA\)](#)

### Definition of Key Terms

“Supportive Services” means services such as transportation, clothing and/or uniforms, equipment/tools, drug testing and/or TB testing, and reasonable accommodations for individuals with disabilities that are necessary to enable an individual to participate in employment and training activities.

### Eligibility Requirements

The following are supportive service eligibility requirements for PRCS participants:

- Participant must be a PRCS-enrolled
- Participant must be participating in post-release services

The following are supportive service eligibility requirements for YARP participants:

- Participant must be YARP- enrolled

### Policy

Partner4Work reentry programs ensure access to social determinants of health and transitional supportive services. Following screening and goal planning, case managers will meet with each participant to assess the need for supportive services. Supportive service awards should be based on individual participant needs and plan development. Information on the need and supportive service provided should be properly documented in each

participant case file. P4W funds must be used in accordance with State and Federal guidance and regulations applicable to the funding source. Approved reentry service plans include:

- Individual Employment Plan (IEP)
- Council of Thought and Action (COTA) plan

Reentry funding should supplement, not supplant, existing public and private resources. Program staff are responsible for coordinating services and providing referrals to other state and local agencies offering supportive services prior to expending reentry funds.

Partner4Work Reentry Supportive Services Availability:

Partner4Work will provide funding for the below list of supportive services for reentry participants. Supportive services address many types of barriers that individuals face upon reentry, therefore, this list is not exhaustive. Providers seeking to include other categories of supportive services not listed in this policy may submit a proposal to their Partner4Work program contact for consideration.

1. **Transportation-** Supportive services funds may be used to cover certain transportation costs, including:
  - a. Bus passes, not exceeding Pittsburgh Regional Transit monthly fare;
  - b. Gas cards, not exceeding \$75 per week; The amount allowable for assistance is determined by the mileage to and from work or training, confirmed by Google Maps, at the [established federal rate](#). Mileage verification must be documented and maintained in the participant’s file. Providers must use the table below for distribution:

Weekly Travel	5-30 miles	31-75 miles	76+ miles
Gas Card Amount	\$25	\$50	\$75

- 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 Pittsburgh Regional Transit 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;
    - 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. **Documentation:** Supportive service funds may be used for attaining documentation necessary to benefit from employment and education opportunities and financial aid services (e.g., birth certificate, driver’s license, Social Security card, etc.);
  3. **Non-employer paid licensing/certification or educational testing fees:** A participant may receive funding for a maximum of two (2) instances of the same license/certification or test utilizing reentry supportive services dollars. 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 reentry participant may have drug tests and/or TB tests paid for through supportive services dollars.

5. **Criminal Background Checks and/or Clearances:** A reentry participant may have criminal background checks and/or clearances necessary to begin employment and/or education paid through 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. **Childcare-** Participants may receive support for child care expenses when necessary for participation in services. To qualify, participants must first apply for support through the Pennsylvania Department of Humans Services (DHS) subsidized child care program. PRCS and YARP 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. PRCS and YARP 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 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 PRCS and YARP services.
7. **Clothing and/or uniform-** A reentry 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.
8. **Equipment/tools:** A reentry 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.
9. **Unions and Registered Apprenticeships Fees:** A reentry 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.
10. **Reasonable accommodations for individuals with disabilities:** Supportive services dollars may only be used as the funding of last resort for these accommodations.
11. **Personal Computer Purchase Support:**
  - a. Personal computer purchase support may not exceed \$500.00 per participant.
  - b. Once purchased the device belongs to the participant and they are responsible for all costs associated with maintenance.
  - c. Personal computer purchase support may only be considered if the participant has no other existing device available. The participant must sign a self-attestation form and the form must be available to Partner4Work upon request.
  - d. PA CareerLink will be responsible for purchasing personal computers for participants and appropriately accounting for these purchases in accordance with the Federal Uniform Guidance and all other applicable requirements.
  - e. Failure to adhere to these internal controls will result in disallowed costs.
12. **Personal Internet Service Support:** Reentry participants may receive assistance for internet services. To qualify, participants must first apply for community-based programs such as those under [PA Department of Community & Economic Development](#) and/or [Pennsylvania 211](#).
  - a. Personal internet service support may not exceed \$30.00 per month.
  - b. Personal internet service support may only be provided during the months the customer is enrolled and actively engaged in the program.
  - c. Personal internet service support reimbursement may not exceed 12 months.
  - d. Personal internet service support may only be considered if the participant has no other existing internet service available. The participant must sign a self-attestation form and the form must be available to the Partner4Work upon request.
  - e. Failure to adhere to these internal controls will result in disallowed costs.

**Policy Exceptions:**

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted using the [Policy Exception Google Form](#), also available at [www.partner4work.org](http://www.partner4work.org).

Exception requests will be reviewed based on their allowability under any applicable legislation, regulation, and policy. 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:** July 1, 2024

**Policy Updates:**

Date	Policy Update
7/1/2024	<ul style="list-style-type: none"><li data-bbox="467 779 1437 877">● Revised the policy to restructure supportive service gas card distribution determined by mileage traveled to and from work or training at the established federal rate.</li><li data-bbox="467 884 1437 940">● Raised the weekly allowance of gas cards to \$75 from the \$60 cap for qualifying participants.</li></ul>