

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 2180P SUPPORTIVE SERVICES

During the duration of a Department of Labor grant, participants enrolled in the approved programs who have identified barriers which may impact program success, are encouraged to seek assistance in the form of supportive services. Supportive services means services such as transportation, child care, dependent care, housing, and needs-related payments, as defined at WIA sections 101(46) and 134(e)(2) and (3), that are necessary to enable an individual to participate in activities in accordance with the funding opportunity in which the grant was awarded.

Barriers may include, but are not limited to:

#### 1. Transportation

- a. Gas – mileage from home to an Northland campus x trips per week x cost of gas per gallon = total / divide total by vehicle miles per gallon (MPG).
  - i. Example - 5 miles from TRF to aviation campus x 10 times per week x 3.50 = 175
  - ii. Total of 175/20 MPG = \$8.75 per week.
- b. Vehicle maintenance/repair – In order for vehicle maintenance/repair to qualify it must be required for the safe operation of the vehicle. Two estimates will be required for the vehicle maintenance/repair.

2. Child care – Participant will need to provide documentation from the child care provider showing the cost and payment information.

#### 3. Housing

- a. Renter – Participant will need to provide documentation from their landlord showing the rent per month and payment information.
- b. Home owner – Participant will need to provide documentation from the mortgage company showing payment information and monthly mortgage amount.
- c. Utilities – Participant will need to provide documentation from utility provider showing the current balance and payment information. Authorized utilities include electric, water, and gas.

4. Needs-related payments in accordance with WIA section 134 (e) (3).

5. All other identified barriers will be considered on a case by case basis.

Supportive Services Criteria:

- If attending a credit based course, the participant shall have a completed financial aid package.
- The participant shall have an identifiable need and provide documentation to verify the need.
- The participant shall consult with the case manager to discuss and identify barriers.
- The participant shall complete an application for supportive services, attach appropriate

- documentation, and obtain signatures from the case manager and financial aid director.
- Participants receiving supportive services must attend weekly academic progress report sessions to ensure that supportive services are effectively accommodating participant needs while attending the training program.

The Case Manager shall submit the application for supportive services form to the DOL Grant Administrator for final approval and processing.

Date of Adoption: 10/13/11  
Date of Implementation: 10/13/11  
Date & Subject of Revisions: 5/20/12 - Increased stipend amount from \$1,000 to \$2,000  
Date & Subject of Revisions: 8/1/2012 - Updated to reflect Department of Labor guidance  
12/20/12 – Removed reference to UAS only  
1/23/13 – Added and edited language under criteria section  
02/12/13 Reviewed  
03/31/14 Reviewed  
02/03/15 Reviewed  
02/16/16 Reviewed  
02/16/17 Reviewed  
02/16/18 Reviewed  
03/22/19 Reviewed  
02/14/20 Reviewed  
03/04/21 Reviewed  
03/16/22 Reviewed