Rev WFHB 2.2.1 What are support services

## 2.2 Support Services

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Legal References:

- RCW 74.08.090& 74.04.050
- WAC 388-310-0800
- Public Law 104-193 Sec. 407

The Support Services section includes:

- 2.2.1 What are support services?
- 2.2.2 What is the purpose of support services?
- 2.2.3 What are the support service limits?
- 2.2.4 What is Post-TANF Employment Transportation Support Services (PETSS)?
- 2.2.5 Are there any restrictions on support services?
- 2.2.6 How do I encourage independence?
- 2.2.7 Should support services be authorized?
- 2.2.8 When should support services be denied?
- 2.2.9 How do I request an Exception to Rule?
- 2.2.10 Support services Step-by-Step Guide
- 2.2.11 Special Instructions Vouchers with direct payments without a participant signature
- 2.2.12 Special Instructions Travel Advance Vouchers
- 2.2.13 Special Instructions Department of Licensing (DOL)
- 2.2.14 Special Instructions Department of Transportation (DOT)
- 2.2.15 Special Instructions U-Haul
- 2.2.16 Special Instructions Inpatient Treatment
- 2.2.17 End of the State Fiscal Year Process
- 2.2.18 What are the Supervisor Tools?
- 2.2.18.1 How do supervisors navigate the Financial Reporting System in eJAS?
- 2.2.18.2 How do supervisors monitor and transfer funds for their local office?
- 2.2.18.3 When, why and where do supervisors audit support services?

## 2.2.1 What are Support Services?

Support services are goods and services purchased to help parents/caregivers to participate in required WorkFirst activities, attend WorkFirst Orientation, or needs for emergency situations. We offer support services when there is no other way to meet a family's essential needs while using sound judgment to determine what is reasonable. This may require using non-traditional or alternative means to meet the family's goals or needs. For example, a participant starting work may need alternative transportation to work if their work schedule starts before the morning bus line and a bicycle and helmet may be appropriate to approve.

We offer temporary and targeted supports a participant needs to work, look for work, prepare for work, or to participate in required WorkFirst activities. Support services are available, as needed, throughout a participant's time on WorkFirst cash assistance.

Support services are also available to:

- Allow applicants to attend and complete a WorkFirst Orientation prior to TANF/SFA approval.
- Participants who are curing sanction.
- Ineligible minor parents who are working with the social service specialist to either enroll in school as required or move to an acceptable living arrangement.
- Teens 17 and 18 years old in a WorkFirst Activity (school clothes are not a needed item for support services).

## See Social Services Manual (Pregnant and Participating Minors)

Some WorkFirst participants may not be eligible for support services but need assistance to continue to live independently, Case Managers should consider Ongoing Additional Requirements for these families. See the Social Service Manual (OAR) for more information.

WorkFirst Program Specialists, Job Services Specialists and Community Jobs (CJ) contractors can authorize support services.