

## FY24 & FY25 Commerce WorkFirst Support Services Directory

Revised July 1, 2023

### Important Notes:

- Commerce designates the support service limits below. **Anything over the limit requires an Exception to the Rule (ETR).**
- \$5,000.00 per program year (July 1 to June 30) limit per participant** (DSHS, Commerce, SBCTC, and ESD combined).
- Before issuing support services, please ensure that you have reviewed all payments and client notes in eJAS so that support services are not duplicated or the program year limit has not been reached.
- The support services are restricted according to the participant's activity. The activity categories are:
  - Work-related: working, looking for work, work-like activities
  - Safety-related: meeting significant or emergency family safety needs such as family violence
  - Other activities: any other activity contained in the client's IRP

### Documentation Requirements:

- Please see the Commerce WorkFirst Program Guidelines.
- All ETRs must have back-up documentation that supports the requested amount.

### Additional Information:

- Activity categories by component can be found on the [eJAS Component Code Chart](#)
- WorkFirst Handbook, 8.3.10 – CJ and Support Services
- WorkFirst Handbook, 2.2 – Support Services

### Commerce Billing Categories:

In the eJAS Code/Service Definition column, the Commerce billing category will be noted (transportation or other).

**All support services requested, issued, or denied *must be documented with justification* in participant notes.**

JAS Code/ Service Definition	Limits	Activity	Notes
<p><b>(04) Educational Expenses</b></p> <p>All expenses related to or required by training or education programs.</p> <p><u>Commerce billing category:</u> Other</p> <p>Other Sources of payment should be reviewed.</p> <ul style="list-style-type: none"> <li>Examples: Pell grants, SEOG, or Work-Based Tuition Assistance</li> </ul>	\$300 per class or training	Work Other	<p>Must be an approved activity in the IRP.</p> <p>Expenses for education programs must be in the participant's syllabus or education plan. All other students must have the same requirement for educational expenses.</p> <p>High schools, community colleges, and community-based organizations may provide no-cost assistance for students. Explore and use these resources first.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>Tuition</li> <li>Books</li> <li>GED tests</li> <li>Uniforms</li> <li>Tutoring</li> <li>Specialized clothing</li> <li>Tools</li> </ul>

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<p><i>(04) Educational Expenses continued</i></p>			<p><b>Commerce note:</b> Contractors must enter clear documentation in case notes and the eJAS Payments Screen that shows that other resources are not available.</p>
<p><b>(05) Services for internet and phone data</b></p> <p>This includes fees for setup and maintenance of internet services.</p> <p><u>Commerce billing category:</u> Other</p>	<p><b>\$350</b> per program year</p> <p>ETR required</p>	<p>Work Safety Other Other</p>	<p>Necessary to work or participate in WorkFirst activity.</p> <p><b>Commerce note:</b> Can be offered during the full Commerce WorkFirst Program; however, only three (3) total months of paid internet can be requested and purchased at one (1) time.</p> <p>An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p> <p>Contractors must enter clear documentation in ETR and the eJAS Payments Screen that shows that other resources are not available.</p> <p>Phone hardware is not an allowable expense.</p>
<p><b>(06) Computer Equipment</b></p> <p>This includes the purchase of hardware to allow for virtual participation</p> <p><u>Commerce billing category:</u> Other</p>	<p>\$500</p> <p>ETR required</p>	<p>Work Safety Other</p>	<p>Necessary to work or participate in WorkFirst activity, allowing for purchase of computers, laptops or tablets to best meet the needs of the participant when no other resources exist.</p> <p>Requirements: An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p> <p>ETR will outline the participant's:</p> <ul style="list-style-type: none"> <li>• Technology need,</li> <li>• Program engagement, and</li> <li>• Lack of an available computer.</li> </ul> <p>Participants will be eligible for one (1) computer purchase per lifetime enrollment in any Commerce WorkFirst Program.</p> <p><b>Commerce note:</b> Contractors must enter clear documentation in ETR and the eJAS Payments Screen that shows that other resources are not available.</p>

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<p><b>(14) Clothing for Employment</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Necessary to seek, accept, and maintain employment or participate in a work-like activity.</p>	<p>\$300 per program year</p>	<p>Work</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Special shoes</li> <li>• Protective Devices</li> <li>• Underclothing</li> <li>• Other apparel as needed</li> <li>• Bicycle Accessories</li> </ul> <p><b>Commerce note:</b> use this category for Personal Protective Equipment (PPE) such as face masks and gloves.</p> <p>Examples of bicycle accessories:</p> <ul style="list-style-type: none"> <li>• Safety lights</li> <li>• Bike bell</li> <li>• Handlebar mirror</li> <li>• Mud guard</li> </ul> <p>For bicycle purchase, see category (44) Private Transportation/Gasoline. For bicycle repair, see category (19) Car Repair.</p>
<p><b>(15) Tools for employment</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Includes tools or equipment that are required by an employer.</p> <p>Must have an employer statement of what tools are required.</p>	<p>\$750 per program year</p>	<p>Work</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• To accept a bona fide offer of employment</li> <li>• To maintain employment</li> <li>• All other employees must have the same requirement for tools</li> <li>• <b>Cannot be used to purchase weapons</b></li> </ul>
<p><b>(19) Car Repair</b></p> <p><u>Commerce billing category:</u> Transportation</p> <p>Repair of the vehicle (<u>registered to participant</u>) necessary to return the vehicle to operable condition.</p> <p>Vehicles include automobiles and bicycles.</p> <p>The use of public transportation would impose hardship or no access to public transportation.</p>	<p><b>\$600</b> per program year</p>	<p>Work Safety Other</p>	<p>Necessary to work or participate in WorkFirst activity.</p> <p><b>Car Repair:</b></p> <ul style="list-style-type: none"> <li>• <b>A minimum of two written estimates from different businesses are required</b> <ul style="list-style-type: none"> <li>○ When the car is inoperable, use the estimate from the business and contact another business and ask for a similar bid.</li> </ul> </li> <li>• A licensed business must perform all work and replacement parts except for battery replacement.</li> <li>• May include charges for diagnostics and repair estimates.</li> <li>• Towing allowed for diagnostic, estimate, and car repair if the vehicle is inoperable.</li> </ul>

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			<p><b>Bicycle Repair:</b></p> <ul style="list-style-type: none"> <li>• <b>A minimum of two written estimates from different businesses are required.</b> <ul style="list-style-type: none"> <li>○ If two businesses are not available and there is only one written estimate, indicate this in the ETR.</li> </ul> </li> <li>• For bicycle purchase, see category (44) Private Transportation/Gasoline. For other bicycle accessories, see category (14) Clothing for Employment.</li> </ul>
<p><b>(31) Relocation</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Expenses necessary to enable a participant to accept or maintain unsubsidized employment.</p> <p>It is required that the employment wage allows the participant to exit TANF.</p> <p>These expenses can include the cost of rent and deposit associated with the relocation to keep or accept employment.</p>	<p>\$1,500 per lifetime</p> <p>ETR Required</p>	<p>Work</p>	<p>Requires the following:</p> <ul style="list-style-type: none"> <li>• Bonafide offer of employment</li> <li>• Written confirmation of start date and wages from the employer</li> </ul> <p>Expenses include:</p> <ul style="list-style-type: none"> <li>• Cost of a commercial carrier (obtain two written estimates)</li> <li>• Common Carrier (receipts are required)</li> <li>• Cost of moving equipment</li> <li>• Moving Trucks or vans</li> <li>• Hand trucks/dollies</li> <li>• Fuel</li> <li>• Mileage reimbursement for transporting participant's privately owned vehicle by the most direct route from the participant's home to the new location</li> </ul> <p><b>Note:</b> May not be used for pet or utility deposits.</p> <p><b>Commerce note:</b> An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p>
<p><b>(34) Testing Diagnostic</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Testing may include, but not limited to: literacy levels, aptitude, or skills proficiency.</p>	<p>\$250 per request</p>	<p>Work Safety Other</p>	<p>Contractors must ensure that testing is not available through WorkFirst or from other free or low-cost sources.</p>

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<p><b>(37) Medical Exams/Services</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Necessary to accept employment or participate in WorkFirst activities.</p>	<p>\$350 per exam</p> <p>ETR Required *</p> <p>*see COVID-19 Rapid-Testing</p>	<p>Work Safety Other</p>	<p>Includes services not paid for by Apple Health or available in free clinics. May include, but not limited to, diagnostics to identify medical or psychological barriers such as:</p> <ul style="list-style-type: none"> <li>• Vision, exam and hardware</li> <li>• Dental</li> <li>• Depression</li> <li>• Anxiety</li> <li>• PTSD</li> <li>• Medical exams required for Commercial Driver's License (CDL)</li> <li>• *COVID-19 Rapid-Testing, if required by contractor or worksite</li> </ul> <p><b>Commerce note:</b> An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p> <p>If applicable, Contractors must ensure consent forms allow for special record information.</p> <p>*Commerce will waive the ETR process for COVID-19 testing if an employer required a non-vaccinated volunteer/employee to be tested. <b>**REMINDER**</b> There is a \$5,000.00 Support Service limit annually (July 1 – June 30). A Participant must be made aware that the testing costs will count towards their total support services allotment.</p>
<p><b>(43) Public Transportation</b></p> <p><u>Commerce billing category:</u> Transportation</p> <p>Includes bus, vanpool, train, ferry, taxis, Uber, Lyft, etc.</p>	<p><b>\$200</b> per month</p>	<p>Work Safety Other</p>	<p>Transportation for non-privately owned vehicles.</p> <p><b>Commerce note:</b> Public Transportation and Gasoline support services should not both be issued within the same month, unless there is a clear justification in the eJAS Payments Screen and case notes.</p> <p>An example would be:</p> <ul style="list-style-type: none"> <li>• The participant was issued public transportation and later in the same month was issued gas because their car was fixed.</li> </ul>

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<p><b>(44) Private Transportation/Gasoline</b></p> <p><u>Commerce billing category:</u> Transportation</p>	<p><b>\$200</b> per month for gasoline</p> <p>\$600 per program year for Bicycle purchase; ETR Required</p>	<p>Work Safety Other</p>	<p><b>Gasoline:</b> Payment for gas for any privately owned vehicle.</p> <p><b>Commerce note:</b> Public Transportation and Gasoline support services should not both be issued within the same month, unless there is a clear justification in the eJAS Payments Screen and case notes.</p> <p>An example would be:</p> <ul style="list-style-type: none"> <li>Participant was issued gasoline and later in the same month was issued public transportation because their car broke down and they needed alternative transportation.</li> </ul> <p><b>Bicycle purchase:</b> <b>Commerce note:</b> Before purchasing bicycles, an ETR must be submitted and approved. All purchases must include a bicycle, helmet, and lock.</p> <p>Bicycle purchases may not exceed \$600.00 per program year. For bicycle repair, see category (19) Car Repair. For other bicycle accessories, see category (14) Clothing for Employment.</p>
<p><b>(46) Haircut/Styling</b></p> <p><u>Commerce billing category:</u> Other</p>	<p>\$100 per request</p>	<p>Work</p>	<p>When the participant needs a haircut or needs to restore their hair.</p>
<p><b>(61) Transportation-Related Licenses/Fees</b></p> <p><u>Commerce billing category:</u> Transportation</p> <ul style="list-style-type: none"> <li>Restricted to adults or teen head of households.</li> <li>Liability insurance may only be purchased for vehicles registered to participant.</li> </ul>	<p>\$600 per program year for liability insurance</p> <p><b>\$230</b> per program year for all other</p> <p>ETR Required</p>	<p>Work Safety Other</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>Vehicle license plates/tabs</li> <li>Driver's license</li> <li>Fees for the reestablishment of driver's license</li> <li>Title Transfer</li> <li>Emissions testing</li> <li>Liability insurance (must be authorized by an ETR)</li> <li>Any costs necessary to license a vehicle</li> </ul> <p>Costs <u>not</u> allowed under TANF rules:</p> <ul style="list-style-type: none"> <li>Fees, tickets, fines, etc.</li> <li>Taxes and fees associated with a vehicle purchase</li> </ul> <p><b>Commerce note:</b> An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p> <p>Only three (3) months of paid coverage is allowable.</p>

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			<p><b>Commerce Contractors are required to adhere to the following for Liability Insurance:</b></p> <ul style="list-style-type: none"> <li>• Up to a maximum of \$600 for coverage</li> <li>• Insurance is limited to liability coverage only, which includes Bodily Injury Liability and Property Damage Liability Coverage.</li> <li>• Optional coverage such as Personal Injury Protection (PIP), Underinsured Motorist, Comprehensive, or Collision is <b>not</b> covered.</li> <li>• A minimum of two written estimates from different companies is required.</li> </ul> <p><b>For broad form liability insurance:</b></p> <ul style="list-style-type: none"> <li>• The vehicle owner must provide documentation of permission for the participant use of their vehicle.</li> <li>• A copy of car owner's registration is required.</li> </ul>
<p><b>(62) Employment Licenses and Fees</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Professional, Trade, Association, Union dues, Bonds, and Certification Costs</p>	<p>\$300 per program year</p>	<p>Work Other</p>	<p>Union dues may be paid for the first month of employment.</p> <p>Testing necessary to acquire a license or certification but not included in a license fee.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Food handler's card</li> <li>• Nursing licenses and renewals</li> </ul>
<p><b>(64) Counseling</b></p> <p><u>Commerce billing category:</u> Other</p> <p>* Doesn't count towards the yearly limit*</p>	<p>No Limit</p> <p>ETR Required</p>	<p>Work Safety Other</p>	<p>Includes professional counseling and classes such as anger management and self-esteem.</p> <p><b>Commerce note:</b> An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p>
<p><b>(65) Personal Hygiene</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Items needed to maintain personal appearance and grooming in order to participate or accept employment.</p>	<p>\$250 per program year</p>	<p>Work Safety Other</p>	<p>Items reasonably needed by the participant such as: soap, shampoo, toothpaste, mouthwash, deodorant, shaving supplies, feminine hygiene supplies, makeup, laundry supplies, hair color, and cleaning supplies.</p>

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<p><b>(66) Accommodation</b></p> <p><u>Commerce billing category:</u> Other</p> <p>For use when the service is an accommodation such as specialized equipment (i.e. special chair, large letter computer screen, ramps) to allow a participant to work and is not available from any other sources.</p>	<p>\$1,000 per request</p> <p>ETR Required</p>	<p>Work</p>	<p>A request for an accommodation requires documentation from a medical professional such as a doctor or physical therapist.</p> <p><b>Commerce note:</b> An <b>ETR is required</b> and contractors may only offer this support service upon receipt of written Commerce approval.</p>
<p><b>(68) Diapers</b></p> <p><u>Commerce billing category:</u> Other</p> <p>Diapers, pull ups, and related items needed for a child to attend daycare which will permit the participant to seek, accept, or maintain employment or participate in a work-like activity.</p>	<p>\$150 per month, per child</p>	<p>Work Safety Other</p>	<p>Items reasonably needed, such as diapers, wipes, diaper creams, and ointments.</p>