

APPRENTICE SUPPORT SERVICES

Policies & Procedures

Purpose: This policy will provide guidelines to determine how to request support services (SS) for apprentices in need. This policy must be followed to ensure compliance with internal requirements, government regulations and funders.

Definition: Support Services is cash assistance intended to support eligible apprentices in completing training or obtaining employment.

Allowable Supportive Services:

Support services for training apprentices and pre-apprentices include services such as:

- Transportation
- Childcare
- Dependent care
- Housing
- Counseling
- Educational testing and certifications
- Reasonable accommodations for individuals with disabilities
- Legal aid services
- Assistance with instructional materials, school supplies, and classroom fees
- Assistance with work attire and work-related tools
- Other needs-related payments that are necessary to enable an individual to participate in registered apprenticeship or pre-apprenticeship program

Eligibility: Supportive services are available to all individuals participating in a registered apprenticeship or pre-apprenticeship program that have an identified need.

Stipulations: Registered apprentices are eligible for up to \$1,200.00 in support services over the length of enrollment in the program. Registered pre-apprentices are eligible for up to \$500.00 in support services. Individuals may request support services until they have reached their maximum allotment. These amounts may be subject to change dependent on individual funding caps and guidelines.

Other sources of funding for supportive services will be leveraged if possible, including through co-enrolling in WIOA. Provision of all support services should be consistent with all existing written policies for the individual funding streams being leveraged.

Supportive services may be provided in various ways, including, but not limited to, providing the supportive service itself (e.g., childcare); providing apprentices with a voucher for the service (e.g., public transportation cards or tokens); or providing a stipend directly to the apprentice. Where stipends for supportive services are provided, the stipend amount must be for costs of a specific supportive service (e.g., childcare), rather than simply based on an unidentified need.

All support services provided must be documented with a *Support Services Receipt*, that includes participant information, details of the support service being provided (e.g. the specific need, the associated costs, etc.), and necessary authorizations.

- Oversight: All ASME staff in all locations will use this policy to request Support Services for their apprentices. The Apprenticeship Program Manager (PM) will monitor closely and approve all expenses associated with this process. For support service requests not outlined in this manual, the Workforce Development Director has final approval authority. There are no exceptions to this process.
- Conflict: ASME staff cannot offer support services to any friend or family member. Program Staff would assign the apprentice to another program staff as eligibility permits. This would be considered Conflict of Interest and subject to sanction.
- Payment: The processing of a support services request typically takes 20-24 business days, dependent upon the approval process and required document submission.

DO NOT WAIT until the last minute to request supportive services.

Parties & Roles:

- Apprentice - will initiate the process by completing a support services request form.
- Apprenticeship Program Coordinator will review the request and refer, keep track of expenses, update apprentice's case file, and update Support Services Report.
- Apprenticeship Program Manager will approve requests, and initiate payment process.
- Accounting will review Authorization to Pay form and process payment.

PROCEDURE TO DISTRIBUTE SUPPORT SERVICES TO APPRENTICES

1. The apprentice will complete a Support Services Request Form and submit the form to the apprenticeship program coordinator.
2. The Apprenticeship Program Coordinator (PC) will connect with the apprentice to review the request, provide coaching, identify eligibility and need of the Support Service, and obtain verification, if applicable.

Every effort will be made to connect the apprentice with their local workforce board and other local resources for support services assistance. When all other avenues have been exhausted, ASME may provide support services funding.

PC will complete the "Internal Use" section of the Support Services Request Form including the Fund Code (if applicable), the type of support service and the amount. PC must verify that the apprentice doesn't exceed the max amount allotted per apprentice (via records in Apprentiscope).

PC will enter the request as a Support Service Session in Apprentiscope (date, grant, approved or not, shipped date, received date, etc.).

3. PC sends the Support Services Request Form to PM for approval.
4. PM approves the request by verifying budget availability and that the apprentice doesn't exceed their maximum amount. PM has two (2) business days to sign.
5. If Support Services are approved, the apprentice must be set up as a "payee" in ASME's accounting system by completing ASME's Payment Information Form. The PM will notify the apprentice, copying the PC, of the decision, and provide a link to ASME's Payment Information Form.
6. Once the apprentice is set up as a payee, Accounts Payable will provide the Vendor ID number to the ASME Foundation team. The ASME Foundation team will then complete an Authorization for Payment Form (AFP), attaching the appropriate backup stating who and why the payment is being requested. The form should also state the payment is related to the DOL Grant and 1099 reportable. Once completed, the ASME Foundation team will send the AFP packet to Accounts Payable for payment processing.

NOTE: It takes 7-12 business days from the date the AFP packet is submitted to Accounts Payable for funds to be disbursed to the apprentice.

7. PC will follow up with the apprentice to ensure their support services were received and then update Apprentiscope accordingly.