CE Supportive Services - P2P Policy

Policy Number	110.04	Custodian	President
Approved Date	9-15-20		
Effective Date	9-15-20	Review Date	September 2020
References:			

1. **Purpose**

   To provide guidelines for the Pathways to Prosperity Grant supportive services available to participants in the program.

2. **Persons Affected**

   2.1. Students
   2.2. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. To establish a process for using the Pathways to Prosperity Grant services.

4. **Definitions**

   4.1. <u>Customized Education (CE)</u>. Customized Education department of WETCC.

   4.2. <u>Team</u>. WETCC CE staff and employees who work with P2P participants.

   4.3. <u>Pathways to Prosperity (P2P)</u>. Grant funded by the State of Minnesota's Department of Employment and Economic Development (DEED).

   4.4. <u>Supportive Services</u>.
   - Transportation - gas cards or transit cards may be issued for training not held on the WETCC campus, attending a scheduled interview, or other P2P related activity identified in case notes; transportation costs will be determined based upon travel required
   - Uniforms – maximum 3 sets while a plan is open or during one fiscal year. Maximum amount $100.00 total
   - Testing fees
   - Food stipend for trainings off campus
   - Background checks – for employment or housing

- Identification verification – Tribal ID, descendant ID, State of MN, birth certificate, social security card, passport, baptismal record, school transcripts, birth/marriage/divorce record – limit one per fiscal year
- Auto repairs – Inspections or diagnostic testing are required to support an estimate. For the repair of a vehicle estimated to cost over $100, two estimates are required – one must be from WER Fleet department; typically, will not exceed $350.00
- Duplicate forms of identification
- Title transfers – limit 1 time
- Tires – maximum of 2 tires after gauge inspection, two estimates are required, one must be from WER Fleet department.
- License plate tab renews – proof of ownership required
- Car insurance – proof of ownership required for down payment or up to 2 months of basic liability insurance, two insurance quotes required, limit 1 time per fiscal year

4.5. <u>Plan</u>. An Individual Employment Plan in Workforce One.

4.6. <u>Workforce One (WF1)</u>. A web-based client management system of the State of Minnesota designed to track participant activities and services.

4.7. <u>White Earth Reservation White Earth Coordination Assessment Resources and Education (WER WECARE)</u>. Program of the White Earth Reservation which connects participants with available services.

5. **Procedures**

5.1. P2P participants will complete the required assessments and paperwork prior to being considered for CE Supportive Services.

5.2. The WETCC CE Team will review P2P applicants for eligibility criteria and first seek outside resources to assist with supportive services through the WER WECARE system. In the case a participant declines a WECARE assessment, the CE Program Navigator will make referrals to specific programs.

5.3. If funds are available through the P2P grant, the Team will consider assisting P2P participants with supportive services when no other resources are available.

5.4. The CE Team will consider supportive services on a case-by-case basis considering funding available, the type and cost of each service needed, and the applicant's overall participation in the P2P program.

5.5. Participants must provide proof of ownership for any consideration of repairs to a vehicle.

5.6. Routine general vehicle maintenance including oil/filter change, spark plugs/wires, tune-ups, transmission fluid changes, & air conditioning, are not services provided to participants. It is up to the participant to be responsible for their general maintenance and upkeep of their vehicle.

5.7. All CE Team meetings pertaining to supportive services will be documented, protecting the identity of the participant.

5.8. The team will ensure that this policy and the program guidelines of P2P are executed.

5.9. The CE Program Navigator will assist with P2P participant referrals as determined by participant need.

5.10. The CE Coordinator will monitor all supportive services and ensure participant information is entered into the WF1 system.

Revision History

Rev. Date	Rev. No.	Revision