

## Guidelines for Supportive Services

The Workforce Development Act is not an entitlement program.

In order for us to monitor our funding, it is important for us to pay expenses within the time frame in which they are incurred, within 45 calendar days. It is also necessary to monitor each semester so we can plan accordingly.

We are not able to obligate tuition and supportive services for more than one semester. Within 3-4 weeks prior to the beginning of each semester, call to arrange an appointment to complete the required documents.

Funding will be obligated on a financial need, first come-first served basis. Supportive services such as childcare and transportation reimbursements are also permissible pending the availability of funding.

The reimbursement policies will be effective from July 1, 2015 to June 30, 2016 and will apply to each participant. Your cooperation will ensure your reimbursement. If you have any questions, please contact us. All assistance is contingent upon available funding.

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Participant Signature / Date

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Parent/Guardian (if applicable) / Date

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Team Member Signature / Date