

Work Related Expense Chart

Providers must use the most cost effective service and only be provided so the participant can gain employment. Supportive Services must be necessary, reasonable and cannot have another possible source of funding. Supportive services are only allowed to support employment and training activities. Providers are not required to provide all services listed; providers should follow their own policies on the type of services provided. Participant needs to pay as much as he/she can.

Work Related Expenses ✓=Allowable X=Not Allowable			
Items	Explanations	TA allow. funds	FNS funds
Automobile repair(s)	<ul style="list-style-type: none"> • Used for the primary vehicle owned by the participant. The service provider must request proof of ownership (i.e.: a title), proof of insurance, and a valid driver’s license. • On a case-by-case basis, it can be used for a vehicle the participant will ride in or drive to fully participate in work activities: <ul style="list-style-type: none"> ○ This should be carefully investigated as to why the participant cannot obtain his/her own vehicle (i.e. doesn’t have driver’s license, etc.) or other transportation. ○ Verify this will be a long-term solution or lead to a long-term solution (i.e. If WRE of \$50 puts brakes on the mother’s car, the participant will have transportation for three months at which time the participant will get their income tax and purchase a used automobile.) ○ The owner of the vehicle must provide proof of ownership, proof of insurance, and a valid driver’s license if the owner is transporting the participant. ○ Owner of the vehicle must sign a statement that he/she will give this person rides as needed to participate in work activities or allow the participant to drive the car for a certain period of time. 	✓	✓

	<ul style="list-style-type: none"> • Two-parent households: if both parents are fully participating or agree to fully participate, the WRE can be combined to make repairs. • For repairs over \$100, or if staff question the cost, the participant must submit three estimates for the cost of the repairs. It is left to the discretion of the service provider if the estimates must come from certain vendors that may be more reasonable in cost. • WRE funds can be used to purchase automobile parts to be installed by someone other than an auto repair shop; however, the case manager should verify the individual who will install the parts is qualified to do the type of work required. • The mechanic or other authorized person should verify, to the best of his/her knowledge, this repair(s) will make the vehicle operable and is not just a short-term fix. • Diagnostic testing is allowable if the mechanic is unsure of the problem and there is no way to determine the cost unless this is completed. 		
Bicycle or Bicycle Parts	<ul style="list-style-type: none"> • Allowable if used for transportation for work activities. 	✓	✓
Car Insurance	<ul style="list-style-type: none"> • Allowable up to three months for full coverage insurance total per 12 month period (if the participant only needs liability, this is acceptable) since he/she will likely need other supports for going to work or school. • Encourage the participant to pay a portion of the insurance as he/she will have to make the payments in the future. • Only pay one month at a time to verify full participation is met. 	✓	X
Childcare Registration Fees	<ul style="list-style-type: none"> • Does not count toward the annual limit. • Provider does not have to be licensed or registered to request this fee; however, the childcare provider must have a written policy requiring this fee for all families. 	✓	X

Items	Explanations	TA allow. funds	FNS funds
College Application and Entry Test Fees	<ul style="list-style-type: none"> Allowable for short-term training less than a year. 	✓	✓
College Fees	<ul style="list-style-type: none"> Participant has an unpaid fee from a college that must be paid in order to enter a training program (e.g. Lab Fee of \$150). The participant is unable to resolve with the college on their own. This does not include student loans. 	✓	X
Criminal Background Check, Drug Testing and Fingerprints	<ul style="list-style-type: none"> Must be required by the employer for all employees in order to participate in a work activity. 	✓	✓
Dental and Vision Expenses	<ul style="list-style-type: none"> Participant must provide documentation that this will not be covered by MO HealthNet or private health care (i.e., statement showing not eligible for MO HealthNet; denial per dentist/doctor office; etc.). Cannot be used for another participant, even if he/she is married to this person. Includes basic dental cleaning, vision exams and low cost glasses. 	✓	✓
Driver's License Fees	<ul style="list-style-type: none"> Per the Missouri Department of Revenue, the length of the license and the fee associated with it depends on driver's age: if the driver is under or over 20 years of age. 	✓	X
Licensing Fees (Including Safety Inspection & Transfer Fees)	<ul style="list-style-type: none"> Only allowed for a one-year period. 	✓	X
Legal costs, fees or fines	<ul style="list-style-type: none"> Over \$150 per calendar year requires FSD approval. 	✓	X
Mental Health Services		X	X

Items	• Explanations	TA allow. funds	FNS funds
Mortgage Payments	<ul style="list-style-type: none"> • Can be paid in extenuating circumstances for short-term emergencies. • Participant must provide documentation (i.e.: bill, loan, etc.) showing this is his/her responsibility. 	✓	X
Personal Computers	<ul style="list-style-type: none"> • Need must be documented • Must align with EP 	✓	X
Personal Hygiene Items	<ul style="list-style-type: none"> • Purchase of a reasonable amount of items: <ul style="list-style-type: none"> ○ Soap ○ Deodorant ○ Toothpaste and mouthwash 	✓	✓
Personal Property Taxes	<ul style="list-style-type: none"> • Done on a very limited basis, (i.e.: the participant has to pay the taxes to obtain/license a vehicle). • Only includes personal property tax for the vehicle needed for transportation and does not include payment for other vehicles, a house, etc. • If there is more than one vehicle on the property tax, verify the participant has the money to pay the rest of the bill and go with him/her to pay it, or have them mail the payment from the office, etc. 	✓	X
Phone Cards	<ul style="list-style-type: none"> • Participant must use the card exclusively for activities that lead to self-sufficiency. 	✓	X
Rent/Utilities	<ul style="list-style-type: none"> • Can be paid in extenuating circumstances for short-term emergencies. • Participant must provide a copy of the lease agreement with his/her name as the person responsible for payment. 	✓	✓
Sales Tax	<ul style="list-style-type: none"> • Do not use for sales tax on the WRE purchase as the WRE item(s) is tax exempt. • Provide the appropriate tax-exempt documentation so sales tax is not charged. 	✓	✓
SATOP Class	<ul style="list-style-type: none"> • Can be paid when this is a condition for the participant to get his/her license back. 	✓	✓
Startup Costs or Operational Costs for a business	<ul style="list-style-type: none"> • Requires FSD approval • Tools, supplies, etc. necessary. For example, rakes, gas, shovels for lawn care business. 	✓	✓

Items	Explanations	TA allow. funds	FNS funds
Student Loans		X	X
Union Dues	<ul style="list-style-type: none"> Limited to once per union membership. Example: A participant joins a carpenter's union, the fee can be paid. Later the participant joins a HVAC union, the fee can be paid. However, it cannot be paid to the carpenters union twice even if it is for different periods of time. 	✓	✓
Work and/or School Supplies	<ul style="list-style-type: none"> Work tools required by the employer. School supplies if required for the class. Computer software required for a specific class. Text books if required for the class. 	✓	✓
Work Clothes, Uniforms and Shoes	<ul style="list-style-type: none"> WRE funds are not intended to purchase an entire wardrobe. Necessary clothing should be purchased at the most reasonable price. There is not a stipulation on how many of any piece of clothing may be purchased since this is case specific and there are many possible combinations of needs. Uniforms must be required and not provided by the employer. 	✓	✓

Transportation Reimbursement Costs			
✓=Allowable X=Not Allowable			
Items	Explanations	TA allow. funds	FNS funds
Gas Cards, Mileage and Bus Passes	<ul style="list-style-type: none"> Participant must submit weekly claim for expenses. Participants must supply documentation to verify expenses. Maximum is \$15 per day. 	✓	✓