

Placer County Human Services

EFFECTIVE DATE: 4/27/11	REVISION DATE: 9/2014	TITLE: Ancillary Expenses Policy and Supportive Services	PROGRAM: ES
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Background	<p>The goal in providing supportive services, including ancillary services, is to help CalWORKs participants participate in assigned program activities or to accept, obtain or retain employment. Ancillary expenses shall include the cost of books, tools, clothing specifically required for the job, fees, and other necessary costs. If necessary supportive services are unavailable then the client shall be given good cause for not participating.</p>
References	<p>EAS Manual Section 42-750 ACL 03-15, 04-04, 08-41</p>
Needs Review	<p>All ancillary expense requests are to be evaluated and determined to be a required and necessary payment by the ESC.</p> <p>The Evaluation/Determination process includes:</p> <ul style="list-style-type: none"> • Verification that the requested ancillary expense is required and necessary for participation in the assigned WTW activity; and • Documentation of the requested ancillary expense, may include: a telephone call to the activity supervisor/designated staff member, a letter, a course syllabus, or any other official document from the assigned activity; and • Documentation of the requested ancillary expense is to be imaged; and • Verification, documentation source, and ancillary supportive services approval/denial determination made by the ESC is to be narrated in CalWIN Case Comments. <p>ESC MUST review the need for ancillary expenses at the following times:</p> <ul style="list-style-type: none"> • During the ES Orientation • During the development of the Welfare-to-Work (WTW) Plan • Whenever the client enters into an approved activity • Whenever there is a change in the client's approved activity • When the client accepts employment • When a client requests an ancillary expense advance or reimbursement
Work and Training Related Expenses	<p>Ancillary expenses include the cost of books, tools, clothing specifically required for the job or job search, fees, and other costs that may be a barrier to the client's path to self-sufficiency.</p>
Other Expenses	<p>Other expenses may include, but are not limited to cost or fees for:</p> <ul style="list-style-type: none"> • Driver's license

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	<ul style="list-style-type: none"> • DMV printout if required as a condition of employment • Resident Alien Card (green card) initial, renewal, and adjustment of status fees • Vocational certificates and licenses (i.e., Security Guard Card, Certified Nurse Assistant, CPR Certification, etc.) • Physical Exam Fees/Immunizations not covered by Medi-Cal • Live Scan (Fingerprints, Background Check Fees) if payment is a condition of employment • Union dues - Initial and arrear dues if payment is a condition of employment. If total exceeds \$300.00, supervisor authorization is required. • Classes required to obtain or renew a driver's license. <ul style="list-style-type: none"> Note: Court imposed fines or traffic tickets that are required to be paid-off in order to obtain, retain or renew a driver's license, or DUI are not authorized. • Fees from DMV associated with Driver's License re-instatement. • Professional evaluations for learning disabilities • Foreign Credential Evaluation • Costs to secure housing – see Family Stabilization Policy.
Expenses Related to Mental Health and Domestic Abuse Services	<p>If a client discloses past or present domestic abuse ESC must take appropriate action. [Refer to "Domestic Abuse Policy for instructions.]</p> <p>If activities or services related to domestic abuse are linked to Mental Health and the client chooses to include this activity in their participation in Mental Health services in their WTW Plan, then the costs of additional ancillary expenses may be approved, on a case-by-case basis, with supervisory approval, once all zero-cost options (including ASOC, Linkages, Managed Care, Stand-up Placer, Victim Witness) have been exhausted. These expenses must support the activities or services on the WTW Plan.</p>
When to Authorize Payment	<p>Ancillary payments may be authorized by the Employment Services Counselors (ESC) as long as the payment is verified and documented as required and necessary for the individual to participate in assigned WTW activities and/or to accept/retain employment. An activity agreement / WTW 2 activity contract is the authorizing document for supportive services that describes the terms, limitations, and time frames such services are available.</p> <p>Note: A case review of prior expenditures must be made to ensure that no more than one authorization is paid for the same item or service. In extenuating circumstances, exceptions may be considered with supervisor approval.</p>

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Supervisor Approval	<p>Expenses must have supervisor's approval, if the expense (single or cumulative) is more than \$500. All ancillary payments require documented justification in CalWIN/Case Comments.</p> <p>Note: ESCs and ESC supervisors are reminded that:</p> <ul style="list-style-type: none"> • Payments for supportive services, except child care, must be advanced to the participant when necessary and desired, so that the participant need not use personal funds to pay for these services; • Payment for supportive services, whether by advance pay or reimbursement, must be made as soon as administratively possible and should not impede the individual's participation in the assigned WTW activity; • Without delaying advance payments or reimbursements, the most cost-effective ancillary expense should be authorized whenever possible.
Supervisor Authorization for Payments Related to Required Text Books	<p>The following criteria apply only to payments for estimated/verified text book expenses for approved educational activities:</p> <ul style="list-style-type: none"> • Payments up to \$500 per semester (or quarter) may be approved by the ESC; • Supervisor's review and written approval is required for each additional payment after the cumulative limit of \$500 is reached during each school semester (or quarter); • Site Manager's written approval is required for each additional payment after the cumulative limit of \$1,000 is reached during each school semester (or quarter). <p>Example: A participant enrolled in an approved SIP has already received in a semester \$500 in ancillary funds to purchase textbooks while participating in WTW. The participant requests additional ancillary funds to purchase additional textbooks in the same semester. After the ESC validates the need, and obtains Supervisor written approval, ancillary funds may be issued.</p>
Advanced Payments	<p>Ancillary payments must be advanced to the participant when necessary and desired by the participant. A participant cannot be required to pay for any authorized ancillary expense first and then be reimbursed by the ESC after providing the necessary receipts.</p> <p>Example: A WTW participant is required to pay a \$20.00 material fee upon registration in a GED class. Upon completion of the Ancillary Evaluation, if requested by the participant, the ESC must provide the</p>

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	<p>\$20 advance payment to the participant in order to enroll in the GED activity.</p>
Duplication of Payments	<p>ESCs are to evaluate all ancillary supportive service requests prior to issuance to avoid duplication of payment.</p> <p>Example: Participant completes Math 101, in the Spring semester, at City College. The ESC provided textbook ancillary payment for that course. Participant enrolls to repeat Math 101 at City College for the Summer semester. ESC may deny the ancillary request since the textbook ancillary payment for Math 101 is a duplicate payment.</p> <p>Note: If the participant receives services through the Extended Opportunity Programs and Services (EOPS) and/or Cooperative Agencies Resources for Education (CARE) program (which can include book vouchers), the ESC must communicate and coordinate with those offices to verify non-duplication of services, prior to authorizing WTW ancillary supportive services.</p>
Written Estimate(s)	<p>If the cost of the item fluctuates, the client is responsible for providing two estimates for all ancillary expenses (except for clothing). Always authorize expenses at the lowest rate.</p> <p>Three (3) written estimates are required for any ancillary payment that exceeds \$300.00.</p> <p>Note: Written estimates are not required for supplies, tools and/or equipment that must be purchased as a kit through the school and/or required text books (as long as the ancillary request requirement is verified through the school).</p> <p>The ESC may request additional written estimates when:</p> <ol style="list-style-type: none"> 1) A participant submits a written estimate for book expenses which amount is questionable based on the current text book rates; 2) The estimate is questionable because source cannot be contacted at given address/phone number/e-mail address/web site, etc. <p>The estimates are to be reviewed by the ESC to determine:</p> <ul style="list-style-type: none"> • The requested items are required and necessary for the individual to participate in assigned WTW activities/SIPs,

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	<p style="text-align: center;">and/or accept/retain employment;</p> <ul style="list-style-type: none"> • The estimate that is the most cost-effective to the county.
Tools	<p>On a case by case basis, and upon completion of the Ancillary Evaluation, the ESC may authorize an ancillary payment only for the following tools that are deemed to be either required or necessary in order to obtain or retain employment are to be reviewed by the supervisor for approval.</p> <p>Required Supplies, tools and other equipment:</p> <ul style="list-style-type: none"> • Scissors/Clippers for Cosmetology, Stethoscope for Nursing, Scientific Calculator for Chemistry, etc.
Clothing	<p>ESC need to make referrals to the Auburn Assistance League for individuals seeking employment and/or newly hired. Vouchers are also available to purchase necessary items after confirmation that an interview has been scheduled or in order to accept employment. The client must demonstrate participation in an approvable activity contract. Vouchers are limited to \$50.00 for clothing and \$25.00 for shoes. Any and all exceptions shall have supervisor or manager approval prior to issuance.</p>
Haircuts	<p>Haircuts are an approvable item but limited to the cost of a shampoo and cut. The expense of a haircut can be issued by voucher or reimbursement to the client.</p>
Tuition	<p>Tuition and school fees in the nature of tuition are not considered to be an ancillary expense and are not approvable.</p>
Parking Costs	<p>The cost of parking shall be reimbursed at actual cost. Participants shall submit receipts for this purpose, except in cases where parking meters are used. Sworn statements are acceptable for these situations.</p> <p>"Parking Fees" should never be authorized under Ancillary. "Parking Fees" for participants shall always be issued under Transportation as appropriate.</p>
GED	<p>Registration and payments for GED testing services has been centralized statewide. Clients must register with statewide provider, Pearson VUE, prior to taking test(s). Clients have the option of paying for GED fee(s) on their own and being reimbursed afterward. Required Fees such as required material, Testing Fee (GED, Certification), Identification Card, shall be authorized.</p>
Learning Disability Evaluation	<p>Vendor payments for Learning Disability Evaluations are to be authorized and paid directly to the vendor Dr. Deborah Schmidt. Provider #: 24574.</p>
Ancillary Payment	<p>Prior to the authorization of any ancillary supportive services the</p>

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Requirements for Education Activities	<p>following verifications are required for educational activities:</p> <ul style="list-style-type: none"> • Proof those “General Education” classes, in which the participant is enrolled, count toward a degree or course of study. This includes units that are prerequisites for required course(s) and units transferable to a university; • Proof those “Elective” classes, in which the participant is enrolled count toward a degree or course of study. This includes units that are prerequisites for required course(s) and units transferable to a university. <p>Acceptable proof is verbal or written documentation, to include, but not limited to:</p> <ul style="list-style-type: none"> • Discussion with a representative from the educational institution; • A letter from the educational institution; • A course syllabus; • A Student Education Plan (SEP); • A course catalog from the educational institution; or • Any other official document regarding the enrolled course(s). <p>Example 1 – General Education (GE): Political Science (PS) degree program; GE requirement is Statistics-60 (S-60); student enrolls Math 1A, states it is the prerequisite for S-60, purchases the required 1A textbook and submits a request to be reimbursed. The ESC reviews the College Catalog; confirms that Math 1A is the prerequisite for S-60; approves the ancillary payment reimbursement; sends the appropriate approval notice; and narrates in Case Comments.</p> <p>Example 2 – Elective Classes: PS degree program; elective requirements have been met; in order to maintain fulltime enrollment for financial aid, student enrolls in Horticulture 101; and requests an ancillary payment for the Horticulture textbook. The ESC consults with the College Advisor; determines that Horticulture 101 is not an approved Elective; denies the ancillary payment request for the Horticulture textbook; sends the appropriate denial notice; and narrates in Case Comments.</p>
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<p>School Supplies, Books and other costs</p>	<p>Participants who receive financial aid for attendance in education and/or training may choose to receive ancillary supportive services payments for school-related costs such as supplies and books, even though the financial aid may include funds for those items.</p> <p>ESCs are required to complete the Student Financial Aid Statement (WTW8) for all participants in approved educational or training activities, including SIPs.</p> <p>This requirement is to ensure that WTW participants are adequately informed of their rights and responsibilities regarding financial aid and supportive services.</p> <p>The WTW8 provides information and allows participants to document their voluntary decision to use student financial aid to pay for CalWORKs eligible supportive services.</p> <p>The WTW8 is to be:</p> <ul style="list-style-type: none"> • Reviewed and explained to the participant by the ESC; and • Completed and signed by the participant and the ESC; and • Retained/Imaged in the case file; a copy provided to the participant. <p>ESCs are to complete the WTW8 with WTW participants receiving financial aid on a yearly basis.</p> <p>The ESC must:</p> <ul style="list-style-type: none"> • Review the proposed textbook purchase; • Encourage smart shopping and price comparison (book stores, on-campus book stores, various websites, used books, etc.). <p>Note: Although the County encourages most cost-effective purchases, ESCs cannot :</p> <ul style="list-style-type: none"> • Require participants to buy used textbooks in order to be eligible to ancillary payments;
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- Rely on “used book” rates to advance or reimburse new text book costs; or
- Delay advance payments or reimbursements

Buying books at the campus bookstore may not be the most cost-friendly option for every student. Fortunately, there are a number of other places to get the textbooks you need for school. Here are 9 sites that offer free or affordable textbooks for college students.

Free Textbooks

- [Textbook Revolution](#) - This student-run site is one of the most popular places to find free textbooks on the Internet. Textbooks are available in PDF format and e-textbooks are available that can be viewed online.
- [Flat World Knowledge](#) - This site provides free, peer-reviewed textbooks written by expert authors. All of the site's materials can be viewed for free online, printed for a small price or purchased as an audio file.
- [Connexions](#) - Connexions offers a variety of open educational content, including free textbooks. All of the free textbooks are available to read online, and some include accompanying homework guides and other helpful materials.
- [Textbook Media](#) - Premium Textbooks, real books written by experts and assigned by instructors, are available at this site. These textbooks include ads, but are free, digital and available to anyone - all you need to do is sign up for a free account. Textbook Media also offers ad-free versions of the no-cost textbooks for a small fee.
- [FreeTechBooks](#) - Find links to hundreds of free textbooks and tech-related books online. Most of the books on this site can be viewed and printed free of charge.

Low-Cost Textbooks

- [eCampus.com](#) - This site provides every textbook buying option imaginable. You can choose from new or used books, e-textbooks and textbook rentals. eCampus.com also offers a textbook buyback program.
- [CampusBooks.com](#) - This site compares prices on more than 8 million textbooks around the web so that you are guaranteed to find the best price online. Site shoppers can choose from new or used textbooks, e-textbooks and rentals.
- [Chegg](#) - Number one in textbook rentals, Chegg offers

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	<p>thousands of textbooks, free return shipping and customizable renting periods. This company will also plant a tree for every textbook you rent, sell or buy through the site.</p> <ul style="list-style-type: none"> • CengageBrain.com - At CengageBrain.com, you can save up to 15% on new textbooks and 50% on e-textbooks. The site also sells textbooks by the chapter and in audio form.
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<p>Non-Approved Ancillary Expenses</p>	<p>Optional study guides and/or supplements;</p> <ul style="list-style-type: none"> • Basic Supplies – Paper, pens, backpacks, or other miscellaneous items not required to complete the course; • Computer or Computer Equipment; • Educational Tuition; • Elective course expenses, in which the credits do not count toward the participant’s approved field of study and/or degree; • Fees - Traffic Ticket Fines, Court Fines due to misdemeanor or felony conviction, DUI/DWI Class Fees; • Booth Rental for Cosmetologist, Gasoline for Taxi Cab Driver, etc.; • Startup Self-Employment Expenses • Self-Employment ongoing expenses; <p>Note: Self-Employment ongoing expenses are not approved ancillary payments since participants may elect the standard 40% deduction or claim all actual expenses on the Self-Employment Income Statement (CSF 35/All 1318) which are then deducted from their income as part of the CalWORKs budget calculation.</p>
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<p>Receipts for Ancillary Payments</p>	<p>The following table provides information regarding the requirements of receipts for ancillary expenses:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Rule</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Receipts</td> <td><u>Receipts are required</u> for any ancillary payments made. The ESC must request that the participant provide receipts for the expenditure(s) after the</td> </tr> </tbody> </table>	Rule	Description	Receipts	<u>Receipts are required</u> for any ancillary payments made. The ESC must request that the participant provide receipts for the expenditure(s) after the
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		item(s) are paid for.
	Failure to Show Funds Spent	<p>Clients are required to submit ORIGINAL receipts for ancillary expense payments within ten working days from the date of the check. If the participant fails to prove through receipts or sworn statement that the ancillary funds were spent on the approved item(s), the ancillary supportive payment is considered to be an overpayment.</p> <p>The client is not required to submit receipts for voucher payments.</p>
Request for Reimbursement	Request for reimbursement for ancillary expenses can be made after the request review is completed and the original receipt of the incurred cost is received.	
Overpayments	The client must pay back any ancillary payments that he or she was not entitled to receive. The ESC must follow current overpayment procedures.	
Notices of Action	<p>A "WTW/Cal Learn Ancillary Services Approval/Denial" (NA 823) must be issued to the client when the request/reimbursement is approved or denied for any ancillary expenses.</p> <p>Reminder: For the NA 823 free form NOA Comments text in CalWIN add the following statement, "Original receipts must be submitted within 10 days of this Notice."</p>	
Post-Aid Services	On a case-by-case basis, payment for these ancillary expenses may be provided to a post-aid job retention participant when the participant went off of aid due to employment, as long as the expense is to keep employment or obtain better employment, and if funding is available.	