

Employment & Training Support (ETS) Services

The following information is intended for use by the NHEP Employment Counselors when authorizing ETS services for eligible clients, using New HEIGHTS and Bridges systems.

Bridges/New HEIGHTS Activities Interface

| New HEIGHTS SYSTEM | | BRIDGES | | |
|---|------|----------------------------|------|------------------------|
| ACTIVITY | CODE | ACTIVITY | CODE | ALLOWABLE SERVICE |
| ABE/GED Contract | AB | Education | 02 | 01-17 |
| ABE/GED Non-Contract | GE | Education | 02 | 01-17 |
| AWEP | AW | AWEP | 08 | 01-07, 10-18 |
| AWEP Concurrent | A1 | AWEP | 08 | 01-07, 10-18, |
| Barrier Resolution | BR | Barrier Resolution | 10 | 01, 06, 07, 16, 17, 19 |
| CWEP (Community Service) | CS | CWEP | 13 | 01-07, 10-18 |
| CWEP Concurrent | C1 | CWEP | 13 | 01-07, 10-18 |
| Employment | EM | Employment | 01 | 01-07, 10-17 |
| Employment 1st Concurrent | E1 | Employment | 01 | 01-07, 10-17 |
| Employment 2nd Concurrent | E2 | Employment | 01 | 01-07, 10-17 |
| English as a Second language | EN | Education | 02 | 01-17 |
| English as a Second language Concurrent | N1 | Education | 02 | 01-17 |
| Family Intervention | FI | Job Readiness | 10 | 01, 06, 07, 16, 17, 19 |
| High School | HS | Education | 02 | 01-17 |
| HomeCare Works | HC | OJT | 07 | 01-17 |
| Job Readiness | JR | Job Readiness | 04 | 01-07, 10-17 |
| Job Search | JS | Job Search | 06 | 01-07, 10-17 |
| OJT | OJ | OJT | 07 | 01-17 |
| Post-Secondary Education | PS | Post-Secondary | 05 | 01-17 |
| Self-Employment | SE | Employment | 01 | 01-07, 10-17 |
| Self-Employment Concurrent | SA | Employment | 01 | 01-07, 10-17 |
| Single Course | SC | Single Course | 09 | 01-17 |
| Single Course Concurrent | S1 | Single Course | 09 | 01-17 |
| Vocational Educational Training | CT | Vocational Skills Training | 03 | 01-17 |
| Workplace Success (CWEP) | JC | CWEP | 13 | 01-07, 10-17 |
| Workplace Training – Secondary activity offered at the Workplace Success OR any other secondary training program. | TO | Single Course | 09 | 01-17 |

- TANF Cash must be open, client must be enrolled in the Work Program, and meeting participation to receive ETS services

Appendix H– NHEP ETS Activities Interface in New HEIGHTS & Bridges

- All requests for ETS services must be preapproved by the ECS
- All ETS services must be authorized in the activity requiring the service
- Providers must submit bill no more than 90 days after ETS Service end date
- Transportation is the only ETS that can span two fiscal years

| Service Code and Type Payment Method Form # | Requirements | Service Codes Group General Limits Time Limits |
|---|--|--|
| 01 Child Care Registration PROVIDER 255 | <ul style="list-style-type: none"> • Authorize under case head RID # • Cannot be used for first week of CC • One-time payment per child per provider per SFY | <p>01-05 Combined- \$500 SFY Individual- None 2 month, 1 SFY</p> |
| 02 Education/Training PROVIDER 255 | | <p>01-05 Combined- \$500 SFY Individual- None 2 month, 1 SFY</p> |
| 03 Books & Supplies PROVIDER 255 | | <p>01-05 Combined- \$500 SFY Individual- None 2 month, 1 SFY</p> |
| 04 Uniforms PROVIDER 255 | <ul style="list-style-type: none"> • Must be used for uniforms only • Must complete Clothing Request Approval Form 274T | <p>01-05 Combined- \$500 SFY Individual- None 2 month, 1 SFY</p> |
| 05 Tools of the Trade PROVIDER 255 | | <p>01-05 Combined- \$500 SFY Individual- None 2 month, 1 SFY</p> |
| 06 Auto Repair BOTH 255 | <ul style="list-style-type: none"> • Must be determined the auto is necessary to participate in NHEP • Copy of valid driver’s license/auto registration must be on file • Review written estimate of the cost of repairs from an auto repair business to include: <ul style="list-style-type: none"> ✓ Name, address and phone # of the business ✓ Itemized list of repairs including parts, labor, and associated costs necessary to make the vehicle functional and safe ✓ NHEP Roadworthy Statement indicating the vehicle is worth repairing • Vehicle must be registered to client, other parent in 2-parent case, or dependent child <p>(Written estimate must be submitted in advance of service being provided except in an emergency where the vehicle requires towing.)</p> | <p>06 \$500 SFY 2 month, 1 SFY</p> |
| 07 Transportation CLIENT 256 | | <p>07 & 17 Combined- \$160/mo. 12 month, 2 SFY</p> |
| 17 Public/Private Carrier PROVIDER 256A | <ul style="list-style-type: none"> • Can be multi-ride or monthly pass | <p>07 & 17 Combined- \$160/mo. 4 month, 1 SFY</p> |
| 08 Tuition PROVIDER 257 | <ul style="list-style-type: none"> • Used for: Post-Secondary Education, or Vocational Training • Before authorizing, The ECS must receive: <ul style="list-style-type: none"> ✓ the name of the program, ✓ proof of enrollment, ✓ the class schedule, and ✓ the expected start and end dates. | <p>\$1575 SFY 6 month, 1 SFY</p> |
| 08 Tuition (cont.) | <ul style="list-style-type: none"> • Education & Training Assessment Checklist must be completed | <p>\$1575 SFY</p> |

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| | | |
|---|--|--|
| PROVIDER 257 | <ul style="list-style-type: none"> • Vocational assessment must have been completed and program match career goals • All other sources of funding (PELL Grants, WIOA funding etc.) must have been exhausted | 6 month, 1 SFY |
| 10 Auto Insurance BOTH 255 | <ul style="list-style-type: none"> • May be billed prior to service provided • Auto insurance for only the usual and customary rates, not for higher rates due to accidents, violations, etc. • A statement of coverage & charges from the provider is needed • Must provide a minimum of 12 months of coverage • May only be used if auto insurance is a condition of employment | 10-12, 14-16 Combined- \$750 Individual- None 2 month, 1 SFY |
| 11 Auto Registration CLIENT 255 | <ul style="list-style-type: none"> • May be billed prior to service provided • Client provides current registration as an estimate of cost or an estimate from the city clerk’s office • Client provides copy of valid driver’s license • Cannot be used for vanity plates • Vehicle must be registered to client, other parent in 2-parent case, or dependent child | 10-12, 14-16 Combined- \$750 Individual- \$350 2 month, 1 SFY |
| 12 Driver’s License Fees CLIENT 255 | <ul style="list-style-type: none"> • May be billed prior to service provided • Recipient must provide copy of the new license | 10-12, 14-16 Combined- \$750 Individual- \$90 2 month, 1 SFY |
| 14 Work/Office clothing BOTH 255 | <ul style="list-style-type: none"> • Not for uniforms • Must be approved for activity appropriate clothing only • Must complete Clothing Request Approval Form 274T | 10-12, 14-16 Combined- \$750 Individual- \$200 2 month, 1 SFY |
| 15 Personal Care BOTH 255 | <ul style="list-style-type: none"> • Used for haircuts and personal care items (Toothpaste/toothbrush, deodorant, etc.) | 10-12, 14-16 Combined- \$750 Individual- \$25 2 month, 1 SFY |
| 16 E/O Other BOTH 255 | <ul style="list-style-type: none"> • Requires FSM approval if: <ul style="list-style-type: none"> ➢ Auto repair exceeds \$300 ➢ Incidentals (CBC, clothing, etc.) exceeds \$60 • All other resources must be exhausted | 10-12, 14-16 Combined- \$750 Individual- None 2 month, 1 SFY |
| 13 Dental PROVIDER 255 | <ul style="list-style-type: none"> • Requires FSM approval if over \$200 • All other resources must be exhausted • Cannot be approved for Prophylaxis or Orthodontics • Surgery covered under Medicaid | 13 \$1500 SFY 4 month, 1 SFY |
| 18 Mentor Program (CC Solutions) PROVIDER 255 | | 18 \$800/Provider \$1000 SFY 2 month, 1 SFY |
| 19 Assessment PROVIDER 255 | | 19 \$800 SFY 2 month, 1 SFY |