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

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| 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
* 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

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| **Service Code and Type** **Payment Method**  **Form #** | Requirements | **Service Codes Group**  **General Limits  Time Limits** |
| **01** Child Care Registration  **PROVIDER**  **255** | * Authorize under case head RID # * Cannot be used for first week of CC * **One-time payment per child per provider per SFY** | **01-05**  **Combined- $500 SFY**  **Individual- None 2 month, 1 SFY** |
| **02** Education/Training  **PROVIDER**  **255** |  | **01-05  Combined- $500 SFY**  **Individual- None**  **2 month, 1 SFY** |
| **03** Books & Supplies  **PROVIDER**  **255** |  | **01-05  Combined- $500 SFY Individual- None**  **2 month, 1 SFY** |
| **04** Uniforms  **PROVIDER**  **255** | * Must be used for uniforms only * Must complete Clothing Request Approval Form 274T | **01-05  Combined- $500 SFY**  **Individual- None**  **2 month, 1 SFY** |
| **05** Tools of the Trade  **PROVIDER**  **255** |  | **01-05  Combined- $500 SFY Individual- None 2 month, 1 SFY** |
| **06** Auto Repair  **BOTH**  **255** | * 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:   * 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  **(Written estimate must be submitted in advance of service being provided except  in an emergency where the vehicle requires towing.)** | **06**  **$500 SFY**  **2 month, 1 SFY** |
| **07** Transportation  **CLIENT**  **256** |  | **07 & 17  Combined- $160/mo.  12 month, 2 SFY** |
| **17** Public/Private Carrier  **PROVIDER**  **256A** | * Can be multi-ride or monthly pass | **07 & 17  Combined- $160/mo.**  **4 month, 1 SFY** |
| **08** Tuition  **PROVIDER**  **257**  **08** Tuition (cont.)  **PROVIDER**  **257** | * Used for: Post-Secondary Education, or Vocational Training * Before authorizing, The ECS must receive: * the name of the program, * proof of enrollment, * the class schedule, and * the expected start and end dates. * Education & Training Assessment Checklist must be completed * 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 | **$1575 SFY**  **6 month, 1 SFY**  **$1575 SFY**  **6 month, 1 SFY** |
| **10** Auto Insurance  **BOTH**  **255** | * **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** | * **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** | * **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** | * 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** | * 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** | * Requires FSM approval if:   + 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** | * 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** |