

Approved Date:

Effective Date: July 1, 2023

Subject: Ticket to Work Funds Policy

Purpose

To provide policy for the use of Ticket to Work funds in the Iowa Plains Local Workforce Development Area.

Background

- I. Ticket to Work funds are available in the Iowa Plains Local Workforce Development Area to provide support services, assistive technology, and training to participants who have a disability.
- II. Participants must be actively enrolled in Title I, II, III, or IV and have employment as their goal. Co-enrollments are encouraged based on the participant's needs and advised for term service provision.
- III. The Career Planner will make appropriate referrals to WIOA core programs and community resources that will benefit the participant. Follow-up on referrals may be required before additional Ticket to Works can accessed.
- IV. Participants are strongly encouraged to take an O*NET assessment, such as the "My Next Move" Interest Profiler (<https://www.mynextmove.org/explore/ip>). Additional assessments may also be utilized.
- V. Support service payments are made on a case -by-case basis only when determined necessary to meet the participant's employment goals.
- VI. All participants who are approved to receive assistance, must submit a W9 to receive payment reimbursement through Electronic Funds Transfer. If EFT is requested, the participant must be made aware that if they owe any money to the State of Iowa, Counties, and/or Cities in the State of Iowa, the EFT funds could be withheld from participant.

- VII. If the participant is eligible for other WIOA programs it is recommended funds are braided to meet the participant's needs.
- VIII. The maximum amount for support services will not exceed \$1,500. If a participant requires items that exceed \$1,500, the local Disability Access Committee must approve the request.
- IX. The following items are **prohibited** to be purchased with Ticket to Work funds:
 - A. Support services purchased prior to the participant's program enrollment.
 - B. Fines and penalties such as traffic violations, late fees, and interest payments.
 - C. Entertainment, including tips.
 - D. Contributions or donations.
 - E. Vehicle payments.
 - F. Refundable deposits.
 - G. Alcohol, tobacco, or marijuana products.
 - H. Food (meals, groceries)
 - I. Items for family members or friends.
 - J. Out-of-state job search and relocation expenses that are paid for by the prospective employer.
 - K. Needs Related Payments are not authorized.
 - L. Any other item that is not required for the participant to successfully complete their training and employment goals.

Additional Uses for Ticket to Work funds

- I. Funds may be utilized to secure a speaker for an employer event that promotes hiring individuals who have a disability.
- II. Funds may be utilized to purchase meals for employers and community partners if the event is a "working" breakfast or lunch. For food items other than those listed [220 - Employee Expenses \(iowa.gov\)](#) an Exception to Policy form must be completed to Financial Management for IWD Executive Director's approval.
- III. The maximum amount for an event to include speaker and the meal will not exceed \$1,500.00. For amounts over \$1,500.00, the local Disability Access Committee must approve the request.

Equal Opportunity Program / Employer – Auxiliary aids and services available upon request for individuals with disabilities