



ABA Quick Tips Supportive Services

The purpose of this **Quick Tip** is to offer ABA grantees promising strategies to provide apprentices with supportive services. Supportive services increase access to enrolling in and completing registered apprenticeship programs (RAPs). Below are guidelines for providing supportive services through the ABA grant and examples of ABA grantees' methods for providing services to their apprentices.

Allowable Services

Under the ABA grant, grantees are encouraged to utilize evidence-based strategies that are associated with RAP success including ensuring apprentices have access to supportive services. Supportive services may include housing, transportation, childcare, counseling, and other needs-related payments that are necessary to enable an individual to participate in education and training activities funded through the ABA grant. Supportive services may be provided in various ways including providing the service itself, providing vouchers for the service, or providing stipends directly to the apprentice. Funding for supportive services may not exceed 20% of the total grant. The ABA FOA specifies that grantees may use grant funds (up to 20% of the total grant) "to provide supportive services to individuals who are participating in education and training activities provided through the grant when 1) they are unable to obtain such services through other programs, and 2) such services are necessary to enable individuals to participate in education and training activities under the grant." Grantees should ensure that the use of funds to provide supportive services is consistent with their organization's established policy on the provision of supportive services.

Category 3 grantees may also use ABA funding to build on-ramps to RAPs by working with pre-apprenticeship programs to ensure pre-apprentices successfully enroll in RAPs. This can include covering supportive services upon entry in RAPs and providing detailed inputs, activities, outputs, and projected outcomes to provide supportive services that improve participant success in pre-apprenticeships leading to enrollment in RAPs.

Examples of Supportive Services Provided by ABA Grantees

Workforce Development Board of Herkimer, Madison, Oneida Counties (Category 3)

This grantee has allocated funds for transportation (bus pass, uber ride, or mileage), childcare, class materials, work-related clothing or PPE, interpreters, and an incentive/stipend for class completion (\$200 per person). The funds are provided in a variety of ways; childcare funds are paid directly to the facility, class materials can be purchased by the participants and reimbursed or billed from the institution, and clothing and PPE can be purchased by grantees upfront or apprentices can be reimbursed. The grantee has also partnered with a program to provide accommodation for participants with disabilities.

Pennsylvania Department of Labor & Industry (Category 1)

The Pennsylvania Department of Labor & Industry has developed a policy template for providing supportive services to apprentices ([Appendix A](#)). Their policy covers various services for all individuals participating in a registered apprenticeship or pre-apprenticeship program including transportation, childcare, dependent care, housing, counseling, educational testing and certifications, reasonable accommodations for individuals with disabilities, legal aid services, assistance with instructional materials, school supplies, classroom fees, and work attire and work-related tools.

City of San Antonio (Category 3)

The City of San Antonio provides apprentices access to supportive services including transportation, childcare, and work-related clothing and tools. The grantee leverages funds from their local workforce board and the San Antonio Ready2Work program.

New York State United Teachers Education and Learning Trust (Category 4)

Quick Tips offer short, easy to use strategies, recommendations, and tips for Apprenticeship Building America (ABA) grantee consideration, exploration, and use. The tips and recommendations listed below draw from the expertise of ABA Technical Assistance Coaches, research, and grey literature (see references below).



This grantee's RAP focuses on teachers and assistant teachers and offers their participants books and supplies, partial college tuition through Apprenticeship Expansion Grant funding, preparatory lessons leading to nationally recognized credentials, and test fees for national credentials.

Chicago Women in the Trades (Category 3)

Chicago Women in the Trades provides supportive services through partnerships with community-based organizations, not through self-administered activities or direct funding. The services provided by community organizations include counseling, housing grants, uniforms and work boots, and transportation vouchers.

Texas Workforce Commission (Category 1)

The Texas Workforce Commission encourages their sub-awardees to leverage support assistance through their local workforce development boards to assist with transportation, childcare, and other services. Some of the primary requests for support services from sub-awardees include gas allowances, work-related tools, and uniforms.

Resources

American Job Center. U.S. Department of Labor, Employment and Training Administration. *WIOA Desk Reference: Supportive Services*. June 2017. https://ion.workforcegps.org/resources/2017/07/14/09/22/Supportive_Services_Desk_Reference

Apprenticeship Inclusion Models (AIM). U.S. Department of Labor, Office of Disability Employment Policy. *Funding Inclusive Apprenticeships: Strategies for Braiding, Blending, and Aligning Resources*. September 2020.

<https://www.dol.gov/sites/dolgov/files/ODEP/pdf/FundingInclusiveApprenticeshipsStrategiesforBraiding%2CBlending%2CandAligningResources.pdf>

Grants.gov. U.S. Department of Labor, Employment and Training Administration. *Apprenticeship Building America (ABA) Grant Program Funding Opportunity Announcement*. February 2022. <https://www.grants.gov/web/grants/view-opportunity.html?oppld=336694>

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Appendix A: Apprenticeship Supportive Services Policy Template

Purpose:

Apprenticeship and pre-apprenticeship can be supported by a variety of WIOA and other funding streams. This policy provides guidance and instructions on the issuance of supportive services to eligible apprentices and pre-apprentices. Support services will be distributed through Title I providers enrolling participants, including In-School Youth (ISY) Pre-RA participants. Providers should verify any additional funding guidelines in place for individual funding streams.

Allowable Supportive Services:

Support services for training apprentices and pre-apprentices include services such as:

- Transportation
- Childcare
- Dependent care
- Housing
- Counseling
- Educational testing and certifications
- Reasonable accommodations for individuals with disabilities
- Legal aid services
- Assistance with instructional materials, school supplies, and classroom fees
- Assistance with work attire and work-related tools
- Other needs-related payments that are necessary to enable an individual to participate in registered apprenticeship or pre-apprenticeship program

Eligibility

Supportive services are available to all individuals participating in a registered apprenticeship or pre-apprenticeship program that have an identified need.

Stipulations

Registered apprentices are eligible for up to *(insert maximum funding per individual)* in support services over *(insert time period)*. Registered pre-apprentices are eligible for up to *(insert maximum funding per individual)* in support services. These amounts may be subject to change dependent on individual funding caps and guidelines.

Other sources of funding for supportive services will be leveraged if possible, including through co-enrolling in WIOA. Provision of all support services should be consistent with all existing written policies for the individual funding streams being leveraged.

Supportive services may be provided in various ways, including, but not limited to, providing the supportive service itself (e.g., childcare); providing apprentices with a voucher for the service (e.g., public transportation cards or tokens); or providing a stipend directly to the apprentice. Where stipends for supportive services are provided, the stipend amount must be for costs of a specific supportive service (e.g., childcare), rather than simply based on an unidentified need.

All support services provided must be documented with a *Support Services Receipt*, that includes participant information, details of the support service being provided (e.g. the specific need, the associated costs, etc.), and necessary authorizations.

An example Support Services Receipt is included below and available from the ATO.



Support Service Receipt Example

Client Name: _____ Date: ____/____/_____
Client P.I.D.: _____ Client DOB: ____/____/_____
Funding Stream: _____

Purchase Information:

Date of Purchase: ____/____/_____
Item(s) Purchased: _____
Reason for Purchase: _____

Total cost: \$ _____

Staff Name: _____

Staff Signature: _____ Date: ____/____/_____

Please attach receipt of sale if possible.

Participant Responsibilities:

- I understand that Support Services are subject to annual limits and available funding.
- Support Services must be approved by staff in advance of the expenditure.
- Support Services may only be provided when it is necessary to enable individuals to participate in an apprenticeship or pre-apprenticeship program.
- I will not use this check or item for reasons other than outlined in the above authorization.

By signing below, I agree to the terms listed above. I verify that I received the above listed item on this date.

Participant Signature: _____ Date: ____/____/_____

