

WORKFORCE SERVICES

sdjobs.org

FINANCIAL SERVICES

This document outlines the financial services offered by DLR; please review the list on the next page.
If you're in need of any of the services listed below, please let your DLR Employment Specialist know.

ACKNOWLEDGEMENT

By signing below, you acknowledge receipt of the Financial Services List [Form 4.2](#).

FIRST NAME: _____

LAST NAME: _____

SIGNATURE: _____

DATE: _____

FINANCIAL SERVICES

The Department of Labor and Regulation (DLR) can provide temporary assistance to workforce program participants to enable their participation in the program with a goal of employment. Our programs can only pay for expenses incurred while enrolled and actively participating in activities authorized under the Workforce Innovation and Opportunity Act (WIOA). Financial services must be approved by DLR **prior** to the expense occurring. All community resources and referrals should be considered prior to receiving financial services. Services are based on eligibility, need, and funding availability; there is no guarantee.

DLR **may** be able to assist with the following services:

Auto Insurance

Up to three months of liability insurance.

Auto Repair

Repairs that are necessary and of immediate need.

Auto repair may not exceed the value of the vehicle.

Books and Supplies

Books and supplies while attending WIOA approved post-secondary education classes.

Examples include but are not limited to books, fees (matriculation, background check, finger printing; etc.), school supplies, computers (if necessary for course of study), and other necessary items related to training.

Child/Dependent Care

Child or dependent care while participating in activities outlined in your employment plan.

Fees for Applications, Tests, Educational Testing, and Certificates

Fees or costs associated with an application, test, educational testing, and certification to advance along a career or educational pathway.

Examples include but are not limited to fees for post-secondary applications, re-licensing, driver's licenses, background checks, fingerprinting, ACT exams, high school equivalency exams, NCLEX exams, LPN exams, Project Management Certification, etc.

Housing

Maintaining or obtaining adequate or temporary shelter.

DLR cannot pay for rental deposits or mortgage payments.

Medical or Counseling Services

Medical or mental health counseling services that help support your employment plan.

This includes DOT physicals, drug screens, required immunizations, dental, ophthalmologist, drug and alcohol counseling, mental health counseling, behavioral counseling, etc.

Transportation Assistance

Transportation while participating in activities outlined in your employment plan.

Examples include bus passes or fuel.

Utility Bills

Utilities needed to maintain a safe, livable household.

Examples include water, gas, electricity.

Work Attire or Related Cost

Proper attire for obtaining and maintaining employment.

This can include clothing or tools needed for employment.

Workplace Accommodation

Workplace accommodations to enable participation in employment, training, education, or work experience opportunities.

Examples can be found on the [Job Accommodation Network \(JAN\)](#).

Youth Services

Services or courses necessary for Youth participants to become competent citizens.

Examples include tutoring, study skills training, leadership development services, and entrepreneurial skills training.

TRAINING SERVICES

Linking Employers and Participants (LEAP)

Connection and support while gaining skills in the workplace.

Work Experience is a structured short-term learning experience, that can be either paid or unpaid, to learn skills in a workplace setting.

On-the-Job Training is a structured training plan that's developed with an employer and DLR; employer is reimbursed for a portion of your wages during your training period.

Participants Reaching Employment Potential (PREP)

Support services, work- based learning opportunities, and joint case management to foster financial sustainability for participants while helping to reach education and employment goals.

Secondary Education + Training is for participants wanting to complete their GED while participating in a training activity such as a Work Experience or On-the-Job Training. DLR can offer a combination of support services and training services to help participants in their journey.

Post-Secondary Training is for participants who have completed their GED and want to continue their education. DLR can assist with funding for you to attend an organized program of study combined with support services to help you through your journey.

The program of study must be on the state's [Eligible Training Provider List](#).

UPSKILL

Funding for an organized program of study to gain vocational skills for an in-demand occupation.

The program of study must be on the state's [Eligible Training Provider List](#).