

Cape Fear Local Policy No. P-WDB-015-2018

Subject: CFWDB Supportive Services for Finish Line Grants

Purpose: To provide guidance for the provision of Supportive Services authorized under the Finish Line Grants emergency payment program.

Policy: Finish Line Grants are available to eligible students who attend a community college within the CFWDB area to provide financial assistance not to exceed \$1,000 per semester, if an emergency inhibits a student's ability to complete a program of study. Payments are made to the vendor. Subsequent payments shall not address the same emergency for which funds were already expended.

Action: Allowable expenses are subject to change as the Finish Line Grants program evolves at the state level. All expenditures should be considered *pending approval only* until by authorized by the board's FLG designee, using current FLG guidance documents.

Transportation: Transportation assistance may be provided to assist the student to get to and from college. Bus passes and fuel only cards may be considered; based on a plan for transportation; however, operators are encouraged to use regular program supportive services funds for regular, ongoing transportation needs.

Auto Repairs: Auto repair payments that allow the student to participate in educational and training activities. Normal vehicle "maintenance" is not allowed. Auto parts for repair are an allowable expense, but the total due cannot exceed the amount of the vehicle. Public transportation can be considered as an alternative solution. The car being repaired should be the student's primary mode of transportation.

Child Care: Assistance for children ages 12 and under who reside in the home of the student are allowed if other resources are not available. Birth certificates will be required to verify ages and relationship/guardianship. If payment is required to 'hold' the space for a sick child or holidays, verification from the Day Care Facility will be required.

Dependent Care: Assistance may be utilized to help a student meet their family care needs during participation in educational activities. Verification will be required that no other funding sources are available.

Housing Assistance: Assistance may be provided to allow students to maintain or obtain adequate or temporary shelter while participating in educational activities. Rental

deposits or mortgage payments are not allowable. Students should also be referred to community housing assistance programs if applicable. Verification will be required that no other Title I funding sources are available. A copy of the students' rental/lease agreement will be required for verification purposes along with a statement from the landlord regarding the amount due to avoid eviction.

Accommodations for Individuals with Disabilities: Assistance may be provided to assist a student who needs accommodations to enable them to participate in educational activities. Verification will be required that duplicate funds have not been provided by another source. A referral to Vocational Rehabilitation may be made, if appropriate.

Utility Bills: Assistance may be available to pay for utility bills including water, gas, and electric. Verification will be required that no other funding sources are available.

Referrals to Health Care: Students in need of medical or counseling services should be referred to other community medical resources, if applicable. Verification will be required that no other funding sources are available. These referrals include DOT physicals, drug screens, required immunizations, dental, ophthalmologist, drug and alcohol counseling, mental health counseling, behavioral counseling, etc.

Assistance with Tuition, Books and School Supplies: If the student has had an emergency financial challenge that has negatively impacted their ability to pay for tuition and fees, grant funds may be utilized as a last resort. Assistance with books, fees, school supplies and other required items may be provided for students attending an approved educational class. For 'other items', a required supply list should be included with the application request. Verification that College Emergency Grants funds have not been used and/or not available for the same occurrence will be required.

Unallowed Expenditures:

- Titled or deeded items or when recovery of the expense is anticipated (rent or housing deposits, property taxes, fines, late fees, or mortgage payments).
- Purchase of vehicles
- Business start-up costs
- Internet or phone services (including prepaid plans, minutes, etc.)



Effective Date: December 12, 2018

Expiration Date: Indefinite

Contact: Cape Fear Workforce Development Board Director

Distribution: CFWDB WIOA Providers
CFWDB Staff
NC Division of Workforce Solutions

Attachments: Attachment A: Finish Line Application
Attachment B: Finish Line Reporting Tool

Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities