

**Pasco-Hernando Workforce Board, Inc.
Standard Operating Procedure (SOP)**



SOP Number: 01-10122023	Subject: PHWB Grant/Financial Aid SOP
Date of Issuance: 10/12/2023	Revision Date:
Effective Date:	CEO: Jerome Salatino

I. PURPOSE

To create a protocol to guide Task Force Committee and CareerSource Pasco Hernando staff with basic requirements and procedures for the PHWB Grant/Financial Aid Fund distribution.

II. POLICIES AND PROCEDURES

The PHWB Grant/Financial Aid Fund is intended for non-WIOA eligible recipients and is limited to the following:

- Funding is available on a first come, first serve basis to those who meet the eligibility criteria listed for each category.
- Funding is limited and once exhausted, requests will no longer be accepted.

All recipients that are work ready and requesting assistance, must complete a full application/registration in Employ Florida system prior to requesting and receiving services through our funding program. When completing the Employ Florida registration be sure that all barriers are identified to support the services & resources that may be offered to the individual prior to request and authorization.

Approved expenditures will be paid directly to the training institution or vendor for supportive services.

A. Education Assistance

- Education assistance is available to anyone who can demonstrate a need or hardship. Funding amounts may range from \$250 to \$1,500 based upon the individual need.
- At the discretion of the Executive Committee, funding amounts may be exceeded on a case-by-case basis.

Applicants' hardship should be made clear in essay to be considered for assistance:

Examples of hardship might include:

- Financial Need

- Non-traditional student returning to college/technical school
- Current graduating HS senior or dual enrolled (HS/College)
- Basic Skills Deficient or ELL
- Offender
- Homeless or Runaway
- In or Aged out of Foster Care
- Pregnant or parenting
- Disability

A 500-word essay describing course of study and need for financial assistance, indicating hardship, and whether it is for training or supportive services.

B. Employment/Supportive Services

Support services provide customers with additional assistance needed to remain in training or to gain employment. Funding is provided as resources permit and may occasionally be suspended or unavailable. The following support services are not an entitlement and will not be paid retroactively:

- Transportation
- Limited Auto Repairs
- Uniforms
- Tools
- Additional fees needed for training or supplies.

C. Training Assistance and Sponsorship

Training assistance and sponsorship is available to non-profit and governmental organizations that otherwise don't qualify for WIOA assistance.

Preference will be given to organizations providing services to the following:

- Persons with Disabilities
- Social Services
- Older Individuals
- Continuing Education
- Targeted Sectors
- Career Exploration