

Select originating cluster

Deanna Hartwig
Authorized Signature

Number: SPD-IM-04-075
Issue Date: 08/16/04

Topic: Other

Subject: Employment Initiative Program, employment related funds

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees
<input checked="" type="checkbox"/> Area Agencies on Aging
<input type="checkbox"/> Children, Adults and Families
<input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> County Mental Health Directors
<input type="checkbox"/> Health Services
<input checked="" type="checkbox"/> Seniors and People with Disabilities
<input checked="" type="checkbox"/> Other (please specify): Office of Vocational Rehabilitation Services |
|---|---|

Message: As part of the funding package for the Employment Initiative Program, a legislatively approved employment related special needs fund was created. The purpose of this fund was to allow EI clients an option to fund items they were otherwise unable to purchase, which would help them obtain or retain employment. This special fund was to only be used when there were no other options for payment available. As part of the cost saving measures enacted recently, this employment related fund was put on hold.

We have received notification that \$180,000 of this special needs fund is now available and can be utilized by the Employment Initiative Specialists. These funds can only be used for EI program clients, to assist in overcoming barriers to obtain or retain employment. Alternate funding sources must be pursued before payments will be authorized.

Payments for this fund can be issued by use of a 437, using a pay reason of B4. EI specialists should keep track of these expenditures and attach payment information, including client name, amount authorized and reason for the purchase to their monthly billing report.

If you have any questions about this information, contact:

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