

ICAN Participant Reimbursements

The following are intended as guidelines for ICAN providers when working with ICAN participants. Participant reimbursements (PR) that are reasonable, necessary, and directly related to ICAN participation are required to be offered/provided. PR can be paid to a household's EBT Card, as a check to the participant or directly to a vendor.

ICAN Partner Responsibility	
<ul style="list-style-type: none"> Identify the need for support and initial PR eligibility using the spending guidelines. <ul style="list-style-type: none"> See Employment and PR eligibility, if a PR request is related to employment cost. Work with the participant to educate them on appropriate verification. Assist as needed to gather the verification. Review request for braided funding: <ul style="list-style-type: none"> Participants who have income will be required to utilize up to 30% of their monthly income toward housing costs. Participants may be required to apply for additional assistance through other programs. (See specific PR types to determine application requirements) <ul style="list-style-type: none"> Participants who appear eligible for Reach Up are required to apply for that program prior to being eligible for ICAN PR. Participants may qualify for ICAN PR while applications are pending. Participants who are eligible for teaming services within ICAN must be working towards building their team and engaging with their team to qualify for PR. <ul style="list-style-type: none"> Includes enrollment in other workforce programs including but not limited to WIOA and HireAbility. <ul style="list-style-type: none"> ICAN can support participants while enrollment is pending. Request over \$250 must always be reviewed with employment and/or regional teams. Request under \$250 can be reviewed with employment and/or regional teams as appropriate. Participants may be required to contribute their own funding towards other participant reimbursement requests as appropriate based on income or available resources. Add ICAN participant reimbursement services to VJL – 910 Notification Sent. <ul style="list-style-type: none"> Service note must include details on braided funding exploration, reasonability and necessity of the reimbursement. Complete and send an ET-910 to ESD. Title email 'ET910 Part ID 11111' Upload PR verification and ET-910 into VJL. If verification could not be uploaded send as an attachment with the ET-910. 	
ESD Responsibility	
<ul style="list-style-type: none"> Review ET-910s and verification received. Review VJL for ICAN enrollment and PR verification and documentation Any questions on the request will be communicated to the requesting partner. Approved PR Request will be issued out of ACCESS to the EBT card or as a check. Once PR request is processed ESD will inform the provider. 	
Required Vendor Payments	
<p>PR can be issued onto the household's EBT card, as a check to the participant or as a check to a vendor. Participants can choose how they would like to receive PR but ICAN/ESD can require PR payments be sent to a vendor.</p> <p>Vendor PR Payments may be required due to the following (this list is not all inclusive):</p> <ul style="list-style-type: none"> PR type or vendor requires vendor payments. Participant previously misused or reported possible misuse of PR funds sent to the EBT card* 	

- ICAN staff determines that vendor payments are best for the participants*

*Required vendor PR payments should be reviewed regularly to determine if they can stop and funds be sent to the participant directly.

Employment and PR eligibility

New Employment at enrollment	Customers who enroll in ICAN with new employment (30 days from employment start date) can be eligible for PR assistance for employment related cost for 30 days from the date of enrollment in ICAN. Ongoing or Job retention services are not available for this employment.
New Employment while enrolled. **Job Retention Component and Job Start/Career Advancement S&T Required for these jobs**	<p>Customers who gain employment while enrolled in ICAN are eligible for PR assistance for employment related expenses ,if they enroll in the job retention component. The Job retention component must start the first full month after entering the job. (i.e. Participant enrolled in Job Search on 9.1.23 and gains employment 9.20.23 must be enrolled in Job Retention for 10.1.23 to receiving ongoing supports related to the new employment).</p> <p>Eligible job-related expenses can be covered for a max of 90 days while enrolled in Job Retention. Once the 90-day max has been met, PR can no longer support employment related cost.</p> <p>If a customer chooses not to enroll in job retention for their new employment, they are not eligible for PR assistance for expenses related to that employment.</p>
Ongoing Employment:	<p>Generally, PR is not available for ongoing employment. PR may be made available for career advanced at a current employer. Career Advancement could include but is not limited to:</p> <ul style="list-style-type: none"> • A new position (Promotion) • More Hours or customers when connected to a new skill or credentials obtained through ICAN.

ICAN Spending Guidelines

The purpose of these guidelines is to provide parameters around making spending decisions for ICAN participants. When deciding “who should pay for what” the following should be considered:

- ICAN funds must supplement not supplant existing services or funding streams
- ICAN expenditures must relate directly to an individualized service plan
- ICAN funds can be combined with other funds to meet the needs of the participant
- The ICAN spending guidelines are not absolute maximums or minimums. Consult with ESD for approval.
- ICAN is meant to be a short-term intervention with the goal of moving people to employment (Therefore, spending on longer term services such as post-secondary education more than two years would not be an appropriate expenditure)
- Verification (Receipts, Bills, Statement of Needs) is required to be uploaded into VJL for each expenditure/reimbursement given
- If ICAN is paying a portion of an item, then the participant must have a plan to pay the other portion. (Braided funded or participant contributions)
- If an item is in shut off or eviction status ICAN payments would need to prevent shut off or eviction to be allowed.

Code	Type	Item	Allowable	Notes	Suggested Verification
ST	Transportation	Automobile Insurance	Yes	Maximum of two months to make car legal to drive. (Liability preferred) Non- refundable. Cost not included in \$1000 transportation cap.	<ul style="list-style-type: none"> • Receipt • Premium Bill • Policy Statement • Vehicle Registration (to confirm ownership)
-	-	Automobile Ownership - Vehicle Purchase	No	Includes: <ul style="list-style-type: none"> • Operator Taxes 	-
ST	Transportation	Automobile Tires	Yes	Cost included in \$1000 transportation cap. Tire purchase must have occurred on or after 10/1/23.	<ul style="list-style-type: none"> • Receipts • Cost estimates from store/website.
ST	Transportation	Bicycle/eBike	Yes	Includes: <ul style="list-style-type: none"> • helmet, • locks, • reflectors, and • other safety items. <p>eBike: Participants must apply for the State of Vermont Incentive Program for eBikes before requesting reimbursement from ICAN. The Incentive Program application has to be processed prior to ICAN assistance. https://www.driveelectricvt.com/incentives/vermont-state- </p>	<ul style="list-style-type: none"> • Receipt • Cost Estimates from Store/Website • eBikes only: Decision from the State of Vermont Incentive Program for eBikes.

				incentives#ebikes To qualify for the State of Vermont Incentive Program for eBikes participants must apply before purchasing the eBike. Costs are included in \$1000 transportation cap.	
OT	Other	Books	Yes	Participants may receive assistance with reasonable and necessary supplies for training, education or employment. Includes: <ul style="list-style-type: none"> • textbooks • training materials 	<ul style="list-style-type: none"> • Receipt • Statement of need • Cost from provider/website.
DC	Childcare	Child Care	Yes	Allowable for participants or costs not eligible for subsidies through the Vermont Child Care Financial Assistance Program - Child Care Financial Assistance Maximum of two months unless receiving job retention services. One additional month can be given to participants in job retention. Participants or cost not eligible for subsidies include but are not limited to: <ul style="list-style-type: none"> ○ Non-Custodial Parents ○ One Time Childcare Need If a participant/cost is ineligible for assistance, but is an approved ICAN activities, you may approve childcare services for the participant through a third party using the Vermont childcare subsidy rate. The schedule of childcare must match the employment/training schedule. See CCFAP-Capped-Rates.pdf (vermont.gov) for Subsidy Rates. ICAN can cover family copayments for childcare when the participant qualifies for childcare assistance.	<ul style="list-style-type: none"> • Receipt • Bill • Statement of cost from provider • Child Care Assistance Program denial or documentation cost do not qualify for assistance required.
OT	Other	Clothing and Shoes	Yes	\$300 limit per program year.	<ul style="list-style-type: none"> • Receipt • Statement of need • Cost from provider/website.

OT	Other	Course Registration Fees	Yes	Participants may receive ICAN assistance with incurred education related costs necessary for training, education, or employment.	<ul style="list-style-type: none"> • Receipt • Bill • Statement from program
OT	Other	Dental Services (Emergency)	Yes	<p>Emergency Dental only –For example causing pain that prevents current participation in ICAN.</p> <p>Must apply for Medicaid Home Page Vermont Health Connect and GA Dental assistance before ICAN can assist.</p> <p>Emergency/General Assistance Department for Children and Families (vermont.gov)</p> <p>Prior to PR approval participant must exhaust all other resources, including coverage through the Affordable Care Act.</p> <p>Does not include:</p> <ul style="list-style-type: none"> • Dentures • Routine Dental procedures (filling, cleaning, crowns, etc.) 	<ul style="list-style-type: none"> • Receipt • Bill • Statement from provider • Statement of need
ST	Transportation	Driver's License	Yes	<p>\$65.00 Limit per participant per program year. \$175.00 limit for Enhanced License per participant per program year</p> <p>Includes:</p> <ul style="list-style-type: none"> • Testing Fee and standard license fee. • Enhanced license, only if it is required for new employment or specific training or education program. <p>Does not include:</p> <ul style="list-style-type: none"> • penalty • reinstatement fees or; • debts. <p>Cost not included in \$1000 transportation cap.</p>	<ul style="list-style-type: none"> • Receipt • DMV Website Cost
-	-	Drug/Alcohol Counseling, Therapy or Treatment	No	-	<ul style="list-style-type: none"> • -

OT	Other	Drug Testing	Yes	Only if required for new employment or specific training or education program.	<ul style="list-style-type: none"> • Receipt • Bill • Confirmation from job/program
OT	Other	Fingerprinting	Yes	Only if required for new employment or specific training or education program.	<ul style="list-style-type: none"> • Receipt • Bill • Confirmation from job/program
-	-	Food and Groceries	No	-	<ul style="list-style-type: none"> • -
OT	Other	General Medical Services	Yes	<p>Only allowed if the service is directly related to new employment or specific training or education programs.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Physicals • Inoculations <p>Does not include:</p> <ul style="list-style-type: none"> • General or routine medical cost • Rx Copayments • Supplements <p>Prior to PR approval participant must exhaust all other resources, including coverage through the Affordable Care Act.</p> <p>Application for Medicaid/VHC required Home Page Vermont Health Connect.</p>	<ul style="list-style-type: none"> • Receipt • Bill • Statement from provider. • Statement of need
OT	Other	Housing - Rent	Yes	<p>Maximum of two months unless receiving job retention services. One additional month can be given to participants in job retention.</p> <p>30% of a participant's income must be used to support housing costs.</p> <p>If in arrears for rent, payments are only allowed if they would prevent eviction and the participant has a plan for payments ongoing.</p> <p>ICAN cannot pay refundable deposits.</p>	<ul style="list-style-type: none"> • Receipt • Bill • Lease Agreement • Statement from provider/landlord

-	-	Housing - Mortgage	No	Includes: <ul style="list-style-type: none"> Taxes Home Insurance <p>Housing assistance may be available through other programs. Current program list: Financial or Payment Assistance for Utility Customers Department of Public Service (vermont.gov)</p>	<ul style="list-style-type: none"> -
-	-	Legal Services	No	-	<ul style="list-style-type: none"> -
-	-	Loan Payments	No	-	<ul style="list-style-type: none"> -
-	-	Mental Health Treatment	No	-	<ul style="list-style-type: none"> -
OT	Other	Permits and Fees (union dues, test fees, licensing and bonding fees, background checks, driving abstracts)	Yes	<p>Participants may receive ICAN funds to assist with the cost of testing and/or securing permits needed for training or to support job search activities.</p> <p>Bonding only refers to the extra insurance a prospective employer may need to have in order to employ an ex- offender.</p>	<ul style="list-style-type: none"> Receipt Bill Confirmation from job/program
OT	Other	Personal Hygiene	Yes	<p>Participants may receive assistance with personal hygiene products and services reasonable and necessary to meet the potential training/employer's appearance standards.</p> <p>Includes:</p> <ul style="list-style-type: none"> Toothpaste Shampoo Body soap Haircuts Laundry Toilet Paper 	<ul style="list-style-type: none"> Receipt Bill Cost information from store/website.
O	Other	Reasonable Accommodation	Yes	<p>Participants with disabilities may receive ICAN funding to assist with reasonable and necessary purchases of goods or services (including testing) that accommodate the individual's disability.</p>	<ul style="list-style-type: none"> Receipt Bill Statement of need Cost information from store/website.
-	-	Relocation Expenses	No	-	<ul style="list-style-type: none"> -

OT	Other	Self- Employment - Business Supplies	Yes	<p>Cost must be related to a current business plan. Participants must be enrolled in the Self-Employment training component.</p> <p>Participant must enroll with HireAbility or another local Microbusiness development program for business planning and development.</p> <p>ICAN can support participants pending enrollment in a specific program or training.</p>	<ul style="list-style-type: none"> • Receipts • Statement of need • Bill • Cost from provider/website
OT	Other	Student Activity Fees	Yes	Only if required to participate in class.	<ul style="list-style-type: none"> • Receipt • Bill • Statement from Program
OT	Other	Technology	Yes	<p>\$250 limit per program year.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Laptops • Phones (Smart and Basic) – Qlink application required (see Telephone Minutes) • Tablets • Hotspots 	<ul style="list-style-type: none"> • Receipt • Statement of need • Cost from provider/website. • Phone Purchases: Confirmation of Qlink ineligibility required.
OT	Other	Telephone Minutes (see Technology for Telephone Purchase)	Yes	<p>Lifeline Telecommunications Program Department of Public Service (vermont.gov)</p> <p>If a participant does not qualify for Qlink they can qualify for telephone assistance through ICAN. Only Data/Minutes/Text, are allowable services.</p> <p>*If Qlink services do not meet the participant's needs then ICAN funding can be requested.</p> <p>Telephone purchases is included in the technology limit.</p> <p>Telephone cost included in a bundle with unallowed cost will have the telephone cost determined sperate from the unallowed cost. ICAN can only pay allowable cost. The ICAN payment has to prevent shut off and the customer must have a plan to pay the remaining balance to be allowed.</p>	<ul style="list-style-type: none"> • Confirmation of Qlink ineligibility required. • Receipt • Bill • Cost information from Store/Website

OT	Other	Training Materials	Yes	Only if required for new employment, training or educational program.	<ul style="list-style-type: none"> • Receipt • Bill • Statement from program • Cost information from store/website.
ST	Transportation	Transportation Expense	Yes	<p>The transportation maximum is \$1,000 per program year*.</p> <p>Transportation assistance may include:</p> <ul style="list-style-type: none"> • Transit tickets or passes • Necessary vehicle repairs* • Registration (since 10-1-2023) • Inspection (10-1-2023) • Vehicle Tires • Fuel • Bicycles (see Bicycle/ebikes for more details) <p>Transportation assistance may <u>not</u> include:</p> <ul style="list-style-type: none"> • Registration and inspection cost if paid prior to 10/1/2023 • Cost directly related to legal action: <ul style="list-style-type: none"> ○ Tow fee due to a DUI ○ CRASH course fees ○ Legal or Court fees <p>*Participant must have a valid driver's license to receive assistance with car repairs.</p> <p>License and car insurance cost are not included in the transportation max.</p> <p>Kelly Blue Book can be reviewed to ensure repair cost are reasonable for the longevity of the vehicle. In some cases, based on the nature of the repair and the value, ICAN cannot support the repair.</p> <p>ESD approval required for request over \$1000 in a program year.</p>	<ul style="list-style-type: none"> • Receipt • Bill • Cost information from provider/website • Cost Estimates • Mileage calculation (Paid at .625 per Mile) • Vehicle Registration (to confirm ownership)

-	-	Tuition	No	Tuition for education is not an allowable PR expense	<ul style="list-style-type: none"> -
OT	Other	Utility - Electric	Yes	<p>Maximum of two months unless receiving job retention services. One additional month can be given to participants in job retention.</p> <p>Before ICAN funds can be used a participant must:</p> <ul style="list-style-type: none"> Apply for utility assistance through their local community action. Green Mountain Power customers only: must apply for the utility assistance program Green Mountain Power Energy Assistance Department for Children and Families (vermont.gov) Apply for fuel assistance if electric is for heating. 	<ul style="list-style-type: none"> Receipt Bill Statement from program
OT	Other	Utility - Fuel or Gas	Yes	<p>Maximum of two months unless receiving job retention services. One additional month can be given to participants in job retention.</p> <p>Includes fuel or gas for:</p> <ul style="list-style-type: none"> heating cooking water <p>Before ICAN funds can be used a participant must:</p> <ul style="list-style-type: none"> be receiving fuel assistance or be ineligible for a reason beyond the participants' control. apply for utility assistance through their local community action. Vermont Gas Customers only: Apply for the Vermont Gas Energy assistance program. Vermont Gas Energy Assistance Department for Children and Families apply for crisis fuel during the winter season. 	<ul style="list-style-type: none"> Receipt Bill Statement from provider

OT	Other	Utility – General	Yes	<p>All utility payments are a maximum of two months per utility type unless receiving job retention services. One additional month can be given to participants in job retention.</p> <p>Utilities can include: Water – Application through Household Water Assistance Department for Children and Families (vermont.gov) required.</p>	<ul style="list-style-type: none"> • Receipt • Bill • Statement from provider
OT	Other	Utility – Internet	Yes	<p>Maximum of two months unless receiving job retention services. One additional month can be given to participants in job retention.</p> <p>Participants must apply for the Affordable Connectivity Program (ACP) Affordable Connectivity Program Department of Public Service (vermont.gov)</p> <p>Internet cost included in a bundle with unallowed cost will have the internet cost determined separate from the unallowed cost. ICAN can only pay allowable cost. The ICAN payment has to prevent shut off and the customer must have a plan to pay the remaining balance to be allowed.</p>	<ul style="list-style-type: none"> • Receipt • Bill • Statement from provider
OT	Other	Vision Medical Services	Yes	<p>Only allowed if the service is directly related to new employment or specific training or education programs.</p> <p>Must apply for Medicaid/VHC Home Page Vermont Health Connect and Lions club Contact Us (vermontlions.org) before ICAN can assist.</p> <p>Prior to PR approval participant must exhaust all other resources, including coverage through the Affordable Care Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Eyeglasses • Protective Eyewear <p>Does not include:</p> <ul style="list-style-type: none"> • General or routine cost 	<ul style="list-style-type: none"> • Receipt • Bill • Statement from provider • Statement of need

OT	Other	Work and Training Tools	Yes	Must be required for immediate hire/training. Determine the need for these tools on a case-by-case basis.	<ul style="list-style-type: none">• Receipt• Statement from employer• Bill• Cost from provider/website.
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