SUPPORTIVE SERVICE FUNDING FOR PARTICIPANTS DURING ENROLLMENT IN THE PENNDOT CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM

The Pennsylvania Department of Transportation (PennDOT) is committed to growing the infrastructure workforce of today and the future. As part of its Career and Technical Education (CTE) program, supportive service funding may be available to training-program participants at educational institutions awarded a CTE grant.

Through coordination with each CTE grant recipient institution, up to $10,000 in supportive-service funding will be made available to as many participants as possible based on need and the program model for each institution.

Supportive-service funding is a reimbursement of federal funding passed through PennDOT and ProRank Business Solutions, LLC (ProRank), the supportive services vendor for PennDOT. After education institutions are awarded CTE grant funding, ProRank will meet with those institutions to discuss Supportive Services requirements, eligibility, and the request process. ProRank will also provide educational institutions with information that can be provided to participants outlining eligibility requirements, allowable support, and the request process.

Allowable Expenses:
Commonly covered supportive services include transportation, childcare, work-related supplies (work gear, tools, etc.), and costs associated with obtaining licenses or certifications.

Since supportive service needs can be unique to each participant, the ProRank team may need to obtain additional information to process a request. If any participant has questions about supportive services eligibility, please contact us by telephone at (724) PENNCTE or 724-736-6283 or email at penncte@prorankllc.com.

Childcare:
Childcare is a critical, often missing, support service for participants in training programs, helping to prevent dropouts and supporting consistent participation. Access to childcare resources allows participants to focus on growing their skills and increases program-completion rates.

Participants may be reimbursed for care from both private and licensed providers.

Participants needing childcare services will be referred to Child Care Works (CCW) - Subsidized Childcare Program. Child Care Works is Pennsylvania's subsidized childcare program that helps low-income families pay their childcare fees. The state and federal governments fund this program, which is managed by the Early Learning Resource Center (ELRC) located by county.

PA Application for Subsidized Childcare: https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/services/children/documents/child-care-early-learning/cy-868-application-for-subsidized-child-care-05-2023.pdf

Transportation:
Transportation assistance helps ensure consistent attendance and helps foster economic independence. Reliable transportation prevents missing training sessions that are critical for learning skills and preparing for a job.

Transportation assistance during employment search bridges the gap between training and employment. It ensures trainees can access interviews, employment services, and continued training. Assistance with transportation extends to accessing childcare, healthcare, and educational opportunities needed to continue participation in training programs.

Transportation assistance may consist of bus passes, ride share service, transportation service, car rental, car maintenance/repairs, assistance with cost of vehicle purchase, and/or cost associated with maintaining reliable transportation.

Training/Certifications:
Obtaining training/certifications is crucial for training-program participants. Training/certifications provide proof to employers that individuals have the skills necessary for a job, making people more likely to be hired and at higher wages.

Equipment:
Providing training/job-related equipment to participants in training programs eliminates financial barriers, builds self-esteem, and improves retention, supporting successful program completion. It aids in ensuring worker safety and prevents injuries, ensures regulatory compliance, and boosts worker productivity. Using correct, maintained tools and work gear prevents accidents, improves accuracy, and provides a competitive advantage.

Equipment assistance may consist of work gear, boots, tools, safety equipment, safety prescription glasses and/or personal protective equipment.

How To Request Assistance:
Participants must complete a Supportive Services request form that includes the participant's name, date of birth, address, program name, type of assistance needed, description of assistance needed, amount of assistance needed as well as supporting documentation (estimates, receipts, etc.)

For requests made by participants under the age of 18, ProRank requires a parent/guardian or educational-institution liaison signature to process requests.

Eligibility Verification:
Educational institutions will be required to verify participant supportive-services eligibility. Educational institutions should provide ProRank with contact information (name, telephone number, and email address) of two staff members who can assist with timely eligibility verification.

Duration of Eligibility:
Participants are eligible for supportive services while they are actively participating in the CTE program.

How Supportive Services Are Provided:
Supportive services can be provided via reimbursement after providing receipts of eligible expenses. Payment may be made via electronic gift card to a store selling construction items only, or direct payment to a vendor, depending on the expense.

Supportive service requests will be submitted to PennDOT for approval once ProRank has received all necessary information. Upon approval from PennDOT, supportive services will be provided to participants within five business days.