

**Support Services for Apprentices
Frequently Asked Questions**

✓ **What types of services are offered?**

1. **Travel: First Year Apprentices** - If you travel 60 miles or more to a jobsite for work or to a classroom for apprenticeship training, you may apply for mileage at the current federal rate.
2. **Lodging/Per Diem (meals-incidentals): First Year Apprentices** - If you travel 60 miles or more and incur overnight expenses for work you may apply for lodging and per diem assistance (per diem will only be paid when staying in a commercial facility).
3. **Child Care Support: All Apprentices** - You may apply for support based on need, the rate will vary depending on the number of children and their ages. Payments will be made directly to provider as long as you are working as an apprentice or attending required training. Providers must be either registered with the Child Care Division (CCD-Oregon) or listed on the Oregon (or WA) registry maintained by the Department of Human services (DHS) Child Care Subsidy Program.

Payment Schedules for Daycare Support are as follows:

100% paid for one year from the first of the month following your date of apprentice registration.
75% paid for one year following the end of your eligibility at the 100% reimbursement rate.
50% paid for one year following the end of your eligibility at the 75% reimbursement rate.
25% paid from the end of the eligibility at the 50% reimbursement rate to the date of final action.

4. **Tool & Personal Protective Equipment (PPE): First Year Apprentices** - If you are working you may apply for assistance to purchase required basic tools and/or PPE.
5. **Resource and Referral Assistance:**
 - a. One-on-one career counseling and/or budget workshop training
 - b. Support/advocate and mentoring for work related concerns
 - c. Referrals for other services (E.g., social services, continuing education)

✓ **How do I qualify?**

1. To receive financial assistance with travel, lodging/perdiem, tools & PPE, you must submit application within the first year from your apprenticeship registration date.
2. Must be an Oregon-registered Apprentice in a Heavy Highway trade; i.e. Operators, Carpenters, Iron Workers, Laborers, Cement Masons or Painters.
3. Currently working or attending required training (for financial assistance only).
4. Provide a copy of daycare provider's certification/license from DHS and/or CCD and a W-9.

✓ **How long can I receive support? Apprentice must be working or attending training.**

1. Travel assistance is 50% of federal GSA rate with a maximum of \$500.00 per apprentice.
2. Lodging assistance is 100% of federal GSA rate, minus any lodging assistance provided by other sources, with a maximum of \$1000.00 per apprentice in a commercial facility (hotel/motel).
3. Per Diem (meals/incidentals) is at the federal GSA rate, minus any per diem provided by other sources.
4. Daycare assistance maximum is \$6,000 per apprentices.
5. Tool & PPE maximum is \$500.00 per apprentice.
6. Basic telephone service (ask staff for details).
7. Must supply copies of check stubs and/or training schedule when assistance is provided.
8. Ask how to qualify for more funding.

Maximum funding per apprentice is \$1500.00 a month (for any combination of services)

**RESTRICTIONS AND FUNDING LIMITS MAY APPLY
ASSISTANCE IS NOT GUARANTEED AND CAN CHANGE WITHOUT NOTICE**

For further information and to request services please call Penny Painter at 503-205-4769.

Email penny.painter@akana.us