

### **4.3.4 Supportive Services Tracking**

Workers must record provided supportive services and supportive service payments through the required documentation on the Supportive Services page in WWP.

### 9.3.3 Form and Documentation

W-2 agencies must use the [Family Stabilization Payment Request form \(5751\)](#) to track issuance of these payments; no other application form can be used. The Family Stabilization Payment Request form must be completed by the participant.

W-2 agencies must scan the completed form into [ECF](#) under the APP scan code following disbursement of the funding. Additionally, for payments requiring Contract Administration Section Manager approval, the approval must be scanned into ECF with the Family Stabilization Payment Request form.

Workers must document in PIN comments when a participant requests a family stabilization payment and if the payment was approved or denied. Family stabilization payments are not tracked through the [CARES](#) system.

Workers must document family stabilization payments on the Supportive Services page in WWP. (See 4.3.4)

The W-2 agency may issue the payment to:

- The participant; or
- A third party by participant request.

Workers must offer the participant a choice in how this payment is issued, either to the participant or to a third party. Workers must document in PIN comments the details of the participant's preferred method of payment.

**EXAMPLE:** Stan receives a family stabilization payment at placement before his first initial W-2 payment. Stan participates in the W-2 program for six months and exits. Stan applies and is approved to enter the W-2 program again. He is in need of a mobile phone and money for phone payments. He is approved for a family stabilization payment for this, as it is before his initial W-2 payment and is his second family stabilization payment within 12 months.

## 9.4.3 Transportation Assistance and Time Limits

A [W-2](#) applicant or participant who receives transportation assistance is subject to all [TANF](#) requirements pertaining to the 60-month federal lifetime limit and other nonfinancial requirements. (See [2.2.1](#))

However, transportation assistance will not use a month toward the 60-month federal lifetime limit and 48-month state lifetime limit for:

- W-2 participants in [CSJ](#), pro-rated CSJ, [W-2 T](#), and some [CMC](#) placements (see [2.10.8](#)) as the participant will already be using a federal month due to the receipt of TANF cash assistance.
- W-2 participants in an unpaid, case management only, placement if any of the following apply:
  - They are employed for at least one hour per month;
  - They are engaged in job search/readiness activities requiring child care;
  - The transportation is not provided for longer than four months; or
  - The transportation services are provided via a group transportation or transportation capacity building project (e.g., someone who rides a TANF funded expanded bus route is not receiving assistance because the service does not have a direct monetary value to the individual family).

When transportation assistance will use a federal and state month of assistance, the [FEP](#) must explain the potential impact and help the applicant or participant weigh the cost of using months of lifetime eligibility against the benefit of the service before assistance is given.

**Workers must document all provided transportation service assistance on the Supportive Services page in WWP. (See 4.3.4)**