

ULSTER WORKS OneStop Job Center
Ulster County Workforce Investment Board
651 Development Court
Kingston, NY 12401
Contact: Nancy E.K. Schaef, Director

Youth Contractor-Purchasing, Wage and Other Financial Policies

All purchases for clients should include a copy of the receipt, full name of client, and detailed reason for purchase. Specifics are listed below:

- Up to \$200 worth of clothing may be purchased for employment interviews. Voucher should indicate what clothing was purchased for and ***include*** a job search plan of action for each client.
- Purchase of work clothes and tools requires advance approval ***in writing from*** OET. If tools are purchased, there should first be a signed Agreement in place stating that Family retains ownership of the tools if the client leaves before satisfactory completion of the program.
- There will be no stipends paid for client completion of intake paperwork, or for taking the pre-test.
- When making travel arrangements for clients to get to and from school, work, etc., every effort should be made to use public transportation (bus) whenever possible. Based on relative expense, travel by cab should be used as a last resort. If the agency plans to utilize a cab for more than a single use “emergency,” approval must first be obtained from OET ***in writing***. ***Sufficient documentation must be provided showing why other forms of transportation have been ruled out as well as an approximate timeframe for usage. Additionally, a plan of action must be submitted outlining a strategy to move the client from cab usage to bus and/or private vehicle usage as quickly as possible.***
- OET will pay for driving permit and license fees, as well as limited driving lessons, when the client has the promise of employment or increased employment, with advance approval from OET.

Wage issues:

- Allowable wage rates for Out of School Youth: Wages for out of school youth may be higher than minimum wage as long as all of the following conditions are met:
 1. Wages paid must include payment of fringe benefits;
 2. Wage paid must be at or below the prevailing wage for the occupation.
 3. This policy applies to Older Youth (19-21) and those Younger Youth (16-18) who are single parents and/or living independently.