SCRIP (Incentive/Supportive Services) TEMPLATE

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A Financial Needs Assessment Form is required for Supportive Services but not required when using for incentives.

1. Provide Justification for receipt of Scrip.

 **Verification Requirements**:

 INCENTIVES: Training Certificate, Job Placement document or attendance of three workshops

 SUPPORTIVE SERVICES: letter of hire and/or need from employer, original receipts, etc.

2. Required documentation: List documents utilized to provide scrip to customers (e.g. original receipt, job search log,

 placement form).

3. Verification of incentive achievements and/or Supportive Services scanned into the CalJOBS system

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Add date, check category (Incentive or Support Service), and write a CalJOBS case note each time a scrip is provided.

Staff must review the template each time a Supportive Service or Incentive is provided to ensure the caps ($2,500 for SS and $200 for Incentives) are not exceeded without the written approval of a Manager or the Deputy Director.

TRANSPORTATION:

Shell Card - $25 increments

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Safeway - $25 increments

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

BUS PASSES - Distributed as needed

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

WORK CLOTHING, TOOLS AND FOOD:

Target - $25 increments

Datedispersed:# dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Raley’s/Bel Air - $25 increments

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

Safeway - $25 increments

Date dispersed: # dispersed: Incentive ( ) or Supportive Services ( )

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WORK CLOTHING, TOOLS AND FOOD:

Target - $25 increments

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