



OHIO YOUTH WORKS PROGRAM

Worksite Requisition Ancillary Policy

The Ohio Youth Works Program (OYWP), a subsidiary of Pathway, can provide funding for various worksite requirements that are necessary for the participant to be employed on a reimbursable basis. A copy of the Ancillary Request Form is attached, and must be completed by the worksite and approved by OYWP before the funds can be reimbursed.

OYWP can reimburse for:

- Criminal background checks.
- First Aid courses.
- CPR courses.
- Uniforms if all other employees at the worksite are required to have uniforms. OYWP cannot pay for t-shirts unless they are part of a uniform.
- Gloves, goggles, masks, etc., if they are required to perform the duties, and all other employees also provide their own equipment.
- Worker's Compensation Insurance.

OYWP cannot reimburse for the following:

- Medical exams for the participants.
- **OYWP does not provide equipment for programs. For example, OYWP cannot pay to provide rakes, shovels, lawnmowers, etc., for landscaping or gardening projects. This equipment must be provided by the worksite.**

For any of the above requested ancillary items, the worksite must complete the Worksite Requisition Form and obtain three (3) competitive bids for the requested items. (This does NOT include certifications or criminal background checks.) The Worksite Requisition Form must be submitted and approved by OYWP / Pathway in advance of acquiring any goods.