|  |  |
| --- | --- |
| **Request For Support Worksheet** | ☐ Direct Training Related☐ Other Support Need (**attach participant needs analysis**) |

**I,** **CMS#** request assistance with:

|  |  |
| --- | --- |
| **ITEM** | **COST** |
| 1.  | $ |
| 2. | $ |
| 3. | $ |
| 4. | $ |
| 5. | $ |
| Total | $ |
| **CALCULATE WEEKLY GAS ALLOWANCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x $.20 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # trips per week x # miles per trip x mileage rate = weekly gas allowance round to nearest $10 |
| **Mileage Justification:** |

Vendor Phone #

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other program resources available?**

Yes list agency(s) and amount(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

I understand this training/support service must be purchased within 30 days, and will be used to satisfy the needs indicated above.

**Participant Signature**  **Date**

**STAFF USE ONLY Activity**

Support $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Training Enhancement PVS/JSR

 ITA OJT Contract #

Training Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Spt To Date $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer Approval Training Manager Approval

LA LD LI LO RR NEG STATE ED OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_