

Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:	Northwest Iowa	Date Received:	10/08/2021
Date Submitted:	10/05/2021	Date Approved:	10/28/2021
Provide a description of Local Plan changes below:		Effective Date:	10/28/2021
		Title I Rep:	<i>Lacie Westendorf</i>

Add the following to the Northwest Iowa LWDA Local Service Plan for Training and Supportive Services Policy:

1. Support Services:

Support service payments may be provided, when necessary, to enable a participant to participate in a WIOA “Title I” activity or a partner activity. Support service payments can be made only when the participant is unable to obtain the service through other programs providing such services.

The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants.

Maximum amount of support services provided per participant shall be based upon need as documented in the participant file. However, all support services combined will not exceed a maximum expenditure of \$3,000 per year per participant.

There are support cap maximums for the support services listed below. Caps are per participant per program year or per activity. Support caps can be altered with written permission of the Northwest Iowa LWDA, “Title 1” Director and documented in the data management system.

Following are the allowable types of Support Service Payments and a description of each:

Clothing (CHG)

Payments for items such as clothes and shoes that are necessary for participation in WIOA “Title 1” activities, including interviewing, employment or work experience are allowable. Maximum expenditure for these items is \$250.00 per activity and \$500.00 maximum per enrollment.

Items such as uniforms and safety equipment are generally allowable. Purchase of required tools is allowable. Maximum expenditure for these items is \$1,200.00 per enrollment.

Dependent Care (DPC)

The costs of dependent care from daycare providers. Dependent care includes child or adult care for which the participant would normally be responsible. If the unemployed parent of the child(ren) resides in the home, no childcare support will be provided. DPC payments are paid directly to the provider. Dependent care support should only be used when the participant is not eligible for, or is pending approval of, Child Care Assistance through DHS/PROMISE JOBS. DPC may also be used to assist participants with additional study time while enrolled in post-secondary education, at a ratio not to exceed one classroom hour to additional two study

hours.

A maximum of **\$2.50/hr** per person or the rate of the provider, whichever is less. **\$40/day** maximum per person or **\$100/day** maximum for family, meaning more than 1 dependent.

Maximum expenditure is **\$2,000.00** per participant per program year. Not to exceed 9 months' worth of payments per program year.

Educational Assistance (EST)

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. Maximum expenditure is \$2000.00 per program year.

Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA "Title 1" activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing. If required for employment, the costs for licenses and application fees are allowable. Maximum expenditure is \$1000.00 per participant per program year.

Financial Assistance (FAS)

The purpose of a Financial Assistance Payment is to make a payment to a service provider or vendor on behalf of a participant. This payment is used to cover an emergency financial need of a participant that, if unmet, would prevent the participant from participating in WIOA "Title 1" activities or maintaining employment.

FAS may not be used to pay any type of fines or penalties imposed because of failure to comply with any federal, state or local law or statute. Maximum expenditure is \$1000.00 per participant per program year.

Health Care (HLC)

Health care assistance could be made available to participants when lack of assistance will affect their ability to obtain or maintain employment, or if it is a requirement of an educational program. This supportive service will be used only when there are no other resources available to the participant. Maximum expenditure is \$300.00 per participant per program year.

Miscellaneous Services (MSS)

The cost of required equipment is allowed. Various fees related to education and/or employment are allowed. Must be required for their WIOA "Title 1" sponsored program. Limit is not to exceed \$500 per participant per program year.

Needs-Related Payments

Not allowed in Northwest Iowa LWDA

Services for Individuals With Disabilities (SID)

The costs of special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment related activity is allowable. It is not an allowable use of WIOA "Title 1" funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements. Maximum expenditure is \$1000.00 per participant per program year.

Stipends (STI) - Youth Only

Northwest Iowa LWDA awards a stipend of **\$50.00** per week to students meeting a minimum attendance threshold for Hiset classes.

A stipend of **\$25.00** per week may be awarded to enrolled high school students with a documented full week of attendance as defined by school district policy.

Stipend payments may not be paid for more than **8** weeks total.

A stipend of **\$50.00** per class may be awarded for attending and successfully completing any class directly related to the 14 youth services, including, but not limited to, leadership development, entrepreneurial skills and financial literacy, up to a maximum of **\$250.00** per program year.

Supported Employment and Training (SET)

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-on-one instruction and with the support necessary to enable them to complete occupational skill training and to obtain and retain competitive employment.

SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment.

SET may be conducted in conjunction with experiential learning activities. An example of SET use may be the hiring of a job coach to assist an individual who has been placed in competitive employment.

The length of a Supported Employment and Training contract may not exceed six months. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services. Maximum expenditure is \$1000.00 per participant per program year.

Transportation (TRN)

The cost of transportation necessary to participate in WIOA "Title 1" activities and services, including job searching and job interviews, is allowable.

Assistance can consist of per mile reimbursement, fuel purchase orders, bus and/or taxi passes and bicycle purchases (bicycle purchases only are capped at \$250 per participant per enrollment). Maximum expenditure for transportation services excluding purchase of bicycle is \$500.00 per participant per program year.

Maximum mile reimbursement is \$.30/mile. Daily travel reimbursements are limited to one round trip per day per activity, capped at \$30.00 per day. Maximum expenditure is \$1000.00 per participant per program year.

Youth Incentive Payments (YIP)

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program's organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200.

Northwest Iowa LWDA YIPs are as follows:

High school diploma attainment.....	\$100.00
HiSED attainment.....	\$100.00
Achievement of Basic Skills or Benchmark goal as identified on the ISS (per goal).....	\$50.00
Completion of 30 hours leadership activity.....	\$100.00
Perfect attendance for subsidized or unsubsidized employment in a month.....	\$150.00
Achievement of any of the following credentials.....	\$150.00
Certified Nurse Aide	
Pre-Apprenticeship Construction Certification (PACT)	
ServeSafe	
Business Applications Certification (Word, Excel, Powerpoint)	
Retail Operations Certification	
Certified Production Technician	

Para Educator Certification
One or two-year diploma through post-secondary education
Production Welding

Employed with the same employer at the 2nd quarter after exit.....\$100.00
Employed with the same employer at the 4th quarter after exit.....\$100.00

Additional Assistance for Youth Policy:

Northwest Iowa LWDA identifies the following categories for Youth Needing Additional Assistance in addition to those outlined in State Policy: Father of an unborn child, youth with no work history.

2. Training Services:

On-the-Job Training Limit: Maximum of \$6,000 or six months depending on workers current skills and the skills required in new job.

Occupational Skills Training (OST) provides skills specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields in existing and emerging in-demand industry sectors and the employment needs of employers in those areas. All participants who are enrolled in OST must apply for any financial assistance for which they may qualify which are then applied before WIOA Title I funds. OST funds may only be used to pay for tuition. The annual cap for OST is \$3,000 per participant. Training Services caps can be altered with written permission of the Northwest Iowa LWDA, "Title 1" Director and documented in the data management system.

Work Experience (WEP), On-the-Job (OJT) Training, Transitioning Jobs (TJB)

The Northwest Iowa LWDA program will offer work experiences, on-the-job training, and transitioning jobs for eligible populations. A work experience et al. will pay wages at the same entry level wage for that position as the placement employer pays. If this is a new position with that employer, local entry level labor market information from ONET Online will be utilized to establish a local rate of pay for this position.

No position will be paid less than \$10.10 per hour and no more than \$15.00 per hour.

Internship (INT)

The Northwest Iowa LWDA program will offer internships for eligible populations. An internship will pay wages at the same entry level wage for that position with as the placement employer pays. If this is a new position with that employer, local entry level labor market information from ONET Online will be utilized to establish a local rate of pay for this position.

No position will be paid less than \$11.10 per hour and no mor than \$15.00 per hour.

Approvals:

Carrie Gust 8/24/21
LWDB Chair Date

Kyle Stecker 10-4-2021
CEO Chair Date