

## Supportive Services Policies

### 1. Support Services

#### A) Clothing (CHG)

The costs of items such as clothes and shoes which are necessary for participation in WIOA training activities are allowable. A three hundred (\$300) per participant for employment related or interview clothing will be implemented.

#### B) Counseling (CLG)

The costs of personal counseling services that will enhance a participant's employability are allowable. This may include employment, financial, individual, family, and drug and alcohol abuse counseling. However, major personal or emotional problems affecting employability may require referral to an approved counseling or health care agency. Generally, major personal or emotional problems are outside the scope of WIOA services. A limit of three hundred dollars (\$300) per participant will be implemented for personal counseling.

#### C) Dependent Care (DPC)

The costs of dependent care from licensed institutions or from private sources agreed upon by the participant and WIOA staff are allowable. DPC payments will be paid directly to the participant

The classroom training rate is set at \$2.00 an hour for one child and \$3.00 an hour for two or more children with an overall per day cap of \$16 a day for one child and \$24 a day for two or more children.

We do not pay any family member who resides in the household. Definition of family member resides in the WIOA manual.

If a participant travels 35 miles or more one way to attend classroom training, an additional two hours may be added to their attendance to figure rates.

#### D) Financial Assistance (FAS)

The purpose of a financial assistance payment is to make a payment to a service provider on behalf of a participant to cover an emergency financial need that, if unmet, would prevent the participant from attending WIOA training. A limit of five hundred dollars (\$500) per participant for emergency financial needs necessary to complete training will be implemented.

E) Miscellaneous Services (MSS)

Bonding is an allowable cost if it is not available under federally or locally sponsored programs. If bonding is an occupational requirement, it should be verified that the participant is bondable before the participant is placed in training for that occupation. A limit of five hundred dollars (\$500) per participant (e.g. licensing fees, bonding fees) prior to job interviewing will be implemented.

G) Residential/Meals Support (RMS)

The actual costs of lodging for each night away from the participant's permanent home, required for continued program participation, are allowable up to a maximum rate of fifty-five dollars (\$55.00) plus taxes per day.

The actual costs of meals, while the participant is away from home or in travel status for required training, are allowable up to a maximum rate of thirty dollars (\$30.00) per day.

H) Services for Individuals with Disabilities (SID)

The costs of special services, supplies and equipment necessary to enable a participant with a disability to participate in training are allowable. It is not an allowable use of WIOA funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements. A limit of five hundred dollars (\$500) per participant will be implemented.

I) Supported Employment and Training (SET)

Supported employment and training payments are allowable to provide individuals requiring individualized assistance with one-to-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 which are designed to prepare the participant for continuing non-supported competitive employment. Employment positions supported at sheltered workshops or similar situations may not utilize SET.

SET may be conducted in conjunction with INT, OJT, SHW, PRE and WEP. Examples of SET use include hiring a mentor, job counselor, or job coach to assist the trainee in adjustment to an OJT situation, or hiring a mentor or tutor for one-on-one instruction for a student, or hiring a job coach for an individual who has been placed in competitive employment. SET services are limited to five hundred dollars (\$500) per participant

J) Transportation (TRN)

The cost of transportation necessary to get to and from training activities including job interviews is allowable. A limit of twenty-five cents (25) per mile or at a rate equivalent to the most economical local mass transportation rate will be paid directly to participant, not to exceed \$15.00 per day.

Parking cost, if required to attend scheduled training and approved by the case manager, may be reimbursed at a rate of fifty cents (50) per hour.

K) Health (HLC)

Five hundred dollars (\$500) per participant for job related or employability enhancing medical care, if not otherwise available (e.g. tetanus shots, dental work).

L) Incentive and Bonus Payment Policy –

All youth (age 14 – 24) enrolled in the Workforce Innovation and Opportunity Act (WIOA) in Region 1 will be eligible to receive an incentive or bonus if they meet the following criteria:

- Youth must be enrolled in the Workforce Innovation & Opportunity Act (WIOA) Youth Program.
- This policy will apply to any WIOA Youth activities or combination of activities.
- Youth must successfully complete the activity or combination of activities as outlined in the Individual Service Strategy (ISS). Successful completion will be defined as completing any activity or combination of activities at the expected level of completion as defined in the ISS.
- Youth must complete the activities or combination of activities in the timeframe outlined in the ISS.
- Youth must submit on a timely basis the time and attendance reports, claims, and/or progress reports.
- Progress reports completed by the training provider (institution, worksite, school, etc.) must reflect above average evaluations. This evaluation will be based on the abilities of the individual being evaluated. Thus a rating of “excellent” in each category is not required to be eligible for the bonus/incentive.
- Youth are eligible to receive one bonus/incentive payment per year not to exceed \$300.00 per year.
- The incentive/bonus payment will be in the amount of:
  - \$200.00 for achievement of all goals in the ISS **or** completion of the academic learning component for those

- clients enrolled the summer youth program
- \$50.00 for achievement of a basic skill attainment goal or literacy/numeracy goal.

Note: Needs Related Payments (NRP) and Stipends (STI) will not be paid in Region 1.

NOTE: Under special circumstances, the WIOA Director/Manager may allow exception encompassing all services and amounts. Any exception allowed by the WIOA Director/Manager will be consistent with all WIOA statutory and regulatory requirements and all requirements set for in a National Emergency Grant (if applicable). In the case of an NEG, exceptions must also be approved by the State Dislocated Worker Unit.