

AREA 8 WORKFORCE DEVELOPMENT BOARD  
Workforce Innovation and Opportunity Act

<b>Policy number</b>	155
<b>Subject</b>	<b>Adult and Dislocated Worker Supportive Services Policy</b>
<b>Ohio WIOA Policies addressed</b>	WIOAPL-15-10
<b>May apply for waiver</b>	State
<b>Board approved</b>	Executive Committee
<b>Effective date</b>	5/1/18
<b>Revisions approved</b>	

**I. Purpose and Outline.**

To establish guidelines and procedures for the procurement and provision of supportive services for adult workers and dislocated workers.

**II. Effective Date.**

May 1, 2018.

**III. Background to Individual Training Accounts.**

WIOA establishes the following guidelines for Supportive Services. Supportive services for adults and dislocated workers are defined in WIOA and they include, but are not limited to, services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIOA, when they are not otherwise available from other sources to not **exceed \$1250.00 annually**.

**IV. Requirements.**

**A. General Conditions.**

The use of Area Workforce WIOA allocated funding to provide supportive services to adult and dislocated workers is limited to the terms and conditions set forth within this policy. Generally, the use of funding for supportive services is permitted when all of the following conditions exist:

1. the eligible adult or dislocated worker is a registered/enrolled participant;
2. the eligible adult or dislocated worker is unable to obtain supportive services through other non-WIOA programs;
3. the adult and dislocated worker provider:
  - a. determines the service is necessary to advance the Individual Employment Plan of the individual’s training;
  - b. determines the cost of the service is reasonable;
  - c. documents within the case notes of the individual the efforts taken to determine need, reasonableness of cost, and inability to procure assistance elsewhere.

Because of the significant demands upon the Area Workforce’s limited funding, only those supportive services that are enumerated below may be provided, and when provided must be provided pursuant to the

terms and conditions of this policy. The supportive services enumerated below in Section B of this policy are reserved for:

1. **Those individuals who have been approved for a type of classroom training, (ITA, customized, etc.),** so long as the supportive services are provided to the individual either prior to, during, or after training has been provided. An individual who has completed training and secures employment may no longer be provided any additional supportive services once the individual has been employed for thirty (30) days or more. However, supportive services may continue to be provided to such an individual if after thirty (30) days or more, the individual's income does not allow the individual to be self-sufficient as defined by who is at or below 200% of the poverty level based on family size.
2. **Those individuals that have been approved to participate in and who are participating in an on-the-job training program,** so long as when the supportive services are applied for and are provided, the individual is not self-sufficient as defined who is at or below 200% of the poverty level based on family size.

**B. Specific Supportive Services That May Be Provided to Individuals Determined to Be Eligible.**

1. Training Specific Supportive Services. When an item or service must be purchased as a condition of participating in the training (i.e. books, supplies, lab fees, etc.), those mandatory expenses must be included as part of the ITA, and not considered a supportive service. The expense justified within this section is for an item or service that is necessary and reasonable, but not otherwise mandatory. Whenever possible a letter from the training provider or the provider's published course requirements should be in the case file showing the need and the cost for the expense.
  - a. ITA costs do not include any supportive services' costs related to the ITA (e.g. transportation or child care). Costs must be reasonable and necessary and must represent a sound investment of public funds.
  - d. Any and all other reasonable items needed by an individual to succeed in their training.
2. Employment Specific Supportive Services. Whenever possible a letter from the employer should be in the case file showing the requirement for the expense and the cost. If a letter is not available, a documented telephone conversation or e-mail with name and title of employer contact person and needed information is acceptable.
  - a. Uniforms.
  - b. Tools.
  - c. Safety Glasses.
  - d. Safety Shoes.
  - e. Licensure Fees.
  - f. Mandated Exams.

- g. Any and all other reasonable items needed by an individual to succeed in their position of employment.

Given the local nature of these services, the local Area 8 WDB authorizes the OMJ operators to establish such procedures and limits as needed, including funding levels based on reasonable cost, and length of time for supportive services and methods of granting exceptions to the limits established. These procedures and limits should be determined after consultation with the OMJ partners and other community service providers not to **exceed \$1250.00 annually.**

**Transportation: WIOA may pay \$6.00 per day of attendance in training as indicated on the IEP, and if need is documented, WIOA may pay \$6.00 per day to new hires until they receive their first pay check based on availability of funds.**

**V. Reporting Requirements.**

As recipients of WIOA funds, the Area Workforce, the OMJ operators, partners, and providers will be required to maintain and report accurate program and financial information. Pursuant to rule 5101:9-30-04 of the Ohio Administrative Code, information regarding WIOA participants and their activities and performance must be entered into Ohio Workforce Case Management System (“OWCMS”) accurately and timely. OWCMS may be used to assist in the determination of eligibility. However, OWCMS cannot be used as verification of adult or dislocated worker eligibility.

**VI. Monitoring.**

The area will conduct oversight and monitoring of the implementation of all WIOA programming by all OMJ Center operators, partners, and/or providers.

**VII. Technical Assistance**

Ongoing support, guidance, training and technical assistance on workforce development area **Supportive Services Policy** available to all local areas.

Requests for technical assistance may be sent to ODJFS, Office of Workforce Development: [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov) or [CCMEPQNA@jfs.ohio.gov](mailto:CCMEPQNA@jfs.ohio.gov).

**Area 8 WDB Approval**

Date: 5/17/2018

Motion made by: Michelle Steinke

Motion seconded by: Ellen Rager

Vote 4 aye 0 nay 0 abstain X motion carries      motion rejected