

Policy Number	AREA12-601
Subject	Youth Supporting Services
Board Approved	8/6/18
Revisions Approved	
This Policy Obsoletes	
Reference to State Policy	WIOA 15-08:1

Purpose:

The purpose of this policy is to establish basic guidelines to be used in the provision of supportive services in order for an individual to be successful in gaining employment. Supportive services are granted only when an individual has a documented need for such services in order to participate, and is ineligible for other resources that WIOA funds can then supplement,

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Background:

Supportive services for adults, dislocated workers, and youth are defined in WIOA Section 101(46), 129(c)(2)(G), and 134(e)(3), as well as proposed regulation. WIOA Section 134(D)(2)(c) requires that core services to adults and dislocated workers include an initial assessment of supportive service needs. WIOA Section 129(C)(a) requires an eligible youth’s objective assessment include an evaluation of the supportive services needs as one of the ten required youth program elements. The Ohio Department of Job and Family Services (ODJFS) WIOA Transmittal Letter 1 addresses the exclusion of purchases for certain goods.

Policy:

The Workforce Investment Board | Butler • Clermont • Warren (WIBBCW) providers of Adult, Dislocated Worker and Youth CCMEP services must establish internal controls that result in equitable treatment, maximize the allocations, and ensure coordination with, and referral of participants to, other community resources. WIBBCW administrative staff has the authority to grant exceptions to participants on a case-by-case basis if additional supportive services allocation would significantly benefit the individual in job retention, wage progression, or training completion in order to achieve job retention or wage progression.

The Service Provider(s) may, when deemed necessary on a case-by-case basis and sufficient funding exists, provide supportive services to an individual when he/she is:

- Enrolled in career and/or training services
- Unable to obtain supportive services through alternative sources
- In need of supporting services in order to participate in authorized activities
- A youth participant during participation and after program exit

The Service Provider(s) may, when deemed necessary on a case-by-case basis and sufficient funding exists, provide supportive services to include one or more of the following:

- Transportation stipend, \$10 per 60 miles or up to .20 a mile
- Commercial/private transportation assistance

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- Child care
- Dependent care, determination of dependent is found in WIOAPL 15-06
- Car repair/insurance
- Drivers education classes
- Linkages to community services
- Housing/accommodation assistance
- Work attire, uniforms and work related tools
- Referrals to medical services
- License, registration and reinstatement fees
- Legal aid services
- Payments and fees for employment and training-related applications, tests, and certifications
- Assistance with books, fees, school supplies and other necessary items for students enrolled in secondary and post-secondary education classes.

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Documentation:

The WIOA Service Providers are required to maintain documentation sufficiently to satisfy the requirements of this policy. At a minimum this includes:

- Determination of participant's request for supportive services and/or training reimbursement items or goods in case notes or form stating the reason services are necessary;
- Case notes supporting that program contractor(s) have attempted to use other resources, for which the participant is eligible, before supportive services dollars are authorized and/or are necessary for the client to participate in career services;
- Determination of program contractor's approval of participant requests in case notes or form;
- Records of payments such as: the date of issuance and the amount of payment validated by signature of the participant;
- Supporting documents paying for the goods or services, travel log;
- In the case of daycare services, documentation of other resources explored, for which the participant is eligible.