



Mid-Maryland WIOA Supportive Services

TO: All Staff

FROM: Francine Trout, Director, Director, Mid-Maryland WIA

DATE: April 22, 2016

EFFECTIVE DATE: Immediately

SUBJECT: *Supportive Services Policy*

Effective **immediately** the following Supportive Service is to be implemented:

Purpose:

This policy addresses the use of WIOA Title 1 funds for supportive services to support eligible youth, adults and dislocated workers participating in WIOA Title 1 activities. Supportive services are not an entitlement and are subject to the availability of funds in Mid-Maryland Workforce Development Area. Any supportive services must be approved by Mid-Maryland staff prior to the client obtaining the service.

Background:

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b) and dislocated workers under section 133(b)(2)B. Supportive services guidelines for youth are defined in WIOA Section 129(c)(2)(G).

Supportive Services:

Supportive services may be provided to those who are participating in programs and activities authorized by WIOA and who are unable to obtain such supportive services through other programs providing such services.

Types of Supportive Services:

Supportive Services must be necessary and reasonable to enable an individual to participate in authorized WIOA activities and are not meant to meet all the financial needs of the eligible individual. All types of supportive services may not be available in all counties. Examples of supportive services include but are not limited to the following:

Type	Description and/or Examples
Medical Needs	Physical examinations/tests and immunizations required for participation in a WIOA approved activity
Clothing Assistance	Special clothing or safety equipment needed by the participant for WIOA activities
Test, Certifications and License Fees	Fees for: State exam and work-related application fees First-Aid/CPR certification Other WIOA approved employment or training related licensing/certification that is not provided by the employer or training institution
Work Attire/Tools	Attire, tools and equipment needed by the participant for WIOA approved employment and/or training activity that are not provided by the employer or training institution
Background Screening	When required for participation in an approved WIOA training activity
Transportation Assistance	Bus passes issued for participation in WIOA approved activities Taxi access or Paratransit for individuals with disabilities to and from approved activities when other public transportation options are not available or practical. Gas cards (Howard County) may be authorized for commuting to and from WIOA approved activities via private automobile on a case by case basis. Commute must be more than 30 miles one way. A minimum of \$10.00 per week and a maximum of \$25.00 per week may be provided for a maximum of eight weeks

	Other transportation options may be provided as appropriate
Childcare	Childcare (Carroll County) will be approved for up to \$10.00/day.
Needs Related Payment	<p>Customer must: Be unemployed, and</p> <ol style="list-style-type: none"> a. Have ceased to qualify for unemployment or TRA b. Be enrolled in a training program by the end of the 13th week after last day of work, which qualified him/her as a dislocated worker c. Be unemployed but did not qualify for unemployment <p>2. Maximum of \$150 per week.</p>

Limits:

Mid-Maryland staff will determine and limit supportive services for approved training or employment activities based on what is reasonable and necessary. For example, uniforms/scrubs up to \$40.00 each set, medical shoes up to \$40.00 for women and \$50.00 per pair for men and a stethoscope up to \$50.00.

The supportive services limit for each registered WIOA eligible participant may be increased on a case-by-case basis when unforeseen circumstances affect a participant's ability to continue and/or complete the program.

Training expenses that may be covered by an Individual Training Account (ITA) do not count against the supportive services limit for each registered participant. For example, training costs for registered WIOA eligible participants may include assistance with school related tool costs, school fees, books and supplies, and other reasonable costs approved by service provider/vendor as an education related training expense.

Payment Guidelines:

Payments for approved services must be identified on the IEP and/or documented in the participant's case notes. Documentation must include evidence that other resources were not available as appropriate.

Payments will be made directly to the vendor when possible. A written supportive services request that includes the participant's name, date of service(s), vendor's name and reason

for service must be completed and submitted to the fiscal manager. Receipts and or/other supporting documentation must accompany the request.

All supportive services payments will be made in accordance Mid-Maryland fiscal policies and procedures and are subject to the guidelines of each office. All supportive services may not be available in all offices.