



WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis & Vernon Parishes		Workforce Innovation & Opportunity Act Supportive Services Policy  AmericanJobCenter <i>We put people to work!</i> 	
TR 12		Training Related Policy	
		Approved on: 01/28/2016; Rev. on: 06/23/2016; 09/22/2016; 01/26/2017; 04/27/2017; 09/28/2017; 01/14/2019; 05/25/2021; 05/12/2022; 8/8/2022, 02/01/2024	
		Expiration Date: Continuous, until further notice	
WDB Chairperson's Signature: Sarita Scheufens	<i>Sarita Scheufens</i>	WDB Director's Signature: Stephanie Seemion	<i>Stephanie Seemion</i>

Purpose: To establish administrative guidelines and standards for the provision of supportive services for Workforce Innovation & Opportunity Act of 2014 and other related programs.

Availability of Funds: All supportive services are based upon the availability of funding. Should funds become severely limited, the provision of supportive services may have to be prioritized and/or reduced or eliminated.

NOTE: THIS IS NOT AN ENTITLEMENT.

Even if a curriculum is listed on the Eligible Training Provider List, WIOA or the WDB or Program staff have the right to refuse to enroll a participant in that course of study and may present the issue to the Waiver Review Committee for a final determination.

Supportive Services and Needs-Related Payments. A key principle in WIOA is to provide local areas with the authority to make policy and administrative decisions, and the flexibility to tailor the workforce system to the needs of the local community. To ensure maximum flexibility, this guidance provides local areas the discretion to provide the supportive services they deem appropriate, subject to WIOA's limitations. Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services and are governed by the DOL-only Final Rule at 20 CFR 680.900 through .970. (TEGL 16-19)

Local WDBs must develop policies and procedures governed by 20 CFR 680.900 through .970 of the Final Rule. Local WDBs, in consultation with the American Job Center partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources. These policies may establish limits on the provision of supportive services or provide the one-stop center with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to a participant. These policies may also allow American Job Centers to grant exceptions to these limits. Local WDBs must develop policies and procedures that ensure that supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the individual to participate in title I activities. These policies include establishing limits on the provision of supportive services and any exceptions to those limits, as described in 20 CFR 680.920.

Supportive services may be made available to any adult, youth, or dislocated worker participating in title I (one) career services or training activities that is unable to obtain supportive services through other programs providing such services. Additionally, the supportive services

Supportive Services Policy

must be necessary to enable the individual to participate in career services or training activities.
Note that follow-up

career services are not a qualifying service for the receipt of supportive services; therefore, an individual who is only receiving "follow-up" services may not receive supportive services. Individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up), training activities, or both to continue to receive supportive services. Supportive services also may not be used to extend the date of exit for performance accountability purposes. Supportive services, like follow-up services, do not make an individual a participant or extend participation. (Ref. TEGL 16-19)

Limitation: **SUPPORTIVE SERVICES** – funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133 (b), and funds allocated to the local area for dislocated workers under section 133 (b)(2)(B), may be used to provide supportive services to adults and dislocated workers, respectively –

(Ref. WIOA Sec. 134 (d) (1)(B)(2))

- A. who are participating in programs with activities authorized in paragraph (2) or (3) of subsection (c); and (paragraph 2 is entitled "Career Services" and paragraph 3 is entitled "Training Services.")
- B. who are unable to obtain such supportive services through other programs providing such services.
 - 1. Participants are responsible for contacting at least 3 agencies who ordinarily provide the service they are requesting to determine if the service is available through that agency. If so, the participant must request the service from that agency.
 - 2. The participant must provide a letter of self-attestation to their case manager stating services are not available through the agency(ies) contacted.
 - 3. With this documentation placed in the participant's folder and an entry made in the Case Notes, WIOA may provide the funds for that service based on the availability of WIOA funds.
 - 4. Continuation of payment of Supportive Services is contingent upon achieving a passing score on the curricula or successful accomplishment of OJT /WBT (Work Based Training) training outline.
 - 5. Each semester, a participant must re-survey the appropriate agencies to determine if the supportive service being requested is still/now/no longer available.

Support Service payments may be paid during **follow-up** (upon employment) when the participant requires the support. Appropriate services will be determined by the staff. Payment of support services during follow-up is limited to 45 calendar days. Payment may include such things as uniforms, tools, clothing etc. that are necessary for the participant to maintain employment.

Participants must be enrolled in training for 30 calendar days before certain services can be paid (such as house rent or utilities).

Duplication of Payments is never allowed. Any service that is provided for or paid for by another entity or program may not be paid by WIOA.

SUPPORTIVE SERVICES for Adults, Dislocated Workers and/or Youth outlined in this policy may be provided to individuals in Occupational Skills Training based on availability of funds and **ONLY** when the occupation(s) associated with the training curriculum are in demand according to the Louisiana Workforce Commission's definition of demand. The Board does not permit the use of WIOA funds to train individuals in occupations for which there is no demand. Documentation of such demand is available at the laworks.net website at HIRE either in the specific curricula listed

Supportive Services Policy

as "bright outlook" OR in the information provided under Labor Market Information through LOIS.

The information on demand can be found on the Curricula Summary Sheet for each school curriculum that is on the local Eligible Training Provider list or other means of determining demand when a school is not on the local Eligible Training Provider List. A copy of this curricula sheet or LOIS demand list showing the demand occupation in "bright outlook" must be placed in the participant's folder to document demand. *Support service payments do not cover costs or expenses that occur prior to enrollment into the WIOA program.*

Demand Occupation: The Workforce Innovation & Opportunity Act at Section 134 (c)(3)(A)(i)(II) and the Regulations at 680.210(b) in the section "Who may receive training services" state that an individual must "select programs of training services that are directly linked to employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate."

Maximum Training Funds: Eligible WIOA Adult, Dislocated Worker AND Youth participants may receive up to \$6,000 per semester beginning when the participant enrolls into training. This \$6,000 is to be utilized for either/or training and supportive services.

Waiver: If the costs exceed \$6,000 per semester, the participant may make a written request to the Case Manager. That request is presented to the Waiver Review Committee, which is comprised of a WDB Member, a Program Staff member and the WDB Staff Fiscal Director. This committee will review the waiver request and make a determination to approve or reject the request. The outcome will be written on the face of the letter of request and filed in the participant's folder. The participant has the right to appeal a non-successful request by written notice to the WDB Director within 5 business days of the notification of the determination not to allow the request. The final determination will be presented to the Workforce Investment Board Executive Committee for review. The participant may be asked to appear before the Executive Committee to answer questions.

Waiver: A Waiver Review Committee (may be made up of one WDB member, One Program staff member and one WDB fiscal staff member) has been established to review Individual Training Account requests that exceed the normal range of payments established. This same committee will be utilized to receive, evaluate, and determine any written request from a participant that exceeds any of the limits determined in this policy or because of other extenuating circumstances. All determination will be on a case-by-case basis.

Appeal: Participants denied supportive services may present an appeal in writing to the WDB Executive Committee by sending a letter to the WDB Director. Within 5 business days of notice of denial from the Waiver Review Committee.

Policy: **Supportive Services for Adults & Dislocated Workers** or other related programs WIOA Regs Part §680.900: What are supportive services for adults and dislocated workers? Supportive services for adults and dislocated workers are defined at WIOA sec. 3 (59) and sec. 134 (d)(2) and (3). Local WDBs, in consultation with the one-stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the career services that must be available to adults and dislocated workers through the one-stop delivery system. (WIOA sec 134(c)(2)(A)(ix) and §678.430 of this chapter). Local WDBs must ensure that needs-related payments are made in a manner consistent with §§680.930, 680.940, 680.950, 680.960 and

Supportive Services Policy

680.970. Supportive services are services that are necessary to enable an individual to Participate in activities authorized under WIOA sec 134(c)(2) and (3).

These services may include, but are not limited to, the following:

- Linkages to community services
- Assistance with transportation
- Assistance with childcare and dependent care;
- Assistance with housing
- Needs-related payments, as described at §§680.930, 680.940, 680.950, 680.960, and 680.980;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal aid services
- Referrals to Health Care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

WIOA Part §690.910: When may supportive services be provided to participants?

- A. Supportive services may only be provided to individuals who are:
 - (1) Participating in career or training services as defined in WIOA sec. 134 (c) (2) and (3) and
 - (2) Unable to obtain supportive services through other programs providing such services. (WIOA sec. 134 (d)(2)(B))
- B. Supportive services may only be provided when they are necessary to enable individuals to participate in career service or training activities. (See WIOA sec. 134 (d)(2)(A) and WIOA sec. 3 (59))

WIOA Part §680.920: Are there time limits on the amount or duration of fund for supportive services:

- A. Local Boards may establish limits on the provision of supportive services or provide the one-stop center with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to participants.
- B. Procedures may also be established to allow one-stop centers to grant exceptions to the limits established under paragraph (a) of this section.

The need for such services must be documented in the participants Individual Employment Plan (IEP) or Individual Service Strategy (ISS) and in the Case Notes by the case manager along with the letter of request from the participant indicating the service needed and the attempts made to secure services elsewhere.

Supportive Service needs that arise after the initial assessment is conducted and documented in the IEP/ISS must be requested by the Participant in writing. The participant's request must be maintained in his or her folder. The need for and receipt of support services by adults or dislocated workers will be documented in the case notes since the HiRE IEP/ISS only allows for Goals and Objectives to be created.

Books and supplies are only provided by WIOA if they are required for training. The participant will be responsible for obtaining any suggested and/or recommended items.

Supportive Services to Youth:

WIOA Part 681.570 defines supportive services for youth.

"Supportive services for youth, as defined in WIOA sec. 3(59) and in the WIOA Regs. At §681.570, are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with housing;
- Needs-Related Payments for youth living on their own who participate in a youth program
- Assistance with educational testing (including high school equivalency tests as well as other exams for occupational certifications and credentials).
- Reasonable accommodations for youth with disabilities;
- Legal aid services
- Referrals to health care; and
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear."
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

Supportive services to youth are one of the foremost required elements. A youth assessed to be in need of supportive services must have them provided (based on availability of funding). The Youth Services Policy will stipulate the manner of provision.

Supportive services will be considered on a case-by-case basis and arranged either through referral to appropriate community-based/faith-based organizations or provided from WIOA funds. The United Way Helpline Directory and 310Info/2-1-1 lists numerous community-based organizations that provide an abundance of assistance to individuals. **For services not provided by WIOA a referral will be made to an agency that may provide services needed.**

(From addendum) Justification for need will be recorded in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS) and Case Notes. **Based on current funding availability, WIOA may provide supportive service assistance to WIOA participants during program participation.** At any time during the year, if supportive service funds become limited or expended, participants will be notified in writing of the reduction or discontinuance of such payments. Every effort to acquire supportive service assistance from other resources must be made prior to using WIOA funds.

SUPPORTIVE SERVICE for youth outlined in this policy may be provided to individuals in Occupational Skills Training based on availability of funds and ONLY when the occupation(s) associated with the training curriculum are in demand according to the Louisiana Workforce Commission's Occupational Forecasting Conference definition of demand. The Board does not permit the use of WIOA funds to train individuals in occupations for which there is no demand.

Supportive Services Policy

Documentation of the demand for occupations associated with the training curriculum must be placed in the participant's folder. The information on demand can be found on the Curricula Summary Sheet in LWC's HiRE program located at laworks.net for each school curriculum that is on the local Eligible Training Provider list or other means of determining demand when the school is not on the local Eligible Training Provider list. If the occupation is NOT in demand, no supportive services can be paid with WIOA Funds during occupational skills training. This applies to training paid for by WIOA Funds AND training paid for by other grant funds.

The Workforce Innovation & Opportunity Act at Section 134(c)(3)(A)(i)(II) and (3)(G)(iii) and the Regulations at 680.210(b) in the section "Who may receive training services?" state that an individual must "select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate."

Documentation: Timeliness of Documentation:

Appropriate documentation for payment of supportive services must be submitted in a timely manner. Supportive services payments are tied to attendance. Time sheets, attendance roster, timecards, daily sign-in, sign-out sheets, etc. may be used to document attendance.

Attendance Record must be signed by the instructor and the participant in order for WIOA to pay for support services that are tied to attendance. Failure to provide the signatures will impede the participant from receiving the support service and continued failure to provide signature may result in loss of funding through the Workforce Innovation & Opportunity Act (WIOA).

Time sheets, etc. are due to the WIOA staff on the last day of the two-week pay period. Delinquent submission of time sheets, etc. may result in late payment of supportive services. Time sheets, etc. that are delinquent more than one two-week pay period may not be paid.

Payment for untimely submission of time sheets, etc. due to extenuating circumstances may be considered on a case-by-case basis.

For Youth Service Providers, submission of documents will be in accord with the payment schedule determined by the individual provider.

Fraud:

Any falsification of information on documents may result in termination from WIOA, and prosecution.

Procedures:

I. CHILD CARE ASSISTANCE

Based on current funding availability, childcare assistance may be available to eligible participant enrolled in Adult, Dislocated worker, and Youth Programs including WIOA or other related programs. Childcare assistance will not be provided for participants in the On-The-Job training program.

Childcare assistance may be available through the end of the fiscal year, (July 1 - June 30), based on funding availability in each respective program. Participants must be made aware that childcare assistance may be provided only as long as funds are sufficient to do so, as supportive services are very limited in the budget.

Childcare assistance may be provided for children through the age of 12 with a facility or through the age of 14 with an individual. Birth certificate(s) must be provided to verify the age of the child.

Childcare assistance may be allowable to more than one childcare provider if the participant is attending multiple WIOA training programs that require such. An example of this might be a HISET class at night coupled with full-time or part-time work experience during the day.

Childcare assistance may be provided only to those participants that are not otherwise receiving such assistance from any other program. According to the Department of Children and Family Services (DCFS), recipients are provided with childcare assistance through their office and therefore will not be eligible for such payments through WIOA. If the participant is currently receiving childcare from another source and is subsequently dropped, WIOA may consider childcare payments on a case-by-case basis. If an individual is not eligible for childcare through DCFS, a copy of the denial letter must be provided to WIOA staff.

Based on availability of funds, payment will be made based on the following rates:

- A. Daily rate is \$15 per day and up to \$ 75 per week - for participant who have their children cared for by friends or relatives; one or more children.
- B. Daily rate is \$20 per day and up to \$100 per week - for participants who have one child at an established (state approved) childcare facility or nursery.
- C. Daily rate is \$30 per day and up to \$150 per week - for participants who have two or more children cared for at an established childcare facility or nursery.

For classroom training, childcare assistance will be calculated on a daily rate, based on participant's class schedule and attendance record.

The actual payments will be based on the participant's actual days attending training, as verified on the WIOA Participant Timesheet. For each day that the participant is absent from WIOA training, the childcare assistance will be decreased accordingly. The participant must attend 100% of the scheduled days in order to receive 100% of the childcare payment, as indicated above.

For Work Experience (WE), the participant must attend 50% of their scheduled workday to receive 100% of the Childcare Assistant payment, which is paid directly to the Provider. If not, the participant, the participant will be responsible for any payments due to the child-care provider. The participant will be responsible for any payments due to the child-care provider. Childcare assistance will not be provided for participants in the On-The-Job training program.

Childcare assistance checks will be made payable directly to the Agency/Individual identified on the Child Care Provider Verification Form, and payments will be mailed to the Agency or individual identified. The WIOA participant will make his/her own arrangements with the childcare provider/individual and will be directly responsible for proper payment on any balance remaining on his or her account. WIOA will not be responsible or financially liable for any non-payment or late payment to childcare providers/individuals on behalf of the WIOA participant.

Failure to Pay Child Care Provider: When a participant continually fails to pay any balance to the childcare provider, and the provider notifies the American Job Center staff, termination of WIOA Childcare Support Service may result.

To ensure that all parties are fully aware of this policy, a copy of the Child Care Statement will be provided to **Both** the WIOA participant and the Agency/Individual providing childcare services. The participant will be responsible for providing the copy of the policy to their childcare provider.

Supportive Services Policy

Childcare payments will be made only upon receipt of the satisfactorily completed WIOA documents such as a Child Care Provider Verification Form, WIOA Child Care Subsidy Slip, and Certification of Authorized Signatures for Child Care Agencies. Any discrepancies in these documents may result in non-payment or delayed payment.

It will be the responsibility of the WIOA participant to keep American Job Center staff or respective contracted Youth Service Providers informed of all current information regarding the childcare provider. The participant may only receive the childcare benefit based upon verification (time sheet) of actual attendance in class. Retroactive Payments of 2 weeks ONLY will be paid.

Limitation: Childcare payments will NOT be made to immediate family members or anyone residing in the same household as the participant.

Childcare payments may be paid during both subsidized and unsubsidized employment based upon availability of funds. Payments during unsubsidized employment will be considered on a case-by-case basis for the duration of the participants program.

II. SUPPORTIVE SERVICES POLICY: TRANSPORTATION ASSISTANCE

Based on availability of funds, transportation assistance may be provided to WIOA participants during training. Individuals who live one (1) mile or less from the training site will not receive transportation assistance. Individuals who live over one (1) mile from the classroom training provider may receive transportation assistance based on need. At any time during the year, if WIOA funds become limited, participants will be notified in writing of the impact. Transportation assistance will be provided only to those participants that are not receiving the same assistance from any other program or agency.

Note: Transportation assistance will not be provided for participants in the On-The-Job training program. Those enrolled in based training may receive assistance based on need.

Limitation: Payments will not be made to immediate family members or anyone residing in the same household as the participant.

1. **Mileage:** In order for the participant to receive mileage reimbursement, he or she must either be the owner or primary driver of the vehicle. The participant's valid driver's license and current insurance coverage must be provided. The insurance coverage must include the participant as the primary driver or an insured driver on the policy. These documents will be requested periodically to ensure that they are current.

Transportation assistance will be provided only to those participants that are not otherwise receiving such assistance from any other program or agency. When the participant is either the owner or primary driver of the vehicle, mileage can be paid. Documented by a copy of participants valid driver's license and insurance papers listing the participant as the primary driver or an insured driver on the policy.

If the participant moves, they must provide proof of their new address and the mileage assistance must be recalculated by the WIOA Staff and new Support Service Forms completed and provided to the Accounts Support Technician.

The WIOA will follow the current federal mileage rate. MapQuest will be used to determine mileage. Under no circumstances will mileage payments be made, if the participant is receiving share-a-ride payments or transportation assistance from other sources. Transportation will be provided on a case-by-case basis and based on need. There

Supportive Services Policy

will be a cap on mileage of \$150.00 per two-week period.

Payment of mileage will be based on documented days of attendance at school and/or clinicals. Appropriate documentation indicating proof of attendance and mileage must be provided before any payments are made. Documentation will include daily time sheet provided to the participants from WIOA staff. All documents must be completed properly and submitted for payment to the appropriate WIOA agency/provider of services. A copy of all documentation must be placed in the participant's file. Submission of appropriate documentation and the payment of mileage will be determined by the WIOA agency/provider of services.

Transportation assistance checks will be made payable to the provider or the individual identified on the Transportation Provider Verification Form.

2. Share-a-ride: When a participant does not have transportation and he or she may obtain a ride from an individual such as a co-worker, friend, or family member. Payments will be made to the transportation provider at \$10.00 per unit. A unit is considered a one-way trip. An example of this is from home to the school or training site. The return trip is considered another unit.

The transportation provider must have and maintain a valid driver's license and current paid up insurance coverage to transport the WIOA participant. Documentation of this coverage must be provided to the WIOA staff prior to commencing the service. The participant will be responsible for obtaining this documentation and delivering it to their Case Manager.

3. Direct Hire of Driver for Reimbursement to Participant or Transportation Agency

A. Reimbursement to Participant:

Individuals using Uber, Lyft, or a similar Ride-Sharing agency may receive reimbursement if prior approval is granted.

A copy of your Ride History or a Receipt from the Ride-Share website or app.

This documentation must include the following information:

1. Date of Ride/Trip
2. Pickup Location
3. Dropoff Location
4. Total Cost of the Ride/Trip

NOTE: Direct Hire reimbursements will only be processed with prior approval by WIOA Staff. These reimbursements will only be available for the client's residential address and the classroom training or work-based training.

4. Clinicals: When training includes clinicals, transportation assistance may utilize the current federal mileage rate from residence to school/clinical site(s) and return home. The mileage cap of \$150 per 2-week period will apply.

Participants must provide signed documentation on the daily Attendance Record that he or she is in clinical.

5. CAP: A maximum transportation payment for one participant is \$150.00 per pay period (two weeks).

III. HOUSING ASSISTANCE

(This supportive service is available only to participants enrolled in classroom training and is based on the availability of funds.)

Supportive Services Policy

Housing assistance/costs may include, but is not limited to the following:

1. Rent (one time only). Rent may be paid in the event of an eviction notice on a one-time basis for the participant's principal dwelling. The lease or rental agreement must be in the name of the participant or his or her spouse, parent, or legal guardian.
2. Utilities (water, gas, or electrical) paid *one time only*. A Utility may be paid if the participant/spouse/parent/legal guardian has received a disconnect notice for the participant's principal dwelling. The utility must be in the name of the participant or his or her spouse, parent, or legal guardian.
3. "Dormitory" costs for out-of-area training when these costs are not included in tuition. *These costs must be pre-approved by the WIOA Case Manager prior to incurring the expense.*
4. Deposits: Gas, Water, Electricity may be made on a one-time basis with appropriate documentation.

Documentation: Appropriate Documentation for Housing Assistance must be provided by the Participant. The requests for assistance must be in writing and should give what assistance is desired and the explanation as to why they need the assistance. Examples of appropriate documentation may include, but is not limited to the following:

1. Rent: Rent of the participant's principal dwelling may be documented by a statement from the Landlord indicating the amount of rent that is due or a copy of the lease agreement.
2. Utilities: A copy of the bill that is *delinquent*. If the utility has already been turned off, a statement from the utility company providing information on costs to reinstate the service.
3. "Dormitory": Dormitory costs that are not already included in the regular tuition rate. Copy of the dormitory bill is required.
4. Deposits: A copy of the payment receipt for the deposit or a bona fide letter from the utility company stating the valid amount of the deposit that is required.

Limits:

1. Rent will be *limited to one payment only*. This payment will be limited up to \$500.00.
2. Utilities will be limited to *one payment* for water, *one payment* for gas, and/or *one payment* for electricity or a combination of the three. This payment will be limited to an aggregate of \$500.00 total.
3. Deposits for Gas, Water, Electricity may be made. **Based on availability of funds.**

IV. OTHER SUPPORTIVE SERVICES FOR EMPLOYMENT:

1. Uniforms/Clothing/Work Attire: Uniforms required for employment (~~verified~~ by the employer and documented by the WIOA Staff with a case note in HiRE), may be obtained for employment. The participant receives a voucher for *up to* \$300. The vendor invoices WIOA directly for payment. As Work Experience and/or Work Based job sites provide several diverse positions, the nature for some jobs may warrant certain clothing attire, such as uniforms. A uniform is defined to include appropriate tops and pants/skirts, medical scrubs, Nomex, etc.

Dress codes must be defined and identified in writing by the worksite (such as new hire handbooks, etc.) if a handbook is not available, a letter of proper attire must be provided in writing by the worksite supervisor. Should the worksite provide the uniform, this must be identified as well.

Supportive Services Policy

Examples of appropriate attire that may be purchased by WIOA include the following and must follow the worksite specifications:

- Dress pants/ slacks
- Skirts/Dresses
Blouses, tops, shells, sweaters, cardigans
- Polo tops, button down shirts
- Shoes or Work
Boots Socks,
hosiery
- Scrub sets and scrubjacket if required
- Nomex, Welding shirt, Welding shield

LEGGINGS, JEGGINGS AND UNDER GARMENTS WILL NOT BE ALLOWED FOR PURCHASE WITH WIOA FUNDS.

2. **Tools:** Payments for tools needed for employment may be provided in an amount up to 80% of the cost of tools. If the need is greater, the Waiver Review Committee can consider and act on and request in excess of the 80%. These payments may not be paid when either the school or the employer pays for the service. The maximum allowance for tools is \$400.00.

Other Supportive Services:

1. Eye glasses or Contacts: eyeglasses or contacts may be paid. The maximum is up to \$600.
2. License, testing and certification fees: may be paid on a reimbursement basis only after the participant has taken and successfully passed the test and provided WIOA staff with a copy of License and/or certification document. Participants must provide a copy of either the money order and/or credit card payment, to be reimbursed (the money order "stub" will NOT be accepted).
3. Drug testing and background checks may be provided through reimbursement while in training, if needed and required.

V. Relocation Assistance (Dislocated Workers Only)

Moving Expenses may be paid up to \$1,500 on a cost reimbursement basis.

1. Participant must provide a signed, bona fide job offer on Company Letterhead from a company in "non-commutable" distance.
2. Participant must provide an estimate cost of a moving van and must submit the invoice for payment to the WDB Office.
3. Mileage can be paid for the participant's transportation at a rate of 58.5 cents per mile. MapQuest will be used to determine mileage.