



YOUTH SUPPORTIVE SERVICES POLICY – AMENDED 12-14-17

Workforce Innovation and Opportunity Act (WIOA) program applicants and participants shall be informed by their case manager that supportive services are available through the local workforce system including system partners, service providers and community based programs.

Supportive services are provided for eligible and enrolled youth as defined in WIOA Sections WIOA Section 129(c)(2)(G). Supportive services include assistance with transportation, child care, dependent care, housing, uniforms and other appropriate work attire, work-related tools, (including such items as eye glasses and protective eye wear), may also include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care.

According to the Federal Register, supportive services are funded by WIOA 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.

In order to qualify for a supportive service the participant must be actively participating in WIOA programs and he or she may not qualify for services from other programs providing such services. Staff operating Title I WIOA funds must consider whether the service is reasonably required based on the individual’s need, as outlined in the Individual Employment Plan or Individual Service Strategy. Staff must also document the circumstances and services provided and maintain documentation justifying the expense in the paper file as well as in the OSOS comments.

A participant who fails to remain active in their WIOA funded activity will not be permitted to access WIOA funded supportive services.

The following provisions have been established by the DCWIB when funding is available for Supportive Services:

Transportation

Public transportation fare and gas cards are covered expenses for commuting to and from WIOA activities. Participants may receive a one-time, upfront bus pass or gas card as a “good faith measure” but in order for the participant to continue receiving transportation assistance the participant must provide required documentation of regular participation in the identified activity (i.e. weekly attendance record, weekly/bi-weekly pay stub etc).

Driving lessons, the required 5-hour course, defensive driving class and vehicle registration are also covered transportation expenses when they enable an eligible participant to attend a training program or begin employment. In the event a participant fails their driving test, WIOA will support one additional driving lesson before the



driving test retake.

YOUTH IN WIOA FUNDED TRAINING

Transportation

With prior approval from the DCWIB and three documented price quotes (phone quotes not acceptable) the following items may be supported if the participant is in WIOA funded training and the family income does not exceed 200% of the poverty level: minor car repairs, \$125 toward the first month of a new car insurance policy.

Clothing & Uniforms

Work clothing, such as uniforms, boots and business attire, required for WIOA funded training, to start a job or to participate in a work experience, or an on-the-job training position, can be requested. Documentation of purchase must include what clothing was purchased and job description or training program. If clothing is purchased for an interview the WIOA staff must document the business name, position applied for (job description), name and title of the interviewer as well as the date of the interview. When specific clothing is required by a training program it must be identified as part of the offering description on the Eligible Training Provider List.

Tools & Books

Equipment such as stethoscopes, blood pressure cuffs, helmets, gloves, protective eyewear, etc. may be requested. The cost may not exceed the actual cost of the tools and equipment required by the training or occupation. An employer requiring a new employee to have his/her own equipment to begin work must be documented for WIOA staff. A list of specific equipment or books required of the participant for training and not included in the tuition must be identified in official website or official printed materials of the institution that can be provided to the WIOA staff.

Licensing & Testing Fees

Physicals and fingerprinting fees for employment, HazMat endorsement, and drug testing related to employment, are eligible for WIOA funding when verified by the employer and documentation has been provided. State testing, certification and/or licensing fees related to training are eligible for WIOA funds. If a participant fails to earn the credential the first time, they may request one WIOA retake if funding is available.

Childcare/Eldercare

Day care may be provided during WIOA funded training at a provider that is approved under Dutchess County Department of Family and Community Services (DCDFCS) guidelines. In order to be eligible for WIOA funded childcare or eldercare, WIOA staff must have documentation showing that the participant attempted to receive such services through DCDFCS or other programs and it was unavailable. The participant must be in WIOA funded training and the family income cannot exceed 200% of the poverty level.

Housing

Costs associated with housing may be provided, but the costs cannot exceed the lesser of \$500.00 per month or 50% of the cost for housing for the duration of the training. The



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participant must be in WIOA funded training and the family income cannot exceed 200% of the poverty level.

Total Payments Per Participant

The total amount of funding allowed per participant shall not total more than the total training account limit allowed under the Individual Training Award Policy or 5% over the total training award, when supportive services are accessed in conjunction with an Individual Training Award that spans six months or more.