



## **ADULT AND DISLOCATED WORKER SUPPORTIVE SERVICES POLICY – AMENDED 02-22-2019**

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 all eligible adults, dislocated workers defined in WIOA Sections 3(59), 134(d)(2), and (3). 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), that are necessary to enable individuals to participate in WIOA Title I activities.

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 WIOA funded Title I activities. Supportive Services are subject to funding constraints and may not be available.

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 funded training. Participants must provide required documentation.

With prior approval from the DCWIB and three documented price quotes (phone quotes not acceptable) minor car repairs may be supported if the participant is in WIOA funded training and the family income does not exceed 200% of the poverty level.

### **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. 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



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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.

In order to qualify for any 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, by missing one or more sessions, will not be permitted to access WIOA funded supportive services.

## **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.

**SUBJECT TO AVAILABLE FUNDING**