



Dutchess County Workforce Development Board

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“Driving economic growth through Workforce Partnerships”

Request for Proposals (RFP) Supportive Services Fiscal Administration

The Dutchess County Workforce Investment Board (DCWIB) is seeking a qualified organization to serve as a fiscal administrator for supportive services payments for eligible participants of the Dutchess One Stop Career Center (DCWORKS), located at 191 Main Street, Poughkeepsie, NY.

DCWIB administers Workforce Innovation and Opportunity Act (WIOA) programs and provides supportive services to eligible individuals to reduce barriers to employment and training participation.

Issue Date

April 14, 2026

Deadline for Submission

May 12, 2026

Award Notification Date

June 2026

Contract Period

July 1, 2026- June 30, 2027

Funding

Up to \$13,000 (potential for additional funding award dependent on alternate funding sources)

Contact

Dutchess County Workforce Investment Board
3 Neptune Rd
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The proposals most advantageous to the DCWIB in terms of quality and cost will be recommended for funding. This Request for Proposals does not commit the Dutchess County Workforce Investment Board to award a contract. The DCWIB reserves the right to accept or reject any or all proposals, in whole or in part, for just cause. The DCWIB reserves the right to waive informalities and minor irregularities in proposals received. All awards are contingent upon availability of funds. The DCWIB reserves the right to cancel or modify this request for proposals or the scope of funding to any extent necessary to ensure

compliance with state and/or federal guidelines.

Purpose of this RFP

The purpose of this RFP is to identify a partner to administer and process supportive service payments on behalf of DCWIB. DCWORKS staff will determine participant eligibility and approve all supportive services prior to referral.

BACKGROUND

Under the Workforce Innovation and Opportunity Act (WIOA), supportive services are available to eligible adults and dislocated workers, as defined in WIOA Sections 3(59) and 134(d)(2)–(3). These services are intended to reduce barriers and enable participation in WIOA Title I employment and training activities.

Supportive services may include, but are not limited to, assistance with transportation, childcare or dependent care, housing, work-related clothing, tools, licensing and testing fees, and necessary equipment.

In accordance with federal guidance, supportive services may be provided only when such services are not available through other sources and are necessary for an individual to participate in WIOA-funded activities. All services are subject to funding availability. Providers must comply with the DCWIB Supportive Services Policy and all applicable federal, state, and local requirements. Policies and procedures may be updated to remain aligned with current guidance.

Program Roles and Responsibilities

All participants will be determined eligible and approved for supportive services by **DCWORKS staff** prior to referral. Approved participants and services will then be referred to the selected contractor for the purpose of payment processing.

The selected contractor will serve in a **limited fiscal role** and will not be responsible for participant eligibility determination, case management, or direct service delivery.

Contractor Responsibilities

The contractor will:

- Process and issue payments for supportive services approved by DCWORKS staff
- Maintain appropriate financial documentation and records
- Track expenditures against the approved budget
- Submit brief periodic reports on payments issued and participants served
- Coordinate with DCWORKS and DCWIB staff as needed to ensure accurate and timely payment processing

DCWORKS Responsibilities

DCWORKS will:

- Determine participant eligibility for WIOA services
- Approve all supportive service requests prior to payment
- Refer participants and authorized services to the contractor

- Provide guidance on allowable services in accordance with policy

DCWIB Responsibilities

DCWIB will:

- Provide administrative oversight of the contract
- Monitor performance and ensure compliance with applicable federal, state, and local requirements
- Process reimbursements in accordance with established procedures

The contractor's responsibilities are limited to **payment administration and documentation** for services authorized by DCWORKS.

Program Scale

DCWIB anticipates a limited number of participants and transactions under this contract, consistent with available funding.

Budget

Total funding available under this contract is up to \$13,000, allocated as follows:

- Up to \$10,000 for direct supportive service payments
- Up to \$3,000 for administrative costs

Administrative costs may include:

- Payment processing
- Financial tracking and documentation
- Required reporting
- Coordination with DCWIB staff

Proposers may structure administrative costs in a manner that reflects their approach, within the total funding available. Administrative costs should be reasonable and proportionate to the level of activity under this contract.

Payment and Reimbursement

The contractor will be reimbursed for all approved supportive service payments and allowable administrative costs in accordance with DCWIB procedures.

DCWIB is committed to timely reimbursement processing to support efficient program operations.

Why Partner with DCWIB

This partnership offers:

- The opportunity to support individuals in overcoming barriers to employment
- A streamlined model where DCWIB manages eligibility and service approval
- A clearly defined and limited administrative role
- Potential for future expansion based on performance and funding availability

Nondiscrimination

DCWIB does not discriminate in the award or administration of contracts on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, age, disability, political affiliation or belief, or, for beneficiaries, citizenship or participation in a WIOA Title I–funded program or activity.

All contractors must comply with applicable nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), including Section 188, and all other applicable federal, state, and local laws. Contractors are required to ensure that these provisions are included in their employment practices and in the selection of subcontractors, vendors, and suppliers.

Submission Information

Proposals are due by COB May 12, 2026.

Questions may be submitted to: admin@dcwib.org