

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**POLICY FOR SUPPORTIVE
SERVICES to WIOA ADULT and
DISLOCATED WORKER
PROGRAMS**

Revision Date: July 1, 2015

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA POLICY FOR SUPPORTIVE SERVICES TO ADULTS AND DISLOCATED WORKERS

I. Scope and Purpose

This policy establishes requirements for the payment of supportive services for all Workforce Innovation and Opportunity Act (WIOA) Title I programs in the Mississippi Partnership Workforce Development Area (MPWDA). The Mississippi Partnership Local Workforce Development Board (MPWDB) will allow each One-Stop Operator to determine which of supportive services that will be available within their sub-areas.

Supportive Services are meant to help WIOA customers be able to participate in services that will help them obtain self-sufficient employment. All supportive service payments must be tied to education, training, job search activities, or maintaining employment. This policy shall provide the framework for WIOA Funds utilized for supportive services.

II. Eligibility

WIOA funds allocated to a local one-stop operator may be used to provide supportive services to adults and dislocated workers, respectively, who are:

- A. Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
- B. Unable to obtain supportive services through other programs providing such services; and
- C. In need of supportive services to enable the individuals to participate in WIOA career or training services.

III. Types of Supportive Services Available

A. Transportation

Transportation assistance is provided in the form of Gas Cards.

If a WIOA customer needs transportation assistance in order to participate in WIOA activities, such as attend a skills upgrade class or ABE class, the case manager may provide the customer a one-time \$30 gas card/voucher as a “good faith” measure for the participant to attend WIOA activities. In order for the customer to continue receiving WIOA transportation assistance, the customer must provide attendance documentation from the instructor for the previous week.

- 5 – 100 miles round trip \$30 gas card a week
- 101 or more miles round trip \$50 gas card a week

B. Child-Care

In order for a WIOA participant to qualify for child care assistance, the case manager must have documentation showing that the participant attempted to receive such services through other programs such as, but not limited to, TANF.

- 1. For customers to participant in 3 or more days of WIOA activities
 - 1 dependent child under age 6 \$40 per week

- 2 dependent children under age 6 \$50 per week
- 3 or more dependent children under age 6 \$60 per week

2. For customers to participant in less than 3 days of WIOA activities

- 1 dependent child under age 6 \$25 per week
- 2 dependent children under age 6 \$30 per week
- 3 or more dependent children under age 6 \$35 per week

C. Work-Related Items

Work-related items as identified by the participant are limited to a maximum of \$250 per participant.

D. Testing Fees

The amount per participant for testing fees is \$100.00. If sufficient justification is supplied, the amount may be increased to \$500 with prior written approval from the fiscal agent on a case by case basis.

E. Workshop/Short-Term Training Fees

Fees for workshops or short-term training courses that will help the participant become employable, as approved by the WIOA case manager, are an allowable supportive service. The amount per participant for workshop/short-term training fees is \$300.00 If sufficient justification is supplied, the amount may be increased to \$500 with prior written approval from the fiscal agent on a case by case basis.

F. ITA End-of-Semester Support Payment

A \$250.00 per semester support payment is an allowable supportive service for participants while enrolled in training if the participant is providing the required documentation and grade information to the WIOA case manager and is meeting all of the requirements to continue receiving an ITA or has successfully completed the ITA.

G. Other Supportive Services

If other supportive service needs arise, the one-stop operator should submit a written request to the fiscal agent and the request will be authorized or denied in writing to the one-stop operator.

IV. Coordination of Available Sources of Funds (Pell, TANF, Food Stamps, etc.)

Section 134(c)(3)(B) of WIOA requires the coordination of WIOA costs with funds available under Federal programs. Service Providers must consider all available sources of funds, excluding loans, in determining an individual's overall need for WIOA funds. To ensure non-duplication of resources and services, linkages should be established with programs such as child support, Food Stamps, Medicaid, and the Children's Health Insurance Program. Duplicative payments for training or supportive services shall not be made.

V. Procedures

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how supportive services are justified, documented, and paid out.

VI. Effective Date

This policy is effective July 1, 2015.