

**CATTARAUGUS-ALLEGANY WORKFORCE DEVELOPMENT BOARD**

**TO:** **All One-Stop Career Center Staff and Providers**

**SUBJECT:** Supportive Services Policy

**ISSUANCE DATE:**  June 19, 2009

**EFFECTIVE DATE:** February 1, 2010

**EXPIRATION DATE**: None

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**Priority of Service**

The Workforce Development Board (WDB) has determined that the local Priority of Service for those in need of and eligible for Supportive Services include the following target groups that will receive priority:

* Veterans
* Eligible spouses of veterans (per local Priority of Service Policy for Veterans)
* Economically disadvantaged individuals
* Adult recipients of public assistance
* Dislocated Workers
* Youth ages 14-21 who are low income
* Unemployed individuals who lack significant work history
* Employed individuals in jobs that do not afford economic self-sufficiency
* Adults that are Basic Skills Deficient

The WDB retains the right to suspend this policy and not provide Supportive Services in whole or in part if funding is determined to be limited locally.

Eligibility

By a combination of WIOA regulations 680.910(a) and local WDB definitions, Supportive Services may only be provided to individuals who:

* Are participating in career or training services through either an ITA or OJT as defined in WIOA secs 134(c) (2) and (3) whether or not the training is WIOA-funded.
* Are unable to obtain supportive services through other programs providing such services.
* Supportive services may only be provided when they are necessary to enable individuals to participate in career service or training activities.

**Types of Supportive Services**

An individual may or may not receive the below supportive services based upon eligibility and availability of funds:

* Transportation assistance –The mileage reimbursement is set at the current federal IRS rate, which is subject to change.
* Testing fees
* Clothing and other work-related items
* Child and/or dependent care
* Housing
* Other services as deemed appropriate by the One Stop Center Manager

**Continued Eligibility**

An individual is not automatically eligible for continued Supportive Services if enrolled in a training program of successive periods (for instance, quarters or semesters). In order to retain eligibility for each training period, the individual must adhere to the following:

* Provide a copy of grades for each quarter/semester.
* Maintain contact with Career Counselor and provide progress updates.
* Provide changes in contact information or changes in any circumstances that may affect satisfactory progress or completion of the training program.

**Funding Amount**

Supportive Services funding amounts are dependent upon the level of training as outlined below.

***Level I Training*** – All training must be able to be completed within 6 months. On a case-by-case basis evaluation of an individual’s needs, supportive services, including mileage reimbursement, may be available up to **$250**.

***Level II Training Programs*** – All training must be completed within one (1) calendar year. (Exceptions may be granted upon approval by the One Stop Manager.) On a case-by-case basis evaluation of an individual’s needs, supportive services, including mileage reimbursement, may be available up to **$500**.

***Level III Training*** – All training must be completed within two (2) calendar years. (Exceptions may be granted upon approval by the One Stop Manager.) One a case-by-case basis evaluation of an individual’s needs, supportive services, including mileage reimbursement, may be available up to **$1,500** at a rate of **$750** each year.