

# SNAPSHOT

Subject:	Supportive Services for WIOA Title I and other Grant Funded Initiatives
Policy Number:	ADWB-01-2017

*The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and is designed to help job seekers access employment, education, training, and supportive services to succeed in the labor market; and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act (WIA) of 1998, and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. Per TEGL 03-15, "a key principle in WIOA is to provide local areas with the authority to make policy and administrative decisions and the flexibility to tailor the workforce system to the needs of the local community. To ensure maximum flexibility, this guidance provides local areas the discretion to provide the supportive services they deem appropriate, subject to the limited conditions prescribed by WIOA."*

## ELIGIBILITY

In order for a participant to receive any allowable supportive services, the following must occur:

- The participant has been determined eligible per WIOA eligibility requirements, and/or any other ADW! grant funded initiative eligibility requirements;
- The supportive services are necessary for the individual to participate in Title I activities, and/or any other ADW! grant funded initiative;
- Supportive services may be made available to anyone participating in Title I career or training services, and/or any other ADW! grant funded initiative;
- The participant is unable to obtain supportive services through other agencies;
- The participant is in compliance with program regulations and policies during the period of program participation/training.

## SUPPORTIVE SERVICES LIMITS/CAPS

Both the "Participation Cycle Cap" and "Lifetime Cap" mentioned below are applicable and inclusive of all agency programs provided at ADW!, which may include, but are not limited to, WIOA Title I Adult, Foundation Grants, Enhanced Grants, etc.).

- Participation Cycle Supportive Services Cap (maximum of \$6,000)
- Lifetime Supportive Services Cap (maximum of \$10,000)
- Gas Vouchers and/or Public Transportation (maximum of \$2,000)

**Note:** If a participant reaches the maximum of \$2,000 in gas vouchers and/or public transportation, he/she may receive an additional \$4,000 in supportive services, if needed (for a maximum of "Participation Cycle" cap of \$6,000).

## ALLOWABLE SUPPORTIVE SERVICES

Maximum supportive services listed by category below are per participant, not per program year and/or household. Supportive Services may include, but are not limited to:

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- Transportation;
- Child Care
- Dependent Care;
- Housing
- Telephone;
- Utilities;
- Health Aids (for example, corrective lenses, eye examinations, hearing aids, etc.);
- Medical and Dental Needs;
- Clothing (note: designer items will not be funded by ADW!);
- Hygiene (note: salon products, and/or nail polish and perfume, will not be funded by ADW!);
- Tools (note: firearms and/or knives will not be funded by ADW!);
- Incentive payments (only allowable for eligible WIOA Young Adults).

### **DISALLOWED SUPPORTIVE SERVICES**

Examples of disallowed supportive services include, but are not limited to:

- Federal/State/Local taxes, past due credit card bills, and hospital bills
- Fines and/or penalties, which may include, but is not limited to, traffic violations, late finance charges, and interest payments;
- Entertainment, including gratuity;
- Internet;
- Child support payments;
- Legal fees (applicable for Road to Work Initiative)
- Contributions or donations;
- Refundable deposits;
- Alcohol and/or tobacco products;
- Marijuana and/or other related paraphernalia
- Prescription drugs
- Firearms and/or knives
- Excessive and/or costly food purchases beyond normal dietary needs;
- Out-of-state job search relocation expenses that are paid for by the prospective employer or by the employer who has laid-off the individual.

### **ADWB MEMBERS & ADW! EMPLOYEES**

ADWB members as well as ADW! employees are not eligible for any ADW! supportive services funding. In addition, relatives of ADWB members as well as ADW! employees are not eligible for any ADW! supportive services funding.

Relatives are defined as:

- Parents, spouses, children, cousins, grandparents, siblings, nephews, nieces, aunts, uncles, in-laws; please note, this is inclusive of step-family.

### **CONFLICTS OF INTEREST**

Employees shall not have a personal interest in any actions in which they may be involved in selecting the vendor, executing a contract or purchase order, or negotiating or administering the contract or purchase order. Employees will not be allowed to solicit, obtain, accept, or retain any personal benefit (gift, favor, service, compensation, or discount) from any supplier, vendor, or any individual or organization doing or seeking business with the County. Employees having a potential personal interest in a County contract, purchase, payment, or other financial or monetary transaction shall give 72 hours written advance notice of the conflict to the County Attorney. Failure to disclose a conflict will not be tolerated. "Personal interest" includes an interest held by the individual or relatives. Relatives are defined as: parents, spouses, children, cousins, grandparents, siblings, nephews, nieces, aunts, uncles, in-laws; please note, this is inclusive of step-family.