

SNAPSHOT

Subject:	Supportive Services for Arapahoe/Douglas Works!
Policy Number:	ADWDB-XX-2019

PURPOSE

To provide comprehensive guidance that ensures compliance with program requirements for the provision of supportive services to Arapahoe/Douglas Works! participants.

BACKGROUND

Arapahoe/Douglas Works! encourages the use of supportive services whenever appropriate to ensure successful program participation. It has aligned the allowable supportive services among all programs, but has identified different standards for the use of supportive services during participation and during follow-up. This policy provides guidance to ensure that specific supportive services requirements are clearly delineated and can be understood by all staff and partners in the workforce system.

SUPPORTIVE SERVICES LIMITS/CAPS

Quotes and Procurement Limits

Quotes are not needed for one-time purchases under \$10,000. In the event a vendor receives more than \$10,000 throughout the program year, it is necessary to obtain quotes for each purchase. Vendor purchases totaling \$25,000 or more require a solicitation or waiver.

Annual Cap

Participants will have an annual cap of \$2,500 per year based on their enrollment date. If the participant is enrolled in more than one Arapahoe/Douglas Works! program, the cap is extended to \$3,500 annually.

Lifetime Cap

Participants will have a lifetime cap of \$5,000. If the participant is enrolled in more than one Arapahoe/Douglas Works! program, the cap is extended to \$6,500.

- In an effort to maximize informed customer choice, it is the determination of the participant how to best utilize any available supportive services funds to ensure successful completion of any goals/activities of the participant.
- Exceptions to this policy will be considered on a case-by-case basis and will require approval from the Division Manager.

DOCUMENTATION/REQUESTING SUPPORTIVE SERVICES

- The cost of supportive services must be both reasonable and competitive in cost.
- In some cases, it may be necessary to request multiple vendor quotes; for example, costs exceeding limits described in the matrix below.
- Other types of support services exceeding the limits described in the matrix below and that are allowable for participants may be considered on a case-by-case basis and must be approved by the Division Manager prior to issuance.

DISALLOWED SUPPORTIVE SERVICES

Per the Office of Management and Budget (OMB) Uniform Guidance 2 CFR, Part 200, Arapahoe/Douglas Works! will not pay for any type of late fees, fines, damages, penalties or restoration charges incurred by a participant in any program. This also includes past due Federal/State/Local taxes, past due credit card bills, and hospital bills. 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 & ARAPAHOE/DOUGLAS WORKS! EMPLOYEES

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

Only the Arapahoe/Douglas Works! Division Manager may grant exceptions to provisions within this policy.