

# SNAPSHOT

<b>Subject:</b>	TALENT DEVELOPMENT - Supportive Services for Arapahoe/Douglas Works!
<b>Policy Number:</b>	ADWDB-XX-2024

ALL NOVEMBER 2024 UPDATES ARE HIGHLIGHTED IN YELLOW

## PURPOSE

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

This policy is updated with the latest guidance from the United States Department of Labor (USDOL) that:

- Encourages the use of supportive services to increase equitable access to WIOA services and to promote successful training and employment outcomes;
- Allows food as a supportive service for youth; and
- Allows supportive services to be counted for the youth 20% work experience expenditure requirement.

## BACKGROUND

WIOA provides for a workforce system that is universally accessible and customer centered, with an emphasis on work-based learning and classroom training that is job driven. Among the many service options available to WIOA participants are supportive services, which WIOA defines in Section 3(59) of the law as follows:

The term "supportive services" means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under the Act.

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.

## POLICY/ACTION

- Expenditures submitted for processing prior to the implementation date of this policy will follow previous applicable policies as it pertains to spending limits.
- Arapahoe/Douglas Works! will assess supportive services for program participants on a case-by-case basis. Barriers to employment requiring financial assistance will be based on actual or estimated costs and within the caps described below.
- Supportive services will only be provided to individuals who are participating in an approved component based on program requirements, in order to ensure successful participation and/or completion.

- Wagner-Peyser formula funds may not be used for supportive services.
- Wagner-Peyser 10% discretionary funding may be used for supportive services if the program policy or the funding provisions for the program allow it.
- Exceptions may be considered and require approval from the Division Manager and/or Workforce Administrator(s).
- Provision of supportive services to program participants will be completed utilizing vouchers and check payments to vendors as the preferred method or with an Arapahoe county purchasing card when the preferred method is not accepted.
- Gift cards are not allowable for provision of supportive services.

*Only the Arapahoe/Douglas Works! Division Manager and/or the Workforce Center Administrator may grant exceptions to provisions within this policy.*