

SNAPSHOT

Subject:

Supportive Services for Arapahoe/Douglas Works!

ALL 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.

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 **\$4,500** 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.
- Rental assistance and transportation assistance are excluded from both annual and lifetime caps. Refer to Supportive Service Matrix for allowable limits.
- Exceptions to this policy will be considered on a case-by-case basis and will require approval from the Division Manager and/or Workforce Administrator(s).

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;
- 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.

ADWDB MEMBERS & ARAPAHOE/DOUGLAS WORKS! EMPLOYEES

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

All participants in this category will be referred to other outlining counties for program-attached services. Any ADWDB board member relatives and/or Arapahoe/Douglas Works! employee relatives enrolled prior to July 1, 2008, will adhere to Local Policy #2008-21.

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).

NOTE

Needs related payments are not currently an allowable supportive service and may not be provided until such time as a local needs related payments policy is developed and approved.

MATRIX/ATTACHEMENT

No changes.