

Local Workforce Area #10 Policy Letter 08/02

on Supportive Services

Purpose: To meet the requirements of the Workforce Innovation and Opportunity Act, Pub. L. 113-128.

Background: This policy describes the process for providing Supportive Services to individuals meeting general requirements under WIOA.

Assistance with supportive services may include, but not be limited to, transportation, child and/ or dependant care & housing.

Supportive Services may only be provided to an individual if the individual is:

1. Participating in career and training services;
2. Unable to obtain supportive services through other programs providing such services; and
3. Unable to participate in Title I activities without the Supportive Services.

Action:

Supportive Services for individuals receiving career services may include assistance with:

- **Transportation** – OhioMeansJobs Center staff will determine which mode of service is the most efficient and cost effective. Services are limited to the following:
 - Bus pass
 - Cab and other contracted transportation services
 - Voucher for gas

OhioMeansJobs Center staff will assess the most cost-effective transportation based on availability, hours, type of transportation needed. Transportation for career service participants will be authorized on a case-by-case basis. General requirements and need must be documented.

- **Documents** – assistance obtaining documents for program verification and/or employment:
 - State ID's

Individuals participating in Career and training services must be:

- 18 years of age
- Registered for Selective Service
- Registered in OWCMS

Supportive Services for Individuals receiving career or training services may include assistance with:

- **Transportation** – OhioMeansJobs Center staff will determine which mode of service is the most efficient and cost effective. Services are limited to the following.
 - Bus pass
 - Cab and other contracted transportation services
 - Voucher for gas
 - Mileage – current IRS mileage reimbursement rate per mile if over 60 miles (limited to two weeks, during training services only)

OhioMeansJobs Center staff will assess the most cost-effective transportation based on availability, hours, type of transportation needed. Transportation for training services participants

will be authorized for no more than a monthly basis; program participation must be documented monthly.

- **Tools, Equipment and Uniforms/clothing** - Tools, equipment and uniforms must be necessary to complete training or to obtain and/or maintain employment:
 - Tools – Limited to \$500.00 per year
 - Equipment – Limited to \$1000.00 per year
 - Uniforms/clothing – Limited to \$1000.00 per yearNeed must be documented by the employer or training institution. Once need has been established for a training program, further documentation will not be needed unless a change occurs.
- **Housing (Training only)** – Temporary housing during training is limited to a duration of 30 days. The training site must be more than 60 miles from the participant’s permanent residence in order for housing assistance to be considered.
- **Miscellaneous Fees** - Fees for exams for certifications, fees to obtain documents or licenses for training/employment, etc.:
 - Application fees for exams
 - Certifications
 - Membership fees for organizations required to attend training
 - Various documents needed to attend training or obtain employment such as state IDs, transcripts, health records (fees will be paid as billed by the issuing agency)
- **Additional Services** – Additional services may be provided with the approval of the Administrative Entity.

General Guidelines:

- Referrals for Supportive Services will be made by OhioMeansJobs Partners to all other community resources via phone, electronic media as well as paper methods.
- Supportive service costs must be approved by the Richland-Crawford OhioMeansJobs Manager and will only be approved after all other resources have been exhausted. If other funds are exhausted, not available or limited, supportive services may be provided on a case-by-case basis.
- Services will be provided in accordance with the procurement guidelines of Richland County Job & Family Service/ Crawford County Job & Family Services.
- Supportive service costs cannot exceed \$1,000 and are included in the \$6,000 maximum for training per program year (July – June).
- Use of supportive services during retention and follow-up will be determined on a case-by-case basis and will adhere to the Local Area’s self-sufficiency criteria.
- Area 10 does not provide need related payments.