

TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC. (TCWIB) WORKFORCE INVESTMENT ACT TITLE I-B ACTIVITIES	DATE: May 13, 2009
	SUBJECT: WIA Title I-B Adult and Dislocated Worker Supportive Services Guidelines

TCWIB DIRECTIVE

TCWIBD-08-16

TO: TCWIB Service Providers, TCWIB Eligible Training Providers, TC Employment Connection One-Stop Operators, and TCWIB Staff

SUBJECT: WIA I-B ADULT AND DISLOCATED WORKER SUPPORTIVE SERVICES

Purpose:

The purpose of this policy is to set local guidelines for supportive service reimbursements for participants of the Tulare County Workforce Investment Board (TCWIB) who require such payments in order to participate in WIA funded services. TCWIB Service Providers will follow their current supportive service policy.

Definition:

Supportive services include, but are not limited to: transportation, child care, dependent care, housing, and needs-related payments necessary to enable an individual to participate in activities authorized under WIA Title IB.

Effective Date:

This directive is effective immediately.

REFERENCES:

- WIA Section 101 (46)
- WIA Section 134 (e)(2) and (3)
- WIA Section 134 (d)(2)(H)
- WIA Section 134 (e)(2)(A) and (B)
- 20 CFR Part 652 et al. Subpart H, Section 663.800 through Section 663.840

TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC. – IMPOSED REQUIREMENTS:

This directive consists of TCWIB imposed requirements.

FILING INSTRUCTIONS:

This Directive supercedes Directive TCWIBD-02-06. Retain this directive until further notice.

Background:

The Workforce Investment Act, Section 134 (e)(2) provides that funds allocated to a local area for adults and dislocated workers may be used to provide (reasonable and necessary) supportive services for those otherwise unable to obtain such services.

Policy:

The TCWIB Executive Director or designee is provided authority to determine both the appropriate amount and duration of supportive services. Please note that these guidelines are considered flexible and decisions regarding the provision of services are based upon available funding and determined by need on a case-by-case basis to serve the needs of the participants. Supportive services available through the TCWIB include transportation, child care, and ancillary work related items (uniforms, tools, books, etc.). Elder care, housing, and needs-related payments are not authorized activities in the local area.

Justification to Provide Support Services

All efforts to secure supportive services from other sources must be first exhausted by the participant and case manager and documented in the participant file before expending WIA funds. The need for Supportive Services must be considered when developing the Individual Employment Plan (IEP)/Individual Service Strategy (ISS). Therefore, a thorough understanding of the resources and services available from other agencies is pivotal in providing services with WIA funds. It must be determined and documented in a participant's individual service strategy that the participant's need for support services demonstrates a barrier to employment or training and that there are no other available resources to meet that need.

Maximum Support Service Award

The maximum amount allowed for supportive services is \$1,200. Any of the maximum amounts for, or restrictions on, specific support services listed below may be exceeded or waived only with the express written approval of an Employment Connection One-Stop Manager or the Deputy Director of Operations.

Transportation/Mileage Guidelines:

This directive describes the guidelines to be followed when determining transportation reimbursement for TCWIB participants enrolled in the WIA Occupational Skills Training activity. It must be determined and documented in a participant's individual service strategy that the participants need for transportation reimbursement demonstrates a barrier to employment or to participate in training and that there are no other available resources to meet that need.

1. Mileage reimbursement will be paid for the round trip mileage from the participant's home to the training site. Mileage will be paid at a rate of twenty-five (25) cents per mile with a maximum reimbursement amount of \$100 per month.
2. When a participant does not have access to a vehicle, bus tokens may be provided to participants in need of transportation assistance.
3. The Employment Connection One-Stop Operator staff (EC Staff) will determine a participant's round-trip mileage to and from a training site by using the Internet site www.mapquest.com. Participants will be allowed to self-report mileage if attempts to determine their round-trip mileage by using one of the above-mentioned Internet tools are unsuccessful.
4. Mileage will not be paid to and from childcare or externship sites.
5. Participants will be directed by the Employment Connection Staff to wait at least five (5) working days after the mailing date of reimbursement checks to contact their case manager about missing checks. This will usually correspond to the next mailing date for mileage checks. There must be a minimum waiting period of 10 working days before a stop payment can be issued for a lost check.
6. A review panel comprised of Employment Connection staff will be convened by the Employment Connection One-Stop Manager to make decisions regarding mileage reimbursement issues that cannot be resolved, to the satisfaction of the participant. The participant should submit to the Employment Connection One-Stop Manager a brief written statement of their concerns regarding mileage reimbursement. Once a decision has been reached, and approved by the Employment Connection One-Stop Manager, the Employment Connection Case Manager will notify the participant of the Panel's decision.

Childcare:

One-time child care assistance for one occasion only such as for a job interview will be available only under exceptional circumstances and on a very limited basis and must be approved by the Employment Connection One-Stop Manager or Deputy Director of Operations. Participants will be encouraged to seek low or no cost

childcare from non-WIA funds. Participants will be referred to Tulare County Office of Education Resource and Referral to assist them with seeking low or no cost child care assistance.

Ancillary Work Related Items:

Ancillary work related items may be provided to clients enrolled in TCWIB Occupational Skills Training services in limited circumstances. The client should attempt to obtain these services from non-WIA sources, and these attempts should be documented in the case file. The reasonableness of the cost of the item(s) should be documented in the case file.

Ancillary expenses include, but are not limited to, books, tools, clothing, background checks, and other costs necessary to attend and/or participate in a training activity not otherwise included in the total cost of the Individual Training Account (ITA).

Ancillary expenses may also include costs directly related to obtaining employment, including expenses directly related to a condition of employment and/or expense for the purpose of interviewing for an employment position. Examples of acceptable services include, but are not limited to:

- Licensing fees;
- Job-required tools: required by employer as condition of hire
- Job-related clearance requirements;
- Job-related clothing; and/or
- Job-related TB tests.

INQUIRIES:

Please direct inquiries about this directive to David McMunn, Deputy Director - Operations at (559) 713-5200.


Adam Peck
Executive Director