

# WORKFORCE SOLUTIONS

## GREATER DALLAS

<b>Policy Number:</b> S0121, Change 4	<b>RE:</b> Workforce Innovation and Opportunity Act (WIOA) SNAP, Choices, TAC, and other applicable State and Federal Regulations.
<b>Date Issued:</b> 06/23/2021	<b>Effective Date:</b> 06/01/2021

### Supportive Services Policy

#### Background

Workforce Solutions Greater Dallas offers supportive services to assist individuals enrolled in workforce programs to complete program goals. ***This policy has been updated to include child care as an allowable expense under WIOA effective June 1, 2021.*** All costs must be reasonable, necessary and allowable. Procurement processes and documentation must be maintained, as applicable to any purchase. Changes are noted below in **Bold**.

#### Policy

- The Board will provide supportive services to eligible participants. Support services are made available to enable participation in program activities, transition into unsubsidized employment, and employment retention beyond placement. Support services are available to provide work-related equipment to include technology/WI-FI for training access or required for work.
- WFSDallas offers a one-time payment of \$200 to assist with work-related supplies and work or interviewing clothing, payment for vocational exams or certifications, or other work related expenses. All costs must be reasonable, necessary and allowable.
- The workforce center staff will individually assess all applicants to identify the supportive service needs at the time of intake on a case by case basis. The workforce center staff maintains individual records of client's needs and amount of payments made in regards to support services. Those applicants with needs that cannot be addressed through the workforce programs will be referred to external community services agencies.
- To be eligible for support services, participants must be actively enrolled within a workforce program, and be in good standing. It is Board policy that support service dollars are provided as "last dollar" support. Support services through the workforce programs will be used as a supplement in meeting the needs of participants rather than duplicate or supplant the services available under normal circumstances through other agencies.

The Supportive Services Policy provides aid when necessary and pending eligibility requirements allows assistance with work-related equipment and/or supplies or interview clothing, payment for vocational exams or certifications or other work-related expenses to include:

- Transportation and transportation related assistance (updates on the next page)
- Work related equipment and supplies, and work or interviewing clothing
- Payment for vocationally necessary exams or certifications
- Other WIOA approved expenses

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The supportive services policy also allows for a maximum of \$40.00 for gas vouchers or a regular commuter bus passes per week to each eligible participant/job seeker/student. This \$40.00 transportation amount applies to eligible workforce participants in documented need of transportation assistance. WFSDallas will re-examine the transportation policy to offer optimal assistance based on the budget.

\*As it applies to SNAP customers, WFSDallas follows the TWC SNAP Guide and related policies. As it applies to CHOICES customers, WFSDallas follows the CHOICES Guide and related policies.

FOR TRANSPORTATION RELATED EXPENSES ONLY- the following items are available per customer per year of \$2,500 (*October 1 – September 30*). The \$2,500 per year excludes transportation expenses (gas or bus vouchers), work related equipment and clothing, vocational exams or certifications.

Allowable transportation related expenses include:

- Car repairs/maintenance
- Consumables (tires, batteries, oil changes)
- Vehicle safety inspections
- Liability car insurance payments
- Vehicle registration

The following conditions apply:

1. Allowable for participants actively engaged in programs or post exit/follow up after program participation (less than 12 months). For post exit/follow-up after program participation, proof of employment must be provided (check stubs, employer letterhead as verification of employment).
2. Pre-approval is required with receipt(s) from the vendor.
3. Customers requiring automobile maintenance and repair service must obtain prior approval from Workforce Center staff, with appropriate documentation maintained in the file and TWIST.
4. Payments will be paid directly to the vendor for items.
5. These items are considered “one-time assistance per year” to participants who are in need to get to work or school.
6. Participants must also offer proof of vehicle ownership for the proposed service (title or registration).
7. Payments for car insurance, tires (standard), registration, and transportation-related expenses will be paid directly to the vendor upon receipt of invoice.
8. Auto insurance premium must be paid monthly.
9. Procurement is required for the provision of automobile maintenance and repair services with the exception of inspections and vehicle registration. Contractor will provide a pre-approved list of vendors to customers.

### CHILD CARE EXPENSES

**Child Care support is an allowable expense under the Workforce Innovation and Opportunity Act (WIOA). This policy will allow for child care support necessary for the participant’s WIOA program activities for the completion of goals identified in the IEP. Notification of Child Care Eligibility Form (2510) must be used to initiate child care services, with services being approved in increments of thirty days or less, pending availability of funds.**

**Referrals will be made to the ChildCareGroup for child care services. Once enrolled in childcare services under WIOA, the participant is responsible for delivering a complete time and attendance report, with documentation provided to workforce center staff on a monthly basis. Extension of**

child care beyond the **30 days**, will be approved on a case-by-case basis, documenting program activities. If a participant fails to provide the required documentation, or attend a scheduled appointment, child care will be discontinued. All participants must maintain close contact with their workforce center contact while receiving child care services. Procurement is not required for the provision of child care services. Child care costs are not subject to the support services cap of \$2,500 per participant per Board contract year.

**Special Circumstances**

1. Support services may be available for dislocated workers who require minimal assistance in returning to a previous occupation, pending documentation of eligibility.
2. Support services may be available for individuals to re-take certifications.
3. Post-termination support services may be available for those participants actively seeking employment based on documentation in TWIST and the IEP.
4. Upon completion of training, tools may be provided to participants, only if such tools are deemed necessary, required and not otherwise available through the employer. All costs must be reasonable, allowable and necessary for employment. Contractors are responsible for administration, management, procurement and distribution of support services including but not limited to books, tools, and supplies.
5. In an effort to meet the needs of customers, costs for Driver's License or State of Texas Identification Card and/or Birth Certificate will be covered based on customer need.

**Needs Related Payments**

Under WIOA, funds that are allocated to a local workforce area are allowed to be used for Needs Related Payments (NRPs). NRPs provide financial assistance to eligible adults and dislocated workers to enable them to participate in training and education programs. Following WIOA 134(d)(3), NRPs are allowable to support unemployed participants who engage in training. Unemployed persons who are ineligible or have ceased to qualify for unemployment compensation may apply and receive NRPs to facilitate their participation in training services. NRPs should be provided when it is determined that ongoing resources are insufficient to support participants in WIOA funded training. Unlike other support services all participants must be enrolled in training. Following DOL and State applicable rules, NRPs should only be provided with WIOA funds when other funds are not available or have been exhausted.

**Medicaid Approved Eye Care Providers**


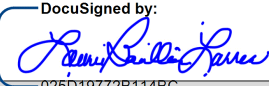
Corrective lenses prescribed based upon a routine examine may be required for training and employment. WFSDallas accepts procured and agreed upon Medicaid eye care provider rates. Contractors may use additional eye care providers following procurement guidelines.

**Action Required**

This policy should be distributed to all affected staff.

**Contact**

Inquiries regarding this policy should be directed to **Connie Rash, Senior Vice President, Resource Development and Deployment at 214.290.1008.**

<b>Approved for Content:</b>	
	06/23/2021
<b>Signature</b>	<b>Date</b>
DocuSigned by: 	6/23/2021
<b>President's Signature</b>	<b>Date</b>