

## MEMORANDUM

**To:** Executive Committee  
**From:** Doloris Vest  
**Date:** 8/3/2009  
**Re:** Increase in program expenditure limits

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Due to increasing costs and more severe economic conditions, staff recommends the changes in training and supportive service limits. The limit on tuition was reduced in 2006 by \$1000 in response to decreasing funds. Other limits were imposed to ensure services were provided to as many individuals as efficiently as possible. The program operator can receive a waiver to the limit when circumstances warrant.

The recommended increases as follows:

1. annual tuition limit from \$3,000 to \$4,000
2. weekly needs-based payment limit from \$100 to \$150
3. needs-based payment total limit to \$3,000 - \$3,500
4. weekly travel reimbursement from \$50 to \$100
5. out-of-area search expense limit from \$500 to \$1,000
6. total expenditure limit to \$7,500.

The expected impact on program service levels is minimal due to increased funding through the stimulus program and longer-term unemployment insurance benefits.

**Reference:**

Western Virginia Workforce Development Board Policies

- 03-113 Out-of-Area Assistance and Relocation
- 03-114 Needs-Based Payment
- 03-115 Customized Training
- 03-116 Supportive Services
- 03-106 Individual Training Account Policy
- 03-107 On-the-Job Training
- 06-123 Providing Core, Intensive and Training Services