



NETWORK

Western Virginia Workforce
Development Board

POLICY AND PROCEDURE

Policy Name:	Supportive Services	Policy Number: 03-116
Effective Date:	April 4, 2003	
Revised Effective:	October 1, 2004	

Purpose

To establish guidelines for provision of supportive services using WIA funds.

Reference

P.L.105-220 Workforce Investment Act (WIA) sections 101(46) and 134(e)(2) and (3).

Policy

Supportive Services may only be provided to WIA clients who are participating in WIA programs and who are unable to obtain supportive services through other programs. No Program Operator may provide Supportive Services funded by a WIA program until other local area programs (that generally provide the Supportive Service needed by the client) have been contacted. If a non-WIA program is capable of providing the Supportive Service needed by a client, a referral will be made by the Program Operator. However, if an alternative resource cannot be found, then Supportive Services will be provided using WIA funds if it is necessary to enable eligible individuals to participate in intensive services, training, or other program activities under WIA. Examples of supportive services may include but are not limited to: *Transportation, Child Care, Uniforms or Work Attire, Work Related Tools, and other reasonable expenses required to keep a participant in intensive services, training or other program activities, such as auto repair or rent.*

Supportive Services may be provided either in-kind or through cash assistance. In order to obtain payment for any supportive service, the participant or the service-providing vendor must provide appropriate documentation and the case manager must complete the Supportive Service documentation form (copy attached).



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The following are guidelines established by the Western Virginia Workforce Development Board to govern the provision of transportation and childcare.

1) Transportation

Travel expenses will be reimbursed for travel to and from the program activity. Travel reimbursements are limited to 500 miles per week at \$.325 per mile.

Program operators may request a waiver from Workforce Investment Board Staff to increase the maximum weekly allowable amount for participants who travel unusually long distances to and from a program activity. The written request must document the need for the increase in the travel allowance.

Travel reimbursement will be paid for actual days participated (one round trip per day). Mileage and attendance must be documented by the Activities Payment Attendance Sheet (copy attached), which is signed by the appropriate activity representative and by the participant.

2) Child Care

Child/Dependent Care services will be available only for children twelve (12) and under. Exceptions may be made for older dependents if there is evidence of a medical, emotional or behavior concern that prohibits the child from staying alone. Costs may not exceed the allowable rates listed below:

<u>AGE</u>	<u>DAILY RATE</u>	<u>WEEKLY RATE</u>
<u>DAY CARE CENTERS</u>		
Infant	\$40.00	\$155.00
Toddler	\$40.00	\$150.00
School Age	\$25.00	\$100.00
Before School	\$50.00	
After School	\$65.00	
Before and After	\$80.00	

SUPPORTIVE SERVICE DOCUMENTATION

DATE: _____

PARTICIPANT NAME: _____

SOCIAL SECURITY NUMBER: _____

PROGRAM ACTIVITY: _____

NEED DETERMINATION

DOCUMENTATION OF NEED: _____

Can the client gain Supportive Service through other programs? Yes No
If yes, indicate who and what type of supportive service; if no, indicate who was contacted and the result.

SUPPORTIVE SERVICE DOCUMENTATION

SUPPORTIVE SERVICE NEEDED: _____

SUPPORTIVE SERVICE PROVIDED: _____

DOCUMENTATION OF SERVICES PROVIDED: _____

RESULTS OF SERVICE(S) PROVIDED: _____

PROJECTED NEED FOR ADDITIONAL SERVICES: _____

PLAN TO ACCOMPLISH PROJECTED NEED FOR ADDITIONAL SERVICES: _____

SIGNATURE OF CASE MANAGER

DATE

SIGNATURE OF CLIENT

DATE

