

WIOA SUPPORTIVE SERVICE POLICY – revised 7/1/2017

All funds are limited and based on need. The needs assessment must be documented in case notes as part of the IEP (Individual Employment Plan).

ELIGIBILITY/DOCUMENTATION:

Before any supportive service payments are made on behalf of a client, that client **must** be enrolled and eligible for that service.

WCJP reserves the right to refuse payment if the request is considered unreasonable, unnecessary, need has not been adequately documented, or funds have been exhausted.

Supportive services will be provided on a first-come/first-serve basis as long as funds are available.

WIOA SUPPORTIVE SERVICES SUMMARY

ADULT:

- Child Care
- Eye Care
- Pre-employment Health Care
- Car Repair
- Uniforms
- Needs-related Payments

DW:

- Child Care
- Eye Care
- Pre-employment Health Care
- Car Repair
- Uniforms
- Needs-related Payments

YOUTH:

- Child Care
- Eye Care
- Pre-employment Health Care
- Car Repair
- Uniforms
- Incentives

WIOA DISLOCATED WORKER (DW) NEEDS-RELATED PAYMENT POLICY

It is determined that attending training incurs a cost to the client for meals as well as transportation expenses. While some clients are employed or are receiving unemployment, others have no income source to maintain their enrollment. Therefore, West Central will provide a Needs-Related Payment to help defray the costs of attending training.

Payments will be provided based upon an assessment of the client and his/her income sources documented in the Individual Employment Plan and payable upon documented attendance and progress. All eligibility criteria must be presented and approved prior to administering payment. WCJP reserves the right to cease payments based upon funding restrictions and/or changes in the eligibility guidelines which will render an individual ineligible.

For those individuals who must travel more than 2 miles round trip per day a \$10 payment will be provided to cover the extraordinary costs of meals and transportation. Transportation needs shall be determined during the initial assessment for payment eligibility.

ELIGIBILITY

WIOA Adult:

- Be unemployed
- Not qualify for or have ceased qualifying for unemployment compensation, **and**
- Be enrolled in a program of training services under WIOA

WIOA DW (Needs-related payments):

- Be unemployed, **and**
- Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA, **and**
- Be enrolled in a program of training services under WIOA by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months

After initial eligibility has been determined, the client must record all hours spent in training and have the training institution verify by signature those hours as actual on a periodic reporting form. If filled out properly, the form will be approved and processed for payment in a timely manner.

It is the responsibility of the client, once eligibility has been determined, to notify WCJP if the client starts receiving UC payments or becomes employed which will make the client ineligible for a needs-related/based payment. It is also the responsibility of the client to correctly fill out the needs-related/based payment forms and submit them to WCJP.

WIOA CAR REPAIR POLICY

TITLES ADULT, YOUTH & DW

During participation in WIOA, a client may receive a **maximum of two repairs per enrollment which combined may not exceed \$800** to repair automobiles only when no other types of transportation are available, are less practical or are more costly. **Estimates must be from legally established businesses, not individuals.** The client must not be employed under the Act (i.e., OJT, Work Experience, and Customized Training) and all other eligibility criteria must be in place. In-school and institutionalized clients receiving training on-site are not eligible for car repair funds.

An assessment of need must be documented in the case notes that the repairs are needed. For example, “Mary Jones is attending school in Pittsburgh and travels daily by car. Her alternator is intermittently cutting out and rendering the car unreliable to get her to school.”

Repairs from legally established businesses insure that repairs are done in a safe and effective manner and that the client will have some recourse in the event that the work is not done satisfactorily.

DOCUMENTATION:

- A WIOA Car Repair Request Form with all sections completed.
- Two estimates from an authorized mechanic are required. The only exception may be if the car had to be towed because it could not be driven.
- Both repair estimates must be for the same types of repairs.
- Car repair payments **MUST** be made to the vendor.
- For transportation assistance, clients must have a valid **PA** license.
- Client needs to submit proof of ownership (vehicle registration).
- A copy of the client’s auto insurance is needed to demonstrate that there is current insurance coverage.
- Enrollment verification must be attached.
- Verification of ITA funding approval or employment verification.

West Central will pay for the lowest estimate.

WIOA CHILD CARE POLICY

TITLES ADULT, YOUTH & DW

West Central may pay child care expenses incurred while clients are attending skills or vocational training. Child care payments will be the lower of the rate either the provider charges or WCJP reimbursement rates and shall not be available to clients who have availability under other agencies. WCJP reserves the right to refuse payments if funds have been exhausted.

WCJP will reimburse only licensed day care centers for costs incurred **up to a maximum of \$5,000/client per enrollment period**. Reimbursement will be on a monthly basis and WCJP refuses to pay for child care expenditures incurred while the client was not in training. Any balance due to the day care provider because of a difference in reimbursement rates will be the sole responsibility of the client.

Prior to approval, the client must attain written denial from all agencies which may pay for day care costs, which includes Welfare and any Title XX provider. This process **must be renewed every 90 days** since other funds may become available to the client after initial determination has been approved. WCJP is to be the provider of **last** resort. The day care provider must furnish a copy of a current license issued from the Commonwealth.

All other eligibility criteria must be in place.

It is the responsibility of the client, once eligibility has been determined to notify WCJP if they become eligible for any other child care reimbursement program.

If the client changes child care providers, WCJP must be immediately notified. The client must submit a new child care request with the verifying documentation so that WCJP may continue reimbursement.

*Handicapped/Special Needs and Non-traditional hours of care: An additional 10% will be added to the appropriate age group of child and round up to next \$.50 to determine the maximum allowance for that level of care.

DOCUMENTATION:

- A completed Child Care Request Form with all sections completed.
- A copy of each child's birth certificate and social security card.
- Child care provider must attach their **current** Certificate of Compliance.

- Attach the listing of the day care rates from the provider.
- Written denial for child care services from the Department of Human Services, County Assistance Offices.
- Written denial for child care services from the Title XX provider and/or any other provider in the area who may be paying for child care services.
- Enrollment verification must be attached.
- Verification of ITA funding approval or employment verification.

After approved for child care reimbursement, the client must submit the following **monthly**:

1. Verification of attendance in training for each day of the calendar month.
2. A completed monthly child care attendance verification form signed by the client and provider. Signature of the client confirms services rendered and agreement to pay for any differences in costs.

WIOA EYE CARE PURCHASE POLICY

TITLES ADULT, YOUTH & DW

Eyeglasses are necessary for the ability to read and study and WCJP shall provide for any client who needs glasses once per their enrollment up to **\$200** to include an eye exam and glasses. Supportive services will be provided on a first come, first serve basis as long as funds are available. WCJP reserves the right to refuse payment if the request is considered unreasonable, unnecessary, need has not been adequately documented, or funds have been exhausted.

All other eligibility criteria must be in place.

An assessment of need must be documented in the case notes as part of the IEP (Individual Employment Plan). For example, "Mary Jones is attending school in Pittsburgh and cannot see the board. After an eye exam, it has been determined that glasses are needed."

Payments will only be made directly to the vendor.

DOCUMENTATION:

- A WIOA Eye Care Request Form with all sections completed.
- An “itemized estimate” from the provider for the type of eye care the client is requesting.
- Enrollment verification must be attached.
- Verification of ITA funding approval or employment verification.

WIOA UNIFORM PURCHASE POLICY

TITLES ADULT, YOUTH & DW

West Central Job Partnership may purchase for clients specific items **required** while the client is attending training. WCJP will pay on behalf of each client a maximum of **\$300** to be accessed once per enrollment period. If required for training, WCJP may pay for a maximum of:

- 1. Three (3) uniforms**
- 2. One (1) lab coat**
- 3. One (1) pair of shoes**
- 4. One (1) watch**
- 5. One (1) stethoscope**
- 6. One (1) pair bandage scissors**

Other items required for training may be purchased by WCJP if reasonable and necessary and will be considered separately.

DOCUMENTATION:

- A WIOA Miscellaneous Request Form with all sections completed.
- An estimate showing the specific items requested.
- Verification from the training provider that these items are **required**.
- Enrollment verification must be attached.
- Verification of ITA funding approval or employment verification.

WCJP reserves the right to refuse payment for training expenditures incurred while the client is not in training, or if the request is considered unreasonable or unnecessary.

WIOA HEALTH CARE POLICY

TITLES ADULT, YOUTH & DW

This assistance may include dental, hearing aids and other emergency care **up to a total of two times/enrollment year for a maximum of \$500**. The services must be necessary to attend education/training or to apply for or accept employment.

Note: First consult with CAO and OVR to confirm what can be covered by the Medical Assistance Program. Do not supplement payment for the same item or service paid for through the Medical Assistance Program.

An assessment of need must be documented in the case notes to show the need for the supportive service.

All other eligibility criteria must be in place and payments will be made directly to the vendor.

DOCUMENTATION:

- A WIOA Miscellaneous Request Form with all sections completed.
- An “itemized estimate” from the provider for the type of care the client is requesting.
- Enrollment verification must be attached.
- Verification of ITA funding approval or employment verification.

NOTE:

Supportive services may not be submitted earlier than one month before the start of training and approval of the ITA funding must be submitted with the supportive service request.