

**Mississippi Department of Employment Security
Policy Number 30
Adult and Dislocated Worker Supportive Services Policy
Workforce Innovation and Opportunity Act
Office of Grant Management**

I. PURPOSE

The purpose of this policy is to address the use of Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to eligible participants enrolled in WIOA Title I Adult and Dislocated Worker programs. Procedures include documentation requirements to show that the supportive service is allowable, reasonable, and not otherwise available to the participant.

II. BACKGROUND

WIOA defines supportive services in WIOA Sec. 3(59) as services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under the Act. Supportive services for Adults and Dislocated Workers are further referenced in WIOA Secs. 134(d)(2) and (3). Supportive services are not entitlements and must be supported by demonstration of financial need. Supportive services are limited and must be leveraged with other local resources, including co-enrollment with core partner program.

III. REQUIREMENTS

A. LOCAL WORKFORCE DEVELOPMENT BOARDS (LWDBs)

LWDBs, in consultation with the WIN Job Center (WJC) and other community service providers, must develop a supportive services policy that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from partners or other sources.

LWDBs may establish limits on the provision of supportive services or provide WJCs with the authority to establish such limits, including a maximum funding limit and a maximum length of time that supportive services are available to participants. Procedures may also be established to allow WJCs to grant exceptions to those limits.

B. ELIGIBILITY

Supportive services are based on the unique financial and employment/training needs of each participant. Adult and Dislocated Worker participants may be eligible for supportive services if they:

1. Are actively engaged in services designed to achieve their training and employment goals.
2. Have a demonstrated financial need, and are unable to access the supportive service from other resources in the community.

Adults and Dislocated Workers are not eligible for supportive services after program completion (during follow-up).

C. ALLOWABLE SUPPORTIVE SERVICES

Supportive services are services that are necessary to enable an individual to successfully participate in activities authorized under WIOA. Supportive Services may be provided to Adult and Dislocated Workers in WIOA Individualized Career and Training Services. Services may include but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments, as described below;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal aid services;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses, protective eye gear, and other essential safety equipment;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

D. NEEDS RELATED PAYMENTS

Needs-related payments provide financial assistance to participants enabling them to participate in training. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training. Participants may receive needs-related payments 30 days prior to training. However, the State may grant Local Workforce Development Areas (LWDAs) the authority to extend eligibility for exceptional circumstances.

In order to be eligible, adults must:

- Be unemployed;
- Not qualify for, or have ceased qualifying for, unemployment compensation; and
- Be enrolled in a program of training services under WIOA sec. 134(c)(3).

In order to be eligible, dislocated workers must:

- Be unemployed; and
- Have ceased to qualify for unemployment compensation or trade readjustment under TAA; and
- Be enrolled in a program of training services under WIOA sec. 134(c)(3) 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; or
- Be unemployed and not qualify for unemployment compensation or readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).

E. UNALLOWABLE SUPPORTIVE SERVICES

Supportive services may not be used to pay for expenses incurred prior to the participant's enrollment into the WIOA program. Advances against future payments are not allowed. Examples of unallowable services include, but are not limited to:

- Fines and penalties such as traffic violations, late finance charges, and interest payments;
- Entertainment, including tips;
- Contributions and donations;
- Vehicle or mortgage payments;
- Refund deposits;

- Alcohol or tobacco products;
- Pet food;
- Items to be purchased for family or friends; and
- Out-of-state job search and relocation expenses that will be paid by the prospective employer.

IV. MONITORING

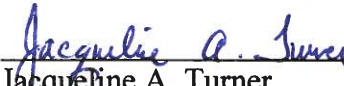
The Local Workforce Development Boards will monitor Supportive Services to ensure compliance with applicable federal requirements. LWDBs must assure eligible participants provide a written statement of need along with any requested supporting documentation for supportive services to be paid directly to the participant. All documentation requirements must be kept in accordance with the LWDAs case files guidance.

V. REQUIRED ACTION

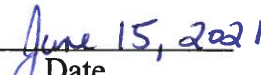
Local Workforce Development Areas should update their current Supportive Services Policy to WIOA standard and provide a copy to the Office of Grant Management.

VI. EFFECTIVE DATE

This policy shall be effective immediately. This policy will be revised and reissued as additional DOL/ETA guidance is received.



Jacqueline A. Turner
Executive Director



Date