

WIOA Supportive Services Policies

- ✓ Supportive services may only be provided to those individuals who are participating in career or training services and are unable to obtain the needed supportive service through other programs. *Staff will contact other programs and coordinate services.*
- ✓ Supportive services may only be provided when they are necessary to enable individuals to participate in career or training services (WIOA section 680.910).
- ✓ Supportive services may be provided to individuals who obtain employment until their first paycheck is received.
- ✓ An eligible individual requesting supportive services must be a resident of Sullivan County and must have a household income of 350% or less of poverty. The individual must provide income verification documentation.
- ✓ Requests for supportive services are sent to the Director (or the WDB Executive Director in the Director's absence). Requests need to briefly outline what is being requested and why the supportive service(s) is needed.

Supportive Services include:

1. Transportation:
 - a. Assistance with car insurance payments not to exceed \$1,000.
Assistance with car repairs not to exceed \$2,000

Must provide three quotes for insurance; must provide three estimates for vehicle repairs from a Sullivan County certified auto repair business.
 - b. Driving lessons, required Five (5) hour course, defensive driving class. If a customer fails their driving test they may receive 2 WIOA supported additional driving lessons before retake. The maximum number of driving lessons is five (5). Additional lessons require approval of the Director.
 - c. Bus tickets and/or taxis. Staff must obtain three (3) quotes for taxis and utilize the least expensive. Any exceptions must have written justification and must be approved by the Director.
 - d. Reimbursement for gasoline used to attend education/training outside of the County. Receipts must be provided and reimbursement will be determined for round trip distance to education/training provider. The amount is not to exceed \$500.
2. Childcare payments to maximum of \$2,000. *No co-pays will be supported.*
3. Reasonable accommodations for individuals with disabilities.

4. Tools and/or equipment necessary to be successful at employment in an amount not to exceed \$750.
5. Clothing/uniforms necessary for employment in an amount not to exceed \$750.
6. Books and tools/equipment necessary for training up to \$750.
7. Payments and fees for employment and training related applications, tests, and certifications.

The Director and/or the WDB Executive Director must approve the expenditure of funds for supportive services and the locations where equipment, tools, clothing, etc. are to be purchased. Any unusual requests not listed or any need identified that will exceed set limits must receive the approval of the WDB Executive Director. Request must be in writing and outline clearly the need for the exception. Approvals must be in writing. All documentation will be kept in the customer's file. All county and program procurement procedures and policies will be followed.

Services Not Supported:

1. Direct housing support of any kind; rent payments, hotel fees, etc.
2. Meal allowances
3. Direct payments for household expenses, food, utilities, phone, etc.
4. Fines, penalties etc.

Supportive service “not to exceed” amounts are for the life of the enrollment in WIOA training services. Any exceptions must be approved by the WDB Executive Director.

Income Eligibility for Supportive Services

Participant's family income cannot exceed current 350% of poverty income guidelines. The list below provides information concerning what income is included and excluded. Copies of all documentation must be in the participant file for supportive service approval.

Included as Income

1. Gross wages.
2. Net receipts from non-farm self-employment (receipts from a person's own Un-incorporated business, professional enterprise, or partnership after deductions for business expenses).
3. Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses).
4. Regular payments from Social Security, railroad retirement, strike benefits from union funds, workers compensation, survivor retirement benefits and training stipends.
5. Unemployment Insurance
6. Child Support payments including foster care child payments.

7. Alimony
8. Military family allotments or other regular support from an absent family member or someone not living in the household.
9. Pensions whether private, government employee (including military retirement pay).
10. Regular insurance or annuity payments
11. College or university grants, fellowships, and apprenticeships
12. Net gambling or lottery winnings.

Exclusions from Income

1. Welfare payments (including TANF, Safety Net, SSI, RCA, GA)
2. Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford and Perkins loans like any other kind of loan are debt and not income.
3. Needs-based scholarship assistance.
4. Income earned while veteran was on active military duty and certain other veterans benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance.
5. Capital gains