

SERVICE DELIVERY/FISCAL	Local Area Support Services: Adults and Dislocated Workers
Classification:	Title I Adults & Dislocated Workers
Date Adopted:	03/07/17 (executive committee vote) Revised: 01/25/18
Background:	Section 134(d)(2) of WIOA allows payment of support services for WIOA participants in career or training services who are “unable to obtain such supportive services through other programs providing such services.”
Policy:	<ol style="list-style-type: none"> 1. The maximum for adult/dislocated workers support services is \$280 per month for participants enrolled in training. This amount may be reduced if WIOA Fiscal determines that funds are insufficient. 2. Other allowable support services may be provided on an as-needed individual basis only, when a barrier is established which no other agency will meet. Such services may include tools needed for classroom training or work-based training. Such tools must be purchased during the term listed on the training provider cost sheet and from the training provider in the case of classroom training, if possible. Such support services would maintain a maximum expenditure of \$1000.00 for any one participant. Any amount over \$1000.00 may be approved by the Dean of Workforce Development upon the recommendation by the One-Stop Operator or the Director of Career Services. This payment is effective 2/01/18. 3. Participants who are in “job search only” activities may receive a gas card valued at \$25 every two weeks with the submission of a completed work search log. The initial issuance of the gas card will be given when the participant is approved for a work search activity (before the work search begins). Each job search log must be accompanied with valid gas receipt(s) showing use of the issued card before a subsequent card will be issued. This process will be closely monitored to ensure cards are used for their intended purpose. This payment is limited to a total of \$150 per participant. This payment is effective 2/01/18. 4. When funds are insufficient to provide support services to all participants, participants with priority may receive funds. 5. Support payments will be made to vendors, instead of directly to participants, unless WIOA Fiscal determines that a payment should be issued directly to the participant. Attendance sheets or receipts must be submitted to WIOA staff to be paid by WIOA Fiscal. 6. Support Service Payments will be made to the participant monthly after submission of an approved attendance sheet, verifying attendance in training. 7. Individual Training Account (ITA) forms must list requested support services and estimated cost. 8. The Dean of Workforce Development may approve exceptions on the recommendation of the One-Stop Operator or Director of WIOA Services. 9. Adults/Dislocated workers may receive additional work-related support for uniforms, shoes or supplies necessary for employment when they are employed. The employer must state that the items are necessary for the employee. The maximum amount to any participant will be \$250.00 effective 02/01/18. <p>Supportive documentation for any payment should be uploaded into Jobs4TN (VOS) as part of the individual's electronic case file.</p> <p>The Dean of Workforce Development may approve an exception to this policy. Exceptions to the policy must be documented in the participant case files. All payments must be documented in VOS for payments to be made.</p>