

**WDA 16**

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**Policy Letter 01-2016**

**Policy: Standardized Supportive Service Policy with Attachment A**

**Revised via Motion 05-2022 3/11/22**

**Revised Motion 18-2022 6/3/22**

**PURPOSE**

To establish a standardized supportive service policy for adults, youth and dislocated workers enrolled in Title I activities under the Workforce Innovation Opportunity Act (WIOA) and under the Ohio Comprehensive Case Management and Employment Program (CCMEP).

1. **WORKFORCE DEVELOPMENT BOARD APPROVAL**

Motion 28-2016 approved on Nov 18, 2016.

1. **POLICY CANCELLATION**

Policy Letter 09-2015 approved November 20, 2015.

1. **POLICY LETTER IMPLEMENTATION**

Supportive services are services, such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in career and training services. Referral to supportive services is one of the career services that must be made available to youth, adults and dislocated workers through the workforce development system.

Supportive services may only be provided to participants who are in career or trainings services, unable to obtain supportive services through other programs providing supportive services, and that they must be provided in a manner necessary to enable individuals to participate in career and/or training services.

 **IV. REQUIREMENTS**

1. **Referral process**

WDB-16, in consultation with the OhioMeansJobs partners and other community service providers, in the counties will refer individuals to others programs for services as identified. A denial letter is only required to be considered for WIOA/CCMEP supportive service(s) where the support service(s) may already be available in the county.

1. **Supportive Services Provided**

Our Workforce Development Area may provide the following supportive services based on the need and situation of the individual including:

Supportive Services for Youth may include, but are not limited to:

* Linkages to community services
* Assistance with transportation
* Assistance with child care and dependent care
* Assistance with housing
* Needs-related payments
* Assistance with educational testing
* Reasonable accommodations for youth with disabilities
* Referrals to health care, and
* Assistance with uniforms and other appropriate work attire and work-related tool costs

These Supportive Services may be provided to youth both during participation and after program exit.

In addition, CCMEP can provide for the same above services for eligible youth and also can provide for auto repair/tires, to address transportation as a barrier to any services being provided.

The CCMEP Service Matrix provides additional details on the use of WIOA and TANF funding for eligible youth supportive services. The matrix can be found at https://jfs.ohio.gov (search for CCMEP Service Matrix).

1. **Level of Supportive Services**

Level of supportive services will be in accordance with the policies approved by the local Workforce Development Board.

(See Attachment A).

It should be noted that the funding amounts are the maximum amounts authorized, and that the Program Operators can pay less for these supportive services. Operators have the authority to exceed these amounts as required in unique circumstances, with clear justification documentation .

**V. Reporting Requirements**

Pursuant to rule 5101:9-30-04 of the Administrative Code, the local board shall ensure the timely and accurate reporting of WIOA and CCMEP participants, activities, and performance information by using the Ohio Workforce Case Management System (OWCMS) and the County Finance and Information System (CFIS).

**VI. Requirements Monitoring**

At the local level, the local area must conduct oversight of the implementation of the WIOA and CCMEP programs to ensure that participants are enrolled in the programs and have been provided identified services.

**Attachment A** **STANDARDIZED SUPPORTIVE SERVICES**

 **(POLICY 01-2016) Revised by Motion 05-2022 3/11/22**

**NOTE: PARTICIPANTS ARE REQUIRED TO SEEK OTHER SOURCES OF SUPPORT AND HAVE PROPER DOCUMENTATION PRIOR TO PAYING ANY WIOA or CCMEP FUNDS.**

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| **A. Mileage: Maximum** | **B. Day Care** | **C. Meals/Lodging/Conference** | **D. Other/Remarks** |
| **Travel Allowance:**0 - 25 miles $9.00 a Day25.1- 50 miles $18.00 a Day50.1 - 75 miles $27.00 a Day75.1 - 100 miles $36.00 a Day100.1 -plus miles $45.00 a Day **or****Mileage Allowance:**Per mile reimbursement at the approved county rate or lower | $12.73 per hourMaximum\*Amount is based on current market rate Ohio average 2020 | As necessary (See notes). | Costs must be justified and documented in participant file. |
| **A. Mileage:** Determined as a round trip. **Mileage will be verified by mileage form, MapQuest printout, or as required by the county. County has the option to use either the Travel Allowance or Mileage Allowance (must be consistent for all cases within that county) as per approval of the County Operator.** |
| **B. Day Care:** 1. Day Care will be provided up to a maximum of $12.73 per child per hour, based on published county rates or other guidance. 2. Reimbursement will be made after services have been provided and verified by the provider’s time sheet. |
| **C. Meals/Lodging/Conference:** Meals/Lodging/Conferences are authorized at the discretion of the Program Operator and must be  documented in the customer file.* Meal reimbursement for out-of-area training may not exceed $25.00 per day (restaurant reimbursement only with receipts)
* Lodging for out-of-area training may not exceed $100.00 per day
 |
| **D. Car repairs/tires (CCMEP only):** Max $1,000 per program year  |
| **E. Work attire/interview clothing for employment or work experience:** $300 cap per program year in CCMEP or WIOA.**F. Housing assistance:** Up to $1,000 per program year |
| **G Other/Remarks:** Other Supportive Services allowable under the Workforce Innovation Opportunity Act (WIOA) or Comprehensive Case Management and Employment Program (CCMEP) may be provided with the Program Operator approval. |
| **NOTES:** 1. Payment of required tools and attire per program sponsorship may be paid in WIOA/CCMEP activities.  Supportive Services for other than a training activity are available to remove barriers to obtain full time, self-sufficient employment. The amount paid will be at the discretion of the Program Operator.  |

**END**