



WIF PROGRAM - SUPPORTIVE SERVICES POLICY

POLICY NUMBER: 001

EFFECTIVE DATE: 8-1-2014

PURPOSE

This policy addresses the use of Workforce Investment Act (WIA) funded Workforce Innovation Funds (WIF) supportive services to eligible participants enrolled in WorkForce Central (WFC) WIF program. Policies and procedures addressing allowable and disallowed use of WIF funded supportive services, and supportive service documentation requirements are detailed in the attached WIF Program Supportive Services - Documentation & Procedures Handbook.

BACKGROUND

The Workforce Investment Act (WIA) of 1998 provides supportive service program guidelines for WIA eligible participants in WIA Section 101(46) and for WIA eligible adults in WIA Section 134(e)(2) and (3).

This policy aligns with Washington State Employment Security Department (ESD) WIA Policy 3695 Revision 2-*Supportive Services & Needs Related Payments under WIA*.

POLICY

In order to meet the needs of WIF eligible participants, WIF case managers are authorized to provide supportive services on an ~~as~~ ^{as} needed basis to cover expenses necessary to enable an individual to participate in WIF program activities and enable the participant to successfully reach his/her employment and training goals. Examples of allowable and disallowed supportive services are profiled in the attached WIF Program Supportive Services - Documentation & Procedures Handbook.

The provision of supportive services is dependent upon funding availability which may change at any time. In addition, supportive services are based on financial need and participants are not automatically entitled to supportive services.

Supportive services are based on financial need and participants are not automatically entitled to supportive services. Supportive services may be provided to eligible WIF participants who:

1. Are eligible for and/or enrolled in WIA Title I-B core, intensive or training services; or,
2. Have exited and need post-program supportive services as a core follow-up services (for up to 12 months after exit); and,
3. Are unable to obtain the supportive service through any other resource or program providing such services [WIA Sec. 134(e)(2)(A) and (B)].

WIF supportive services are limited and must be administered with the knowledge that some supportive service needs may be met through linkages with other WorkSource partners, community organizations, or through other potential funding sources. Each case manager should have accurate information on supportive services available in the community, including a referral system for timely access to these resources. WIF supportive services shall be provided only when other non-WIA funded resources have been determined unavailable.

Case notes must contain documentation showing services could not be accessed through non-WIA funded resources and that the participant is in need of supportive services at the time of the request. The participant file must also contain a current participant personal budget verifying the participant does not have the financial resources to obtain the service.

Additional supportive service documentation requirements, including SKIES data entries, are detailed in the accompanying WIF Supportive Services - Documentation & Procedures Handbook.

LIMITS

The supportive service limit for each registered WIF eligible participant is \$3,000 for the duration of the participant's enrollment in the WIF program. Exceptions to this limit must be approved by the WFC Chief Executive Officer (CEO) and documented in case notes in SKIES.

DEFINITIONS

Needs-related Payments (NRPs): Financial assistance provided to enable individuals to participate in training and are one of the supportive services authorized by WIA Section 134(e)(3). NRPs are based on payment levels established by the WDC and are intended to provide cash assistance to participants. (**Note:** NRPs are not presently available due to financial constraints.)

Supportive Service: Services such as transportation, child care, dependent care, housing, and NRPs that are necessary to enable an individual to participate in activities authorized under WIA Title 1-B. Aside from NRPs, supportive services are usually provided through a voucher system (e.g. transportation or food) or payments made directly to a vendor (i.e. to pay for clothes, rent or utilities).

Unemployed: An individual is ~~un~~unemployed+ in any week during which the individual performs no services and with respect to which no remuneration is payable to the individual. (See RCW 50.04.310 for complete definition).

REFERENCES

- Workforce Investment Act of 1998
- 20 CFR 663 Adult and Dislocated Worker Activities Under Title 1 of the WIA
- ESD WIA Policy 3695 Revision 2-Supportive Services & Needs Related Payments under WIA
- ESD WIN #0029-SKIES Services Data Integrity
- ESD WIN #0052-WorkSource Policy Definitions
- WFC Contract #5200-WIA-IF-23252-12-60-A-53

ATTACHMENT

- WIF Program Supportive Services - Documentation & Procedures Handbook

INQUIRIES

Direct Inquiries To:

WorkForce Central
3650 South Cedar Street
Tacoma, WA 98409-5714
(253) 472-8094 or 1-800-999-8168

APPROVED

A handwritten signature in blue ink that reads "Deborah Howell". The signature is written in a cursive style and is positioned above a horizontal line.

Deborah Howell, WFC CAO