**IowaWORKS Southern Iowa Region 15 Policy Memo No: 16-2 Change 2**

Dated: April 3, 2019

TOPIC: Region 15 WIOA Support Services Payment Policy (Change 2)

References: Workforce Innovation and Opportunity Act (WIOA) NPRM

Workforce Services Policy Chapter 8 WIOA Title 1B Programs

1. Purpose: This policy outlines Region 15 directives for providing Support Service Payments for the WIOA Adult, Dislocated Worker, and Youth Programs.

2. Background: WIOA Title I-B support service payments are provided for WIOA eligible adults, dislocated workers and youth to assist them in reaching their objectives.

3. Substance: Support services are available to members receiving individualized career service or training services, but only as determined necessary and documented in case notes that the participant required such support to participate and completed the activity.

The need for and the amount of support service payments must be documented in the data management system and hard copy justification of support uploaded into the data management system.

Support Service payments must not be made for activities in which the participant failed to participate, without good cause.

Follow-up services are not a qualifying service for the receipt of supportive services for Adult and Dislocated Workers; therefore, an individual who is only receiving follow-up services may not receive supportive services. Individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up), training activities, or both to continue to receive supportive services. Youth may receive Support Service payments during the provision of follow-up services based upon their needs and only to enable the participant to participate in a WIOA Title I activity or partner activity.

Support service payments for youth, which assist a parent, spouse or legal guardian’s participation in a you participant’s training, are allowable under the Title I Youth program. Such payments might include reimbursement for transportation costs or childcare for a parent to attend a conference regarding a youth participant’s progress toward achievement of the objectives of the Individual Service Strategy (ISS).

Following are the Region 15 allowable Supportive Services and their cost limitations:

(1) Clothing (CHG)

The cost of items such as clothes and shoes that are necessary for participation in WIOA activities such as interviewing, employment or work experiences are allowable. Items such as uniforms and protective eye wear are included. The cost of required tools is allowable. Not to exceed $250. Additional allowed if approved by WIOA Director.

(2) Dependent (DPC)

The cost of dependent care from licensed institutions or from private sources agreed upon by the participant and WIOA Service Provider staff are allowable. Dependent care payments cannot be made for services rendered by family members. Dependent care includes child or adult care. The dependent care rate will be up to $2.50 per hour. The participant will submit payment reimbursement for dependent care.

(3) Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA Title I activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing. If required for employment, the costs for licenses and application fees are allowable. Not to exceed $500. Additional allowed if approved by WIOA Director.

(4) Financial Assistance (FAS)

The purpose of a Financial Assistance Payment is to make a payment to a Service Provider or vendor on behalf of a participant to cover an emergency financial need of a participant that, if unmet, would prevent the participant from participating in WIOA activities. FAS may be used for such things as housing assistance, auto repair, eyeglasses repair, and other critical participant needs. FAS may not be used to pay any type of fines or penalties imposed because of failure to comply with any federal, State, local law or statute. Not to exceed $500 per participant. Should be an emergency financial need of a participant that if unmet would prevent them from continuing in WIOA activities. Case note the specific situation for this need by explaining how this expenditure will help the participant continue in WIOA activities. Additional allowed if approved by WIOA Director.

(5) Health Care (HLC)

Health Care (HLC) assistance and referrals may be made available to participants when lack of assistance will affect their ability to obtain or maintain employment. This support service shall be used as a last resort, and only when no other resources are available to the participant. Not to exceed $500/entire length of training plan. Examples would be vaccinations and physical exams which are required. Additional allowed if approved by WIOA Director.

(6) Miscellaneous Services (MSS)

Bonding is an allowable cost unless funds are available from other resources. If bonding is an occupational requirement, it should be verified that the participant is bondable before the participant is placed in training for that occupation. Legal Aid services are allowable. Occupationally required property limit is not to exceed $500 per participant for the entire training period. Must be required for their WIOA sponsored program.

(7) Needs-Related Payments

Not allowed in Region 15.

(8) Services for Individuals with Disabilities (SID)

The cost of special services, supplies, equipment and tools necessary to enable a participant with a disability to participate in training is allowable. It is not an allowable use of WIOA funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act (ADA) requirements. Not to exceed $250.

(9) Stipends (STI) - Youth Only

Reasonable stipends may be used to assist the participant with additional or subsistence costs incurred by participating in any of the fourteen (14) youth services provided the provision of a stipend is included in the participant’s individual service strategy (ISS). Stipends must be a lump-sum amount for a specific time frame and may not be based on an hourly rate. Not to exceed $250.

(10) Supported Employment and Training (SET)

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-on-one instruction and with the support necessary to enable them to complete occupational skill training and to obtain and retain competitive employment.

SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment.

SET may be conducted in conjunction with Experiential Learning activities such as: INT, OJT, SHW, PRE and WEP. An example of SET use would be the hiring of a job coach to assist an individual who has been placed in competitive employment. Not to exceed $500.

(11) Transportation (TRN)

The cost of transportation necessary to participate in WIOA Title I activities and services, including job interviews, is allowable. 30¢ per mile for actual miles to and from training site or cost of car pool or common carrier whichever least, five miles one way minimum. Maximum amount not to exceed 100 miles total per day.

(12) Youth Incentive Payment (YIP)

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program’s organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200.

The YIP payment policy is based on attendance or achievement of basic education skills, pre-employment/work maturity skills or occupational skills as identified in the ISS for the participant. The YIP payment policy must be a lump sum based on achievement/attendance, for a specific time frame and may not be based on an hourly rate. The INB policy may be based on a combination of attendance and achievement or one or the other.

Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Internal controls must be in place to safeguard cash which also apply to safeguarding of gift cards, which are essentially cash. Awards are discretionary.

The following may be awarded for the grade received:

A=$50

B=$35

C=$20

Full Academic Credit Earned =$25

All academic awards will be determined and paid on a per term basis.

Any Youth Participant who achieves an overall Bronze certification or higher on the NCRC assessment may be awarded a $50 one-time payment.

A bonus of $100 may be paid for a high school diploma.

In-School Youth and Out of School Youth are eligible to receive $25 after completing 12 hours of seat time in one month with a maximum of $100 total.

In-School Youth and Out of School Youth are eligible to receive $50 bonus for completion of HSED in a 4 month consecutive time period.

A bonus of $100 for 90% attendance during the duration of a WEP.

(13) Educational Assistance (EST)

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. Not to exceed $500. Additional allowed if approved by the WIOA Director.

4. Action: All staff will follow the policies outlined.

5. Effective Date: Immediately

6. Contact: If there are any questions related to the information in this issuance, contact Jen Erdmann at [Jennifer.Erdmann@iwd.iowa.gov](mailto:Jennifer.Erdmann@iwd.iowa.gov) .

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