

WIA Area 2 ~ Supportive Service Payment Policy

Supportive Services may only be provided to WIA clients who are participating in WIA programs and who are unable to obtain supportive services through other programs. No Program Operator may provide Supportive Services funded by a WIA program until other local area programs (that generally provide the Supportive Service needed by the client) have been contacted. If a non-WIA program is capable of providing the Supportive Service needed by the client, a referral will be made by the Program Operator. However, if alternative resource can not be found, then Supportive Services will be provided using WIA funds if it is necessary to enable eligible individuals to participate in intensive services, training, or other program activities under WIA. Supportive Service may include such services as:

Transportation,

Child Care,

Meals,

Assist with the purchase of uniforms **for occupational skills training** or appropriate work attire **for work activities, training/Work** related tools, and

Other reasonable expenses required to keep a participant in intensive services, training or other program activities, for example auto repairs, test fees, rent etc.

Supportive Services may be provided either in-kind or through cash assistance. In order to obtain payment for any Supportive Service, the participant or the service-providing vendor must provide appropriate documentation. Such documentation will include at a minimum the following:

- 1) justification for the need of Supportive Service (which may include training attendance records, documentation of miles traveled, receipts, etc.);
- 2) a description of the Supportive Service provided and why Supportive Service could not be obtained through other programs and;
- 3) an invoice or Receipt for Payment Received (itemized and dated) for the Supportive Service.

The following are special regulations established by WIA II to govern the provision of childcare, transportation, meals, and assistance with training uniforms/work attire and training/work-related tools as well as other supportive services.

1) Travel Allowance

Travel Allowance will be paid for travel to and from the training facility. Payment will be based on a set rate per mile. The set rate will be \$0.28 per mile x the round trip miles per day. The maximum per week allowance shall not exceed \$85.00 as documented by usage of a travel voucher.

Program Operators who have participants that travel unusually long distances to and from a training facility may request a waiver from **the WIB Executive Director** to increase the maximum weekly allowable amount for those participants. The written request must document the need for the increase in the travel allowance.

Travel allowance will be paid for actual days of participation, and must be documented by an attendance record, which is signed by the appropriate activity representative at the training facility and by the participant. Actual round trip miles per day must be reported correctly by the participant. Mapquest will be used to verify the travel distance between the starting point of travel and the destination, i.e. training facility. A copy of the mapquest driving directions illustrating the actual mileage to the training facility should be maintained in the participant file. Any changes to the actual mileage should be clearly documented on the training attendance sheet, and a new mapquest to support the change should be maintained in the participant file. In no instance will payment be made in advance. The participant will be required to sign a receipt documenting payment received for the applicable period.

2) **Child Care**

To receive child care payments, the participant must show evidence of need, and such payments can be made only when the participant cannot afford to pay the childcare themselves. The amount of childcare that can be paid is either the amount charged by the childcare provider or \$15.00 per day for children 2 ½ years old or above and \$20 per day for children under 2 ½ years of age which ever is the lower. In addition, the maximum childcare per child, per week shall not exceed \$75.00 for children 2 ½ years old or above and \$100 for children under 2 ½ years of age. Payment will be made only for days client attends training or as required by the childcare provider.

To document actual cost of childcare that has been provided, the participant must furnish a Documentation of Child Care Form, which gives the dates of childcare, the hours per day, signature and date of the childcare provider as well as cost of childcare provided. As stated above, attendance back up must be kept, and in no instance will payment be made in advance.

3) **Food Allowance**

Food Allowance will be paid and documented in the same manner as the travel allowance to verify actual attendance in training. In addition, the participant will be required to list the actual cost of food each day in the appropriate column on the Training Activities Payment Attendance Sheet. The food allowance per day shall not exceed \$5.00 including tip. Actual cost will be reimbursed, and in no instance will payment be made in advance. The signed Training Activities Payment Attendance Sheet with the actual daily

cost listed by the participant will serve as a self-attestation of the expenditure. Because the majority of the training facilities offer food purchases from vending machines only, receipts will not be required.

4) **Assistance with Training Uniforms, Work Attire and Related Tools**

To receive assistance with training uniforms or appropriate work attire and training/work-related tools, the participant must show evidence of need, and such assistance can be made only when the participant cannot afford to pay for the items themselves. The amount of assistance that can be paid is set at a maximum of **\$600.00** for training uniforms and/or appropriate work attire and \$ 750.00 for training/work-related tools. Documentation will consist of a completed Supportive Service Documentation form and an invoice (itemized and dated) for the items purchased.

The maximum dollar amounts listed above are for the total single length of WIA participation for each client.

A waiver to the above maximum specifications may be requested from the **WIB Executive Director** on an individual case-by-case basis. The need for additional assistance must be sufficiently justified in order for a waiver to be considered.

5) **Other**

Other supportive services required to help the individual stay in training or be able to successfully complete program participation and which the trainee cannot afford, will be provided on an individual case-by-case basis. Each situation will be evaluated as the need arises and determination on whether support is needed is the call of the WIA Program Operator. Of course, all proper documentation and verification is required.