

AREA 2 | SUMMIT & MEDINA
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)
POLICY LETTER C-12 | SUPPORTIVE SERVICES

- I. **SUBJECT:** Supportive Services for Adults, Dislocated Workers, and Youth
 - II. **PURPOSE:** The purpose of this policy is to outline allowable expenses in order to provide WIOA participants with the resources necessary to enable their participation in the Career Services and Youth programs.
 - III. **EFFECTIVE DATE:** July 1, 2018
 - IV. **REVISED:** September 24, 2018
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V. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for Supportive Services for adults and dislocated workers defined in WIOA Sections 3(59) and 134(d)(2) and (3). These include services such as transportation, child care, housing, assistance with uniforms and other appropriate work attire and work-related tools, and other services needed to enable individuals to participate in WIOA Title I activities and therefore obtain and maintain self-sustaining employment. Supportive Services for Youth as defined in WIOA Section 129(c)(2)(G) can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care. Supportive Services are available to all WIOA participants through the end of the fourth quarter after program exit.

VI. RESTRICTIONS

Documentation for Supportive Services must include unsuccessful efforts to procure each and any service from other available community resources. All services are subject to available funding. Any potential Supportive Service not explicitly outlined in this policy, so long as it endorses the overall purpose of Supportive Services, may be approved by the local area Executive Director on a case-by-case basis as funding allows.

VII. ALLOWABLE SUPPORTIVE SERVICES

- 1. Assistance with extraordinary transportation expenses;
 - a. Bus passes may be provided to all registered and enrolled WIOA participants for the purposes of transportation to and from all job placement, case management, education, or training activity.

- b. Limited private auto repairs associated with work or training may be approved by the local area Executive Director on a case-by-case basis. The vehicle must be registered to the program participant; valid driver's license and proof of insurance must be provided. Repairs may not exceed \$500.00.
 - c. Driver's license or renewal fees for individuals engaged in work or training activities is allowable.
 - d. Auto insurance premium for up to six (6) months for participants enrolled in training or work activities. This is a one-time service and insurance purchased must meet the minimum coverage requirements in the State of Ohio. The participant must provide a valid vehicle registration (must be registered to the participant) and a valid Ohio driver's license. All documentation must have the customer's name and the same make and model of car listed.
2. Assistance with extraordinary child care and dependent care expenses;
 - a. Child care may be provided for training and paid or unpaid work experiences only when it has been documented that Title XX or any other community resource is not available. The dollar amount approved will be calculated according to the needs of the applicant and will not exceed the current rate charged by a childcare center.
3. Linkages to community services;
4. Emergency assistance with housing;
 - a. Participants experiencing a housing crisis must be referred to qualified community resources able to provide swift assistance.
 - b. Akron Metropolitan Housing Authority (AMHA) covers the greater Akron area and can make referrals to other housing programs throughout Summit County, including shelters.
 - c. Medina Metropolitan Housing Authority (MMHA) covers the greater Medina area and can make referrals to other housing programs throughout Medina County, including shelters.
5. Assistance with educational testing;
 - a. Funding may be used to obtain a Certificate of Qualification for Employment (CQE).
 - b. Funding may be used on High School Equivalency (HSE) or General Equivalency Diploma (GED) preparation and practice testing, but not the test itself.
6. Reasonable accommodations for individuals with disabilities;
7. Referrals to health care/dental care/vision care;
 - a. Physicals and/or medical treatment which are required for admittance into an approved training program, or to begin new employment and not provided by the employer, will be referred out to the counties' Department of Job and Family Services for Medicaid or Medicare eligibility.
 - b. If the participant is not eligible for Medicaid or Medicare, a referral to the counties' Department of Public Health.
 - c. A referral for counseling, when requested by the participant, may be provided to address and overcome social/psychological/substance abuse barriers that are preventing the participant from obtaining and/or maintaining self-sufficient employment. Whenever possible, providers of these services should be those that operate on a sliding scale fee schedule.
8. Assistance with uniforms or other appropriate work attire and work-related tools;
 - a. When no other resources exist, a participant enrolled in training or job placement activity may be provided with tools and equipment required by the training program or employer.

This total cost may not exceed \$350.00. Clothing/uniforms may be provided to participants in training, as required by the program or in job search/placement activity as required by the potential employer.

- b. Interview/placement clothing is allowable but not to exceed \$100.00.
9. Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;
10. Payments and fees for employment and training-related applications, tests, and certification;
 - a. Background checks are allowable only if required by a training program for the purpose of future licensure.
 - b. Certified copy (1) of the participant's Birth Certificate.
11. Drug screens for the following purposes only:
 - a. To qualify a participant for a training program delivered to a cohort of participants by an institution of higher education leading to a certification or credential relevant to an in-demand occupation;
 - b. To qualify a participant for a Registered Apprenticeship recognized by the US Department of Labor and the State of Ohio.

VIII. DISALLOWED SUPPORTIVE SERVICES

1. Credit checks;
2. Penalties and fines such as traffic tickets or court fees;
3. Refundable deposits;
4. Any service outlined in section VI for family or household members;
5. Needs-Related Payments (NRP), which are a form of Supportive Services available to eligible WIOA participants in training, are not authorized by the Summit/Medina Workforce Development Board (WDB) at this time. See **Area 2 WIOA Policy Letter C-08 Needs-Related Payments** for further guidance.

IX. REFERENCES

1. ODJFS WIOA Policy Letter 15-08.1 Career Services for Adults and Dislocated Workers
2. ODJFS WIOA Policy Letter 15-10 Youth Program Services
3. WIOA Public Law 113-128 Sections 3(59); 134(d)(2) and (3); and 129(c)(2)(G)



ADDENDUM TO OHIO WORKFORCE AREA 2 YOUTH POLICY

This Addendum to the Workforce Innovation & Opportunity Act (WIOA), Policy Letter C-12, Supportive Services Workforce Area 2 Policy (“Policy”) is made by and between the Summit and Medina Workforce Area Council of Governments (“SAMWACOG”), on behalf of the State of Ohio’s Workforce Area 2, comprised of Summit and Medina Counties (“Summit-Medina Workforce Development Board and the Medina County Department of Job and Family Services (“MCJFS”).

WHEREAS, the Governor’s office of the State of Ohio has designated Summit and Medina Counties as local workforce Area 2 for the purpose of implementing the Workforce Area Innovation Act (WIOA), establishing the partner driven one-stop employment service delivery system, administering workforce development programs including the management of WIOA funds and development of service delivery policy;

WHEREAS, the State of Ohio’s 2016/2017 budget bill (HB 64) created the Comprehensive Case Management and Employment Program (CCMEP) that integrates WIOA and Temporary Assistance to Needy Families (TANF) funds to serve eligible youth ages 14 to 24 to overcome barriers to educational and employment opportunities;

WHEREAS, the State of Ohio requires that for a local workforce area to participate in CCMEP its Workforce Development Board (WDB) must pass a resolution citing its WIOA youth allocation may be used for CCMEP purposes, integrating WIOA and TANF;

WHEREAS, the State of Ohio requires the County Commissioners or County Executives to designate a CCMEP Lead Agency to implement a CCMEP model and selects either the county level department of Job and Family Service or the local workforce area through its WDB;

WHEREAS, in local workforce area 2 the WDB passed the required resolution allowing the use WIOA youth funds for CCMEP in across both of their counties and the Medina County Commissioner and the Summit County Executive designated their local Job and Family Services Departments as the Lead Agencies in their respective counties;

WHEREAS, the State of Ohio’s Ohio Department of Job and Family Services (ODJFS) requires a CCMEP plan is jointly developed for every county in the State by the local workforce area and the Lead Agency and the plan is required to have policy to support its implementation of CCMEP;

WHEREAS, a local workforce area is required under WIOA to develop service delivery policy for all program it administers with youth services included the SAMWACOG and MCJFS have determined adopting joint policy created under WIOA youth services for CCMEP is prudent and



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through an Addendum to such policy will cite where the policy does not apply to TANF programs; and

NOW, THEREFORE, the following additional terms and conditions shall apply to the policy:

MCJFS shall adopt the local workforce Area 2 original policy for Workforce Innovation & Opportunity Act (WIOA), Policy Letter C-12, Supportive Services with the following amendment:

- Section VI (b): For CCMEP TANF purposes, the repairs may not exceed \$1,500.