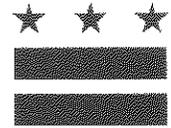




**WORKFORCE INVESTMENT COUNCIL
DISTRICT OF COLUMBIA**



WIC Policy No.	Subject	Date
2013.007, Change 1	WIA SUPPORTIVE SERVICES	8/13/2013

ISSUING ENTITY:

Workforce Investment Council

SCOPE:

Workforce Investment Council, DC WIA Administrative Entity, One-Stop Operators, and Mandatory Partner Programs

REFERENCES:

Title I of the WIA of 1998, as amended (29 U.S.C. 2801 et seq.); WIA Regulations, 20 CFR Part 652 et al, 29 CFR Part 95-97; Office of Management and Budget (OMB) cost principles codified in 2 CFR Part 220, Part 225 and Part 230. Specific citations for providing supportive services can be found at WIA Sections 101(46), 134(d)(2)(H), 134(d)(4), 134(e)(2)(3), 181(e); 20 CFR, Subpart H, 663.800-663.840, 671,140;

EFFECTIVE DATE:

October 1, 2013

OBJECTIVE:

Provide information and direction for supportive services to Workforce Investment Act Adult and Dislocated Worker participants.

BACKGROUND:

WIA Title I outlines the responsibility of local boards in developing a policy to define Supportive Services available to Adults and Dislocated Workers. Supportive services for Adults and Dislocated Workers enable an individual to participate in activities authorized under WIA Title I.

SUPPORTIVE SERVICES FOR ADULTS AND DISLOCATED WORKERS:

WIA §134(e)(2) authorizes the use of WIA Adult and Dislocated Worker funds for supportive services for individuals who are participating in core, intensive, or training services and who are unable to obtain such service through other programs. The DC Workforce Investment Council authorizes a lifetime maximum of \$1,000 of supportive services per participant.

A. Screening.

1. Support services are only to be provided when they are determined necessary for the adult or dislocated worker participant to participate in employment and training activities, and the participant is unable to obtain supportive services through any other resource.
2. The decision to provide a supportive service must be based on an objective assessment that is described and justified in the participant's individual employment plan and documented in case notes.
3. The WIC shall work with the One-Stop Operator and mandatory partners to ensure that supportive services are coordinated through the District's DCAJC Memorandum of Agreement.

#2013-07 WIA Supportive Services

B. One-Stop Operator Procedure. The One-Stop Operator must include a written procedure as part of the DCAJC business plan to ensure allowable, reasonable, and appropriate utilization of support services. The one-stop operator procedure must include:

1. The process and documentation required for the determination of need for specific support services, including documentation that the participant is unable to obtain supportive services through other resources;
2. The type of documentation required for the provision of specific support services for participants;
3. Who is the responsible party (title) for approval of the supportive service to be provided to a specific participant;
4. The basis and standard for determination of reasonableness for provision of a support service;
5. How the \$1,000 per participant support service limitation is controlled and administered;
6. The process for establishing relationships with specific vendors who provide pre-approved support services for specific participants;
7. The specific documentation required from the vendor or participant verifying the support service provided and its associated cost;
8. Who is the responsible party (title) for retention of supportive service documentation and related expenditures; and
9. Who is the responsible party (title) for approval of the invoice for payment of the supportive services received by a specific participant.

C. Allowable Supportive Services.

1. Transportation assistance.
2. Childcare assistance.
3. Training and work-related clothing, uniforms, tools.
4. Required work attire.
5. Housing assistance.
6. Employment-related medical testing.
7. Background checks

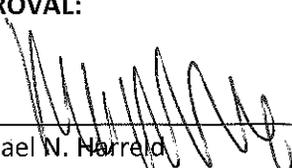
RESCISSIONS:

WIC Policy No. 2013-007

CONTACT ENTITY:

Inquiries regarding this rule should be directed to the Executive Director for the Workforce Investment Council.

APPROVAL:



Michael N. Harrel
Chair, Workforce Investment Council
Regional President, PNC Financial Services Group