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**Local Policy 03-2015-03**

**Approved: October 26, 2021**

**Effective: October 26, 2021**

**Subject: Local Supportive Service Policy**

1. Purpose: This policy is written to provide guidelines on local supportive service limits and requirements.
2. Background: Supportive services are allowed by Federal Law, Federal Rules, and State Issuance. This policy is necessary to further define the limits and requirements for supportive services in the South Central Region. All need for supportive services must be documented in MOJobs and addressed on the employment plan. Case notes must be completed on all services provided.
3. Substance:
  - Transportation allowance
    - \$0.25 per mile is allowed for participants traveling more than 20 miles roundtrip.
    - Transportation allowance will be determined using MapQuest or other standard program from the participants' home address to the activity location.
    - Participants who choose to attend activities outside of the local community when the same activities are provided within the community will not be eligible for a transportation allowance.
    - Documentation of insurance coverage is required prior to transportation allowance payments.
    - Exceptions may be allowable under extreme circumstances and shall require prior approval from the WIB Executive Director.
  - Childcare assistance
    - Childcare assistance is limited to \$25.00 per day per child.
    - All participants must first seek assistance from Child Care Services. If the participant is denied by Child Care Services or is responsible for co-pay childcare assistance is allowable up to the limits above.
    - Childcare assistance is paid directly to the provider and is limited to Child Care Services approved providers only.
    - Exceptions may be allowable under extreme circumstances and shall require prior approval from the WIB Executive Director.
  - Testing and Certification Fees
    - Limited to \$500.00 per program year.

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[South Central Workforce Investment Board](#) is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

All items listed below must have prior approval from the WIB Executive Director before the service is provided.

- Emergency Aid
  - Vehicle Repair
    - Limited to \$250.00 per program year.
    - Vehicle must be the primary vehicle used by the participant to participate in a WIOA activity.
  - Vehicle Insurance
    - Limited to \$300.00 per program year.
    - Only payable for three months per program year.
    - Vehicle must be the primary vehicle used by the participant to participate in a WIOA activity.
  - Clothing
    - Must be training or work related.
    - Limited to \$200.00 per program year.
  - Temporary Shelter/Housing/Utilities
    - Limited to \$1000.00 per program year.
  - Medical Assistance
    - Limited to \$200.00 per program year.

Exceptions to the allowable amounts above maybe approved by the WIB Executive Director.

- Needs-Related Payments are not provided.
- Other than the limits detailed above, there is no maximum dollar amount for supportive services per customer, per program year.
- Exceptions to this policy must have prior written approval of the WIB Executive Director.
- Coordination of payments with other workforce regions must be completed prior to making payment to ensure non-duplication of services.
- Supportive services are based on individual need and all of the individual's resources must be considered and documented in MOJobs prior to making payment.
- Supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the participant to participate in Title I activities. Community resources can be found by utilizing the service navigator: [Home page \(servicesnavigator.org\)](http://servicesnavigator.org) and documented in case notes.

4. Action: This policy is effective October 26, 2021. Please distribute to appropriate individuals.
5. Contact: Please direct comments or questions regarding this policy to Cindy Staton, Compliance Manager at 417-257-2630 or email [cstaton@scwib.org](mailto:cstaton@scwib.org).
6. Reference: Workforce Innovation and Opportunity Act of 2015, Department of Labor Proposed Rules, DWD Issuance 12-2010.
7. Recessions: 13-2017
8. Attachments: None