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Local Supportive Service and Stipend Policy

1. Purpose: This policy is written to provide guidelines on local supportive service limits and requirements. Reference: Office of Workforce Development's (OWD) most current policy on Statewide Supportive Services; currently OWD Issuance 13-2017.
2. Background: Supportive services are allowed by Federal Law, Federal Rules, and State Issuance. Supportive services may only be provided to individuals who are:
 - Are participating in career services or training services approved by WIOA Title I
 - Require those services to participate in those career services or training activities;
 - Are necessary and reasonable; and
 - Are unable to obtain Supportive Services first through other programs providing such services.

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 supportive services provided based on the most recent OWD policy on Supportive Services.

3. Substance:

There is a \$1,000 maximum allowable limit for supportive services funds per customer, per program year.

Needs-Related and Stipend Payments are not provided.

- Transportation allowance
 - \$0.25 per mile is allowed for participants traveling more than 20 miles round trip with a maximum amount of \$50 per day.
 - Transportation allowance will be determined using MapQuest or other standard program from the participant's 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.
 - Prior to payment, documentation (i.e. MapQuest) must be provided showing the exact mileage for a round trip. Additionally, documentation of insurance coverage is required.
- Childcare assistance
 - Childcare assistance is limited to \$25.00 per child, per day.
 - 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.

- Childcare will be paid based on contracted days and will be supported by a class schedule or timesheet and daycare provider contract or attendance sheet.
- Testing and Certification Fees
 - Limited to \$500.00 per program year.
 - Documentation must be provided from the facility stating the fee is required.

All items listed below must have prior approval from the SCWIB 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.
 - Documentation must be provided from a repair shop stating the repair is necessary for vehicle operation and/or safety inspection.
 - 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.
 - Documentation must be provided stating the need for assistance and a detailed list of the clothing items to be purchased.
 - Temporary Shelter/Housing/Utilities
 - Limited to \$1,000.00 per program year.
 - Documentation must be provided by the case manager or the training facility stating the need for assistance and a temporary housing agreement/lease agreement. Documentation for utility assistance must have the participants name on the bill.
 - Medical Assistance
 - Limited to \$200.00 per program year.
 - Documentation must be provided indicating that medical assistance is required for the participant to participate in WIOA career or training activities.

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

- Exceptions to this policy must have prior written approval of the WIB Executive Director.
- Staff must provide the WIB Executive Director with justification for exceeding the allowable amount.
- Coordination of payments with other workforce regions must be completed prior to making payment to ensure non-duplication of services. Staff will review the customer's electronic case-management record to determine if Supportive Services were received from other regions. All Supportive Services payments, regardless of the region, will be taken into consideration before issuing additional funding.
- Supportive services are based on individual need and all of the individual's resources must be considered and documented in the statewide case-management system 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.