

Northwest Workforce Investment Board

ADMINISTRATIVE PROCEDURES

Issuance No: 17
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Subject: Supportive Services Policy

Supportive services for adults and dislocated workers are defined in Section 101(46) of the Workforce Investment Act as “...services such as transportation, child care, dependant care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this Title...” In addition, Section 134(e)(2) allows for Title IB Adult or Dislocated Worker funds “...to be used to provide supportive services to adults and dislocated workers who are participating in programs...and who are unable to obtain such services through other programs...”

The federal regulations, Subpart H 663.800 requires the local Workforce Investment Board to establish a policy on supportive services that ensures resource and service coordination. Such policy must address procedures for referrals to such services, and include how such services will be funded when they are not otherwise available from other sources.

Therefore, the Northwest Region Workforce Board establishes this Supportive Services Policy Statement.

- The WIB authorizes the Title IB subcontractors to establish a rate for supportive services that is consistent with rates in their community for child care and transportation. Such services must be calculated by the base rate X number of hours, days, or miles, in order to provide comparability analysis. The calculation must be documented in the file, Section B of the Title I Training Site Plan.
- Supportive services for housing will be available only through approval by the WIB staff. Because funds are limited and this particular supportive service can become so costly, it will be available only in special, short-term circumstances.
- Referral to supportive services will be the result of a needs assessment as part of the on-going case management for customers who have moved into Intensive or Training services.
- When at all possible, referrals to other providers of supportive services should be made. However, when other resources are not available, Title IB Adult or Dislocated Worker funding may be used to provide supportive services.