

WORK 4wv – Region 1, Inc.

Region 1 Workforce Development Board Policy Letter #15

Subject: Supportive Service for Adult and Dislocated Workers

Effective Date: April 28, 2017

- 1. Purpose:** To establish financial assistance to Adult and Dislocated Workers who are enrolled in a Region 1 approved training.
- 2. References:** Workforce Innovation and Opportunity Act (WIOA) Sections 3, 129, 134, and 171; WIOA Code of Federal Regulations, 20 CFR § 680.900, 680.910 through 680.970, 681.570, 688.120.
- 3. 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 20 CFR 680.900.
- 4. Policy:** The Region 1 Workforce Development Board (R1 WDB) may set aside a portion of WIOA Adult and Dislocated Workers funds for Supportive Service Payments for Adult and Dislocated Worker participants while they are enrolled in R1-WDB approved training under the guidelines of the R1 ITA Policy #04 and who meet the eligibility criteria as outlined in WIOA sections 3(59) and 134(d) (2) and 20 CFR 680.900.

Support Payment Amounts: Region 1 WIOA Participants may qualify for a maximum of \$50 per week if attending in-seat classroom and/or clinical training for a minimum of 10 hours per week up to 19 hours per week; or a maximum of \$100 per week if attending in-seat classroom and/or clinical training for a minimum of 20 or more hours per week.

The Region 1 WIOA participant or authorized school personnel **must** submit attendance records every two weeks according to the Region 1 payment schedule to document eligibility for Support Service Payments. **Supportive Service Payments will be mailed directly to the participant and should be used for such things as transportation, child care, housing, utility assistance, groceries, etc.**

The cumulative total for Supportive Service Payments, tuition, books, fees and supplies is limited to \$5,000 per participant in accordance with the R1-WDB ITA Policy.

- 5. Eligibility: Adults** (age 18 or older for Adult funding) will meet the following requirements:
 1. (a) Unemployed and unable to obtain employment through career services; and determined by One-Stop operator to be in need of training services in order to obtain employment, or

- (b) Employed, but determined by One-Stop operator to be in need of training services to obtain or retain employment that allows for self-sufficiency.
- 2. U.S. citizen or legal alien
- 3. Meets Selective Service requirements (applies only to males born on or after January 1, 1960)

In addition to the requirements for Adults, **Dislocated Workers** must also meet the following requirements:

- 1. Has been terminated or laid off, or has received notice of termination or layoff, from employment;
 - a. Eligible for or has exhausted Entitlement to Unemployment Compensation; **or**
 - b. Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for Unemployment Compensation due to insufficient earnings or having performed services for an employer that were not covered under a State Unemployment Compensation law; **and**
 - c. Unlikely to return to a previous industry or occupation.
- 2. The individual:
 - a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; **or**
 - b. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **or**
 - c. For purposes of eligibility to receive services other than training, intensive, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- 3. Was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; **or**
- 4. Is a displaced homemaker.

6. Action: All WORKFORCE West Virginia Career Centers located within Region 1 or serving customers from Region 1 will be made aware of the policy. WIOA eligibility for Supportive Service payments will be determined by appropriate WIOA staff. Skill deficiencies will be determined by WorkKeys® assessments or other approved assessment tools. All participants will be tracked using the WIOA Management Information System (MACC).

7. Expiration Date: This policy shall remain in effect until revised or canceled by the Region 1 Workforce Investment Board or until funding has diminished to accommodate such needs.

Approved:	05-04-2017	Executive Committee
	05-18-2017	R1WDB Members
	05-18-2017	LEO Members