



200 New River Town Center  
Beckley, WV 25801

## **Region 1 Workforce Development Board Policy Letter #15 Change 2**

**Subject: Supportive Service for Adults and Dislocated Workers**

**Effective Date: 1/1/2019 (Revised 5.20.2021)**

**1. Purpose:** To establish financial assistance to Adult and Dislocated Workers who are enrolled in a Region 1 approved training.

**2. References:** The 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 20CFR 680.900. Supportive services are designed to assist the eligible program participants with transportation, childcare, dependent care, housing, and other services necessary to enable an individual to participate in activities under WIOA Title I. While the act authorizes these services, it does not require that they be provided through WIOA funds.

**4. Policy:** The Region 1 Workforce Development Board (R1WDB) 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 R1WDB approved training under the guidelines of the R1 Individual Training Account (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 Services:** Individuals determined eligible as a WIOA customer and receiving Individual Career or Training services may qualify for assistance if the individual is unable to obtain transportation supportive services through other programs providing such services. Region 1 WDB will refer to partner and community services.

Participants may qualify for:

Transportation: Assistance will be provided in the form of mileage reimbursement to WIOA customers who are enrolled in training (Individual Training Accounts or Apprenticeship Training Accounts). Determination of need for transportation supportive services will be through an individual assessment and documented on the IEP. Region 1 WDB will provide transportation supportive services when:

- Participants are or will be engaged in career or training services.

- It can be demonstrated that they cannot access the supportive services, within the timeframe needed, through other WIOA titles, federal or state public assistance programs, or job center partners.

*Exceptions: Please note that if it is determined an individual requires additional supportive services, requests for these exceptions will be reviewed. Individuals may receive up to \$2,000.00 for additional support such as transportation, fees, supplies and tools. Requests for exceptions shall be sent to the Program Manager.*

ATTACHMENT A provides transportation guidelines.

**5. Action:** All Workforce West Virginia Career Centers located with Region 1 will be aware of this policy. WIOA eligibility for Supportive Service payments will be determined by appropriate WIOA staff.

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

**Approved: 5.20.2021 Executive Committee  
5.20.2021 Region 1 Workforce Development Board  
5.20.2021 Local Elected Officials**

## **ATTACHMENT A**

### **Transportation Guidelines**

1. The participant will be reimbursed mileage to and from training/job site with a maximum mileage allowance per week of \$100.00. Participant must travel 10 miles R/T to be eligible for transportation supportive services. No other vehicle expenses will be paid.
2. The distance required for training is determined upon initial contract approval, based on MapQuest or Google Maps.
3. The standard WV State travel rate is used (.56 currently) and is set by the Governor's office. It is reviewed for change in January and July of each year.
4. Participants will submit required forms bi-weekly to program data specialist for reimbursement.
5. A participant may receive up to \$5,000.00 for transportation supportive services.

## **Transportation Supportive Service Reimbursement Procedures**

### **Participant Info:**

- The participant will complete required attendance forms after beginning the training.
- The forms will cover two weeks of training.
- The forms will be submitted bi-weekly to the Program Data Specialist for reimbursement.
- Reimbursement will be mailed to participant to the address on file in the MACC.

---

### **Case Management Staff will:**

- determine eligibility and need for supportive service.
- document in the MACC eligibility, need and inability to obtain these services from another organization.
- verify participants address.

### **Reimbursement Process:**

- Program Data Specialist will receive completed forms from participant and will document in MACC.
- Program Data Specialist will then forward reimbursement claim to R1WDB Fiscal Manager for processing.

---

**Grades-** Participant must be making satisfactory progress in the training program or WIOA Transportation Supportive Services may be suspended. Satisfactory progress is completing the report period (i.e., semester or quarter) with a minimum of 2.0 GPA (grade point average). Grades must be submitted to case manager by the end of each grading period. If GPA is below a 2.0, an improvement plan is to be developed with participant. The participant must bring their GPA to a minimum of a 2.0 the following semester/quarter in order to be re-eligible for Transportation Supportive Services.

---