



## **Region 1 Workforce Development Board Policy Letter #17 Change 2**

**Subject: Supportive Services for Transitional Jobs Participants**

**Effective Date: November 1, 2017 (Revised Dates: May 16, 2019; October 14, 2022)**

**1. Purpose:** To re-establish financial assistance to WIOA eligible participants enrolled in a Region 1 approved Transitional Jobs (TJ) Work-Based Agreement.

**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 (R1WDB) may set aside a portion of WIOA Adult and Dislocated Workers funds for Supportive Services for participants while they are participating in a R1WDB approved TJ Work-Based Agreement 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 participating in a TJ Work-Based Agreement may qualify for assistance if the individual is unable to obtain supportive services through other programs providing such services. Region 1 WDB will refer to partner and community services.

Participants may qualify for:

**Transportation:** Assistance may be provided in the form of mileage reimbursement to WIOA customers who are participating in a Region 1 WDB approved TJ Work-Based Agreement. Determination of the need for transportation supportive services will be through an individual assessment and documented on the Individual Employment Plan (IEP). Region 1 WDB will provide transportation supportive services when:

- Participants are engaged in a TJ Work-Based Agreement.
- It can be documented 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.

(Attachment A provides transportation guidelines)

**Work Related Expenses:** WIOA participants enrolled in a TJ Work-Based Agreement may be provided assistance in purchasing clothing, tools, protective gear and other needs in order to adequately perform the job. Verification of need must be documented in the participant's file in addition to original receipts for purchases.

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

**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:**

- Executive Committee – 10.27.22
- Region 1 Workforce Development Board – 11.17.22
- LEO Board - 11.30.22

## **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 \$50.00. 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 Agreement approval, based on MapQuest or Google Maps.
3. The standard WV State travel rate is used (.625 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 per the support service payment schedule to R1WDB staff for reimbursement.
5. A participant may receive up to \$1500.00 for transportation/work-related expenses.

## **Transportation Supportive Service Reimbursement Procedures**

### Participant Will:

- Complete required attendance forms after beginning the Time-Limited Work Agreement. The forms span a two-week period.
  - Submit attendance forms per the Support Service Payment Schedule to R1WDB staff for reimbursement.
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### 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:

- R1WDB staff will receive completed forms from participant and will document in the MACC.
- R1WDB staff will forward reimbursement claim to the R1WDB Fiscal Manager for processing.
- Reimbursement will be mailed to the participant to the address on file in the MACC.