



**NINETEEN TRIBAL NATIONS
WORKFORCE DEVELOPMENT BOARD**

YOUTH SUPPORTIVE SERVICES POLICY

**Approved by NTNWDB
05/12/21**

Nineteen Tribal Nations Workforce Development Board
Youth Supportive Services Policy

Purpose

This policy for the Nineteen Tribal Nations Local Workforce Development Area (LDWA) provides guidance on Supportive Services for Workforce Innovation and Opportunity Act (WIOA) Title 1-B Youth programs. The policy is to ensure all program managers, staff, and service providers understand the requirements for providing supportive services. Supportive services are provided on the basis of need as determined by the LWDA. WIOA requires the LWDA to provide accurate information about the availability of supportive services in the local area, as well as referrals to such activities as one of the 14 program elements. LWDAs may fund supportive services for participants, who cannot afford to pay for such services and to participate in WIOA authorized activities.

References

Workforce Innovation and Opportunity Act (WIOA) of 2014: (P.L. 113-128), 20 CFR: 680.910, 680.920, 680.930, 681.570, 2 CFR: 220, WIOA Policy Manual: Chapter 2-Section 300, TEGL: 21-16.

Policy

The Nineteen Tribal Nations Board has established this policy to ensure the highest quality, most comprehensive service provision that prevents duplication of resources and services in the area. Each Administrative Entity will authorize a funding cap for Supportive Services per participant. This will include Needs Based Payments and Transportation Monies as part of the funding cap amount. This policy will be based on availability of funds. Supportive services must only be provided based on need, and when the individual is unable to obtain supportive services

through another program that provides such services. Supportive Services cannot be the first or the only service provided. Supportive services are allowed for youth during follow-up. Supportive Services should not exceed \$5,000.00 per participant, per program year, but need will be determined on a case by case basis.

Supportive Service Requirements

1. Supportive services must be made available for participants who may need additional assistance, as determined through comprehensive assessments.

2. Assessments, tests and/or supportive services provided to the participant (including services provided by partner agency) must be documented in the participant's Individual Service Strategy (ISS) and case noted accordingly. This information must also be entered appropriately into AJC. All attempts other than WIOA funding must be case noted in AJC.

The provisions of supportive services assistance is intended to enable an individual to participate in services to successfully secure and retain employment. Supportive services must be necessary and reasonable, per general cost principals, both in cost and in the item/service being purchased, per 2 CFR Par 215 and 220.

Types of Supportive Services

1. Linkages to community services;
2. Transportation assistance;
3. Child care assistance;
4. Housing and utility bill assistance;
5. Needs-related payments;
6. Education testing assistance;
7. Reasonable accommodations for individual with disability'
8. Legal aide services;
9. Referrals to healthcare;
10. Work related expenses;
11. Training-related assistance;
12. Payment and fees for employment and training-related application, test, and certifications.

General Requirements for Supportive Service Assistance

1. All participants must be active and enrolled in the program to receive supportive services.
 2. The participant should not exceed the NTN set limits of assistance without the directors' approval on a case by case basis.
 3. The justification for providing the need of supportive service must be documented on the ISS, case noted, and appropriate service entered in AJC activity record.
 4. When using "Support Service-Other" code, the type of supportive service/activity being provided must be noted in the note section of AJC activity record.
 5. The request for support form must be completed for all requests and submitted to the Director for approval.
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6. Any additional support documentation will be collected, verified, submitted and case noted in AJC. Invoice or and/or timesheet will be completed as required for verification of classroom or training attendance verification.

Supportive Services

A. Child Care Assistance

1. Child-care assistance may be provided on a limited basis to ensure successful training outcomes and should not exceed the AE's allowable support service cap.
2. Participant must maintain appropriate attendance while enrolled in training activity.

B. Work and Training Related Expenses

1. A participant may receive work and training assistance as a type of supportive service when an employer/instructor deems a participant participating in an activity must have the items in order to complete the course/training.
2. Licenses, certification and testing fees may be paid when the license, certification or the successful completion of the test to work in the occupation or will result in a recognized credential.
3. Eyeglasses, including protective wear
4. Vision exams
5. Clothing/uniforms and/or boots, helmet, gloves
6. Tools
7. Occupational licensing fees
8. Certification, background and fingerprinting, drug testing, health screening and other work-related testing

9. Transportation assistance may be provided at the inception of WEX, Internship, or On-the Job Training (OJT) to ensure the mobility between home and the location of career and/or training services. This would include providing a bus card, gasoline (as approved).

C. Emergency Expenses

Emergency services are allowable on a case-by-case basis and note that these services with local community action programs is not available. Funds may include, but not limited to payments for:

1. Utility assistance for overdue bills water, electric and heating. Participants must provide documentation to show pending shut-off or over-due bills.
2. Rental payments when the participant is at risk of eviction. Participant must provide an eviction notice.
3. Temporary shelter in the event of an emergency.

Note: Programs cannot pay late fees or refundable deposits.

D. Auto Expenses

1. Assistance may be provided for automobile repairs/maintenance for vehicles used as the primary source of transportation to training or work.
2. The vehicle must be noted as the participants' sole medium for transportation to and from training or work.

Supportive Service Prohibitions

Supportive services, with the exception of needs-related payment, may be provided as a follow-up service for WIOA Title I-B youth participants.

Per 2 CFR 220, unallowable costs do not meet the conditions of supportive services include, but are not limited to:

1. Payment toward goods or services incurred or received prior to the participants' enrollment in a WIOA Title I-B program

2. Fines and penalties, such as parking tickets or moving violations, and fines for late utility payments
3. Taxes, except for sales taxes and gasoline taxes, such as income taxes, and business/payroll taxes (for employers)
4. Child Support
5. Legal fees, except for fees to access a drivers' license
6. Debts that have been turned over to collection agency
7. The purchase of goods or services that is illegal under any federal, state, local, or municipal law or statute
8. The purchase of cigarettes, alcoholic beverages or firearms
9. Union dues

Follow-Up Services

The WIOA Title I-B Youth Program allows the provision of supportive services as a follow-up service to ensure the youth is successful in employment and/ or post-secondary and training. For more information on follow-up services, see the WIOA Title I-B Youth Program Policy Section 211.

