

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

March 22, 2022

8:30 A.M.

Zoom Platform

PRESENT: S. Pronti, K. Babuka, T. Bruer, K. Cerasaro, D. Harrington, K. Franzese, K. Kephart, K. Kersey, P. Levesque, J. Matteson, H. McDaniel, K. Shanks-Booth, J. Shapiro, T. Tarshus, J. Tavares, C. Whitmore

EXCUSED: M. Abdelrehim, J. Cometti, B. Forrest, A. Iles, C. Malcolm,

EX-OFFICIO: J. Mouillesseaux, A. Hendrix

GUESTS: D. Goodness, Workforce Development Institute; C. Harris, New York State Department of Labor; C. Walters, Tompkins Seneca Tioga BOCES

STAFF: R. Avila, S. Alvord, D. Lovelace, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:33 a.m.

BOARD ACTION ITEMS

APPROVAL OF MINUTES – February 22, 2022

It was moved by Ms. Tarshus, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the minutes of February 22, 2022, as written.

APPROVAL TO CONTRACT – 2022 SUMMER YOUTH EMPLOYMENT PROGRAM

Ms. Shanks-Booth reported that the 2022 Summer Youth Employment Program has received four proposals: Office of Employment and Training, Ithaca Youth Bureau, Conscious Connection Consulting, and Village of Ithaca. The proposal this year have been in line with new criteria that the Youth Oversight Committee has requested on equity, diverse population, and reached target population in the community.

It was moved by Ms. McDaniel, seconded by Mr. Matteson, and unanimously adopted by voice vote of members present to approve the WDB to contract for 2022 Summer Youth Employment Program.

APPROVAL OF ELECTRONIC DEVICE POLICY

The purpose of the Electronic Devices policy is to provide eligible participants with access to, and additional support for, training, employment, and related services that require the use of an Electronic Device.

It was moved by Ms. Tarshus, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the Electronic Device Policy.

APPROVAL OF SUPPORTIVE SERVICES POLICY

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable adults and dislocated workers to participate in WIOA activities.

It was moved by Ms. Tavares, seconded by Ms. Harrington, and unanimously adopted by voice vote of members present to approve the Supportive Services Policy.

OPEN DISCUSSION

The Workforce Development Board members had an industry briefing from Board members on how their industries have worked through hybrid models, new hires, and retention of employees. The discuss was similar from all members in different sectors: hospitality, education, government, and local businesses. All industries are seeing that hiring new talent is a challenge due to getting community members to want to get back into the workforce. The industries are giving sign on bonus, higher wages and benefits to be more attractive to a potential employee. Many potential employees want to work remotely and in some industries that is not an option due to being a position that is community facing.

WDB DIRECTOR UPDATE

Ms. Avila's presentation is attached.

CAREER CENTER DIRECTOR UPDATE

Ms. Mouillesseaux reported that the Career Center hosted a meet the employer with Tompkins Community Action and had 16 people attend.

Ms. Mouillesseaux reported that the Career Center hosted a training for employees on interviewing that helped with job readiness through hospitality. The Career Center did outreach at Tompkins Cortland Community College at a career carnival and meet with students and reconnected with partners that have not been in contact since that pandemic started.

Ms. Mouillesseaux reported that the Career Center staff have participated in a 9-hour training on professional motivation, motivational interviewing and trauma focusing on customer driven interviews. How to learn from customers of where they are going and what their barriers are.

Ms. Mouillesseaux reported that the Career Center is in the process of interviewing for the full-time Communication Specialist and should have them on board by end of week or start of next week.

Mr. Cerasaro reported that NYSDOL is still working with the public through a hybrid model.

Mr. Cerasaro reported that Mr. Paczkowski is now the DOL supervisor for the Career Center effective February 17, 2022.

COMMITTEE REPORTS

A. EXECUTIVE COMMITTEE

Mr. Pronti reported that the Executive Committee has been having discussions about all the items that was in Ms. Avila's presentation. The Executive Committee are in the process of discussing replacements for Committee chairs that need to be appointed.

B. ONE STOP OPERATIONS AND OVERSIGHT COMMITTEE

Ms. Avila reported that the One Stop Operations and Oversight Committee is working on serving adult and dislocated workers and moving back into the workforce.

C. YOUTH OVERSIGHT COMMITTEE

Ms. Shanks-Booth reported that the Youth Oversight Committee has reviewed 2022 Summer Youth Employment Program proposals and has moved to full Board for approval to contract.

Ms. Shanks-Booth reported that the Committee are having discussion around equity, excess barriers, and how to incorporate into the RFP.

Ms. Shanks-Booth reported that the SYEP RFP received new applications this year to receive funding to work with participants.

D. GOVERNANCE AND MEMBERSHIP COMMITTEE

Ms. Avila reported that the Governance and Membership Committee will have discussion around replacement for the Chair for the One-Stop Oversight Committee and chair of the Governance and Membership Committee.

Mr. Pronti reported that Ms. Babuka, Senior Director Workforce Planning and Compensation, Cornell University Human Resources has been appointed as the Chair for the Governance and Membership Committee.

ADJOURNMENT

The meeting adjourned at 9:56 a.m.

**Tompkins County Workforce Development Board
Electronic Devices for Participants Policy**

I. Purpose

The purpose of the Electronic Devices policy is to provide eligible participants with access to, and additional support for, training, employment, and related services that require the use of an Electronic Device.

Note: This policy will be reviewed on an annual basis and is subject to change.

II. Overview

According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

- a. Participants must attest they do not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase these items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.
- b. No more than one Electronic Device may be purchased per participant, per lifetime.
 1. Ownership of the Electronic Device is transferred to the participant once the item is released to the participant.
 2. Participant agrees to reimburse the Career Center, or return the device if withdrawing from the program early, and before completing at least **six months (24 weeks) of active training time**
- c. Related items can be purchased separately under the current Supportive Services policy and are not subject to the Electronic Devices policy.
- d. Participants can purchase their own Electronic Device and seek reimbursement.
 1. The amount dispersed to the participant cannot exceed the funding caps within this policy regardless of the device cost.
 2. The amount dispersed cannot exceed the cost of the device and related items.
 3. No reimbursements can be processed without supporting receipts.
 4. Reimbursement requests should be for costs in the last 6 months.
 5. No reimbursements can be made for purchases occurring before the participant's enrollment in an eligible WIOA funded program.
- e. The cost of the Electronic Device cannot exceed \$600.
 1. The cost for the Electronic Device must be deducted from the participant's total \$9000 lifetime limit where applicable.
 2. Purchasing an Electronic Device, cannot cause the person to exceed their \$9000 lifetime limit when applicable.

<p><u>Electronic Devices include:</u></p> <ul style="list-style-type: none">• Laptop• Tablet• Smartphone <p><u>Excluded Items include:</u></p> <ul style="list-style-type: none">• Gaming systems• VR headsets or smart glasses• Smart watches	<p>Electronic Device Funding cap not to exceed \$600</p> <p>Maximum funding cap for <u>Electronic Devices</u> is \$600 of the total \$9,000 funding cap.</p>
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III. Eligibility

Contingent on available funding an Electronic Device will be available, at the beginning of training, to all eligible participants, consistent with WIOA's Priority of Service requirements, who meet the following criteria.

- a. Individuals must be enrolled and participate in a WIOA Title I funded program for adults, dislocated workers, or out of school youth through the Tompkins Workforce New York Career Center and have a **documented long-term need** for an Electronic Device including but not limited to:
 1. Training longer than six months (24 weeks).
 2. Participation in on-the-job training (OJT)
 3. Participation in a WIOA Title 1 Youth, Adult, or Dislocated Worker work experience program.
- b. Participant's family income (based on family-size) does not exceed 250% of the poverty level.
- c. Participants must not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase the items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.

IV. Career Center Staff Responsibilities

The Tompkins Workforce New York Career Center must ensure Electronic Devices provided to adults and dislocated workers, and out of school youth are directly linked to training and employment related activities. LWDBs must follow their own purchase policy for the Electronic Devices in compliance with Uniform Guidance. LWDBs must also perform a cost comparison analysis to ensure the cost is reasonable.

- a. Staff must document all attempts to obtain this service through other community resources.
- b. Staff must document that the Electronic Device is necessary for the individual to successfully participate in the training program, work activity, or related services, including entering a SENSE comment in OSOS that indicates what is provided and why.

- c. Maintain inventory records including serial numbers for all devices purchased using WIOA funds, and documentation that verify participants received their Electronic Device through an original signature on a receipt form.
- d. Maintain records of documentation that verify the client is eligible for the Electronic Device, through an original signature on the SELF-ATTESTATION FORM - Electronic Device(s).
- e. Make reasonable efforts to recover devices or reimbursements from participants that withdraw early from training or services and haven't completed at least **six months (24 weeks) of active training time**; and maintain records of documentation showing those efforts.
 - 1. Reasonable efforts include: making multiple attempts to contact a person; using multiple methods of contact when possible; and arranging to pick up the items from the individual, and
 - 2. Maintaining records that verify the career center received returned items or reimbursements through an original signature on a receipt form.

V. Participant Responsibilities

- a. Agree to participate in and complete a WIOA Title I funded program for adults, dislocated workers, or out of school youth, and complete at least **six months (24 weeks) of active training time** through the Tompkins Workforce New York Career Center after receiving the device.
- b. Review and sign the SELF-ATTESTATION FORM - Electronic Device(s).
- c. Sign a receipt when receiving an Electronic Device, or reimbursement.
- d. Be responsible for the proper care, lawful use, and security of the Electronic Device including necessary repairs.
- e. Return the Electronic Device or reimbursement for an Electronic Device, if withdrawing early from the program and having accumulated less than **six months (24 weeks) of active training time**.

VI. Justification

The goal of Supportive Services is to minimize barriers for adults to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway. According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

Revised: 3/1/2022

Board Approval:

Tompkins County Workforce Development Board

WIOA Adult/Dislocated Worker Supportive Services Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable adults and dislocated workers to participate in WIOA activities.

The goal of Supportive Services is to minimize barriers for adults to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway.

The justification and strategy for providing supportive services must be clearly defined in the adult or dislocated worker's Individualized Employment Plan (IEP). Actively engaged, enrolled or in good standing WIOA adult and dislocated worker, may receive Supportive Services if funding is available and each participant has met criteria and guidelines set forth in local county policies. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the adult or dislocated worker as identified in the participant's IEP.

All supportive services are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for supportive services at any time and at the sole discretion of TCWDB.

Allowable Supportive Services are defined in TEGL 19-16. Services that enable an individual to participate in WIOA activities include, but not limited to:

- Linkages to community services
- Assistance with housing
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for adults or dislocated workers with disabilities
- Legal Aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with book fees, school supplies, and other necessary items for students enrolled in postsecondary education classes

Revised: 3/1/2022

Board Approval:

- Payments and fees for employment and training-related applications, tests, and certifications

Any of the above listed Supportive Services may be provided under this policy and will be subject to any further restrictions listed below:

Supportive services may only be provided to participants who are participating in WIOA enrolled services and who are unable to obtain such supportive services through other programs providing such services and cannot receive supportive services through referrals to partner agencies and other community service providers (e.g, ACCES-VR).

Reimbursement costs:

If an enrolled adult or dislocated worker pre-pays a cost that can qualify as a supportive service cost, the participant may be reimbursed those costs.

- a) Stipulation for reimbursement is that the participant must be employed or in training for 30 days before reimbursement can be processed
- b) No reimbursements can be processed without supporting receipts
- c) Must be WIOA enrolled and costs must occur after WIOA participant enrollment.
- d) Reimbursement requests should be for costs in the last 6 months

Any Combination of Supportive Services will not exceed \$9,000

Housing/Child Care costs:

All community and local agencies that could provide this supportive service should be contacted prior to utilizing WIOA adult or dislocated worker funding (i.e. "all other options exhausted").

- e) Child care costs can only be paid at a licensed/certified day care provider (not relative/friend, etc.)
- f) Housing can only be paid to commercial hotels/established landlords (not relatives/friend, etc.)
- g) Housing or Child Care assistance will not exceed duration of training.

Any Combination of Supportive Services will not exceed \$9,000

Electronic Devices:

According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

Revised: 3/1/2022

Board Approval:

Related items such as, but not limited to replacement charging cables and/or wall plugs, flash drives, printer cables or HDMI cables, cellular or internet service, and software can be purchased under this Supportive Services policy and are not subject to the Electronic Devices policy.

Participants must attest they do not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase these items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.

- a. No more than one Electronic Device may be purchased per participant, per lifetime.
- b. Contingent upon the current electronic Devices Policy.

Any Combination of Supportive Services will not exceed \$9,000

Transportation:

Gas cards, bus passes, cab fare: may be given to adult or dislocated worker to assist participant in being able to participate in program activities, training, and employment.

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a participant. Adult or dislocated worker is to understand that this is a supplement to assist with transportation costs.
- b) **Gas cards** are distributed and paid at the current deferral government rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Participant shall receive no more than \$50 in gas cards per day, covering only one full round trip to and from training or placement. Participant will not receive gas cards for days not in programs or training. **Training provider signed attendance sheets are required as supporting documentation.** If a provider cannot sign the attendance sheets, participant must return gas receipt after using the gas card. **No** additional cards will be issued if the participant does not return signed attendance sheet or receipt (which will include the gas card # on the receipt).
- c) **Bus Passes** are purchased on a monthly basis, unless the training is for a shorter length of time. Rate of bus pass purchase will vary depending on the travel needs of that adult or dislocated worker, to be determined with the Staff.
- d) **Uber/Lyft/Taxi expenses** are approved for instances where bus passes are not sufficient for covering transportation needs. (For example, when someone can take a bus to a class but there are no bus options for the ride home due to location and/or time of day.) Total expense cannot exceed the **\$50/day** cap.

Revised: 3/1/2022

Board Approval:

- e) Adult or dislocated workers who become employed may receive gas cards/ bus pass until their first paycheck. Employment and pay schedule will be verified with employer.**

Any Combination of Supportive Services will not exceed \$9,000

Other Transportation Supportive Services:

- a) Supportive services can include driver training course to assist adult or dislocated worker in gaining driver's license to enable participant to participate in program activities, training, and employment. ITA to be completed for training.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or used bicycle may be as a means of viable transportation to enable adult or dislocated worker to participate in program activities, training, and employment. For rural distances, bike purchase to cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$250 and will be purchased by the Program.
- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that adult or dislocated worker contract. Cost of vehicle repairs can't exceed \$1,000.*
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating adult or dislocated worker. No repairs will be made on family or friend vehicles, even if that vehicle is the participant's mode of transportation.

***Note:** Vehicle repair cap pertains to each training period or training funding request.

Therefore, a participant can't repeatedly receive funding assistance for vehicle repair during one training period (unless the total expenses have not yet exceeded \$1,000).

****Note:** Payments will be made directly to authorized service shops. No retroactive payments will be allowed.

Any Combination of Supportive Services will not exceed \$9,000

NOTE: Maximum amount cannot exceed over participants lifetime.

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

Revised: 3/1/2022

Board Approval:

Counselors should first contact MOA/MOU (Memorandum of Agreement/Understanding) partners or other community agencies in their area who may offer free services before utilizing WIOA Supportive Services funding, and the attempts made should be documented in OSOS comments.

At a minimum, service providers shall:

- 1.) document the need for the supportive service and justify issuance of the service in the participant's IEP and in OSOS (including a Comment describing what was provided and why, Achievement Objective and Service)
- 2.) maintain records of documentation that verify the client received the service through an original signature on a receipt form

Tompkins County Workforce Development Board WIOA YOUTH Supportive Services Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable a youth to participate in WIOA activities.

Background

The Workforce Innovation and Opportunity Act 20 CFR 681.570 allows for the provision of supportive services that enable a youth to participate in WIOA activities. This policy shall only apply to youth participants enrolled in the WIOA Title I youth program. Under WIOA law, the term “supportive services” means services that include but are not limited to transportation, childcare, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under the WIOA Act.

The goal of Supportive Services is to minimize barriers for youth to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway.

Policy

It is the policy of the Tompkins County Workforce Development Board (TCWDB) to offer reasonable supportive services to youth participants to encourage the youth to participate in and complete WIOA Title I activities. The services shall be limited to WIOA youth programs, **including youth who are enrolled in Follow-Up Services**. If supportive services are provided as a follow-up service, they do not extend the date of exit.

The justification and strategy for providing supportive services must be clearly defined in the youth’s Individualized Service Strategy (ISS). Actively engaged WIOA youth, or youth enrolled in Follow-up may receive Supportive Services if funding is available and each youth has met criteria and guidelines set forth in local county policies. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the participant as identified in the youth’s ISS.

All supportive services are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for supportive services at any time and at the sole discretion of TCWDB.

Allowable Supportive Services are defined in TEGL 21-16. Services that enable an individual to participate in WIOA activities include, but are not limited to:

- Linkages to community services
- Childcare/Dependent Care costs*
- Assistance with housing*
- Transportation support**
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Legal Aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with book fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications

Supportive services may only be provided to Youth who are participating in WIOA services and who are unable to obtain such supportive services through other programs providing such services and cannot receive supportive services through referrals to partner agencies and other community service providers (e.g, ACCES-VR). Supportive Services must be necessary and utilized only to enable a youth to participate in WIOA activities.

Reimbursement costs:

If an enrolled youth pre-pays a cost that can qualify as a supportive service cost, the youth may be reimbursed those costs.

- a) Stipulation for reimbursement is that the youth must be employed or in training for 30 days before reimbursement can be processed
- b) No reimbursements can be processed without supporting receipts
- c) Must be WIOA enrolled and costs must occur after WIOA youth enrollment.

Other Supportive Services costs:

Other Supportive Services can include uniforms, fees related to training such as testing.

Drafted: 3.14.22

Board Approved:

Maximum funding cap for Fees & Required Training Expenses is **\$2,000** of the total **\$9,000** funding cap.

Electronic Devices:

According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

Related items such as, but not limited to replacement charging cables and/or wall plugs, flash drives, printer cables or HDMI cables, cellular or internet service, and software can be purchased under this Supportive Services policy and are not subject to the Electronic Devices policy.

Participants must attest they do not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase these items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.

a. No more than one Electronic Device may be purchased per participant, per lifetime.

b. Contingent upon the current electronic Devices Policy.

Any Combination of Supportive Services will not exceed \$9,000

***Housing, Childcare or Dependent Care costs:**

All community and local agencies that could provide this supportive service should be contacted prior to utilizing WIOA youth funding (i.e. "all other options exhausted").

a) Housing, Childcare or Dependent care assistance will not exceed duration of training.

Maximum funds: services provided under housing, childcare or dependent care support will not exceed \$9,000

****Transportation:**

Gas cards, bus passes, cab fare: may be given to youth to assist in youth being able to participate in youth program activities, training, and employment.

Drafted: 3.14.22

Board Approved:

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a youth. Youth is to understand that this is a supplement to assist with transportation costs.
- b) **Gas cards** are distributed and paid at the current deferral government rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Participant shall receive no more than \$50 in gas cards per day, covering only one full round trip to and from training or placement. Participant will not receive gas cards for days not in programs or training. **Training provider signed attendance sheets are required as supporting documentation.** If a provider cannot sign the attendance sheets, participant must return gas receipt after using the gas card. **No** additional cards will be issued if the participant does not return signed attendance sheet or receipt (which will include the gas card # on the receipt).
- c) Youth must return gas receipt after using the gas card. **No** additional cards will be issued if the youth does not return the receipt (which will include the gas card # on the receipt).
- d) **Bus Passes** are purchased on a monthly basis, unless the training is for a shorter length of time. Rate of bus pass purchase will vary depending on the travel needs of that youth, to be determined with the Youth Staff.
- e) **Uber/Lyft/Taxi expenses** are approved for instances where bus passes are not sufficient for covering transportation needs. (For example, when someone can take a bus to a class but there are no bus options for the ride home due to location and/or time of day.) Total expense cannot exceed the \$50/day cap.
- f) Youth who become employed may receive gas cards/ bus pass until their first **unsubsidized** paycheck. Employment and pay schedule will be verified with employer.

Other Transportation Supportive Services:

- a) Supportive services can include driver training course to assist youth in gaining driver's license to enable youth to participate in youth program activities, training, and employment.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or be used bicycle may be as a means of viable transportation to enable youth to participate in youth program activities, training, and employment. For rural distances, bike purchase to cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$250 and will be purchased by the Youth Program.

Drafted: 3.14.22

Board Approved:

- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that youth contract
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating youth. No repairs will be made on family or friend vehicles, even if that vehicle is the youth's mode of transportation.

Note: Vehicle repair cap pertains to each training period or training funding request. Therefore, a participant can't repeatedly receive funding assistance for vehicle repair during one training period (unless the total expenses have not yet exceeded \$1,000).

Note: Payments will be made directly to authorized service shops. No retroactive payments will be allowed.

Maximum funds: services provided under transportation support will not exceed \$9,000

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

Youth Counselors should first contact MOA/MOU (Memorandum of Agreement/Understanding) partners or other community agencies in their area who may offer free services before utilizing WIOA Supportive Services funding, and the attempts made should be documented in OSOS comments. A list of Supportive Services resources can be found online at:

<https://youth.workforcegps.org/resources/2017/01/24/16/00/Supportive-Services-part-one>

<https://youth.workforcegps.org/resources/2018/06/18/15/49/Supportive-Services-part-two>

Youth Counselors may request to increase the maximum amount on an individual basis by sending a written request with explanation to the Youth Program Coordinator. The Coordinator will respond with a decision within 5 business days. Once youth start a paid work experience or obtain unsubsidized employment, the goal would be to assist them with budgeting their income to pay for their own expenses.

Drafted: 3.14.22
Board Approved:

Note: This policy will be reviewed on an annual basis and is subject to change.

**** Maximum amount cannot exceed over participants lifetime.**

At a minimum, service providers shall:

- 1.) assess the youths' need for supportive services during completion of the ISS
- 2.) document the need for the supportive service and justify issuance of the service in the participant's ISS and in OSOS (including a Comment describing what was provided and why, Achievement Objective and Service)
- 3.) document attempts to obtain the supportive service through other means (i.e. community programs)
- 3.) maintain records of documentation that verify the client received the service through an original signature on a receipt or invoice form
- 4.) update ISS and OSOS as changes occur, including signatures of staff and participant to mark said changes
- 5.) maintain a running tab on youths' supportive service expenditures, not to exceed the \$9,000 cap.