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**BUREAU OF EMPLOYMENT SERVICES
 POLICY AND PROCEDURES**

ISSUED ON:	01-25-16
POLICY NUMBER:	06-09
RECISSION:	ACTIVE

To: Local Board Directors

From: **Melanie Arsenault**, Director
 Bureau of Employment Services

CC: CareerCenter Distribution
 Service Provider Directors
 BRS Director
BES Commerce Center-Augusta

SUBJECT: WIA Participant Support Services Payment Policy

BACKGROUND:

The Workforce Investment Act of 1998, provided program guidelines for the provision of accurate information on the availability of supportive services and the referral process [WIA Section 134(d)(2)(H) and WIA Regulations at 20 CFR Part 663.800].

Effective **at the start of each program year, July 1, 2005**, Local Workforce Investment Boards (LWIBS) must establish a supportive services payment policy for formula funds allocated for adult, dislocated worker and youth employment and training activities under the Workforce Investment Act (WIA) Title I-B.

POLICY:

The Bureau of Employment Services (BES) has developed policy guidelines for the Local Workforce Investment Boards (LWIBs) to address payments to participants for supportive services. A policy for the issuance of needs-related payments will be issued separately. The policy covers provision of participant payments as described in detail for adults, dislocated workers and youth.

Each LWIB is required to develop local level policies that address the provision of participant payments according in accordance with policy directive outlined below.

Supportive Services – Adults and Dislocated Workers

Supportive services are services such as transportation, childcare, dependent care, housing, and other related payments that are necessary to enable an individual to participate in activities authorized under WIA Title I including during follow-up.

Supportive services may be in-kind aid, cash assistance, or services payable through arrangements with other agencies. [WIA Section 101(46)].

The provision of accurate information on the availability of supportive services and the referral process through the CareerCenter is one of the core services that must be made available to adults and dislocated workers. [WIA Section 134(d)(2)(H) and WIA Regulations at 20 CFR Part 663.800]

Under WIA, supportive services may only be provided to adults and dislocated worker participants who are:

- Participating in staff-assisted core, intensive, training services or follow-up services and,
- Unable to obtain supportive services through other programs providing such services. [WIA Section 134(e)(2)(A) and (B)]

LWIBs must consult with their CareerCenter operators to develop a policy on supportive services that are made available within the local area. The policy must describe the consistent and accurate application of supportive services by all CareerCenters within the local area.

The local policy must:

- Ensure coordination with all other available resources and services within the local area;
- Include referral procedures to services and how these services will be funded;
- Describe how supportive services will be funded when they are not otherwise available;
- Include an assessment process to determine the “needs” of the participant;
- Be reasonable in light of local conditions and the outcomes expected; and
- Ensure similarly situated participants receive similar supportive services.

In developing the local policy, LWIBs must establish limits on the provision of supportive services or provide the CareerCenter operator with the authority to establish such limits.

Procedures may also be established to allow the CareerCenter operators to grant exceptions to the established limits. Limits shall include:

- Maximum amount of funding to a participant; and
- Maximum length of time for supportive services to be available to participants.

The provision and amount of any payment determined as necessary for participation must be recorded in the client's file.

The provision and amount of any payment determined as necessary for participation must be recorded in the One Stop Operating System and the client's file. For each youth participant the CareerCenter must:

- Provide an objective assessment including a review of academic and occupational skill levels, as well as the service needs of the youth, including supportive service needs;
- Develop an individual service strategy, including identifying an age-appropriate career goal and consideration of the assessment results; and
- Provide preparation for postsecondary educational opportunities, linkages between academic and occupational learning, preparation for employment, and effective connections to intermediary organizations that provide strong links to the job market and employers. [WIA Section 129(c)(1)(A)(B)(C)]

Administrative Provisions

Allowances, earnings, and payments to individuals participating in programs under this title shall not be considered as income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any federal or federally assisted program based on need other than as provided under the Social Security Act. [WIA Section 181(a)(2)].

WIA Title I funds must not be spent on the wages or supportive services for incumbent employees during their participation in economic development activities provided through a statewide workforce investment system. [20 CFR Part 667.264(a)(1)].

DIRECT INQUIRES TO:

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EFFECTIVE DATE: Immediately upon receipt.