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### **Subject: Local Supportive Service and Stipend Policy**

1. Purpose: This policy is written to provide guidelines on local supportive service limits and requirements.
2. Background: Supportive services are allowed by Federal Law, Federal Rules, and State Issuance.

Supportive services may only be provided to individuals who are:

- Participating in career or training services as defined in WIOA secs. 134(c) (2) and (3); and
- Unable to obtain supportive services through other programs providing such services.
- Supportive services only may be provided when they are necessary to enable individuals to participate in career service or training activities.

This policy is necessary to further define the limits and requirements for supportive services in the Southeast Region. Any need for supportive services must be documented in MOJobs and addressed on the Employment Plan. Case Notes must be completed on all services provided. Exceptions to this policy may be allowable under extreme circumstances and shall require prior approval from the WDBSE President/COO.

3. Substance: \*\*There is a \$1,000 maximum allowable limit for supportive services funds per customer, per program year. Stipend Payments **are not** allowed.

Transportation allowance:

- \$0.25 per mile is allowed for participants traveling more than 20 miles roundtrip.
- Transportation allowance will be determined using a standard app/program and begins from the participants' home address to the activity location.
- Documentation of insurance coverage is required prior to transportation allowance payments.

Childcare assistance:

- Childcare assistance is limited to \$25.00 per day per child.
- All participants must first seek assistance from Child Care Services. If the participant is denied by Child Care Services or is responsible for co-pay childcare assistance is allowable up to the limits above.
- Childcare assistance is paid directly to the provider.
- Child Care Services approved providers are preferred. Documentation must be noted if none are available and the exception pre-approved by program manager or designated staff.
- Childcare providers cannot be a parent/stepparent or live in the home.
- Childcare providers are required to complete a Childcare Release and a W-9.
- Payments for childcare are only paid from the date of approval forward and must be documented as required.
- Childcare monthly forms more than 60 days old will not be accepted.

#### Testing and Certification Fees:

- Limited to \$500.00 per program year.
- Emergency Aid
- Vehicle Repair
  - Limited to \$250.00 per program year.
  - Vehicle must be the primary vehicle used by the participant to participate in a WIOA activity.
  - Tire replacement is considered vehicle repair.
- Vehicle Insurance
  - Limited to \$300.00 per program year.
  - Only payable for three months per program year.
  - Vehicle must be the primary vehicle used by the participant to participate in a WIOA activity.
- Clothing and Occupational Needs:
  - Must be training or work related.
  - Limited to \$200.00 per program year.
- Temporary Shelter/Housing/Utilities
  - Limited to \$1000.00 per program year.
- Medical Assistance:
  - Limited to \$200.00 per program year.
- Reasonable Accommodations for Individuals with Disabilities
  - Limited to \$500.00 per program year.
- Needs-Related Payments
  - Reviewed on a case-by-case request based upon OWD policy for “Needs-Related Payment”

Coordination of payments with other workforce regions must be completed prior to making payment. Supportive services are based on individual need, all of the individual’s resources must be considered and documented in MOJobs prior to making payment. Supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the participant to participate in Title I activities.

4. Action: Please distribute to appropriate individuals.

5. Contact: Please direct comments or questions regarding this policy to the WDB Manager of Compliance 573-334-0990.

Effective 12/01/2022-Updated July 2023-Updated November 2024