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| Category/Subject: Supportive Services |
| Colorado Policy Guidance Letter#: WIOA/WIA-2000-01 (prior #00-11-WIA1) |
| Revise/Replace PGL#: N/A |
| Date: July 1, 2000 |
| Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners |

I. REFERENCE(S):

Workforce Investment Act (WIA) signed into law on August 7, 1998, Section 134 and WIA Interim Final Regulations, Part 663 – Adult and Dislocated Worker Activities, Subpart H – Supportive Services §663.800, §663.805, §663,810, §663.815, §663.820, §663.825, §663.830, §663.840, and Part 664, Subpart D, Youth Program Design, §664.440 of the Federal Register, 20 CFR Part 652, et al. Workforce Investment Act; Interim Final Rule.

II. PURPOSE:

Provide information and direction for the development of a local policy that defines the process for the use of Supportive Services to eligible Adult, Dislocated Worker and Youth participants.

III. BACKGROUND:

The Workforce Investment Act (WIA) is the first major reform of the nation’s job-training system in more than 15 years. Under this legislation the emphasis is placed on the delivery of services through One-Stop service delivery, empowering individuals through information and access to training resources, providing universal access to core services and ensuring a strong role for the Local Boards and the private sector.

The Act and Regulations outline the responsibility of the Local Workforce Boards in developing a policy to define Supportive Services available to the Adult, Dislocated Worker and Youth participants.

IV. POLICY/ACTION:

Each Local Workforce Board and Region must meet the responsibilities and conditions described in this section.

Under WIA, the Local Boards, in consultation with the One-Stop partners and other community service providers, **must** develop a policy on supportive services that ensures resource and service coordination in the local area.

The policy should address procedures for referral to such services including how the Supportive Services will be funded when they are not available from sources other than WIA funds. The local board may establish limits on the provision of supportive services or provide the One-Stop operator with the authority to establish limits, including amount of funding and length of time funding is available to participants. In addition the procedures should define: when exceptions are allowed; and what documentation will be required to indicate that no other resources are available.

ADULT and DISLOCATED WORKER

For the adult and dislocated worker the provision of accurate information about the availability of supportive services in the local area, as well as referral, is one of the **core services** that must be made available. The required policy should define type of services and the referral procedure. Please note, supportive services may only be provided to individuals who are: participating in core, intensive or training services; and unable to obtain supportive services through other programs providing such services.

Adult and Dislocated Worker services may include: transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIA Title I.

***NOTE:** Needs Related Payments provide financial assistance to participants for the purpose of enabling individuals to participate in training. To receive Needs Related Payments:*

***Adults must:** be unemployed, not qualified for or have ceased qualifying for unemployment compensation and be enrolled in a program of training services under WIA.*

***Dislocated Workers must:** be unemployed, and have ceased to qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA; and be enrolled in a program training service under WIA by the end of the 13th week after the most recent layoff; or if by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA –TAA.*

YOUTH

Supportive services is one of the ten required program elements for youth. WIA Supportive Services for youth may include: Linkages to community services; assistance with transportation costs; assistance with child care and dependent care costs; assistance with housing costs; referrals to medical services; and assistance with uniform or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective-eye gear.

The local policy should define the type of youth services that are available, the procedure to access these funds, and the referral process.

V. IMPLEMENTATION DATE: Effective immediately.

VI. INQUIRIES:

Please direct all inquiries to your Regional Liaison at Workforce Development Programs.

Elise Lowe-Vaughn, Director
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