

Rockland BOCES Youth Connections Program

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Supportive Services Policy

Supportive services are provided for eligible and enrolled youth as defined in the Workforce Innovation Opportunity Act [WIOA; Section 129(c)(2)(G)]. Supportive services include assistance with transportation, child care, dependent care, housing, uniforms and other appropriate work attire, work-related tools, (including such items as eye glasses and protective eye wear), may also include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care.

According to the Federal Register, supportive services are funded by WIOA only when these services are not available through other agencies and that the services are necessary for the individual to participate in Title I activities.

Supportive Service assistance to participants will be provided specifically for work or school related training and activities. This would include classes, job interviews, transportation to school or work, or other activities pertaining towards school and/or work.

Request and Approval Process:

Youth participants will provide all supporting documents to their Case Manager for review and approval by the Youth Services Coordinator. In order to qualify for a supportive service the participant must be actively participating in WIOA programs and meet all program requirements. Staff must consider whether the service is reasonably required based on the individual's need, as outlined in the Individual Service Strategy (ISS). Staff must also document the circumstances and services provided and maintain documentation justifying the expense in the hard file as well as in the OSOS comments.

Transportation:

Public transportation fare and gas cards are covered expenses for commuting to and from job and/or school related WIOA activities. Participants may receive a bus pass or gas card, but must provide required documentation of work related activities including regular attendance and participation in the identified activity (i.e. weekly attendance record, weekly/bi-weekly pay stub etc). Gas cards are secondary to bus tickets and may only be available if the participant's worksite or class is not located on a Rockland County TOR bus route or if the bus ride is over an hour long each way. These options would be discussed with the Case Manager prior to approval.

Clothing & Supplies:

Work clothing, such as uniforms, boots, and business attire, required for a WIOA funded training, to start a job or to participate in a work experience may be available for eligible

participants. In order to qualify for this service, the youth participant must meet the WIOA criteria for low-income status, be enrolled in either a course from the ETPL or have a job related need, and provide documentation of this need. Documentation of purchase (i.e. receipt of payment) must include what clothing/supplies was purchased and a description of either the job or training program. Equipment such as stethoscopes, blood pressure cuffs, helmets, gloves, protective eyewear, etc. may also be requested. The cost may not exceed the actual cost of the tools and equipment required by the training or occupation. When specific clothing/equipment is required by a training program it must be identified as part of the offering description on the Eligible Training Provider List (ETPL).

Childcare & Housing:

Under extreme circumstances, youth participants may be eligible for childcare and housing services. Youth Connections will not provide this service directly, however, funding reimbursement for emergency childcare and housing is available for those who qualify. In order to qualify for this service, the youth participant must meet the WIOA criteria for low-income status and provide proof of emergency housing or childcare needs.

Total Payments:

The total amount of funding per participant shall not total more than \$500 within one fiscal year. If more funding is required, it will be reviewed by the Youth Services Coordinator, Adult Education Program Administrator, and Director of Adult Education. Approval will be determined at their discretion.