

Supportive Services Policy For TheYouthStop™

Effective July 1, 2016

General Explanation:

The YouthStop™/WIOA participants may be eligible for supportive services as established by the Upstate Workforce Board by authority of the Workforce Innovation and Opportunity Act (WIOA-2015).

Supportive Services are defined as services that are necessary to enable an individual eligible for WIOA services who otherwise cannot pay for such services to participate in a WIOA program activity. These services are available to participants with demonstrated need and involved in related services. Supportive services may be provided through WIOA funds when the participant is unable to obtain supportive services through other non-WIOA funds.

Supportive services provided to The YouthStop™ participants during 2016-2017 include transportation and work clothing. Expungement services may be offered if funding becomes available.

Referrals to appropriate partners or agencies for other types of supportive services such as food, utilities assistance, etc., will be offered when available. Related documentation of any referrals is to be kept on file. Agencies that accept referrals from The YouthStop™ include but are not limited to: Believers Fellowship, Bethel Baptist Church, Bethlehem Center, Buck Creek Baptist Church, Chesnee First Baptist Church, Church Builders, Department of Social Services, Episcopal Church of the Advent, Eastside Baptist Church, Face Forward (Spartanburg Housing Authority), First Baptist-Gaffney, First Baptist-Spartanburg, First Steps, Greater Spartanburg Ministries, Piedmont Community Action, SAFE Homes; Rape Crisis, Salvation Army, South Carolina Legal Aid, Spartanburg Housing Authority, TOTAL Ministries, United Way of the Piedmont and Upstate Family Resource Center.

Maximum Payments

The amount of supportive services is outlined below. Grievance procedures to this policy will follow the *Applicants Rights Handout*. The following are the specific procedures for various activities.

- ***Transportation Assistance***

Transportation assistance is provided in the form of bus passes or gas cards to assist with the expenses of commuting to and from WIOA activities.

Participants may be issued one \$10 Sam's/Wal-Mart card per five days of attendance to support transportation to any WIOA activity sponsored by The YouthStop™.

If an attendee does not have access to a vehicle and lives on the public transportation route, a city bus pass may be purchased to cover 31-days of transportation. The case manager must allow two weeks to purchase the bus pass, and all purchases must go through the certification specialist.

In all of these instances, the transportation services must be used to support a WIOA activity that is documented in SCWOS and related to training, adult education, and/or work.

Activities may include but are not limited to 406—Tutoring, Study Skills Training and Instruction, a 401—Job Readiness Training, a 410—Leadership Development Training, a 411—Mentoring, 413—Basic Skills Training, a 417—Comprehensive Guidance and Counseling, a 420—Workshops/Seminars, a 424—Resume Preparation Assistance, a 431—Occupational Skills Training ETP, a 432—Occupational Skills Training Non-ETP, a 433—GED Training or Adult Education High School or a 441—Leadership Development Services activity documented in SCWOS.

- ***Transportation for Work Experience/Job Shadowing/Summer Employment***

Participants may be issued one \$10 Sam's/Wal-Mart card per week to support transportation to the activity site for every five days of attendance. In all of these instances, the transportation services must be used to support a WIOA activity related to a work experience documented in SCWOS. In this instance, the activities may include but are not limited to a 400—Summer Employment, a 409—Job Shadowing, or a 425—Work Experience Paid

- ***Work/Interview Clothing***

Participants may receive work/interview clothing and/or shoes as needed for interviews, work or work experience. In general, required clothing and/or shoes will be purchased from Wal-Mart, as this is the preference of our current fiscal agent. However, if a specific item is not available, staff may purchase necessary items from other outlets and be reimbursed for costs. Receipts are required in all instances. The staff social worker and/or a case manager will coordinate clothing purchases and will be assisted by other staff as necessary. In these instances, the clothing services must be used to support a 400—Summer Employment, a 425—Work Experience Paid, a job interview or unsubsidized employment.

- ***Expungement***

The YouthStop™ has not budgeted funds for expungement during 2016-2017. However, should a documented need arise, the contractor will petition the local board for a grant modification. Specific details will be added to this policy and approved before any funds are expended.

Guidelines for Payments

1. The use of supportive services must be based on the identified level of need determined by the social worker and documented in the individual service strategy. Support services will be reviewed any time there is a change in circumstances.
2. Payments will not be made for time in which the participant did not attend a verifiable WIOA activity. Participants must have documented attendance in the hard file.
3. No supportive service payments will be made to WIOA eligible participants who are receiving Pell Grant funds to cover living expenses, if such funds are equal to or greater than the amount of supportive service payments eligible through WIOA.
4. All supportive service costs must be approved by the program director in advance.
5. All supportive service costs must be accompanied by the appropriate activity in SCWOS.
6. Case notes are required to document the onset of a supportive service and the end of the service.
7. All Sam's/Wal-Mart cards are to be signed out by the certification specialist. The participant's name and date are also required. Sign out sheets and incentive cards are kept by the certification specialist.