

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 17-10 Amendment 1

TO: SC Works Operator/Service Provider

SUBJECT: Re-Entry Supportive Services Policy (RE-ENTRY GRANT ONLY)

DATE
ISSUED: August 22, 2018

DATE
EFFECTIVE: August 22, 2018

DATE
EXPIRES: Indefinitely

PURPOSE:

As of the effective date, this policy will apply to all re-entry grant supportive service approvals.

BACKGROUND:

Re-entry grant participants may be eligible for supportive services as established by the Upstate Workforce Board (Upstate WB). Supportive Services are defined as necessary services provided to eligible grant participants enrolled in the Operation Educate program. Supportive services may include: transportation, supplies required for training or employment, legal aid services, and emergency assistance. These services are only available to participants who are unable to obtain these services through other providers. Referrals to appropriate partners or agencies should be documented as proof that these services are not available elsewhere. Any requested supportive service not mentioned above must be approved, in writing, by the WB Executive Director.

ACTION:

Each participant's supportive service needs will be documented. Each client must have a Request for Supportive Services Form on file. Each client is eligible for supportive service assistance on the categories/services identified below. The amount of supportive service funds utilized must be based on the level of need. If necessary, grievance procedures found in the Applicants Rights Handout must be followed.

The following are guidelines to be followed for each available supportive service:

Supportive Service Type I: Transportation to and from work, job interviews, and appointments with Re-Entry Specialist.

Up to \$750.00 in transportation assistance per enrolled client

Residents of Spartanburg County who need transportation to and from work

- Must provide verification of employment to the Re-Entry Specialist
- Re-Entry Specialist must verify mileage from the client's residence to work.

- The Re-Entry Specialist will coordinate with a transportation vendor to provide the service for the client.
- The transportation vendor should be paid directly. No payments should be made to the client for this service.
- The transportation vendor should be notified that additional stops outside the scope of to and from work, interviews and/or scheduled appointments are not authorized and will not be paid by SC Works.
- This service may take place until funds are exhausted.

It is suggested that the Re-Entry Specialist use MapQuest or Google Maps for mileage verification. The participant must self-attest to their starting address, if different from the address on file.

Supportive Service Type II: Emergency Assistance

Up to \$750.00 in Emergency Assistance per enrolled client

Assistance may be provided for emergencies such as: housing, utilities, eye care, auto repairs, or other needs that will enable the participant to become employed, stay employed and/or conduct job searches. The participant must present documentation such as a bill, invoice, or service statement indicating need to Re-Entry Specialist. The participant must also provide documentation stating that these services are not available through other agencies or sources. As always, the services must not be available free of charge from another entity in the area in order for Innovation grant funds to be used. All expenses must be approved in advance by the Re-Entry Specialist and the SC Works Upstate Project Director.

Note: The UWB does not allow payment for medical-related services or costs, except eye care.

Supportive Service Type III: Supportive Services for Training/Employment Related Needs

Up to \$300.00 in Training and Employment related needs per enrolled client

Items required for training may be provided by voucher. These items include: books, fees, uniforms/scrubs, driver's license/identification card, fingerprinting/drug screens, immunizations, physicals, tools, graduation fees (audit fee, not cap and gown), licensure tests, and other required items. Uniforms/clothing and work tools required to begin initial employment may be provided by voucher. Only commonly required uniforms or work tools will be funded for specific occupations or as indicated in writing from the employer.

Supportive Service Type IV: Supportive Services for Legal Aid Services

Up to \$500.00 for Legal Aid Services per enrolled client

WIOA classifies legal aid services as allowable supportive services for Title I participants. These services can uniquely address certain barriers to employment, including access to driver's licenses, expunging criminal records, and resolving issues with debt, credit, and housing. Legal aid services, specifically expungement services, should be coordinated with local solicitors' offices.

Guidelines for Payments

- All supportive service costs must be approved by the Program Supervisor or Project Director or Designee in advance.
- Any exceptions to this policy are strongly discouraged and require the written approval of the WB Executive Director or designee.

INQUIRIES: Should you have any questions regarding this instruction Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org.



Ann Angermeier
Executive Director
Upstate Workforce Board

Sources: N/A