
GST MICHIGAN WORKS! POLICY 15-12 Change 1

TO: GST Michigan Works! Service Providers and Agency Staff

FROM: Jody Kerbyson, CEO

SUBJECT: WIOA Supportive Services

EFFECTIVE: January 21, 2019

PROGRAMS: Workforce Innovation and Opportunity Act (WIOA)

REFERENCES: The Workforce Innovation and Opportunity Act of 2014

RESCISSIONS: None

BACKGROUND: Supportive services assist eligible participants facing specific barriers to securing employment when no other resources are available to address their needs. This policy aligns with GST Michigan Works! procurement policy.

POLICY: This policy issuance reflects an increase in transportation weekly limits. Documentation changes to require one estimate for auto repairs, insurance and tools.

SUPPORT SERVICES GUIDELINES

Service Providers shall adhere to the limitations established for the provision of supportive services. Any supportive service provided to remove a barrier(s) to enable an individual to participate in program activities, including retention, shall be documented in the Management Information System (OMIS) in the Supportive Service area. A participant is considered enrolled once he/she appears on the OMIS and is participating in a WIOA program(s).

Supportive services may be provided when necessary to eliminate employment/training barriers. Alternative sources must be explored prior to any supportive service authorization. Under no circumstance may a supportive service be provided if the supportive service is readily available in a timely manner from another source. Supportive services must be identified during the intake/assessment process and entered onto the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). Through case management practices, and/or during employment/training activities, case notes should be updated to reflect supportive services that become identified. Supportive services authorized by contracted service providers will be in accordance with this policy issuance, unless specific requirements of other assistance programs may be conflictive. However, single funding source limitations may not be exceeded with the aggregate of multiple funding sources.

The President/CEO of GST Michigan Works or her/his designee may grant waivers to specific supportive services limitations and/or prohibitions.

GST Michigan Works will establish a training award amount for each participant to be used for training needs and support services. Supportive services will be used as necessary to participate in employment training activities and shall not exceed the limits of each participant's training amount. Limits on individual support services addressed in this policy will be in effect. The participant along with their case manager must determine supportive services priorities for the best use of their award dollars.

Twelve (12) month period is defined as twelve months from the date a participant last started receiving supportive services.

Once a person is employed, they may receive supportive services for up to 90 days. The 90 day limit starts on the first day of employment. The 90 day limit only applies to employment, not for participants in training.

Acceptable accounting procedures including procurement requirements shall be used in the provision of supportive services.

Eligible Service Categories

Supportive Services may include, but are not limited to:

Transportation Allowance	.40 cents/mile - \$100 week maximum (Private Reimbursement)
Automobile Repairs	\$900/12-Month Period
Car Insurance	\$300/Lifetime
Interview/Work Clothing	\$250/12 Month Period
Emergency Gas Cards	\$20/\$60 per week
Tools	\$500 Lifetime
Job Specific Expenses	As needed

TRANSPORTATION ALLOWANCES

Transportation Allowances may be provided for vehicle transportation only after enrollment into basic skills training, occupational/vocational training, On-The-Job Training (OJT), work experience, internships, and up to 90 days after entering into unsubsidized employment.

Private Mileage Reimbursement

Private mileage reimbursement will be paid at .40 cents/mile. Payments may be made to participants enrolled into a training activity or unsubsidized employment and must not exceed \$100/ week.

Public Transportation

Participants may utilize the bus system (i.e. MTA, SATA, Thumb Body Express, GLTA, Sanilac Transportation & Thumb Transit) during training activities and/or up to 90 days after entering into unsubsidized employment.

Required Documentation

Each participant must provide the following information prior to receiving mileage reimbursement:

1. Participant mileage reimbursement form; and/or
2. Employment verification form, training plan/program agreements, copies of check stubs/timesheets, or attendance verification form; and

EMERGENCY SITUATIONS

Requests may be an emergency, meaning that without immediate action (i.e., within 24 hours) on the part of the MWA, the participant would lose their current employment or be in a distressed situation. Service providers are to respond within 24 hrs. in order to prevent the loss of employment. Bus passes and emergency gas cards maybe given in emergency settings. Should extenuating circumstances occur to warrant gas card distribution, case notes will be updated appropriately to reflect the need.

Required Documentation

1. An accurate record of gas cards numbered, with names and dates assigned will be maintained by the service providers. Participant signature required verifying receipt of gas card.
2. Case Notes in OMIS updated to document the need and nature of the emergency.

AUTOMOBILE REPAIRS

Up to \$900.00 may be authorized toward automobile repairs in any 12-month period. The automobile must be the participant's primary means of transportation. The cost of the repairs may not exceed the vehicle's retail value. Common allowable repairs are: brakes (rotors/pads), fuel pumps, engine/transmission, radiator, shocks, etc. Not allowed for regular maintenance. (oil change, lubrication, etc.)

Required Documentation

The following documentation is required from the participant prior to authorization and approval of car repairs:

1. Copy of vehicle title or vehicle registration.
2. An estimate of the vehicle repair from a certified mechanic must be placed in the case file, and
3. Receipt required.

Repairs should be expected to make a vehicle safe and roadworthy. In addition, the vehicle must be registered and insured in the name of a member of the eligible family. (spouse or parents, or youth)

CAR INSURANCE

Car insurance may be provided to participants enrolled in training or who are employed. The intent of providing car insurance is to assist with the first 1 to 3 months of coverage. Up to \$300 may be used for coverage lifetime.

Required Documentation

The following documentation is required from the participant prior to authorization and approval of car insurance:

1. Copy of vehicle title or vehicle registration
2. An estimate of insurance coverage must be placed in the case file, and
3. Receipt required.

CLOTHING (\$250.00/12-month limit)

Participants may receive work-related (interview/work/training) clothing. Common allowable clothing purchases include: shirts, pants, shoes, ties, dresses, blouses, jackets, etc. Participants may be provided clothing allowances after attending orientation and for up to 90 days after entering into unsubsidized employment.

Required Documentation

The following documentation is required prior to approval of clothing purchase:

1. Case notes in OMIS updated to document the need as related to an interview/training related activity or employment once confirmed.
2. Receipt required.

CHILD CARE

Participants with children 12 years of age or younger may receive childcare assistance. This service is allowable for up to 90 days after entering into unsubsidized employment.

Required Documentation

The following documentation is required prior to receiving childcare reimbursement:

1. Childcare reimbursement form including the name, address, and license number of the daycare provider and must be signed by the participant and the child care provider;
2. WIOA participant attendance/employment verification form; and
3. Medicaid card/Health Insurance card (if applicable) and birth certificate of each child.

In addition:

- The childcare provider must be at least 18 years of age;
- Childcare provided by the participant's immediate family is not allowable. "Immediate Family" is defined as the child's father, mother or sibling residing in the same household;
- Childcare hours must not exceed one (1) hour over the actual length of training or employment. The additional one-hour is to be used for travel time to and from training or work; and
- Payments will not be authorized for time children are attending school, pre-school, Head Start or similar programs.

Childcare rates are as follows:

LICENSED CHILD CARE PROVIDERS

Infants (2 years of age or younger) \$3.00/hour

Youth (Older than 2 years of age) \$2.50/hour

OTHER SUPPORTIVE SERVICES

Other available supportive services may include, but not limited to, health/medical care/exams, drug screening, services for disabled individuals, counseling, assistance in securing bonds, family planning, testing, licensing fees, and automobile registration through the established voucher payment system, for a participant that has obtained employment or received training provided by a WIOA funded program. Document need in case notes and receipts are required.

VOUCHERS & VENDOR CHECKS

All vouchers issued to participants must include the participant's and vendor's name. This requires a participant signature and presentation of ID when voucher(s) are redeemed.

EXCLUSIONS

GST supportive services funds cannot be applied to the following: defaulted loans, fines, penalties, parking tickets, moving infractions, etc. Funding may not be used to pay fees associated with enrolling a child in day care.

ACTION

Service Providers shall take the appropriate actions necessary to implement the directives of this policy issuance. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

INQUIRES:

Questions regarding this policy issuance should be directed to John Anderson 810-233-5974 ext 159 or JulAnn Kuenzli 989-635-3561 ext 230.

SIGNED:



Jody Kerbyson, CEO

1-21-19

Date