

AUTHORITY: The Michigan Works! Southwest Workforce Development Board is established under the Workforce Investment Act of 1998 (as a “local workforce investment board”), the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

ORDER OF PRECEDENCE: Where any part of this policy shall be determined to be in conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

Support Services and Needs Related Payments

BACKGROUND Support services assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments are a stipend form of assistance that may be used to support eligible participants enrolled in training.

Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of support services and needs related payments.

SCOPE All programs under the auspices of the Michigan Works! Southwest Workforce Development Board.

REFERENCES

- Workforce Investment Act (WIA) of 1998
- Workforce Innovation and Opportunity Act (WIOA) of 2014
- Partnership. Accountability. Training. Hope. (PATH) Manual, Workforce Development Agency (WDA), 11/17/2014 and subsequent changes
- WIA/WIOA Manual, WDA, 11/19/2014 and subsequent changes
- WDA Policy Issuance 15-03 and subsequent changes, Plan Instructions for Local Agreements between MWAs and DHS Local Offices to provide Funding for FY 2015 PATH Program Employment Related Supportive Services
- WDA Policy Issuance 14-01 and subsequent changes, WIA/WIOA Adult, Dislocated Worker, and Youth Program Allocations for Program Year (PY) 2014
- WDA Policy Issuance 12-19 and subsequent changes, WIA/WIOA Comprehensive 5 Year Local Plans for Adults, Dislocated Worker and Youth for PY 2012-2016
- WDA Policy Issuance 14-15 FY (Fiscal Year) 2015 PATH Refugee Policy
- WDA Welfare Reform Electronic Participant Management Information Guide (WR e-MIG)
- WDA WIA/WIOA Adult/Dislocated Worker Electronic Participant Management Information Guide
- WDA WIA/WIOA Youth Electronic Participant Management Information Guide

POLICY

A. Support Services

1. Total funds available for support services shall be established within the requirements of the funding source and negotiated with each subrecipient. The role of support services as a program component shall be described in each program's plan for service delivery.
2. Support services shall only be provided to individuals who are:
 - a. Determined eligible, registered, and;
 - b. actively participating in WIA/WIOA career and/or training services or
 - c. actively participating in one or more of the fourteen elements of activity established under the WIA/WIOA youth program or
 - d. actively participating in activities allowable in the AEP/PATH program or
 - e. actively participating in a National Emergency Grant (NEG) funded activity; and the individual is:
 - i. Compliant with program requirements, and
 - ii. Unable to obtain support services through other programs, agencies, or community sources.
3. For all funding sources, the Case Manager/Employment Specialist shall determine the need for the support service(s) and document this information in the participant's One Stop Management Information System (OSMIS) Individual Service Strategy (ISS) and case notes.
4. Based on federal, state and local policies, subrecipients shall establish written procedures for the use, distribution, and documentation of support services. The liability for equitable administration and documentation is the responsibility of the subrecipient.

A copy of the subrecipient's support services procedures shall be provided to the MWA annually within 30 calendars days of the signing of the contract.

5. Local support service limitations and restrictions shall be established by the MWA within federal and state policy guidelines and funding source requirements.

See Attachment A for a detailed description of local support service guidelines by funding source.

6. On a case-by-case basis and based on documented need, the MWA, at the written request of a subrecipient and within federal and state policy guidelines, may waive a local support service limitation.

Subrecipients may establish support service limits within the MWA locally established limitations.

7. Regardless of the funding source, all support services shall be documented in the Support Services section of the OSMIS and a case note entered to describe the need and distribution of the assistance.
8. Support service funds may not be used to pay fines or penalties incurred by the participant (i.e., driver's license reinstatement), restitution owed through the court system, or for fees associated with enrolling children in day care.
9. Subrecipients, One Stop Partners and other community partners shall work together to coordinate the use of support services in order to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community based support services shall be documented and shared with all subrecipients and One Stop Partners.

10. Use and documentation of support services will be monitored as a part of the program and financial monitoring processes. All support service documentation shall be retained in the participant's program file.

B. Needs Related Payments (NRP)

For situations where Needs Related Payments are allowable and used:

1. The MWA shall establish a written procedure and payment system within the guidelines of the funding source.
2. The MWA shall consistently apply the local procedures to all eligible participants in the allowable training activity.
3. Participants shall meet all the eligibility criteria for the program/funding source from which NRP are made available.
4. Need for an NRP shall be documented in the participant's ISS and case notes.
5. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
6. Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

INITIAL EFFECTIVE
DATE 9/8/2005

APPROVED
Initial Policy: Workforce Development Board 9/8/2005
Revision 01: WDB Executive Committee 7/7/2011
Revision 02: WDB Executive Committee 6/5/2014
Revision 03: WDB Executive Committee 6/17/2015

EXPIRATION Ongoing