

## Supportive Services Policy

The Westmoreland-Fayette Workforce Development Board (WFWDB) has adopted the following policy to provide supportive services to eligible adult, dislocated workers under WIOA. Eligible participants can be enrolled for Supportive Services only.

### Transportation:

1. Transportation supportive services will be provided for up to the first four weeks of work-based training services. This would include OJT, transitional jobs and work experience based on number of days per week worked.
2. The CareerLink® will send a memo to the WIB with a print out from map quest to verify mileage for processing. The WIB will keep a total on each participant's support of service.
3. Supportive Services provided will be based on actual mileage to and from work at the established federal rate.
4. Public transportation is allowable, with the purchase of a pass for a one-month period. If a bus pass is purchased, a receipt or copy of the bus pass must be submitted for reimbursement.

### Other Supports:

Clothing for employment	\$100.00
Tools for employment	\$100.00
Day Care expense for employment	\$100.00
Pre-Employment physical	\$100.00
Work credentials certification fee	\$100.00

Copy of receipts must be submitted for reimbursement.

### Total Dollar Amount of Supportive Services/per Participant:

The limit for all supportive services cost remains at \$620 per participant. If transportation or daycare allowance has reached \$620, there is no allowance left for clothes, tools, etc.

### Supportive Services Eligibility:

Each participant must be active and eligible in adult, dislocated worker and USDOL Discretionary Grant programs.

Each participant must be assessed to determine supportive services need.

### Addendum:

Other grants or funding received may have special supportive service policies.

Amended: 11/14/2018

Amended: 9/9/2020

Amended: 03/13/2023