

<b>YOUTH SUPPORTIVE SERVICES</b>	
<b>Department:</b> Office of Economic & Workforce Development	<b>Effective Date:</b> January 2011
<b>Policy/Procedure #:</b> 105Y	<b>Supersedes:</b> July 1, 2010

**Overview**

Providers receiving General Fund or WIA funds may provide participants with Supportive Services necessary to assist them while pursuing training. Funds for such services are included in the respective Grant Agreements. The most commonly provided support services include childcare and transportation. CDBG funds do not allow for any type of support service.

**Transportation Expenses**

Providers wishing to use funds to assist participants with transportation needs in the form of transit passes and tokens, taxi or gas vouchers, etc. will invoice OEWD as they normally would for any other program expense (See OEWD *Procedure 113Y: Invoicing Expenditures*). Funds for service providers to cover transportation expenses must be included in an agency's total grant amount and funds must appear as "participant costs" in an OEWD-approved provider budget.

**Childcare Expenses**

WIA-eligible clients may be eligible to receive childcare services by submitting a **Child Care Authorization Form** and a copy of the child's birth certificate to an OEWD program officer for approval. Childcare services are offered through Wu Yee Children's Services, where clients may select from an approved list of childcare providers.

Childcare services are available to clients through a separate WIA funding stream and do not need to be included in a provider's budget. However, in order to qualify for childcare services, WIA clients must follow OEWD procedures to be eligible for subsidized childcare.

Childcare services are not available to CDBG or General Fund clients.



## **Miscellaneous Expenses**

Other allowable Supportive Services expenses may include payment of medical fees, union dues, housing, books, uniform, tools, etc. Providers must contact OEWD for approval on miscellaneous expenses prior to making payments on a client's behalf or to issuing funds to clients.

## **Incentives**

WIA and General Fund providers may offer clients incentives for achieving both short term and long term performance outcomes. Incentives may be offered based on a client's performance or participation in program activities. Cash, check or check cards (such as Visa, American Express, etc.) may **not** be issued as incentives. Instead, gift cards may be used as incentives and must contain value to stores that assist clients in meeting other basic needs, such as clothing or food.

Clients may receive a maximum of \$300, cumulative, for incentives, of which each incentive may not exceed \$75 in value. The OEWD directive on incentives may be found at <http://www.oewd.org/media/docs/workforcedevelopment/directive/Incentives%20Directive.pdf>.

## **Data Collection and Record Keeping:**

Providers responsible for providing Supportive Services will be required to utilize Workforce Central (WFC) in recording Supportive Services enrollment and completion. Additionally, all supportive service, including incentives, must be documented in compliance with OEWD fiscal and program reporting procedures. Agencies must provide verification that clients received a supportive service or incentive. Receipts from purchases made with incentives may also be requested by OEWD to confirm proper use of gift cards.

## **Subsidized Employment and Wages**

Providers may offer programs that include paid activities. Providers are **not encouraged** to use stipends as payments to their clients for participating in programs. If program activities include work experience or subsidized employment, then wages should be paid. Providers offering services that include subsidized employment and wages should refer to **OEWD Procedure #117Y** for guidelines on subsidized employment.

