



**COUNTY OF SAN BERNARDINO  
Workforce Investment Board  
POLICY MANUAL**

No. WIB 9 (R1)

ISSUE 1

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By

EFFECTIVE 11/5/2007

SUBJECT

WIA Supportive Services Policy

APPROVED

*Curt Hagman, WIB Chairman*

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**Introduction**

CFR 663.800 of the Workforce Investment Act (WIA) requires the Local Workforce Investment Board (LWIB) to develop a policy regarding supportive services for adults and dislocated workers. The regulations include services such as transportation, childcare, dependent care, housing and needs-related payments in the definition of supportive services.

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**Provided to**

WIA supportive services may only be provided to individuals who are:

1. Participating in core, intensive, training or post exit services; and
  2. Unable to obtain supportive services through other programs providing such services.
  3. Supportive services may only be provided when they are necessary to enable individuals to participate in Title I activities.
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**Eligibility**

Establishing eligibility criteria for most types of supportive services is left to the Local Board. DWD recommends the following criteria:

1. **For adults:** WIA supportive services are provided on the basis of need. Eligible adults are:
  - a. Individuals receiving some form of public assistance, **or**
  - b. Individuals having incomes at or below the Self-Sufficiency Standard for San Bernardino County:
  - c. Exceptions may be approved by the Deputy Director or Director.
2. **For dislocated workers:** Individuals determined eligible for WIA enrollment under the dislocated worker provisions are eligible to receive supportive services.
3. **For adults and dislocated workers:** Individuals who are eligible to receive supportive services under CalWORKs and/or DOL WtW must seek supportive services from these sources before any WIA funded supportive services are approved.

**Process**

The approval process for WIA supportive services is as follows:

- a. The Employment Services Specialist (ES) determines the participant meets all other applicable WIA eligibility requirements, **and**
  - b. The ES determines the supportive services are necessary in order for the individual to participate in approved training or employment-related activities, **and**
  - c. Other resources have been explored and no other resource is available to pay for the necessary service, **and**
  - d. The recommendation for WIA supportive services is approved by the:
    - ES for amounts under \$100,
    - SESS I for amounts under \$500,
    - Deputy Director for amounts between \$500 and \$1,000, and
    - Director for amounts over \$1,000.
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**Types of supportive services**

The types of supportive services offered under WIA are:

- Transportation
  - Child care
  - Ancillary services/ Needs-related payments
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**Transportation**

Transportation is available to WIA participants to cover the cost of transportation to and from a WIA approved activity, including transportation to and from a childcare provider.

In general, assistance is provided for transportation only within a three-county region consisting of San Bernardino, Riverside and Los Angeles Counties. Transportation assistance for destinations outside this three-county region is provided only on a case-by-case basis with prior approval of the Deputy Director.

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**Child Care**

Child care referrals and payments are available to WIA participants with children under thirteen (13) years of age, children incapable of self-care, and/or children under court order who need care while the participant is attending his/her WIA activity. Verification of emotional, mental, or physical incapacity or court order must be provided.

Before considering the use of WIA funds to pay child care costs, the ES must check the availability of other resources including, but not limited to, the following:

- The Alternative Payment Program (APP) administered by the County's Transitional Assistance Department (TAD) or the County Superintendent of Schools.
- Resources obtained by contacting the Resource and Referral Program in the Child Development Services Department of the Superintendent of Schools.
- Resources obtained from web sites offering updated local child care information.

WIA payment for child care is based on the Regional Market Rates (RMR), which are researched and published annually by the State for use in computing rate ceilings for CalWORKs-funded child care.

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## Ancillary Services

Ancillary services are available to WIA participants to assist with various expenses that are needed to continue in, or complete an approved WIA activity.

Ancillary expenses may include, but are not limited to, the following:

- Books as required by the education provider or instructor.
- Tools, uniforms, safety equipment, and special shoes if required by an employer or vocational educational provider.
- Vehicle repair, if alternative means of transportation is not available, or it would create an extreme hardship to participant.
- Clothing for a job interview, if needed. Documentation of need and justification must be on file in the case folder. Payment for clothing is limited to one outfit per participant, unless the clothing is purchased at a local thrift store, in which case it may be reasonable to purchase several coordinated pieces of clothing.
- Clothing to attend education or training classes. This is allowed only if the provider has a specific dress code. Issuance of WIA funds for this purpose is limited to a reasonable amount recommended by the ES and approved by the Deputy Director.
- Fees, unless they can be waived. WIA participants are expected to apply for fee waivers wherever available.
- Grooming assistance, when needed for a job interview and the ES is aware that the employer has specific grooming requirements.
- Physical and eye examinations not covered by Medi-Cal.
- Eyeglasses if required by an employer or vocational educational provider.
- Driver's License, California Identification Card, and/or DMV driver's record printout. These costs can be allowed only if required as a condition of employment or training. Only the standard fee is allowed. **WIA funds cannot be used to pay any penalties or fines.**
- Birth certificate, when required as a condition of employment or training and where it cannot be obtained from other County records.
- Fees for GED testing, when not available through another source.
- Student Body Cards, if purchased for the purpose of obtaining discounts at the school bookstore, and determined by the ES as being cost-effective.

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**Needs-related  
Payments**

WIA regulations are more prescriptive for needs-related payments. CFR 663.820 and 663.825 give eligibility requirements for adults and dislocated workers to receive needs-related payments:

1. The adult or dislocated worker must be unemployed, **and**
2. The adult or dislocated worker must not qualify for, or have ceased qualifying for, unemployment compensation or trade readjustment allowance, **and**
3. The adult must be enrolled in a WIA program of training services. The dislocated worker must be enrolled in a WIA program of training services by the end of the 13<sup>th</sup> week after the most recent layoff.

**Local Board  
Discretion**

The LWIB has aligned the limit for needs-related payments for adults with the federally-imposed limit for needs-related payments for dislocated workers.

CFR 663.840 gives the limit for needs-related payments for dislocated workers. The limit is:

- The amount of the weekly unemployment compensation benefit, **OR**
  - The poverty level for the equivalent period.
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