



OFFICIAL

CAPITAL AREA MICHIGAN WORKS!
SUPPORTIVE SERVICE POLICY LETTER #05-00, Change 3

Date: February 19, 2016

To: Capital Area Michigan Works! Program Contractors

Subject: Supportive Services and Needs-Related Payments (NRPs)

Programs

Affected: Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth; Partnership. Accountability. Training. Hope. (PATH), Food Assistance Employment and Training (FAE&T); TAA; and National Emergency Grant

Rescissions: None

References: The Workforce Investment Act of 1998
The WIA Final Rules and Regulations
The Workforce Innovation and Opportunity Act of 2014
The Trade Act of 1974

Michigan Department of Labor and Economic Growth/Office of Workforce Programs, PI 00-32 (Participant Management Information Guide), Change 20, dated October 16, 2006, and subsequent changes; PI 01-40 (Welfare Management Information Guide), Change 04, July 8, 2003, and subsequent changes; PI 02-39 (Food Assistance Employment and Training Policy Guidelines), Change 02, April 30, 2004, and subsequent changes; and PI 03-39 (Trade Act Management Information Guide), Change 01, April 29, 2004, and subsequent changes.

Capital Area Michigan Works! current contract provisions and PI 02-07 (Audits), and subsequent changes.

Background: Supportive services assist eligible participants facing specific barriers to securing employment when no other resources are available to address their needs. Each funding source establishes parameters for allowable supportive services with the MWA responsible for setting local policy.

In accordance with the Americans with Disabilities Act, this policy will be made available in alternative format upon special request received by Capital Area Michigan Works! Relay Center call 711 or 800-649-3777 (Voice and TDD). An Equal Opportunity Employer/Center.

Within the financial limitations of the MWA funded programs, a limited supportive services system will be established to assist participants in removing barriers to enable the individual to participate in program activities including job acquisition and retention when such services are not otherwise available from other resources/sources.

Policy: Contractors shall adhere to the limitations established for the provision of supportive services per funding source. Any supportive service provided to remove a barrier(s) to enable an individual to participate in program activities including job acquisition and retention shall be documented in the One-Stop Management Information System (OSMIS) in the Supportive Service area. Documentation of supportive service provided to program participant shall be placed in the individual participant file to correspond with each supportive service.

Case notes shall be used to document what other resources/sources were considered and the lack of other resources/sources. Under no circumstance may a supportive service be provided if the supportive service is readily available in a timely manner from another source. Case notes shall be used to document the actual dollar amount and funding source of the supportive service in cases where the MIS does not provide for the separate recording of supportive services.

Any combination of funding may be used, as appropriate and allowable. However, a single funding source limitation may not be exceeded with the aggregate of multiple funding sources.

The Chief Executive Officer of CAMW! or designee may grant waivers to specific supportive services limitations and/or prohibitions. The Administrative Office may add supportive services in the event the provision of a service has been overlooked in the formation of this policy if the supportive service is necessary to enable an individual to participant in activities.

Capital Area Michigan Works! will not provide Needs-Related Payments (NRPs). If CAMW! applies for a United States Department of Labor National Emergency Grant which mandates NRPs, a policy will be developed at that time and this policy issuance will be modified.

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

Inquiries: Questions regarding this policy issuance should be directed to Edythe Hatter-Williams, Chief Executive Officer, at (517) 492-5504. TTY: 711.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Expiration

Date: Continuing

Edythe Hatter-Williams
Chief Executive Officer
Capital Area Michigan Works!

Welfare Reform	WIA and WIOA				TAA
	Adult	Dislocated Worker	Youth	NEG	
<p>PATH (Partnership. Accountability. Training. Hope) No more than 30% of the aggregate PATH contract funding (excluding FIA-ESS) shall be budgeted and expended for supportive services.</p> <p>The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need.</p> <p>FAE&T (Food Assistance Employment and Training) Participants may receive a maximum of \$50 per participant, per month, supportive service for transportation, clothing, and tool that is determined necessary and directly related to participation. Once a participant obtains employment they are no longer eligible to receive supportive services.</p>	<p>No more than 15% of the total WIA and WIOA Adult contract funding shall be budgeted for supportive services.</p> <p>The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need.</p> <ul style="list-style-type: none"> The cumulative total of the following supportive services is limited to \$1,000/per individual/12 month period <ul style="list-style-type: none"> Automobile Repair Automobile Other Clothing Allowance Relocation Expense Employment related medical (dental) expenses One-time work related expense Physical exams/immunization Other Supportive services are limited to individuals who are eligible for and registered in core, intensive or training services. 	<p>No more than 15% of the total WIA AND WIOA DW contract funding shall be budgeted for supportive services.</p> <p>The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need.</p> <ul style="list-style-type: none"> The cumulative total of the following supportive services is limited to \$1,000/per individual/12 month period <ul style="list-style-type: none"> Automobile Repair Automobile Other Clothing Allowance Relocation Expense Employment related medical (dental) expenses One-time work related expense Physical exams/immunization Other Supportive services are limited to individuals who are eligible for and registered in core, intensive or training services. 	<p>No more than 15% of the total WIA AND WIOA Youth contract funding shall be budgeted for supportive services.</p> <p>The CAMW! Administrative Entity may grant a waiver to the maximum amount of funding that may be budgeted and expended for supportive services based on increased service need.</p> <ul style="list-style-type: none"> The cumulative total of the following supportive services is limited to \$1,000/per individual/12 month period <ul style="list-style-type: none"> Automobile Repair Automobile Other Clothing Allowance Relocation Expense Employment related medical (dental) expenses One-time work related expense Physical exams/immunization Supportive services are limited to individuals who are eligible for and registered in core, intensive or training services. 	<p>Policy for supportive services and/or Need-Related Payment shall be established at the time an NEG is received based on the conditions stipulated by USDOL and/or WDASOM.</p>	<p>The allowability and limitations of supportive services are set by law, regulations, USDOL, and funding availability. The state's maximum amount of funding per participant may not be exceeded. Participants who choose to waive their right to supportive services (such as subsistence payments for classroom training outside the commuting area) to preserve sufficient funding for tuition shall sign a waiver indicating they have been informed of their right to supportive services but have chosen to use available funding for direct classroom training funding. In the event an individual does not waive their right to supportive services and the estimated cost of training and supportive services will exceed the maximum per participant funding availability the training site selection shall be denied.</p>

	Welfare Reform	WIA and WIOA				TAA
		Adult	Dislocated Worker	Youth	NEG	
Supportive Service						
Automobile Purchase	<p>PATH Allowable - Up to State Limitation</p> <ul style="list-style-type: none">• \$2,000 lifetime limit, Work First/PATH will pay 90% (\$1,080) of the cost and client must pay 10%. See CAMW! Policy Issuance 01-00, Chg.1.• DHS –ESS only. This limit coincides with PATH limit as well.• The automobile must be registered and insured in the name of a member of the eligible family as defined as any adult who is included in the FIP grant. See Policy Issuance 06-33 Change 4.• Refer to Local PI 06-02, participant can receive \$25 transitional payment. <p>FAE&T Not Allowable</p>	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable
Automobile Repair	<p>PATH Allowable - Up to State Limitation</p> <ul style="list-style-type: none">• Automobile being repaired must be titled to participant or individual in participant’s family unit (family unit defined by grant)• PATH will pay 80% of the cost up to \$900 /12 month period/(local policy). The client must pay for 20% of the repair cost. Client will pay all repair costs above \$1,125.• \$900/12 month/(DHS-ESS). This limit coincides with PATH limit as well. <p>FAE&T Not Allowable</p>	<p>Allowable</p> <ul style="list-style-type: none">• Barrier removal for acquisition of employment or retention or to complete training services• Automobile being repaired must be titled to participant or individual in participant’s family unit (family defined by WIA AND WIOA guidelines)• Not to exceed cumulative supportive services limitation of \$1,000/12 month.	<p>Allowable</p> <ul style="list-style-type: none">• Barrier removal for acquisition of employment or retention or to complete training services• Automobile being repaired must be titled to participant or individual in participant’s family unit (family defined by WIA AND WIOA guidelines)• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The limitation may not be combined with another funding source to exceed the local limitation.	<p>Allowable</p> <ul style="list-style-type: none">• Barrier removal for acquisition of employment or retention or to complete training service• Automobile being repaired must be titled to participant or individual in participant’s family unit (family defined by WIA AND WIOA guidelines)• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The limitation may not be combined with another	Not Allowable	Not Allowable

	Welfare Reform	WIA and WIOA				TAA
		Adult	Dislocated Worker	Youth	NEG	
		<ul style="list-style-type: none">The limitation may not be combined with another funding source to exceed the local limitation.		funding source to exceed the local limitation.		
Automobile Other (Insurance, plates, registration, taxes, etc.)	PATH Allowable <ul style="list-style-type: none">Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation. FAE&T Not Allowable	Allowable <ul style="list-style-type: none">Barrier removal for acquisition of employment or retention or to complete training servicesInsurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.Not to exceed cumulative supportive services limitation of \$1,000/12 month.Insurance shall not exceed a 3-month payment within the cost limitation. The limitation may not be combined with another funding source to exceed the local limitation.	Allowable <ul style="list-style-type: none">Barrier removal for acquisition of employment or retention or to complete training servicesInsurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.Not to exceed cumulative supportive services limitation of \$1,000/12 month.Insurance shall not exceed a 3-month payment within the cost limitation.The limitation may not be combined with another funding source to exceed the local limitation.	Allowable <ul style="list-style-type: none">Barrier removal for acquisition of employment or retention or to complete training servicesInsurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.Not to exceed cumulative supportive services limitation of \$1,000/12 month.Insurance shall not exceed a 3-month payment within the cost limitation.The limitation may not be combined with another funding source to exceed the local limitation.	Not Allowable	Not Allowable
Transportation Allowance	PATH Allowable - Up to Local Limitation <ul style="list-style-type: none">.30/mile- per local policyUp to 180-day retention based on actual miles unless participant is enrolled in a post-secondary training activity this service can be extended.\$1,200/12 month (local policy)Public transportation/alternative	Allowable - Up to Local Limitation <ul style="list-style-type: none">.20/mile - local policyAllowable for job acquisition or support of training activitiesThe limitation may not be combined with another funding source to exceed	Allowable - Up to Local Limitation <ul style="list-style-type: none">.20/mile - local policyAllowable for job acquisition or support of training activitiesThe limitation may not be combined with another funding source to exceed the	Allowable - Up to Local Limitation <ul style="list-style-type: none">.20/mile - local policyAllowable for job acquisition or support of training activitiesThe limitation may not be combined with another funding source to exceed		Allowable - Training outside of commuting area <ul style="list-style-type: none">.485/mile- fed policyLimit established by TAA policy but not to exceed the maximum per participant funding allowable per state policy.

	Welfare Reform	WIA and WIOA				TAA
		Adult	Dislocated Worker	Youth	NEG	
	transportation (taxi, etc.) <ul style="list-style-type: none">The limitation may not be combined with another funding source to exceed the local limitation.	the local limitation.	local limitation	the local limitation		Allowable - Job search outside of commuting area <ul style="list-style-type: none">Limit established by TAA policy but not to exceed the maximum per participant funding allowable per state policy.
Clothing Allowance	PATH Allowable - Up to State Limitation (\$500/12month) <ul style="list-style-type: none">\$300/12 month /(local policy)\$500/12 month/(DHS-ESS) this limit coincides with PATH limit as well.	Allowable <ul style="list-style-type: none">Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.)Not to exceed cumulative supportive services limitation of \$1,000/12 month.Clothing requirements specific for training programs is allowable as a program activity cost.The limitation may not be combined with another funding source to exceed the local limitation.	Allowable <ul style="list-style-type: none">Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.)Not to exceed cumulative supportive services limitation of \$1,000/12 month.Clothing requirements specific for training programs is allowable as a program activity cost.The limitation may not be combined with another funding source to exceed the local limitation.	Allowable <ul style="list-style-type: none">Limited to interview clothing allowance, specific clothing requirements for employment (i.e. uniforms, footwear, etc.)Not to exceed cumulative supportive services limitation of \$1,000/12 month.Clothing requirements specific for training programs is allowable as a program activity cost.The limitation may not be combined with another funding source to exceed the local limitation.		Not Allowable
Relocation Expense	PATH Allowable - Up to State Limitation <ul style="list-style-type: none">\$1,500/per moveAll state and local policies must be followed. FAE&T Not Allowable	Allowable <ul style="list-style-type: none">Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area.	Allowable <ul style="list-style-type: none">Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area.Relocation expenses for actual cost of rental truck,	Allowable <ul style="list-style-type: none">Before payment for relocation allowances can be approved, staff must verify that the individual obtained suitable employment, or that the individual received a valid offer of suitable employment in the relocation area.		Allowable <ul style="list-style-type: none">Limit established by TAA policy but not to exceed the maximum per participant funding allowability per state policy.

	Welfare Reform	WIA and WIOA				TAA
		Adult	Dislocated Worker	Youth	NEG	
		<ul style="list-style-type: none">• Relocation expenses for actual cost of rental truck, trailer or commercial carrier may be covered.• .15/mile based on a standardized mileage calculation (i.e. Mapquest)• Relocation expense is limited to one individual per household.• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The limitation may not be combined with another funding source to exceed the local limitation.• 	<p>trailer or commercial carrier may be covered.</p> <ul style="list-style-type: none">• .20/mile based on a standardized mileage calculation (i.e. Mapquest)• Relocation expense is limited to one individual per household.• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The limitation may not be combined with another funding source to exceed the local limitation.	<ul style="list-style-type: none">• Relocation expenses for actual cost of rental truck, trailer or commercial carrier may be covered.• .20/mile based on a standardized mileage calculation (i.e. Mapquest)• Relocation expense is limited to one individual per household.• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The limitation may not be combined with another funding source to exceed the local limitation.		

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Transitional Supportive Services	PATH Allowable - Up to State Limitations <ul style="list-style-type: none">• \$50.00 /FIP meeting federal work participation for 3 consecutive months.• FIP's eligible for \$50.00 may also receive an additional \$25.00 to be put into a Individual Development Account (IDA)• All state and local policies must be followed. F&ET Not Allowable	Not Allowable	Not Allowable	Not Allowable		Not Allowable
Employment related medical expenses including dental not covered under Medicaid, other health insurance.	PATH Allowable - State Policy <ul style="list-style-type: none">• Non FIA• No limit F&ET Not Allowable	Allowable <ul style="list-style-type: none">• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service.• The limitation may not be combined with another funding source to exceed the limitation.	Allowable <ul style="list-style-type: none">• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service.• The limitation may not be combined with another funding source to exceed the limitation.	Allowable <ul style="list-style-type: none">• Not to exceed cumulative supportive services limitation of \$1,000/12 month.• The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service.• The limitation may not be combined with another funding source to exceed the limitation.		Not Allowable
One time, work related expense (i.e. tools,	PATH Allowable - State Policy	Allowable <ul style="list-style-type: none">• Not to exceed cumulative	Allowable <ul style="list-style-type: none">• Not to exceed cumulative	Allowable <ul style="list-style-type: none">• Not to exceed cumulative		

	Welfare Reform	WIA and WIOA				TAA
		Adult	Dislocated Worker	Youth	NEG	
uniforms, foot wear, immunizations, licensing exam/fee, etc.)	<ul style="list-style-type: none"> No limit – enabling individuals to participate in activities or seek, obtain and retain employment FAE&T Not Allowable	supportive services limitation of \$1,000/12 month. <ul style="list-style-type: none"> The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	supportive services limitation of \$1,000/12 month. <ul style="list-style-type: none"> The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	supportive services limitation of \$1,000/12 month. <ul style="list-style-type: none"> The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 		
Child care	Not Allowable	Not Allowable	Not Allowable	Not Allowable		Not Allowable
GED exams	Allowable for all programs	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost.		Allowable <ul style="list-style-type: none"> No limit established by TAA policy but not to exceed the maximum per participant funding allowable per state policy.
Physical exams and immunizations required for entrance into training programs	PATH Allowable <ul style="list-style-type: none"> No limit FAE&T Not Allowable	Allowable <ul style="list-style-type: none"> Not to exceed cumulative supportive services limitation of \$1,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	Allowable <ul style="list-style-type: none"> Not to exceed cumulative supportive services limitation of \$1,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 	Allowable <ul style="list-style-type: none"> Not to exceed cumulative supportive services limitation of \$1,000/12 month. The CAMW! Administrative Entity may grant a waiver to the limitation in the provision of this supportive service. The limitation may not be combined with another funding source to exceed the local limitation. 		Allowable <ul style="list-style-type: none"> No limit established by TAA policy but not to exceed the maximum per participant funding allowable per state policy.

	Welfare Reform	WIA and WIOA				TAA
		Adult	Dislocated Worker	Youth	NEG	
Related expenses for occupational training (i.e. books, calculators, tools, etc.)	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost.		Allowable <ul style="list-style-type: none">No limit established by TAA policy but not to exceed the maximum per participant funding allowable per state policy.
Subsistence Payments	Not Allowable	Not Allowable	Not Allowable	Not Allowable		Allowable <ul style="list-style-type: none">Limits and conditions established by TAA policy but may not exceed the maximum per participant per participant funding allowable per state policy.
Needs Related Payments	Not Allowable	Not Allowable	Not Allowable	Not Allowable		Not Allowable
TRA Payments	Not Allowable	Not Allowable	Not Allowable	Not Allowable		Allowable <ul style="list-style-type: none">Limits and conditions established by TAA policy
Other		<ul style="list-style-type: none">The CAMW! Administrative Entity may authorize other supportive services in the event services are not available from other sources and the service is needed to facilitate employment or to continue training services. Contractors shall submit requests to the Administrative Entity.				

