



LIVINGSTON COUNTY OFFICE OF WORKFORCE DEVELOPMENT

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Livingston County Workforce Development WIOA Eligible Supportive Services Policy 11/2016

A funding limit of \$500 placed on supportive service costs for Eligible Adult and DLW Customers; however, the costs must be reasonable, necessary, and allowable under federal guidelines. The services that will be covered include:

- Testing Fees/ Licensing/ Certification Fees/ Finger Printing for In-demand Occupations.
- Clothing and other work related items required by ITA/OJT/or Pre-Hire
- Participants in paid work experience or WIOA funded tutoring services are eligible for mileage reimbursement, gas card, bus card, or staff assisted transport, if other resources are unavailable.
- Other services as deemed appropriate by the E&T Director based upon demonstrated need.

Supportive Services Youth

Purpose: provide guidance for allowable expenses under WIOA element #7

Supportive Services are services that enable an individual to participate in WIOA activities.

Transportation assistance provided for attendance to academics or employment related appointments is limited to mileage reimbursement, gas card, bus card, taxi or youth staff assisted transport.

Work Attire as required by training program or contingent on hiring

Advanced Studies and/or Licensing or Testing fees as required by training program or employer.

Medical and Healthcare as required by training program or contingent on hiring such as physical or immunizations.

Supportive Service: WIOA Youth Incentive and Stipend Policy

Purpose: To increase completion of service activities and communication with the Year Round Program with the overall objective to achieve outcomes/goals. Incentives and stipends are considered a supportive service by WIOA definitions.

Overall total for In School Youth (ISY) will not exceed \$1,000 per PY

Overall total for Out of School Youth (OSY) will not exceed \$1400 per PY

WIOA enrolled youth and youth in follow up services will qualify each quarter for a \$50 stipend based on achieving specific results.

Quarters are defined as

Quarter 1: July –September

Quarter 3: January-March

Quarter 2: October –December

Quarter 4: April- June

ISY are required to meet both the following requirements:

- All individual grades at or above 80.00%
- Full day attendance at least 90%

A \$50 stipend is awarded when:

- Earned Diploma or Equivalency Diploma
- Earned Occupational Certificate
- Entered Employment, College or Military
- Retained Employment, College or Military

OSY will be awarded a \$50 stipend when meeting any one of the following:

- Earned High School Equivalency Diploma
- Earned Occupational Certificate
- Entered Employment, College or Military
- Retained Employment, College or Military

OSY High School Equivalency Class Attendance: Those attending Workforce Development's Tutor led study group who demonstrate active participation in class will receive a stipend of \$25/10 hour actual (seat) time of participation as documented on the attendance sheet. The participant and the instructor must sign the attendance sheet before reimbursement can be made. Stipends may not be awarded for home study and on-line or virtual classroom participation.

Stipend Livingston Youth Employment Program Weeklong

Youth participants in the weeklong pre-hire training who successfully complete may be rewarded with a stipend at an hourly participation base rate of minimum wage, as program funds are available.

Stipend Program Assistant

Applicants are selected based on previous years performance and interest in the position. Those selected are paid a stipend for the work provided. The amount is based on the program budget and number of available positions. Each will receive leadership training and provide valuable assistance to the adults running the program and act as mentors to the new recruits. Duties include:

- Setting up breakfast and lunch
- Operating PowerPoint presentation
- Distributing and collecting papers
- Public speaking (panel member or within the workshop)
- Other duties as needed

Livingston Youth Employment Program Perfect Attendance

Youth employees in summer employment who maintain perfect attendance will be rewarded as program funds are available. This may be in the form of gift card or stipend.

Workshop Attendance: Enrolled youth (I/S, O/S) will receive \$25 stipend for attending a workshop facilitated by Livingston County Workforce Development. In addition, attendance to a community workshop will be considered by staff approval only. Workshop topic must be tied to academic and/or employment goals.