

## ORLEANS COUNTY JOB DEVELOPMENT AGENCY

### WIOA Eligible Supportive Services Policy

**8/2016**

A WIOA funded participant will be limited to receiving \$750 in supportive services reimbursement cost, per program year and is dependent on the availability of the funding available. The supportive costs must be documented and justified based on the participant's training and/or occupational goals. All decisions by the Job Development Director are final. These services include:

- Testing Fees/Licensing/Certification Fees/Finger Printing
- Clothing and other work related items required by ITA/OJT/or Unsubsidized Employment Pre-Hire
- Mileage Reimbursement limited to ITA participants or OJT trainees with no financial resources until first paycheck received, as deemed necessary and appropriate by the Job Development Director based on demonstrated need
- Other services deemed necessary and appropriate by the Director based upon demonstrated need

### **Supportive Services for WIOA Youth Incentives and Stipend Policy**

Eligible WIOA Youth have the following additional incentive services available to them, if funding is available. These additional incentives and stipends are considered a supportive service by WIOA definitions. The amount of the incentive will be defined by the completion of the activity/requirements. The overall total for any incentive will not exceed \$500 per year. These services may include:

- All Youth enrolled in the WIOA Youth program may be eligible for
  - Incentive Cards – Each youth who completes and earns an approved training certificate such as a Serv/Safe Food Handlers certificate will receive a one-time \$25.00 incentive card when they submit a copy of their earned certificate that was preapproved by the Employment and Training Counselor. The youth must sign a WIOA Youth Program Incentive Card Receipt, as documentation that they received the card.
  - Transportation assistance provided to a youth enrolled in a work experience activity –until their first paycheck is received.
  - Work Clothing or Uniform as required by a training program or employer.
  - Medical and Healthcare as required by training program or contingent on hiring, such as a physical or immunizations.
  - Advanced Studies and/or Licensing or Testing Fees as required by the training program or employer
  - Stipend Payment for attending Youth Employment Program Classroom Training. Each session that is 3 hours or more, a youth may earn \$20 total for being punctual, prepared, and for actively participating in the entire classroom experience.
  - Summer Youth Employment Program Employees who maintain perfect attendance will be rewarded as program funds are available. This may be in the form of a gift card or stipend.

- Other support items (gift cards, etc.) as funding is available, items will be provided to assist in the completion of academic and employment outcomes.
- The Youth participant must complete and save on-line a CareerZone Portfolio which requires the following:
  - Interest Profiler (IP)– youth needs to complete and save at least one IP
  - Abilities –Youth should complete and save the list of abilities they have
  - Work Importance Profiler (WIP) –Youth should complete and save at least one WIP
  - Saved Occupations –Youth should add at least 2 occupations as favorites
  - Budgeting –Youth should complete and save at least one budget

The youth needs to save this to an account they create and also print proof from each of the 5 areas to show that they are completed. Youth would earn \$30.00 with a submitted request for payment and printed copies from each of the 5 areas.

- **In-School Youth** may earn a one-time \$50 incentive for providing their high school diploma, while they were actively working with the Employment and Training Counselor. The youth may earn a merit stipend of \$25.00 for a grade point average of 85% or higher.
- **Out-Of School Youth** may earn a one-time \$50 incentive for each:
  - Earning their High School Equivalency Diploma.
  - Obtaining unsubsidized employment.
  - Successfully completing one college semester with a minimum grade point average of 2.6.