

# NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

P.O. Box 2396 • Batesville, AR 72503 • (870) 793-5233 • Fax (870) 793-4035

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WDB Policy#: 3.31

Effective Date: 12/13/2017

Revision Date: 6/13/2018, 3/13/2019, 6/12/2019, 12/11/2019, 6/23/2020, 3/10/2021

SUBJECT Supportive Services for Youth

## PURPOSE

The purpose of this policy is to describe and to detail the regulations concerning supportive services to Out-of-School and In-School Youth, in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), Issuances from the Arkansas Division of Workforce Services (ADWS), WIOA Title I-B Policy Manual, and local workforce board policy.

## REFERENCES

WIOA § 3(59); 134(c)(2)(A)(iv); 134(d)(2) 20, CFR 679.430, 680 & 681, TEGL 21-16, WIOA Title I-B Policy Manual

## BACKGROUND

For any individual to receive supportive services, he or she must meet all eligibility requirements for a WIOA Title I-B program. In order to meet the needs of WIOA participants, supportive services may be provided on an “as needed” basis to cover expenses necessary to enable an individual to participate in an activity authorized as a WIOA Title I-B Youth activity or service, including follow-up services. The activity may be one of the 14 program elements or a follow-up service. Each Career Specialist should have accurate information on supportive services available from other programs/partners and a referral system for timely access to these resources.

## SUPPORTIVE SERVICES FOR YOUTH

The need for supportive services may be determined through an interview, an evaluation or assessment, or the development of an individual service strategy (ISS). Local WIOA Title I-B Youth program providers must work with other one-stop partners and providers of services to assist youth in obtaining the full array of needed services [WIOA §129(c)(3)(A); 20 CFR 681.420(c & d)].

Supportive services are only available as funds allow. The WIOA Program Manager or Records Manager will sign all agreements with service providers if applicable when WIOA funds are used. The limit is \$4,000 per participant per program year for supportive services.

## TYPES OF SUPPORTIVE SERVICES:

Supportive services that are necessary to enable an individual to participate in Youth activities, including, but not limited to [WIOA 3(59); 20 CFR 681.460] [20 CFR 681.460(a)(7) & 681.570; TEGL 21-16]:

- a. Linkages to community services
- b. Assistance with transportation

- c. Assistance with child care and dependent care
- d. Assistance with housing
- e. Needs-related payments
- f. Assistance with educational testing
- g. Reasonable accommodations for youth with disabilities
- h. Legal aid services
- i. Referrals to health care
- j. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- k. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- l. Payments and fees for employment and training-related applications, tests, and certifications

**LIMITS ON SUPPORTIVE SERVICES:**

The supportive services offered include but are not limited to:

- Housing – maximum of \$600 monthly less any other assistance. Participant name must be listed on lease agreement or payment statement on file. Landlord must complete a W-9 form if applicable. Participants who move after being approved for housing services may not be given more than the initial monthly award unless there is good cause such as rental property sold, home became uninhabitable, etc. The allowable payment amount will be the percentage relevant to the participant.  
(Ex: If a participant is listed along with 3 others as a tenant, the maximum allowable percentage paid will be 25% - likewise, if a participant is listed with 3 others on a payment statement, the maximum allowable percentage paid will be 25%.)
- Temporary housing may be utilized for short term training such as CDL when training site is over 75 miles from participant’s place of residence or participant does not have access to transportation. WIOA will only pay while participant is in training.
- Transportation – transportation assistance may be provided in the form of fuel reimbursement or prepaid fuel cards. The allowable amount will be up to \$30 a week, to travel back and forth from participant’s home to the training site.
- Child Care – child care assistance may be provided through an agreement with a licensed child care provider. Participants who are attending full time training or work experience are eligible for childcare assistance. An exception may be made if there are not enough required classes available to be considered full time or if the individual in work experience is also attending school.
- Tools and work supplies – must have a list of required tools or supplies from school or employer/worksites.
- Work attire – i.e. footwear, outerwear, and other appropriate work items.
- Books, fees, supplies, testing, licenses, permits and other necessary items for completion of Occupational Skills Training.
- Laptops – maximum of \$500, when needed for completion of WIOA approved activity.

Those in work experience or OJT will be allowed supportive services for up to two months during the training period. Those in Occupational Skills Training will continue to receive supportive services as they have need during the training period.

If additional support is needed, approval can be granted by Executive Director on a case by case basis.

**Supportive services for youth may be given during follow up.**

Approved by the NCAWDB on

3/10/2021

Gayle Cooper, NCAWDB Chairperson:

Gayle Cooper