

VI WORKFORCE DEVELOPMENT BOARD POLICY DOCUMENT

Workforce System Guidance WIOA 409-21

TO: WIOA Grant Recipients; Administrative Entities; One-Stop Partners

SUBJECT: WIOA Supportive Services

DATE: September 22, 2021

References:

- WIOA Sections 3(59), 134(d)(2)-(3), and 129(c)(2)(g);
- 20 CFR 680.900 through 20 CFR 680.970

Purpose: This policy provides guidance and clarity for an annual supportive services provisions by the Virgin Islands State Workforce Development Board.

Background:

WIOA supports the provision of supportive services to give individuals support to overcome hurdles that prevent them from participating in, and benefitting from, WIOA Title I employment and training activities. WIOA defines supportive services as services necessary to enable individuals to participate in WIOA Title I authorized activities. This policy applies for supportive services provided through the Title I-funded Adult, Dislocated Worker, and Youth Programs.

Examples of supportive services under WIOA include employment-related necessities such as uniforms or tools, transportation, childcare, dependent care, housing, and needs-related payments. Supportive services may also include employment-related necessities such as payment of fees for employment and training related applications, as well as educational testing and certification cost.

The definition of needs-related payments refers to financial assistance to participants and are available only to individuals enrolled in training services.

Policy:

The Virgin Islands State Workforce Development Board recognizes that supportive services may be necessary for individuals to successfully enter and complete a training program and/or enter into employment. Under WIOA and this policy, the VISWDB has the discretion to provide the supportive services they deem appropriate based on the workforce system and the needs of the community.

The VISWDB, in consultation with one-stop partners and other community service providers, will develop policies authorizing supportive services, procedures for referral to such

services, and how such services will be funded. Policies shall include procedures to ensure coordination with other entities to avoid duplication of resources and services, as well as establish limits on the amount and duration of such services. Supportive services that are not necessary for an individual to participate in WIOA Title I employment and training activities shall not be funded through WIOA Title I funds. Supportive services may be provided to individuals enrolled in career and training services who have been unable to obtain these services through other programs.

To be eligible for needs-related payments, individuals must be unemployed, must not qualify for Unemployment Compensation or Trade Readjustment Assistance, and must be enrolled in a WIOA Title I-funded training program as defined in WIOA sections 134(c)(2) and (3).

The VISWDB will provide an annual policy document for Workforce Development Board approval to establish the supportive services levels and payments and confirm the procedures. This annual policy will be provided during the 3rd quarter of the Program Year for the upcoming program year to assist in program, provider, and budget planning.

Procedures:

The VISWDB will develop in consultation with the VI Department of Labor, Service Providers and other community organization as necessary, the policies and procedures governing the provision of supportive services under WIOA Title I. Such policies and procedures shall ensure the following:

1. The provision of supportive services is fairly and consistently applied to customers.
2. The types of supportive services and amounts (if applicable) available are clearly identified.
3. Procedures are in place to coordinate the provision of supportive services funded with WIOA Title I resources with other supportive services funded by other one-stop partners. WIOA Title I-funded supportive services should only be provided in the absence of other available resources within the local workforce area which includes supportive service resources from other one-stop and community partners.
4. Procedures that document how a participant will document that they have pursued, and not been provided, supportive services through other sources.
5. Procedures are in place for whether needs-related payments are offered in the local area, the eligibility criteria for needs-related payments, and how the amount of needs-related payments will be calculated.
6. Clear financial tracking and reporting systems must account for the expenditure of WIOA Title I funds for supportive services.

Inquiries: Questions should be addressed to the Workforce Development Board at viswdb@dol.vi.gov or contact 340-277-0061.

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