The Local Area will assist participants enrolled in the Workforce Opportunity and Innovation Act (WIOA) to complete career objectives by providing supportive service subsidies when requested. Those subsidies will be made available under the following parameters.

**LIMITATIONS ON FUNDS**

At the beginning of each July 1 – June 30 program year, the Local Area will designate a budget for supportive service subsidies. Current obligations for existing participants will be calculated at that time and will become part of a cumulative obligation record maintained during the program year. At the point that the total budget for supportive services is obligated, new applicants will be placed on a waiting list unless and until unencumbered funds from other program budget lines can be shifted to the supportive services budget.

**CHILDCARE**

WIOA participants will access Department of Social Services (DSS) Childcare Block Grant funds for child daycare needs under these parameters:

**Initial Eligibility**

WIOA funds are only used for individuals who are eligible for DSS subsidy but who are in an eligibility category for which waiting lists have been implemented and DSS funds cannot be accessed.

WIOA childcare subsidy is initiated upon request by a participant to a career developer followed by an application detailing the level of need, hours per week of planned participation, and nature of activities. This application is approved and submitted to DSS for actual eligibility determination under DSS guidelines.
If a WIOA participant’s family income exceeds the DSS eligibility threshold (approximately 230% of the poverty level), then that participant is also not eligible for WIOA subsidy.

Cost Limitations

WIOA funds are not used for the “parent fee” portion of childcare expense nor for provider registration expenses.

An annual budget is established for childcare in the Local Area for each July 1–June 30 fiscal year, by program funding source. When the full amount of available funds is encumbered for a program, new applicants will be placed on a childcare waiting list until new funds are made available or until sufficient encumbered funds are released.

Requirements for Continuing Subsidy

In order to continue receiving WIOA-funded childcare subsidy, a participant must participate in 100 hours per month of allowable and documented activities that include actual contact hours for approved classes, one hour of study time for each classroom contact hour, outside career developer approved assignments, workshops and seminars related to career objectives, meetings with WIOA or JobLink staff, assessment, work experience (as defined in the Local Area work experience policy), verified time spent in the JobLink computer lab or resource room in career-related activities, volunteer assignments related to career objectives and other WIOA-related activity.

Interviews with employers can be counted as two (2) hours and applications entered in person can be counted as one (1) hour when documented as described in Local Area procedures.

Unsubsidized work hours can be counted if they do not exceed twenty (20) hours per month and if accompanied by proof of hours worked in that month as described in Local Area procedures.

All activities must be verified by the signature of a staff person, instructor or other authorized individual to count toward the 100 hour requirement. **Unallowable activities** include travel time, undocumented work hours, documented work hours over 20 per month and undocumented independent activities.

Timesheets documenting activities must be submitted twice per month by the 17th (documenting time from the 1st to the 15th of the month) and by the 2nd (documenting time from the 16th through the last day of the month). Participants may submit timesheets up to 24 hours after the posted deadline without penalty. Due dates that fall on weekends may be extended through the following Monday.
Participants submitting timesheets on time or within the grace period, but which are incomplete or incorrect (including unallowable activities) will be allowed to resubmit acceptable corrections until the 5\textsuperscript{th} or 20\textsuperscript{th}, as defined in Local Area procedures.

The 100 hour requirement goes into effect in the first full month of childcare assistance, i.e., no penalty will be imposed for low hours in the month that childcare begins if it begins on any day other than the 1\textsuperscript{st}. However, timesheets are always required to be submitted on the due dates.

Exceptions for Illness

A participant may be allowed up to five hours per day of credit toward the required 100 hours due to illness of themselves or a dependent child who lives with them. Such exceptions are allowed only upon attachment of a healthcare provider’s note on the healthcare provider’s stationary indicating the participant’s name, the date(s) of the illness and a confirmation that the participant was unable to attend activities, as described in Local Area procedures. Such allowances may not exceed a total of 20 hours per month, but do not have to be over consecutive days.

Transitional Daycare When Going to Work Full-Time

When a WIOA participant enters full-time employment that will lead to WIOA exit, WIOA childcare subsidy can only continue for 30 days beyond the start date of the job.

Termination of Childcare Subsidy

This policy provides for one (1) warning to participants before termination; it remains the responsibility of the participant to follow all procedures and consult with career developers when in doubt. This warning will be given if:

- A participant submits timesheets after the 3rd or 18\textsuperscript{th} of the month (or following Monday if due date is on the weekend), i.e, a 24 hour grace period from the established due date
- A participant whose timesheet was submitted on time but required corrections based on incomplete information or missing signatures, submits corrections after the 5\textsuperscript{th} or 20\textsuperscript{th} of the month (or following business day if due date is on the weekend or recognized Holiday), i.e, a 72 hour grace period from the established due date. Timesheets re-submitted that still contain unacceptable documentation will be considered to have not been submitted on time and termination will result.
The childcare subsidy will be terminated immediately after a second offence occurs through a formal communication to DSS.

The Office of Workforce Development reserves the right to immediately terminate child care assistance without the one warning under the following circumstances:

- A participant fails to submit timesheets totaling at least 100 hours of allowable activity for any month after the startup month
- A participant forges signatures, intentionally misrepresents activities he/she participated in, or otherwise proceeds in bad faith or in such a way as to circumvent established policy or procedure.

Childcare subsidy will also be terminated through a formal communication to DSS, when any of the following occurs.

- A participant indicates he/she is no longer in need of assistance
- A participant is exited from WIOA
- A participant who was eligible for either DSS or WIOA subsidy reaches an income level at which he or she is no longer eligible, as determined by DSS
- A participant who was eligible for WIOA subsidy only but subsequently moves off the DSS waiting list and becomes eligible for direct DSS assistance

Due to the required administrative time for DSS to notify childcare providers of changes in service, there is up to a 10 business day lag before WIOA subsidy can be ended after violations are identified.

Reinstatement of Eligibility

If a participant’s subsidy for childcare is terminated based on a planned gap in need that is discussed with the career developer, then childcare subsidy may be resumed by submitting a new application.

If a participant’s subsidy for childcare is terminated based on a violation of policy requirements, the participant may not apply for reinstatement for at least 90 days after the date of subsidy termination and must be accompanied by documentation required in Local Area procedures.

**TRANSPORTATION ASSISTANCE**

**Bus Passes**

At the discretion of individual case managers, active WIOA participants may receive bus passes for transportation to and from training, employment related
activities and other locations in accordance with their Individual Employment Plan.

**EXTRAORDINARY COSTS**

WIOA funds may be budgeted to cover unusual circumstances that customers encounter and for which funding cannot be obtained elsewhere. Payments would only be made to a vendor or service provider and never directly to the customer in a cash payment. They would be used to cover necessary expenses that impact directly on a customer’s ability to follow through on his/her individual training or job search plan. Requests for such services are approved by the program manager.

- Funds would be limited to $500 annually for an enrolled customer in the individualized career services, training, or follow-up service level. No expenses will be authorized for vehicle repairs. Examples of different services and limits are:
  - uniforms, tools, shoes, etc required to take a job or participate in a work experience or OJT slot
  - crisis and financial counseling
  - medical, dental and vision expenses including examinations, treatment, prescriptions and durable medical goods
  - housing or relocation expense
  - licensure or endorsement to operate vehicles to obtain employment
  - pre-employment screenings to include background and drug testing (at the request of an employer)
  - other services as deemed necessary to facilitate successful completion of an employability plan