

One Stop Operations and Oversight Committee

December 02, 2021

8:30 A.M.

ZOOM platform

PRESENT: A. Bishop, P. Levesque, K. Franzese, K. Kersey

EXCUSED: B. Forrest

STAFF: R. Avila

GUEST: J. Mouillesseaux, K. Cerasaro

CALL TO ORDER

Chairman Bishop called the meeting to order at 8:35 a.m.

WORKPLAN

In-demand Occupations List

Ms. Avila reviewed the in-demand occupations list with the Committee. The Committee discussed ways to organize the list into categories for easier reviewing. Ms. Avila will revise and will discuss with Committee at the next meeting Tuesday, January 11, 2021.

Individual Training Services Policy

Ms. Mouillesseaux reviewed the changes to the Individual Training Services Policy. The Individual Training Services funding will increase to \$9,000.00 per customer. This policy will need to be reviewed again next year depending on the funds that we receive from the State for Program Year 2022.

It was moved by Mr. Levesque, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the Individual Training Account Policy as written.

Supportive Services Policy

Ms. Mouillesseaux reviewed Supportive Services Policy with Committee. The Supportive Services Policy now includes transportation policy, childcare services and housing that pertain to the customers training or OJT. Mr. Bishop would like to see the bike purchase amount increased to \$250. There will be a cap on car repairs in the amount \$1,000.

It was moved by Ms. Franzese, seconded by Mr. Levesque, and unanimously adopted by voice vote of members present to approve the Supportive Services Policy as written.

ADJOURNMENT

The meeting adjourned at 9:42 a.m.

The next scheduled meeting is Tuesday, January 11, 2022.

Tompkins County Workforce Development Board Demand Occupation List
 Draft November 9, 2021

Highlight	SOC Code	Occupation	Empl	Unempl Rate	Mean Ann Wages	Online Job Ads	Separations* Projections, 2018-2028
	35-9099	Food Preparation and Serving Related Workers, All Other	14	23.3%	\$31,800	7	4,500
	35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	162	18.1%	\$36,000	8	170
	35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	69	17.2%	\$29,700	5	150
	53-3058	Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	309	16.9%	\$39,000	13	200
	35-3031	Waiters and Waitresses	492	15.6%	\$42,400	20	850
	43-4081	Hotel, Motel, and Resort Desk Clerks	46	12.9%	\$33,400	10	100
	35-1011	Chefs and Head Cooks	58	12.5%	\$58,100	9	40
	39-9032	Recreation Workers	155	12.3%	\$32,000	8	120
	35-3041	Food Servers, Nonrestaurant	85	12.2%	\$30,600	2	60
	27-4011	Audio and Video Technicians	40	12.1%	\$56,800	2	10
	35-2012	Cooks, Institution and Cafeteria	90	11.4%	\$38,700	18	110
	31-9011	Massage Therapists	56	11.3%	\$50,900	2	20
	35-2014	Cooks, Restaurant	258	10.4%	\$34,200	27	290
	27-2022	Coaches and Scouts	281	10.1%	\$49,900	12	100
	37-2012	Maids and Housekeeping Cleaners	268	10.0%	\$29,400	21	290
	39-9011	Childcare Workers	335	9.9%	\$30,500	4	340
	35-3023	Fast Food and Counter Workers	875	9.9%	\$29,100	80	1,480
	35-2021	Food Preparation Workers	249	9.9%	\$27,800	14	360
	41-2031	Retail Salespersons	1,115	9.6%	\$33,000	160	1,260
	47-2061	Construction Laborers	242	9.0%	\$47,200	7	260
	39-5012	Hairdressers, Hairstylists, and Cosmetologists	103	9.0%	\$35,200	4	140
	41-2011	Cashiers	1,028	8.7%	\$27,600	16	1,170
	25-9031	Instructional Coordinators	292	8.4%	\$79,300	6	130
	25-2011	Preschool Teachers, Except Special Education	146	8.2%	\$41,500	6	70
	25-9045	Teaching Assistants	560	8.2%	\$30,400	2	480
	25-3097	Tutors and Teachers and Instructors, All Other	258	8.1%	\$60,400	7	60
	53-7061	Cleaners of Vehicles and Equipment	123	7.9%	\$34,600	4	90
	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	217	7.5%	\$43,200	41	240
	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	375	7.5%	\$35,200	10	640
	41-9099	Sales and Related Workers, All Other	18	7.4%	\$34,300	4	120
	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	871	7.3%	\$34,300	32	940
	37-3011	Landscaping and Groundskeeping Workers	314	7.2%	\$37,100	11	290
	27-1024	Graphic Designers	77	6.9%	\$55,600	2	50
	43-4171	Receptionists and Information Clerks	409	6.9%	\$34,300	12	400
	31-9091	Dental Assistants	102	6.5%	\$39,000	4	70
	43-4051	Customer Service Representatives	499	6.4%	\$41,400	21	530
	47-2073	Operating Engineers and Other Construction Equipment Operators	83	6.4%	\$55,700	3	80
	47-2031	Carpenters	231	6.3%	\$50,800	7	170
	27-1026	Merchandise Displayers and Window Trimmers	27	6.2%	\$37,800	15	30
	11-9051	Food Service Managers	78	6.1%	\$71,400	21	60
	51-3011	Bakers	67	6.0%	\$33,300	10	70
	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	84	5.9%	\$64,400	7	70
	43-9061	Office Clerks, General	1,012	5.9%	\$35,300	16	710

*Separations are the sum of labor force exit and occupational transfers

Tompkins County Workforce Development Board Demand Occupation List
 Draft November 9, 2021

Highlight	SOC Code	Occupation	Empl	Unempl Rate	Mean Ann Wages	Online Job Ads	Separations* Projections, 2018-2028
	19-4031	Chemical Technicians	15	5.6%	\$50,300	2	10
	27-2012	Producers and Directors	66	5.5%	\$76,600	3	20
	51-9199	Production Workers, All Other	23	5.5%	\$36,600	8	10
	13-2082	Tax Preparers	13	5.3%	\$58,000	2	10
	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	122	5.2%	\$43,000	3	190
	31-9097	Phlebotomists	23	5.2%	\$41,100	2	20
	53-3032	Heavy and Tractor-Trailer Truck Drivers	189	5.1%	\$42,100	33	410
	49-9071	Maintenance and Repair Workers, General	551	4.9%	\$43,900	37	330
	53-3031	Driver/Sales Workers	66	4.6%	\$31,700	32	80
	27-3041	Editors	66	4.6%	\$65,500	4	30
	13-1071	Human Resources Specialists	190	4.6%	\$73,600	14	100
	53-3033	Light Truck Drivers	153	4.6%	\$37,500	18	200
	51-4041	Machinists	80	4.6%	\$45,800	5	110
	29-1123	Physical Therapists	64	4.6%	\$78,900	8	20
	33-9032	Security Guards	284	4.6%	\$41,200	5	100
	49-3023	Automotive Service Technicians and Mechanics	216	4.5%	\$37,100	14	170
	19-4021	Biological Technicians	90	4.5%	\$44,900	13	20
	31-1122	Personal Care Aides	659	4.4%	\$31,600	12	830
	29-2031	Cardiovascular Technologists and Technicians	18	4.2%	\$58,800	4	0
	31-1131	Nursing Assistants	360	4.1%	\$30,500	21	380
	17-3023	Electrical and Electronic Engineering Technologists and Technicians	34	4.0%	\$65,100	2	60
	37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	61	4.0%	\$46,500	3	60
	31-1121	Home Health Aides	223	3.9%	\$31,600	14	230
	25-2021	Elementary School Teachers, Except Special Education	418	3.8%	\$72,500	3	210
	11-1021	General and Operations Managers	598	3.8%	\$132,700	8	370
	13-1151	Training and Development Specialists	119	3.8%	\$69,600	4	80
	47-2111	Electricians	91	3.7%	\$63,300	5	150
	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	26	3.7%	\$61,000	2	40
	43-3031	Bookkeeping, Accounting, and Auditing Clerks	394	3.6%	\$46,000	6	480
	15-1257	Web Developers and Digital Interface Designers	77	3.6%	\$66,900	7	10
	15-1299	Computer Occupations, All Other	118	3.5%	\$77,800	9	0
	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	92	3.5%	\$70,400	4	90
	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,106	3.5%	\$46,300	59	770
	15-1232	Computer User Support Specialists	268	3.4%	\$65,900	40	100
	51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	99	3.4%	\$40,500	7	160
	13-1161	Market Research Analysts and Marketing Specialists	256	3.4%	\$69,900	4	90
	51-1011	First-Line Supervisors of Production and Operating Workers	121	3.3%	\$67,100	3	170
	47-2152	Plumbers, Pipefitters, and Steamfitters	99	3.3%	\$62,800	2	70
	41-1011	First-Line Supervisors of Retail Sales Workers	355	3.2%	\$50,700	98	290
	13-1111	Management Analysts	249	3.2%	\$90,800	8	90
	29-2056	Veterinary Technologists and Technicians	44	3.2%	\$46,800	8	30
	11-2021	Marketing Managers	88	3.1%	\$169,600	12	20

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Tompkins County Workforce Development Board Demand Occupation List
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Highlight	SOC Code	Occupation	Empl	Unempl Rate	Mean Ann Wages	Online Job Ads	Separations* Projections, 2018-2028
	29-2012	Medical and Clinical Laboratory Technicians	69	3.0%	\$53,600	13	50
	11-2022	Sales Managers	77	3.0%	\$121,200	6	30
	17-2141	Mechanical Engineers	80	2.9%	\$91,200	4	60
	43-6013	Medical Secretaries and Administrative Assistants	54	2.9%	\$38,100	27	90
	25-1011	Business Teachers, Postsecondary	422	2.8%	\$111,200	5	70
	25-1021	Computer Science Teachers, Postsecondary	125	2.8%	\$105,900	9	30
	41-3031	Securities, Commodities, and Financial Services Sales Agents	108	2.7%	\$91,300	12	40
	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	127	2.7%	\$60,400	3	60
	43-1011	First-Line Supervisors of Office and Administrative Support Workers	520	2.6%	\$69,500	16	300
	21-1093	Social and Human Service Assistants	206	2.6%	\$43,100	48	240
	13-2011	Accountants and Auditors	399	2.5%	\$77,300	36	190
	11-9033	Education Administrators, Postsecondary	664	2.5%	\$205,800	92	60
	25-2031	Secondary School Teachers, Except Special and Career/Technical Education	307	2.5%	\$67,300	2	160
	31-9096	Veterinary Assistants and Laboratory Animal Caretakers	55	2.5%	\$40,800	6	70
	29-2061	Licensed Practical and Licensed Vocational Nurses	173	2.4%	\$45,200	19	150
	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	120	2.3%	\$73,900	3	90
	11-9041	Architectural and Engineering Managers	49	2.2%	\$146,600	14	40
	21-1012	Educational, Guidance, and Career Counselors and Advisors	508	1.8%	\$70,400	3	140
	29-1141	Registered Nurses	782	1.6%	\$69,300	81	380

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Tompkins County Workforce Development Board Individual Training Account Policy

I. Training Services

A. Overview

Section 134(c)3 of the Workforce Innovation and Opportunity Act identifies training services that can be provided to adults and dislocated workers who:

1. Have been provided an initial assessment and have been found to be in need of Career Development Services.
2. After a comprehensive assessment, including Barriers to Employment (e.g., Language, Transportation, Child Care, Elder Care, Mental, Physical and Developmental Disabilities, Work Place Accommodations, etc.), have been determined to:
 - i. be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through the career services described in Section 134(c)(2)(A)(xii) of the Workforce Innovation and Opportunity Act (see attachment A)
 - ii. be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment
 - iii. have the skills and qualifications to participate in the selected program of training services
3. Select programs that are directly linked to employment opportunities and the local demand occupations list.
4. Are unable to obtain other grant assistance for such services, including Federal Pell Grants or require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants. Training Services may be provided to an individual who otherwise meets the requirements of this policy while an application for a Federal Pell Grant is pending (NYS TAP, if awarded to participant, shall be used to pay training cost prior to WIOA funding), except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made from the Federal Pell Grant to the Tompkins Workforce Development Board.

B. Types of Training Services [Section 134(b)(3)D]

1. Occupational skills training, including training for nontraditional employment
2. On-the-job training (OJT)
3. Incumbent worker training in accordance with subsection (d)(4)
4. Programs that combine workplace training with related instruction
5. Training programs provided by the private sector

6. Skill upgrading and retraining
7. Entrepreneurial training
8. Job readiness training provided in combination with other services
9. Transitional jobs in accordance with subsection (d)(5)
10. Adult education and literacy activities provided in combination with other services
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

C. Individual Training Accounts (ITAs)

Training services offered through eligible providers must be offered through the use of individual training accounts or vouchers provided to eligible individuals through the Tompkins Workforce New York Career Center.

II. Local Policy

- A. The Tompkins County Workforce Development Board has established the following limits for funding.

<p>Training Costs include:</p> <ul style="list-style-type: none">• Tuition• Fees• Required Training Expenses• Supportive Services <p>Maximum funding cap for <u>Fees & Required Training Expenses</u> is \$2,000 of the total \$9,000 funding cap. These expenses include:</p> <ul style="list-style-type: none">• Miscellaneous Fees (Including immunizations)• Required Equipment• Required Supplies• Certification Testing	<p>Funding cap not to exceed \$9,000</p>
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*To support participants in training, supportive services are provided. These supportive services include transportation, mileage reimbursement, bus pass or childcare. Please refer to *Supportive Services Policy* for provisions of these services.

- B. Training may not exceed two years in length.

- C. The Tompkins Workforce New York Career Center must ensure that training services provided with funding available for adults and dislocated workers are directly linked to occupations in demand in the local area. The Board may also approve training services for occupations determined to be in sections of the economy that have a high potential for sustained demand or growth in the local area. Any exceptions to this policy must be well documented and approved by the Director of the Tompkins County Workforce Development

Board. Potential trainees should **not** contact the WDB for the approval of individual requests. It is the responsibility of the board to approve providers and course offerings in demand occupations, not individual participants; that is the responsibility of the Career Center staff.

- D. The Board encourages consumer choice with the understanding that the training is in a demand occupation, the provider must be on the approved list, the training is within the cap allocated or the customer has identified additional funding. It is the responsibility of the Career Center staff to assist the customer with seeking other funding sources (Pell, TAP, loans) to meet their needs. Loans should only be for ITA costs that exceed the policy limit.

III. Customer Approval Procedures

- A. Upon completion of assessment, registration, Individual Employment Plan, elements of Section I (A) 1-4 of this policy, priority of service has been determined and funding is available training can be initiated.
- B. Staff person reviews "Training Account Plan" which forms the basis for customer request for training.
- C. Staff and customer review the eligible provider list to assure provider and offering are approved. If customer chooses a provider not yet approved, see procedure explained in Section IV of this policy.
- D. Once training and provider are selected, staff person reviews demand occupation list for appropriateness of approval.
- E. Staff reviews Training Contract and creates Training Plan with customer.
- F. Staff completes Authorization for Training and Supportive Services and requests review from OET Director.
- G. After Director signs, staff reserve funds by placing amount, authorization #, name of trainee, name of provider, customer eligibility for DW or Adult funding, on WIOA Authorization spreadsheet located in Workforce folder on network or provides signed authorization to Employment and Training Clerk.

IV. Training Provider Approval

- A. In order to be eligible for approval by the Tompkins County Workforce Development Board, the provider must be registered on the NYS Provider Network at <https://applications.labor.ny.gov/ETPL/> and follow directions for "Eligible Training Providers."
- B. Once entered, Tompkins County Workforce Development Board will receive notification of request for approval. Staff will review for completeness and relevance to demand occupations list.

V. Demand Occupations

- A. Demand Occupations approved for Tompkins County can be found at <https://dol.ny.gov/lmi-workforce-planning>

Demand Occupations are updated yearly.

VI. Priority for Training Services

- A. Priority for training services is identified in attached Priority of Service Policy.

VII. Self Sufficiency

- A. The WIOA Adult self-sufficiency definition is individual earnings of 250% of the poverty level. Updated Poverty Guidelines can be found at <https://dol.ny.gov/system/files/documents/2021/03/poverty-guidelines.pdf>

ATTACHMENT A

PUBLIC LAW 113-128-JULY 22, 2014

128 STAT. 1527

(xi) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under this Act;

(xii) services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of-

(I) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include-

(aa) diagnostic testing and use of other assessment tools; and

(bb) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

(II) development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;

(III) group counseling;

(IV) individual counseling;

(V) career planning;

(VI) short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;

(VII) internships and work experiences that are linked to careers;

(VIII) workforce preparation activities;

(IX) financial literacy services, such as the activities described in section 129(b)(2)(D);

(X) out-of-area job search assistance and relocation assistance; or

(XI) English language acquisition and integrated education and training programs; and

(xiii) Follow up services, including counseling Time period. regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

(B) USE OF PREVIOUS ASSESSMENTS.-A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under subparagraph (A)(xii) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program.

(C) DELIVERY OF SERVICES.- The career services described in subparagraph (A) shall be provided through the one-stop delivery system-

Revised: November 23, 2021

Board Approval:

Tompkins County Workforce Development Board

WIOA Adult/Dislocated Worker Supportive Services Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable adults and dislocated workers to participate in WIOA activities.

The goal of Supportive Services is to minimize barriers for adults to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway.

The justification and strategy for providing supportive services must be clearly defined in the adult or dislocated worker's Individualized Employment Plan (IEP). Actively engaged, enrolled or in good standing WIOA adult and dislocated worker, may receive Supportive Services if funding is available and each participant has met criteria and guidelines set forth in local county policies. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the adult or dislocated worker as identified in the participant's IEP.

All supportive services are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for supportive services at any time and at the sole discretion of TCWDB.

Allowable Supportive Services are defined in TEGL 21-16. Services that enable an individual to participate in WIOA activities include, but not limited to:

- Linkages to community services
- Assistance with housing
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for adults or dislocated workers with disabilities
- Legal Aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with book fees, school supplies, and other necessary items for students enrolled in postsecondary education classes

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- Payments and fees for employment and training-related applications, tests, and certifications

Supportive services may only be provided to participants who are participating in WIOA enrolled services and who are unable to obtain such supportive services through other programs providing such services and cannot receive supportive services through referrals to partner agencies and other community service providers (e.g, ACCES-VR).

Reimbursement costs:

If an enrolled adult or dislocated worker pre-pays a cost that can qualify as a supportive service cost, the participant may be reimbursed those costs.

- a) Stipulation for reimbursement is that the participant must be employed or in training for 30 days before reimbursement can be processed
- b) No reimbursements can be processed without supporting receipts
- c) Must be WIOA enrolled and costs must occur after WIOA participant enrollment.
- d) Reimbursement requests should be for costs in the last 6 months

Any Combination of Supportive Services will no not exceed \$9,000

Housing/Child Care costs:

All community and local agencies that could provide this supportive service should be contacted prior to utilizing WIOA adult or dislocated worker funding (i.e. “all other options exhausted”).

- a) Child care costs can only be paid at a licensed/certified day care provider (not relative/friend, etc.)
- b) Housing can only be paid to commercial hotels/established landlords (not relatives/friend, etc.)
- c) Housing or Child Care assistance will not exceed duration of training.

Any Combination of Supportive Services will not exceed \$9,000

Transportation:

Gas cards, bus passes, cab fare: may be given to adult or dislocated worker to assist participant in being able to participate in program activities, training, and employment.

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a

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Board Approval:

participant. Adult or dislocated worker is to understand that this is a supplement to assist with transportation costs.

- b) **Gas cards** are distributed and paid at the current deferral government rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Participant shall receive no more than \$50 in gas cards per day, covering only one full round trip to and from training or placement. Participant will not receive gas cards for days not in programs or training. **Training provider signed attendance sheets are required as supporting documentation.** If a provider cannot sign the attendance sheets, participant must return gas receipt after using the gas card. **No** additional cards will be issued if the participant does not return signed attendance sheet or receipt (which will include the gas card # on the receipt).
- c) **Bus Passes** are purchased on a monthly basis, unless the training is for a shorter length of time. Rate of bus pass purchase will vary depending on the travel needs of that adult or dislocated worker, to be determined with the Staff.
- d) **Uber/Lyft/Taxi expenses** are approved for instances where bus passes are not sufficient for covering transportation needs. (For example, when someone can take a bus to a class but there are no bus options for the ride home due to location and/or time of day.) Total expense cannot exceed the **\$50/day** cap.
- e) Adult or dislocated workers who become employed may receive gas cards/ bus pass until their first paycheck. Employment and pay schedule will be verified with employer.

Any Combination of Supportive Services will not exceed \$9,000

Other Transportation Supportive Services:

- a) Supportive services can include driver training course to assist adult or dislocated worker in gaining driver's license to enable participant to participate in program activities, training, and employment. ITA to be completed for training.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or used bicycle may be as a means of viable transportation to enable adult or dislocated worker to participate in program activities, training, and employment. For rural distances, bike purchase to

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Board Approval:

cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$120 and will be purchased by the Program.

- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that adult or dislocated worker contract
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating adult or dislocated worker. No repairs will be made on family or friend vehicles, even if that vehicle is the participant's mode of transportation.

Any Combination of Supportive Services will not exceed \$9,000

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

Counselors should first contact MOA/MOU (Memorandum of Agreement/Understanding) partners or other community agencies in their area who may offer free services before utilizing WIOA Supportive Services funding, and the attempts made should be documented in OSOS comments.

At a minimum, service providers shall:

- 1.) document the need for the supportive service and justify issuance of the service in the participant's IEP and in OSOS (including a Comment describing what was provided and why, Achievement Objective and Service)
- 2.) maintain records of documentation that verify the client received the service through an original signature on a receipt form