
Chautauqua County

Workforce Investment/Development Board

Policy Name: Supportive Services – WIOA Youth Policy
Effective Date: 2022 05 05 Revised

WIOA Youth Supportive Services: 20 CFR § 681.570 describes Supportive Services for youth as services that enable an individual to participate in WIOA activities. Registered youth may receive Supportive Services paid for with WIOA youth funds if the youth would benefit from the Supportive Services and the Supportive Services are indicated in the Individual Service Strategy plan.

Policy:

In order to potentially receive Supportive Services, youth customers must meet the following guidelines and criteria:

- Youth must be registered with WIOA and participating in an activity to reach employment goals
- Must verify the need (staff would need to determine if request is required to obtain or maintain employment or training, and that the employer or training provider does not provide it)
- Youth must be actively participating in the program and maintaining appointments or contact
- Youth must be meeting performance and compliance measures
- Youth can receive supportive services in follow-up after planned exit to help ensure the youth is successful in employment and/or postsecondary education and training

If the above guidelines are met, then a youth may potentially receive the following Supportive Services:

1. Clothing & work-related (subsidized and unsubsidized) work attire (ex: uniforms, steel toed boots, etc.) – max of \$200
2. Required tools, supplies and equipment for a credentialed training or unsubsidized employment (ex. books, calculator, welding helmet, etc.)
3. Educational Fees for applications, tests, and deposits related to a credentialed training (ex. NYS Pre-licensing course, NYS Test Fees, etc.)
4. Work-Related Fees for applications, tests, licensing and certifications for unsubsidized employment (ex. NCLEX, NYS Permit/Driver's License, CDL License, etc.)
5. Hygiene items or personal protective equipment for subsidized or unsubsidized employment purposes (ex. soap, shampoo, conditioner, toothbrush, toothpaste, deodorant, razors, brush/comb, facemask, face shield, hand sanitizer, etc.) – max of \$25

The **total Supportive Services cannot exceed \$1,000 per person for each fiscal year**, which is defined as July 1 to June 30. For exceptions to this policy, approval by the Executive Director will be made based on proposed skills to be trained, degree of shortage, targeted industry and available funds. For purposes of Supportive Services cap, incentives received would not apply toward the Supportive Services cap and are governed by a separate policy and procedure.