



LOS ANGELES COUNTY

Youth Program

DIRECTIVE

NUMBER: YD10-08

SUBJECT: Documentation of Supportive Services

Date: 12/28/10

EFFECTIVE DATE: Immediately

Page 1 of 3

TO: WIA CONTRACTORS

ARRA WIA Adult WIA Dislocated Worker WIA Youth
 Rapid Response

Purpose:

The purpose of this directive is to re-enforce existing policies regarding supportive services and to reaffirm the importance of properly documenting supportive services under the Workforce Investment Act (WIA) program.

Definitions:

Section 101 (46) of the Workforce Investment Act of 1998 provides the following definition of supportive services:

"The term "supportive services" means such services as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in such activities authorized under this title, consistent with provisions of this title."

For the purposes of the policy and its application to the County's WIA program, supportive services are specific services for WIA-enrolled participants (which they cannot afford to pay for) that enables them to participate in authorized WIA activities (including the 10 required WIA Elements for Youth Programs).

Such services include, but are not limited to:

- Transportation: Expenses for commuting to and from WIA activities such as public transportation fare, carpool arrangement or gas for personal auto.
- Child or dependent care

- Housing: Temporary shelter, housing assistance and referral services.
- Clothing: Uniforms or clothing that is adequate to meet the requirements of training, other WIA activities or the workplace.
- Specialized Counseling: Such services may include counseling focused on academic support, substance abuse issues, financial planning and management, dropout prevention, parenting skills, etc.
- Health Services: Referrals to community medical and mental health providers.
- Other Services: Other support items that are needed to enable participation in WIA activities and employment. These include, but are not limited to: tools, eye glasses and protective eye wear, and assistive devices for persons with disabilities.

Procedures:

WIA contractors must insure that procedures are in place to implement the following:

1. Youth must be eligible and enrolled in a WIA Youth program to receive supportive services.
2. Document that the supportive services are necessary and reasonable.
3. Document that the funds were used for the intended supportive services.
 - a. This documentation should include such items as:
 - i. Receipts
 - ii. Logs recording frequency for such items as gas cards/vouchers.
4. Identify and document non-WIA resources that may be available within the local area.
5. Accurately record the provision of WIA-funded supportive services and the referral of participants to non-WIA-funded supportive services.

References:

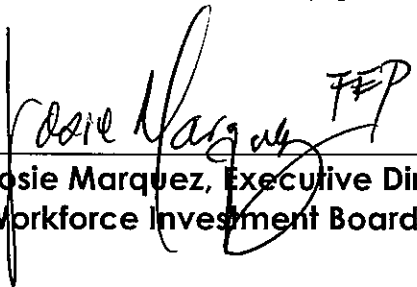
- WIA 101 (46) – Definitions – Supportive Services
- Title 20 CFR 663.805 – When may supportive services be provided to participants?
- Title 20 CFR 664.440 – What are supportive services for youth?
- LACOD-WIAD08-10 – Supportive Services

ACTION:

Los Angeles County WIA contractors should ensure that the procedures described herein are communicated to both operation and management throughout the organization and that this Directive is made available accordingly.

INQUIRIES:

Inquiries regarding this directive and the policies and procedures described herein should be directed to Barbara Banck at (213) 351-8924 or bbanck@css.lacounty.gov.



Josie Marquez, Executive Director
Workforce Investment Board