

SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD, INC.

1703 SW 11th

Lawton, Oklahoma 73501

580-357-3500/ 580-467-3486

Telephone relay service is available by dialing 711 or 800-722-0353

SUBJECT: South Central Oklahoma Workforce Board Supportive Services Including Needs-Related Payments Policy

PURPOSE: To establish South Central Oklahoma Workforce Board's policy for supportive services and needs-related payments

IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call Lafonda Crowder (580) 357-3500** for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Este documento contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al Lafonda Crowder (580) 357-3500** para pedir asistencia en traducir y entender la información en este documento.

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POLICY:

A. Definitions

1. Supportive Services – Supportive services include services such as transportation, childcare, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in career and training services authorized under WIOA Title I
2. Needs-Related Payments – Needs-related payments provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIOA

B. Supportive services, including needs-related payments, may only be provided to participants who:

1. Are participating in career or training services; and
2. Are unable to obtain those necessary supportive services through other programs providing such services; and
3. Are unable to participate in Title I activities without such supportive services; and

**Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area
Jefferson County, Stephens County, and City of Duncan Labor Market Area**

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities

4. Have total gross family income (at the time supportive services are requested) less than the self-sufficiency guidelines as determined by the South Central Board

EXCEPTION: Income level does not apply if a cost is a training-required expense (example: required uniforms for nurses not available for purchase from the training provider) and there is documented unmet need on the Coordination of Training Funds form.

5. Have a remaining unmet need (while in training) on the COTF after other financial resources are deducted.
6. The board has a 60-day limit for supportive services after a customer completes training or is no longer participating in an approved WIOA activity.

NOTE: Needs-related payment requires ADDITIONAL eligibility criteria which are listed in the Needs-Related Payment section following.

C. Limits on ALL Supportive Services (to include Needs-related Payments)

The maximum TOTAL amount of any supportive services for a participant **enrolled in WIOA Training** is \$750.00 per participant per enrollment.

- Gas Cards or mileage reimbursement must be for a maximum of two weeks and based on actual mileage. Documentation of attendance must be recorded, signed and collected from each participant and uploaded to the state data system. If purchasing a gas card, the participant must provide the receipt showing only gas was purchased on the card. Any charges not used for gas, must be subtracted from any future gas cards.

D. SCOWB requires that the service provider use information from www.211oklahoma.org to determine if needed supportive services are available from any source other than WIOA Title I funds.

NOTE: Needs-related payments have ADDITIONAL limits which are listed in the Needs-Related Payment section following.

E. Needs-Related Payment Additional Guidelines

Must:

1. Be Unemployed; and
2. Not qualify for, or have ceased qualifying for, unemployment compensation; and
3. Be enrolled in a program of training services under WIOA Title I.

NOTE: Needs-related payments are only available to participants during training services or, may be provided prior to training only if the participant has been accepted into a WIOA Title I training program that will begin within 30 calendar days.

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Dislocated Workers must also:

Be enrolled in a program of training services under WIOA Title I by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months;

APPROVED BY EXECUTIVE COMMITTEE

DATE: NOVEMBER 4, 2015

APPROVED BY SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD

DATE: MARCH 9, 2016

APPROVED BY SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD

DATE: SEPTEMBER 14, 2017

APPROVED BY SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD

DATE: SEPTEMBER 13, 2018

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