

TITLE: Youth Support Services Policy # 3.3.4-R1

Type: Program Policy

Original Policy Date: 07/01/2016

Effective Revision Date: 04/24/2025

Status: Final

Supersedes: PacMtn Policy #3.3.4

Purpose

This policy provides guidance for providing support service resources to program participants. Support services are resources that enable individuals to meet basic and emergent needs while participating in training, education and employment. Supportive services are intended to be one-time or time limited services and not on-going assistance.

Policy

PacMtn contractors may provide supportive services to youth participants when those services are necessary to enable participation in WIOA-funded education, training, or employment-related activities.

- All supportive service expenditures must be included in the participant's Individual Service Strategy (ISS) and directly linked to a WIOA career or training service.
- Participants must first be assessed for other available community resources before program funds are used.
- Supportive services may be provided during active participation (Program Element 7) or after program exit as part of Follow-Up Services (Element 9).
- Supportive services must be allowable, reasonable, necessary, and properly documented in alignment with WIOA Section 3(59), 20 CFR 681.570, and TEGLs 19-16 and 21-16.
- Needs-Related Payments (NRPs) may only be issued to out-of-school youth aged 18–24 who are enrolled in training and have been determined to lack sufficient income from all other sources.
- Food purchases must be limited, reasonable, and only used when all other federal, state, and local food resources have been exhausted and documented per TEGL 9-22.
- All supportive service payments must be documented per WSS Policy 1019-12 Section 8.1 and in compliance with WorkSource System Policy 1020 (Rev2) – Data Integrity and Performance Policy and Handbook.

Policy Guidelines

Contractors must have internal policies and procedures that detail their eligibility determination, expenditure approval and payment procedure process. Policies and procedures need to address documentation standards for the exhaustion of alternative resources and internal spending limits

to ensure equitable access to resources. Documentation of all support services must be maintained in contractor participant files and fiscal records.

Supportive services may not be used to pay for the purchase, improvement, or maintenance of any asset (e.g. car payments); to pay taxes; to pay past due fees, penalties, interest or other such expenses; to pay child support payments in arrears or otherwise; to pay for parking or moving violation tickets; to pay for bail or restitution; to settle an insurance claim; or to pay for consumer debt.

Computer hardware and software are considered assets unless required by an educational entity as a requirement of the class.

Additional category limitations, guidance and documentation requirements for all support service expenditures are listed in the Youth Support Services Procedure #3.3.2-P.

Additional Limitations

The maximum amount that may be spent on any one participant in a given program year is \$1,000. In exceptional circumstances, a request for waiver to the above policies must be made to the Pacific Mountain Administration writing prior to issuance of the service for which exception is being requested.

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

Definitions

NA

References

Workforce Innovation and Opportunity Act of 2014
WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016
WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016
20 CFR Part 680 Subpart G

TEGL 23-14
TEGL 08-15
TEGL 21-16

WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook
WorkSource System Policy 1020 (Rev2) - Data Integrity and Performance Policy and Handbook
WIOA Title I Policy 5602 (Rev5) – Supportive Services & NRPs
WIOA Title I Policy 5620 (Rev1) – Follow-Up Services

Youth Support Services Procedure #3.3.2-P

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

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