



SEMCA Issuance (SI): WIA 05-01, Change 3

Date: June 20, 2008

To: One-Stop Workforce Development Contractors (OS-WFD)

Subject: Supportive Services Eligibility

Programs Affected: Workforce Investment Act Funded Programs

Rescissions: WIA 01-01

Background: Clarification of Supportive Services Eligibility

Policy: Supportive Services may only be provided to individuals who are **registered** in the WIA program and are (1) Participating in core, intensive or training services; and (2) **Unable** to obtain supportive services through other programs providing such services. Supportive Services may only be provided when they are necessary to enable individuals to participate in Title I WIA activities. All federal programs require that the money spent on an individual be traceable back to that individual. There must be a paper trail and the money given must be documented in the customer's file.

Supportive Services include services such as, but not limited to, transportation assistance, family care, housing assistance, counseling, health and medical and needs-related payments. Please see Attachment A for full description of available services.

It is **mandatory** that The Information Center (734- 282-7171) be contacted when supportive service needs arise before spending supportive service dollars from your budget. The Information Center will respond to requests within one (1) working day.

Action: Implement and distribute immediately to all OS-WFD staff.

Inquiries: Please direct questions regarding this policy to Susan Corey, Workforce Development Manager, at (734) 229-3500.

Expiration Date: None