



Supportive Services Policy for Training Participants
Effective Date: July 1, 2009

As a result of the American Recovery and Reinvestment Act of 2009, Monroe County/Rochester Workforce Investment Board is making available supportive service funds to assist eligible Workforce Investment Act (WIA) Adults and Dislocated Workers with costs needed to participate in training. These services are being offered as long as funds are available and may be suspended with little or no notice once funds are exhausted.

Supportive services may include costs of child/dependent care, transportation, housing and medical expenses. A maximum of \$2,600 (not to exceed \$100 per week for up to 26 weeks) may be provided if needed to participate in a WIA funded training program when the following criteria are met:

- WIA eligible Adult or Dislocated Worker
- Unemployed
- Enrolled full-time (12 or more classroom hours per week) in WIA funded ITA training for occupational skills. Expenses related to part-time training will be pro-rated.
- Not eligible for supportive services through other programs providing such services (VESID, Department of Human Services, Trade Act, other one stop areas, etc)

Customers need to complete a Request for Supportive Services form each time a payment is requested. On the form they will identify what supportive services are needed and self-attest to using the funds for only the services identified and that they are not eligible for those services from any other program. Customers may use the support payment to cover the cost of any service or combination of services that are needed to support themselves or their family while enrolled in WIA funded training. The customer will also complete the Supportive Services Claim form documenting weekly attendance in training during the prior month. Back-up documentation (mileage log, cancelled checks, receipts, bank statements or other appropriate sources) for supportive services requested during that time period must also be submitted with the Claim Form. Forms submitted prior to training for the month being completed or without required documentation will not be accepted.

Requests for payments may only be submitted once every 30 days and customers will be advised that they need to allow at least 30 days for payment.

Payments will not be made for breaks in training of more than 10 business days. A break in training refers to time during which the facility was closed due to a scheduled break and classes were not conducted.

Supportive Service Claim Forms may be sent directly to the Technical and Training Assistant at RochesterWorks who will review and approve for payment. Customers are responsible for filling out the Request for Supportive Services and Claim Form accurately and completely or the request may not be honored. Misuse of the funds will disqualify a customer from receiving future benefits. Customers who do not complete their training program for whatever reason may not be eligible for supportive services. RochesterWorks, Inc. has the authority to reject any supportive service request that does not meet stated criteria or conform with the intended purpose of this policy.