



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

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SUPPORTIVE SERVICE POLICY

Effective Date: April 16, 2025

Supersedes: ICWED Supportive Service Policy (March 22, 2023)

PURPOSE:

This policy addresses the administration of the Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to support **current WIOA eligible adult, dislocated workers and youth participants residing in Imperial County.**

This policy is based on the Imperial County Workforce Development Boards (ICWDB) interpretation of WIOA law, regulations, and policies, as well as federal, state, and local laws and regulations. It will be reviewed and updated in accordance with any additional federal or state guidance.

REFERENCES:

- WIOA Section 3 (59), Definition of Supportive Services
- WIOA Section 134 (c) (2), Required Local Employment and Training Activities
- WIOA Section 134 (d) (2) and (3), Permissible Local Employment & Training Activities
- WIOA Section 129(a)(c), Use of Funds for Youth Workforce Investment Activities
- Training and Employment Guidance Letter (TEGL) 19-16, Section 14
- Training and Employment Guidance Letter (TEGL) 21-16, Section 7
- 20 CFR: Part 663 Subpart H for Adults and Dislocated Workers
- 20 CFR Part 680 – Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act

BACKGROUND:

WIOA provides program guidelines for supportive services for WIOA eligible adults, dislocated workers and youth participants. The term “Supportive Services” refers to financial or physical accommodations that are reasonably necessary, and/or required, for an individual to participate in activities authorized under WIOA Title I. Supportive services are provided to eligible WIOA adults, dislocated workers, and youth to remove barriers and help participants reach employment and training goals.

POLICY:

The Imperial County Workforce Development Board will provide supportive services to address a participant’s need or barriers identified during the initial and ongoing individual assessment process. These services may include transportation, child care, housing, and other related payments necessary to enable an individual to participate in activities authorized under WIOA Title I.

This WIOA Title I financially assisted program, or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Supportive services under WIOA Title I may only be provided when they are necessary, reasonable, and allowable. **All efforts to secure supportive services from other sources must be exhausted** by the participant and documented in the participant's case file before expending WIOA funds.

Supportive Services shall not exceed maximum limits for specific categories as defined in this policy and may not exceed an overall lifetime maximum limit of **\$2000**. As funding for WIOA supportive services may be limited, ICWED and Service Providers must ensure they have established protocols for referral to other community resources and programs to assist participants with meeting their supportive service needs.

Supportive services may be provided to eligible individuals who:

1. Demonstrate a financial need to receive support services to enable the individual to participate in Career, Training or Youth services, as documented in an Individual Employment Plan (IEP) or Individual Service Strategy (ISS); and
2. Are unable to obtain supportive services through other programs providing such services.

WIOA authorized supportive services may include, but are not limited to:

- Linkages to community services
- Assistance with transportation
- Assistance with childcare and dependent care
- Assistance with housing
- Assistance with educational testing
- Reasonable accommodations for individuals with disabilities
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes
- Payments and fees for employment and training-related applications, tests and certifications

Disallowable Support Services include:

- Fines and penalties such as traffic violations, late finance charges, and interest payments
- Entertainment including tips
- Contributions or donations
- Vehicle payments, registration (TAGS) or car insurance
- Refundable deposits
- Groceries, including food or meals (See WIOA youth exception)
- Alcohol, tobacco, or marijuana products
- Pet products
- Plants or supplies for plants
- Taxes
- Child support payments
- Membership fees (e.g., fitness or social club, annual fees on personal credit cards)
- Out-of-state job search and relocation expenses that are paid for by the prospective employer

- Any other item that is not required for the participant to successfully complete their training and employment goals

PROCEDURES:

Supportive services payments will only be provided when the service is allowable, justifiable, deemed necessary and reasonable, and documented in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). These forms shall be complete and be used to justify the provision of any supportive services payments and/or reimbursement.

1. Prior to any supportive service request, AJCCs and Service Provider staff shall make and document every attempt to ensure that each participant has exhausted all other opportunities to obtain services from other local agencies in the community prior to approval and submission of any payment and/or reimbursement.
2. Provision of supportive services must be qualified and documented as being essential in assisting an individual to successfully participate in WIOA Career, Training or Youth activities or as necessary for a participant to accept and/or retain employment.
3. When supportive service cannot be funded by WIOA Title I services, but it is necessary for the participant to continue in the program, the AJCC and/or Service Provider will explore other methods to assist participants in securing such assistance.
4. Youth program participants may receive supportive services after exit provided the assessment of need relating to employment or training is documented. However, supportive services are **NOT** allowed in follow-up for Adults and Dislocated Workers.
5. Receipts or invoices must be detailed sufficiently to ascertain that charges do not include unallowable items.
6. Maximum allowable supportive service expenses per participant shall not exceed the lifetime maximum limit of **\$2000**. The compliance unit staff, AJCCs, service providers, and ICWED fiscal department must work together to ensure sufficient funding is available prior to obligating supportive service funds.

SUPPORTIVE SERVICE CATEGORIES:

WIOA offers a broad range of supportive services. The following are the most commonly utilized and authorized supportive services. Please refer to the 'Exceptions to Policy' section for supportive service needs that exceed the limitations outlined in this policy.

Transportation

Transportation assistance is available to WIOA-enrolled Adult, Dislocated Worker, and Youth participants to help cover the cost of public transportation or the operation of a personally owned vehicle registered in the participant's name for commuting to work, training, or other WIOA-related activities. Case managers must provide proof of actual mileage from participants residence to the designated location.

If the participant's spouse owns the vehicle, mileage reimbursement is allowable; however, the participant must be listed as an insured user of the vehicle. If a participant does not own a vehicle or possess a valid driver's license, they may request mileage for transportation provided by another licensed driver. All documentation requirements also apply to the designated driver. All payments will be issued to the participant.

Monthly 30-day bus passes are available to participants to support their engagement in career and individual career services. Rideshare services may also be used, but reimbursement is limited to the actual cost of the service.

A participant's eligibility and need for transportation assistance must be documented and reassessed at least every 30 days, with updates recorded in case notes.

- a) AJCCs and Service providers must ensure the most economical and sustainable method of transportation assistance is approved for each participant. This will include an evaluation of ability for the participant to continue attendance in training should the participant exhaust the supportive service maximum rate.
- b) AJCCs and service providers must ensure that copies of a current driver's license, insurance, and registration are on file for any mileage or auto repair assistance.
- c) Mileage shall be reimbursed at the standard mileage rate set by the IRS, as applicable in California, up to the maximum rate reported in Matrix (attachment II) per month, per participant. However, the sum of all supportive services cannot exceed **\$2,000**.
- d) Attendance must be verified for all days on which mileage is claimed.
- e) Participants may qualify to receive mileage for the first month of unsubsidized employment/on-the-job training.

Child Care Assistance

Participants with children 12 years or younger are eligible for child care when it is determined other funding sources, including but not limited to CalWORKS, are not available to pay for such services. Types of allowable child care include: Child Care Centers, Family Child Care Homes, and TrustLine/Relative care.

Payments for child care may not exceed the Regional Market Rate Ceilings for subsidized child care (<http://www3.cde.ca.gov/rcscc/index.aspx>). Participants must explore licensed Child Care Centers and Family Child Care Homes before TrustLine/Relatives can be considered. Information regarding licensed child care facilities can be found at <https://www.icoe.org>. If licensed child care is not immediately available, TrustLine/Relatives must be explored as an option. The selection of safe and adequate child care providers is the sole responsibility of the parent or guardian of the child in need.

Automobile Repair

Automobile repairs may be authorized for participants for a **one-time** payment who are currently employed, enrolled in a WIOA-approved training program, or require assistance to obtain or retain employment. The Case Manager must verify that the participant's name is on the vehicle registration and that the vehicle is insured for liability and property damage with at least the minimum policy limits required by the State of California. Additionally, the participant must hold a valid California driver's license.

Routine automobile maintenance, such as oil changes, smog inspections, and tune-ups, is not reimbursable under this policy. Two repair estimates are required.

Medical Services

Medical services may be covered if they are necessary for a participant to engage in an approved training activity or to accept or maintain employment. Covered medical services are limited to eye examinations, the purchase of eyeglasses, hearing tests, the purchase of hearing aids, physical

examinations, drug testing, immunizations, health screenings (such as tuberculosis (TB) or hepatitis screening), and X-ray studies, as required by a training provider or as a prerequisite for employment with a specific employer.

Housing Assistance

Participants facing an immediate need for housing assistance to prevent eviction may qualify for a **one-time** emergency housing payment. Housing assistance payments are permitted if the participant has received a late notice for rent or mortgage from the landlord or mortgage company and is at least one (1) month behind on payments.

To qualify, the participant must have lived at the residence for at least six (6) months and have paid the first six months of rent or mortgage. The participant's name must appear on the rental agreement, lease, or a similar document as proof of residence. Additionally, participants must have a plan for funding their housing payments in the following months. WIOA funds may not be used for rental deposits or the final month's rent.

All housing assistance requests must be ***pre-approved*** by the Compliance and Program Manager. Requests must be submitted in writing along with all required documentation, including a current rental agreement/mortgage, and they must clearly demonstrate all actions taken and resources explored by the participant before seeking assistance.

Postsecondary Academic Materials

WIOA participants enrolled in "non-WIOA" funded training (including community college or university) programs may be eligible for supportive services to assist with the purchase of books, fees and supplies as needed to participate in their training activity.

The training program must relate to the participant's enrollment goal, be documented in the IEP/ISS and be verified by the case manager.

- a) A current copy of the syllabus and list specifying textbook(s) and associated costs required to complete the training activity must be obtained prior to authorization.
- b) ETPL WIOA funded training programs are not eligible to receive supportive service reimbursements related to the purchase of books. All books related to this type of training shall be included in the original contractual agreement with the training provider.

Educational Testing

Fees for licenses, certification, live scans, and background checks are allowable when the expense directly relates to a condition of employment, training and/or attaining employment.

- a) Verification that the testing or exam is needed to participate in the WIOA activity, non-WIOA funded training, or employment must be obtained from the training agency and/or employer.
- b) If a participant fails the first exam and the service provider does not cover the cost of a second training examination, the ICWED will fund only one additional exam.

Clothing and Uniforms

Professional, work-appropriate or interview clothing, uniforms and shoes may be purchased for enrolled WIOA program participants.

- a) Purchase of interview clothing is limited to one (1) set (i.e. blouse or shirt and pants, shirt and skirt, or a single dress, and shoes).
- b) Uniforms should be limited to no more than two (2) uniforms.

- c) Work attire.
- d) Work Boots.

Tools and Safety Equipment

Work appropriate tools and necessary safety equipment may be purchased as needed for enrolled WIOA participants to obtain and/or retain employment or participate in training.

- a) Tool and safety equipment purchases related to the participant's occupational goal are allowed providing the training provider or employer submits a list of specific tools or equipment required. The list should include costs and must indicate the tools/equipment are a requirement for training or employment.
- b) Tools and safety equipment purchased during the training phase of a participant's program shall not be duplicated during the participant's employment phase.

Utilities

A **one-time** payment of utilities is an allowable expense. Services include payments for overdue electricity, home heating fuel, and water bills, as well as telecommunication costs. When overdue electricity, home heating fuel, or water bill is being paid, it must be documented that the participant has exhausted all other available resources, is unable to receive services due to a lack of program funds, has no alternative services available, or has been deemed ineligible.

Telecommunication costs are subject to the following restrictions:

- a) If supportive services are used for a cellular telephone, the participant's file must document that this is their only means of telecommunication. In such instances, only base costs may be covered.
- b) Basic internet costs are eligible for payment.

The utility account must be in the participant's name. If the utility bill is not in the participant's name, the address on the bill must match the participant's address in the WIOA application, with a justifiable explanation by the participant and documented in a case note in CaUOBS.

YOUTH:

Follow-up services for youth may include supportive services, adult mentoring, financial literacy education, labor market and employment information on in-demand industry sectors, and activities that help youth prepare for and transition to post-secondary education and training. When these program elements are provided as follow-up services, they must occur after the exit date to be considered follow-up services. Additionally, youth providers should document these services in the case file and ensure that follow-up activity codes are entered in CaUOBS to demonstrate that the program elements were provided post-exit.

Food-WIOA Youth Only

Food supportive services are available **only** to WIOA-enrolled youth who demonstrate and document an immediate need that supports their continued engagement in program activities. WIOA Title I providers are required to first seek available resources through local food banks, the Supplemental Nutrition Assistance Program (SNAP), and other organizations that address immediate food needs. If all efforts to secure food through these resources have been exhausted, youth providers may assist participants in making reasonable and necessary immediate purchases. Service providers must ensure that all internal controls are in place to support each instance of food supportive service.

RESPONSIBILITIES AND DOCUMENTATION:

The Compliance Unit shall monitor all supportive service requests as specified in this policy. They shall establish and implement appropriate checks and balances to ensure the integrity of supportive services funding. Additionally, they must have systems in place for the review, and approval of supportive services in accordance with current WIOA regulations, state regulations, and local policies, and procedures.

All entities must review, approve, and process payments for supportive services in accordance with current WIOA, state regulations, and local WDB policies and procedures.

1. All supportive services payments and collection of back-up documentation (e.g. receipts, mileage) will be the responsibility of all entities involved. All entities must ensure:
 - a. Payment records will be maintained, completed and readily available for monitoring or audit reviews.
 - b. Records will be maintained in the participants' file and uploaded into CaJOBS.
2. AJCCs and Service Providers will ensure that a case note detailing the type of supportive services received and the corresponding activity is entered into CaJOBS within five (5) working days after payment was issued to the participant.
3. AJCCs and Service Providers will ensure that supportive service activity codes align with the type of supportive service provided and that enrollment dates match the begin and completion dates of the supportive service.
4. The compliance and fiscal unit will work closely with all entities to ensure that the total supportive service expenditure for each participant does not exceed the lifetime maximum limit of \$2000.

NEEDS-RELATED PAYMENTS:

At this time, the ICWDB does not authorize Needs-Related Payments for participants enrolled in WIOA Title I funded services.

DOCUMENTATION:

The ICWED, AJCC, and service providers shall establish and implement appropriate checks and clearances to ensure the integrity of supportive services funding. All entities must review, approve, and process payments for supportive services in accordance with current WIOA, state regulations, and local WDB policies and procedures.

1. Are responsible for all supportive services requests and the collection of backup documentation.
2. Will ensure that a case note detailing the type of supportive services received and the corresponding activity is entered into CaJOBS within five (5) working days after payment was issued to the participant.
3. Will ensure that supportive service activity codes align with the type of supportive service provided and that enrollment dates match the creation and completion dates of the supportive service.

SELF-ATTESTATION:

Self-attestation may only be used after all reasonable efforts to obtain the required documentation have been exhausted. To use self-attestation, a "Supportive Service Self-Attestation Form" must be

completed, and the participant must provide an explanation for their inability to obtain the required documents.

AJCCs and service providers must record all attempts to obtain documentation in case notes. If documentation is repeatedly not submitted, the participant may become ineligible for supportive services. Staff should explore and document any barriers or challenges contributing to the delays.

Self-attestation may also be used to provide any additional information necessary to justify the need for supportive services.

AVAILABILITY OF FUNDING:

The AJCCs and service providers will take the necessary steps to ensure that supportive service is available to participants in need throughout the program year. The availability of funds is expected to fluctuate as participant needs vary. The distribution of supportive services funds is ultimately contingent upon fund availability. In response to changing needs and variations in usage, the average amounts for supportive services are subject to change but will not exceed the maximum expenditure outlined in this policy. The limit will be reviewed periodically to ensure adequacy and availability of WIOA funds.

EXCEPTIONS TO POLICY:

Emergency or extenuating circumstances may warrant expenditures exceeding the lifetime maximum limit of **\$2000**. In justified cases, participants may receive supportive services beyond this limit. The AJCC and/or Service Provider must submit a “Supportive Service Waiver Request” to the Compliance Unit for approval by the Program and Compliance Manager before issuance.

While it is impossible to create a policy that accounts for every situation, common sense, compassion, and thorough case documentation must help address the limitations of policies in anticipating every scenario.

ACTION:

The Compliance Unit is responsible for developing and implementing guidance and procedures that incorporate all requirements outlined in this policy. It must also ensure that these policies and procedures are effectively communicated across the organization's operations, management, and WIOA-funded service providers.

Once approved by the ICWDB, subsequent changes will not require board approval unless they affect established protocols. Additionally, this policy must be appropriately maintained until further notice.

INQUIRIES:

Should you have any questions, please feel free to contact ICWDB staff at (442) 265-7584, (442) 265-4955, (442) 265- 4974 or the Program and Compliance Manager (442) 265-4963.

Attachments:

1. Supportive Service Request Form
2. ICWDB Supportive Service Matrix
3. Supportive Service Waiver Request Form
4. Supportive Service Self-Attestation Form
5. Supportive Service Log

SUPPORTIVE SERVICE REQUEST FORM
Attachment I

AJCC Center: _____

Fiscal Initials: _____

Participant Name: _____ State ID #: _____

Funding Source: ☐ Adult ☐ Dislocated Worker ☐ Youth ☐ Other _____

Does the participant receive TANF? Yes ☐ No ☐

If yes, a "CalWORKs/WtW Referral for Service" form must be provided, indicating that CalWORKs/WtW cannot cover the supportive services.

Name of activity enrolled in: _____ Activity Code: _____

Activity Begin Date: _____ Activity End Date: _____

SUPPORTIVE SERVICE INFORMATION

Type of Supportive Service

- | | | |
|--|--|--|
| ☐ Child/Dependent Care (180/480) | ☐ Tools/Clothing (188/487) | ☐ Other (185/485) _____ |
| ☐ Transportation Assistance (181/481) | ☐ Housing Assistance (189/488) | |
| ☐ Educational Testing (191/490) | ☐ Utilities (190/489) | |
| ☐ Medical (182/482) | ☐ Post-Secondary Academic Materials (192/493) | |

Amount Requested: _____

Cumulative Amount Received (not including this request): _____

MILEAGE CALCULATIONS

DL Exp. Date: _____ Car Reg. Exp. Date: _____ Car Insurance Exp. Date: _____

Pay Period: Begin Date: _____ End Date: _____

Training/Worksite (e.g.: according to time sheets)

Daily mile rate: _____ X Days of attendance: _____ = Total Payment: _____

Other (e.g.: traveled to San Diego to take exam)

Destination & Purpose: _____

Miles round trip: _____ X IRS Rate: _____ = Total Payment: _____

****Mileage shall be reimbursed at the standard mileage rate set by the IRS, as applicable in California, up to a maximum of \$250 per month, per participant. However, the sum of all supportive services cannot exceed the maximum lifetime limit.**

Required Documents:

- ☐ CalJOBS case note justifying need ☐ Back-Up (map, car registration/insurance, etc.) ☐ Quotes or receipts

I hereby certify that I am enrolled in and maintaining good attendance in the WIOA program and that the service and/or assistance requested is necessary for my participation in this program. Under penalty of perjury, I certify that I am not receiving assistance for the services I have requested and, to the best of my knowledge, these services are not available to me through any other source. I agree to immediately report any changes in my status and understand that I will be responsible for any costs that exceed the approved amount, are not supported by proper documentation, or are not allowable services.

Client Signature: _____ Date: _____

Office Use Only

AJCC Staff: _____

Date: _____

AJCC Site Supervisor: _____

Date: _____

☐ APPROVED ☐ DENIED

This WIOA Title I financially assisted program, or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



ICWDB Supportive Service Matrix



Supportive Service	Limit	Guidelines	CaJOBS Code	
			Adult	Youth
Child Care/Dependent Care				
Child Care	\$1,500	Parents seeking job-related education or training would be able to access child care assistance as part of enrolling in occupational programs and/or employment activities. Requirements: Service is only allowed while the participant is completing activities outlined in the IEP. Two estimates are required. The participant is responsible for paying for the remaining hours of care above and beyond the time spent working towards the goals and objectives identified in the IEP.	180	480
Transportation				
Bus Passes	One 30-day bus passes per month	Bus passes can be made available to participants to engage in enrolled training and/or employment activities. Requirements: MapQuest, Google Maps, etc. printout for participants attending training or employment.	181	481
Mileage	IRS Standard Rate Not to exceed \$250 per month	Mileage allowance will only be provided to participants who are actively enrolled in classroom training, and/or employment activities. Requirements: The participant’s name must be insured for liability and property damage with minimum policy limits as required by the State of California. The participant must be properly licensed to operate a vehicle in the State of California.		
Rideshare (Uber, Lyft, etc.)	\$150 per month	Rideshares may only be used for interviews, work, or school. Requirements: Participants must provide documentation of actual mileage to interviews, school, work, etc. and proof of payment.		
Medical				
Health Services	\$500	The participant may receive more than one health service with written justification, but cumulative may not exceed the maximum amount. Allowable items are described in policy. Other health services may be considered on a case-by-case basis. Requirements: An estimate is required for any health service.	182	482

Other				
Automotive (Repair, tires, brakes)	\$600	Automotive repairs are available to participants who are actively enrolled in classroom training, and/or employment activities. Requirements: The participant’s name must be on the vehicle registration and be insured for liability and property damage with minimum policy limits as required by the State of California. Also, the participant must be properly licensed to operate a vehicle in the State of California. Two estimates are required per repair, not to exceed \$600.	185	485
Live Scan, Fingerprinting, Background Check	\$300	Any single or combination service needed to gain employment or to obtain a living wage. Requirements: Documentation indicating the service is a condition of employment is required.		
Identification: California ID/Driver's License, Birth Certificate	Per DMV/County Cost Not to exceed \$100	Services are available to participants who are actively enrolled or pending to be enrolled in classroom training, on-the-job training, work experience/transitional jobs, or job search activities. Requirements: The participant’s name must be on the vehicle registration and be insured for liability and property damage with minimum policy limits as required by the State of California.		
Tools/Clothing				
Clothing: Interview: \$150 Uniforms: \$200 Work Attire: \$200 Work Boots: \$100	\$400	Clothing shall be done in conjunction with in-person job searches, interviews, employment, or schooling where appropriate attire is required, and supported with documentation (i.e. planned interviews, in person job search activities, employer letter, required for training). Clothing purchased must be reasonable and necessary (not from a high-end boutique store), and appropriate for the activity. Clothing includes shoes, uniforms, work, and interview attire. No clothing shall display inappropriate content, political statements or team logos. Clothing may also be purchased with advanced payment or reimbursement. Requirements: Copy of the itemized receipt with date, purchase detail, and total (<i>Reimbursement</i>) . Copy of online quote(s) that include(s) cost and total (<i>Advanced payment</i>) .	188	487
Tools	\$1,000	Tools must coincide with occupation or trade and must be required for participation in training or employment. Requirements: Must show documentation requiring the tools from the employer or training provider.		

Housing Assistance				
Housing/Rental Assistance	\$1,000	Rent/mortgage payments are permitted if a late notice for rent/mortgage was issued by the landlord/mortgage company and must be at least one (1) month behind in rent/mortgage. Requirements: To qualify, the participant must have lived at the residence for 6 months or more and paid at least the first 6 months of rent/mortgage. The participant's name must be on the rental agreement, lease, etc. and show documentation that they live at the residence.	189	488
Utilities				
Utilities	\$1,000	Approved utilities include: electricity, gas, water, and internet. Requirements: Participant's name must be on the bill(s) or match the address listed on rental/mortgage agreement that includes the participant's name.	190	489
Educational Testing				
Certificates, Licensing, High School Equivalency Test	\$500	Any single or combination service needed to gain employment or to obtain a living wage. Requirements: Documentation indicating the service is a condition of employment is required.	191	490
Post Academic Materials				
Book, Fees, and Supplies	\$500	WIOA participants enrolled in "non-WIOA" funded training. Requirements: A current copy of the syllabus and list specifying textbook(s) and associated costs required to complete training activity.	192	493

While we have policies and guidelines in place, there are situations where applying common sense is just as important. Before submitting a request, please take a moment to consider:

Is this request necessary and reasonable?

Does it align with program guidelines and priorities?

By thinking critically about these factors, we can ensure that requests are appropriate, resources are used wisely, and processes run smoothly. If you're ever unsure, please don't hesitate to ask for clarification before submitting a request. Your cooperation and attention to detail are greatly appreciated!

Date: _____

Under the Imperial County Workforce Development Board's Supportive Service Policy, the AJCC and/or Service Provider may request a waiver for exceptional circumstances before finalizing the issuance of supportive services exceeding \$2,000.

Participant Name: _____ State ID#: _____

Grant: ☐Adult ☐Youth ☐DW ☐Other: _____

Type of WIOA activity enrolled in: _____

Supportive Service Requested:

Describe Supportive Service need (e.g. tools, mileage, etc.): _____

Justification for Waiver: _____

[illegible]

Office Use Only	
AJCC Supervisor Signature:	Date:
Program & Compliance Manager:	Date:
☐ APPROVED ☐ DENIED	

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SUPPORTIVE SERVICE SELF-ATTESTATION FORM

Participant Name: _____ State ID#: _____

Participant Statement:

I certify under penalty of perjury that the foregoing information is true and correct. I understand that if any of the above information is found to be inaccurate or incomplete, I may be deemed ineligible for, or terminated from, WIOA services.

Participant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Witness Signature _____ Date _____



Supportive Service Log

Date	Supportive Service Provided	Amount	Balance	Staff Initials