

TENCO WORKFORCE DEVELOPMENT BOARD**Policy No. 2****Supportive Services****Effective: Revised 5/8/01 – (Effective 7/1/01)****Revised: May 3, 2004, January 1, 2006****Revised: August 27, 2008 – Effective 9/1/08****Revised: February 18, 2009****Revised: June 7, 2013****Revised: May 21, 2014****Revised: May 16, 2018****Revised: September 6, 2023**

Supportive Services, such as mileage, childcare assistance and supplies are allowable services for Adult, Dislocated Worker, and Youth participants who are attending short-term prevocational or occupational skills training services. WIOA Career Counselors will ensure participants have funds available to pay for tuition costs prior to approving supportive services.

Mileage/Transportation:

The cost of mileage incurred by a participant receiving short-term prevocational services or training services through the TENCO Workforce Investment Board may be provided at the rate of .43 per mile or the actual cost of public transportation, up to \$20.00 per day. Mileage assistance may be available if a participant's unmet educational need exceeds the amount available from other sources of funding. Participants may request payment for one round trip to training daily. The participant's need for mileage assistance shall be documented on the TENCO Financial Analysis form. TENCO will not be responsible for parking fees. A documented source such as google maps or MapQuest must be utilized to confirm the miles from the customer's home to their training and/or clinical site.

When the participant requests funding assistance for the cost of public transportation or a carpool, a receipt for the cost incurred shall be provided by the driver of the vehicle and included with the participant's supportive service request form. Transportation assistance is limited to one round trip per day.

Childcare Assistance:

Funding for childcare expenses may be available to participants receiving short-term prevocational assistance or occupational skills training services for children requiring all day or after school care, through age 12. Exceptions for age limitations will be made for children with disabilities or special circumstances requiring an adult's supervision or care. The financial need for childcare assistance shall be documented on the TENCO Financial Analysis Worksheet by a TENCO Career Counselor.

Childcare funding by the Workforce Development Board will not exceed the actual cost of childcare, after consideration of other sources of childcare funding, up to the following rates:

\$20.00/day for one child; \$26.00 / day for two children; \$35.00/day for three children; \$46.00/day for four or more children. Maximum amount per week is \$200.00 per week.

Childcare funding may offset the balance remaining, not to exceed a daily total specified above, after consideration of other sources of funding (state childcare assistance program or other). However, the total of all sources of childcare funding shall not exceed the actual cost of daily childcare.

Childcare services may be provided by any individual 18 years and older, other than a spouse or an individual living in the household of the child and/or participant. All participants shall submit a childcare form signed by the childcare provider for costs incurred. The Workforce Development Board will not be responsible for ensuring each childcare provider is paid for costs incurred. It is the responsibility of the childcare provider to collect payment for services rendered.

TOTAL FUNDS ALLOCATED FOR PARTICIPANTS PER YEAR FOR TRAINING EXPENSES, SUCH AS TUITION, FEES, BOOKS, MILEAGE, CHILD CARE, SUPPLIES, TESTING, ETC. MUST NOT EXCEED THE MAXIMUM TOTAL AMOUNT ALLOWABLE PER PARTICIPANT AS REFERENCED IN POLICY 7.