



## Policy as related to the provision of Supportive Services

*As approved by the CSS WFNY Board: Structure Committee May 29, 2009;*

*As Amended December 1, 2011 by Structure Resource Committee;*

*As Amended August 2, 2012 by CSS WFNY Board;*

*As Amended November 20, 2012 by Structure Committee.*

Policy: Effective January 1, 2012, for those individuals who are approved Workforce Investment Act (WIA) Adults or Dislocated Workers and who are participating in an approved Individual Training Account (ITA) or Brokered Training being paid for, in whole or in part, by Chemung Schuyler Steuben Workforce New York (CSS WFNY,) certain supportive services may be made available by working with their respective Counselor; specifically Childcare Assistance, Testing Fees, Books and appropriate Supplies as outlined below. This initiative is coordinated directly with the ITA presentation or the Brokered Training cost – and is included in the total cost/per cap in effect at the time of issuance. For customers participating in an approved training using the Metrix online learning system, being paid for, in whole or in part, by Chemung Schuyler Steuben Workforce New York (CSS WFNY,) certain supportive services may be made available by working with their respective Counselor but limited to a Level 1 Occupational Training level; specifically Testing and Certification Fees associated with the Metrix system. Childcare Assistance, Books, Supplies or other Supportive Services are not eligible. Requests must be declared at the time of application; failure to do so will disqualify an applicant from these funds.

For those individuals who are approved Workforce Investment Act (WIA) Adults or Dislocated Workers and who are participating in an approved On-The-Job Training (OJT) being paid for, in whole or in part, by Chemung Schuyler Steuben Workforce New York (CSS WFNY,) certain supportive services may be made available by working with their respective Counselor; specifically Childcare Assistance, Testing Fees, Books and appropriate Supplies as outlined below but limited to the Level 1 Occupational Training Level.

For WIA Youth enrolled in training, the usual methodology applies. For individuals that are co-enrolled in WIA Youth and either WIA Adult and/or Dislocated Worker, then WIA Youth process should be used.

Overall funding caps are as follows:

- Level 1 Occupational Training – up to \$150.
- Level 2 Occupational Training – up to \$450.
- Level 3 Occupational Training – up to \$2,000.
  - Up to \$1,000 per year,
  - Up to two years of training,
  - Maintain GPA of 2.5 or higher during the period of training,
  - Not transferrable between years of study.

In specific instances whereby the individual is enrolled in training, and the training is in an occupation on the Local Demand Occupation list, but the training is not being paid for by CSS WFNY - upon recommendation of the assigned Counselor, the Executive Director may determine an individual eligible for Supportive Services on a case-by-case basis and as funding allows. The maximum reimbursement under this exception scenario is capped at \$450.00 per person during the period of his/her training, but in no case will it be available for more than 52 weeks. This initiative will accept eligible participants subject to fund availability.

The following Supportive Services may be available to all eligible participants on a bi-weekly basis while maintaining attendance in an approved training a minimum of 12 hours per week, and if they meet the following criteria:

Childcare - Individuals who incur childcare costs while attending a CSS WFNY approved training may be eligible for reimbursement of childcare costs. Reimbursement rates are as follows: \$2.00 per hour per child, up to \$10.00 per day for an individual child and \$20 per day for multiple children. Chemung Schuyler Steuben Workforce New York will not reimburse parent(s), family member(s), or members of the household that are not licensed daycare providers. Individuals who are eligible for day care reimbursement through the Department of Social Services are not eligible for daycare monies through CSS WFNY. Childcare assistance is only available on the days that the participant is in attendance at the training and during the time of the training, with allowance for travel time to and from.

Testing/Licensing Fees – Individuals who, as a part of their respective training program, incur testing or other licensing fees, may be eligible for financial assistance to cover said fees. If an individual does not pass his/her licensing or certification exam, CSS WFNY will deny funding requests for additional testing fees. It will be the individual's responsibility to assume any cost associated with re-testing. These costs must be identified in coordination with, and monitored by, the assigned Counselor, and fit within the established cost/per in effect at the time of issuance.

Books and Supplies - Individuals who, as a part of their respective training program, incur costs for books, supplies, tools, uniforms and the like, directly related to the area of study, may be eligible for reimbursement of these costs. These costs must be identified in coordination with, and monitored by, the assigned Counselor, and fit within the established cost/per in effect at the time of issuance.

#### Procedural Specifics:

##### Childcare:

Individuals must submit a completed childcare receipt from a childcare provider in order to receive payment. Childcare and Attendance Verification forms must be submitted to the assigned Counselor simultaneously and within four business days of payment to the provider.

##### Requests for Reimbursement:

Requests for reimbursement must be received by CSS WFNY Staff within 30 days of completion of training program unless extension approved by CSS WFNY Executive Director.