

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
2620 Riverfront Center  
Amsterdam, NY 12010  
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**Supportive Services During Training Policy  
BY-2016-07**

**The FMS Workforce Development Board will contribute up to \$ 6,000 towards transportation, child care and needs-related payments\* for completion of training that leads to a degree, certification, or license.**

The following criteria must be met:

- Trainee must be a resident of Fulton, Montgomery, or Schoharie County.
- Training must be directly linked to local employment opportunities as indicated on the LWDB Priority Occupations List, as established in the Regional Plan, and/or on an Occupational Demand Analysis providing supportive evidence of the demand.
- Trainee is unable to obtain supportive services through other programs providing such services.
- May not exceed a total of \$ 6,000 when combined with any Individual Training Account (ITA) funds.
- Supportive services must be necessary to participate in training.
- Funding for supportive services must be available.

\*Cafeteria Plan – customer may choose among the available support services that they qualify for (travel, childcare, and/or needs-related payments). Each support service must stay within the already-approved WDB policy limits. Customer may reduce the amount they are eligible for in any category to stay within the maximum limit.

In addition:

- If a customer is working with and/or may be eligible for supportive services from another agency, staff will contact the agency on the customer's behalf to initiate possible service provision.
- Contact/Coordination with any other agencies must be documented in OSOS comments and if applicable, the inability of the partner to provide the needed supportive service.

The WDB Executive Director can grant an exception to the policy on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file. If further clarification is needed, the staff person should get it in writing from the WDB Director.

**JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED  
IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.**

BY-2008-03 – Adopted - 7/9/08  
BY-2008-31 – Adopted - 4/1/09  
BY-2015-12 – Revised & Adopted - 2/3/16