

Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
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Supportive Services as a Post-Employment
Follow Up Service Policy
BY-2016-08

Post-employment supportive services may be provided to WIOA enrolled Youth, Adults, and Dislocated Workers who:

- Have become employed (subsidized or un-subsidized) since enrollment;
- Are “Low-Income” as defined by WIOA **at the time of placement**;
- Are in need of supportive services to have a better opportunity to retain their jobs; **and**
- Are unable to obtain supportive services through other programs providing such services.

All of the above **MUST BE** clearly documented in the participant’s case file.

- Staff must document any coordination with other supportive agencies and ensure
 - There is no duplication of resources and
 - No funding available from other sources
 - Funding for supportive services must be available

Post-Employment supportive services:

- May include assistance with transportation, child care and assistance with uniforms or other appropriate work attire and work-related tools*
- Are limited to the first 4 weeks after placement
- May not exceed a total of \$500

*Current policies and procedures for transportation and childcare must be followed, with the added maximum of \$125/week for childcare. Assistance with uniforms and other appropriate work attire and work-related tools will be given after written approval from the Program Manager.

Workforce Solutions Center Staff are responsible for documenting and monitoring the delivery of Post-Employment Supportive Services.

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.