

## **WIA TITLE I and RELATED ACTIVITIES MANUAL**

### **Chapter 13: Dislocated Worker Programs**

#### **Section 13.8 Support Services**

**Effective Date: July 1, 2002**

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#### **Required Action**

**Action:**

To identify the support services that may be made available to dislocated workers who are actively engaged in dislocated worker program activities as well as those who are participating in post program follow-up services.

**Who:**

Program Providers of Dislocated Worker Programs.

**Background:**

Program Providers are directed to provide support services for individuals who are dislocated and are seeking assistance in returning to the workplace as soon as possible. Unduly restrictive local policies could result in a participant's failure to successfully complete the program.

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#### **Policy and Procedures:**

**Federal Dislocated Worker Program:** WIA considers support services a program expenditure and has not established a financial limitation on amount of funds to be expended for purposes of providing support services. However WIA does require that the client be an individual, who is participating in an authorized program and who is unable to obtain such support services through other programs in the community, be provided such services.

The WIA Regulations (20 CFR 662.240) further define "core services" as including follow-up services. Therefore individuals engaged in follow-up services (a "core service") can receive appropriate supportive services.

The preamble to WIA (pages 49319 and 49320) further indicate that WIA allows supportive services as follow-up services:

"...The goal of follow-up services is to ensure job retention, wage gains and career progress for participants who have been referred to unsubsidized employment...Participants who have multiple employment barriers and limited work histories may be in need of significant follow up services to ensure long-term success in the labor market...In determining the need for post-placement services, there may...be a review of the participant's need for supportive services to meet the participant's employment goals...We expect the provision of training and supportive services after entry into unsubsidized employment ("post-placement") will be limited, and will be part of the IEP, clearly documented in the participant case file..."

This language implies that post-placement training and supporting services may not be broadly used and must be in accordance with a participant's Individual's Employment Plan (IEP)

**State Dislocated Worker Program:** With regard to the State Dislocated Worker Program support services are limited to 15 percent of total expenditures. Where the need for support services exceeds the 15 percent limitation, program providers may seek a waiver, allowing up to 20 percent expenditure in emergency situations.

For Minnesota dislocated worker programs (State and Federal) the following policy shall prevail. In all cases the need for and use of support services will be documented in the client's file. The use of monetary support services can be provided for up to 90 days after exiting from the program. Non-monetary support services such as counseling (e.g. Job keeping skills) may be provided for a period of 180 days after exiting the program.

The list of approved support services available to dislocated workers is as follows:

1. Transportation

Service provided to ensure mobility between home and location of employment, training and/or other supportive services. Examples would be mass transit fares and mileage for personal automobile. These expenses would include gas, oil, tires, repairs and maintenance, and insurance.

2. Family Care

Service, which helps participants meet their family care needs during participation. Family care ranges from day care outside the home or in-house to after-school programs (outside the home or in-house). It usually includes supervision and shelter, and may include subsistence and transportation.

3. Health Care

Includes, but not limited to, preventive and clinical medical treatment, voluntary family planning services, dental, personal hygiene, and appropriate psychiatric, psychological and prosthetic services.

4. Housing or Rental Assistance

Assists participants in maintaining or obtaining adequate shelter for themselves and their families while they are receiving employment, training or other supportive service.

5. Counseling: Personal, Financial, Legal

The process of assisting participants with the solution of a variety of personal, financial, and legal problems occurring during the participation.

6. Emergency Financial Assistance

Cash outlay to client or vendor to provide for a variety of needs of clients including but not limited to meals food (subsistence), licenses, initiation fees, physicals, etc. required for job placement.

7. Emergency Health Insurance

- Cobra payments: Such payments would allow former employees to purchase health coverage under the employer's plan for a period of between 18 and 36 months after leaving the job.
- Emergency Health Insurance: Payments for purchases of health insurance for participant and/or family members without which the participant would not participate in employment or training activities.

#### 8. Tools and Clothing

A service which will allow the client to improve job search and interview potential or to provide items required for training or as a condition of employment, upon completion of training.

#### 9. Drug and Alcohol Counseling

Referral and counseling services to address drug and alcohol use issues.

#### 10. Support Services - Dislocated Worker Programs

Because of limited available funds, needs-related payments are not approved.

Core I services which are available to individuals who are primarily seeking information, includes accurate information about the availability of supportive services in the local area as well as referral to such activities. When an individual seeks more than minimal assistance from staff in taking the next steps toward self-sufficiency, eligibility must be determined and must be registered.

Program Providers must establish equitable policies (including use of waivers) to insure that the reasonable needs of each participant are met.

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#### **Reference Section:**

**Cites/References:** WIA Section 111(b)(C)(iii); 112(b)(9); 117(b)(2)(A)(iii); Section 118(c)(2); 121(b)(2)(B)(v); 181(b)(2)(B); and 181(b)(6).

Minnesota Statute 116L.17

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