

TRAINING AND SUPPORT SERVICE PAYMENTS

E-420

Purpose.

The Workforce Investment Act (WIA) and cognizant regulations require workforce development boards (WDBs) to develop policies for the payment of training and support services applicable to the local area. WDB's may also establish limits on the provision of training and supportive services, including a maximum amount of funding and maximum length of time supportive services are available to participants. This document establishes the training and support service policy for the Southwest Wisconsin Workforce Development Board.

Policy.

The Southwest Wisconsin Workforce Development Board (SWWDB) shall allocate WIA and other program funds to pay training and support service costs for eligible adult, older youth and dislocated participants enrolled in core, intensive or training activities; and who are unable to obtain such payments through other programs. All training and support service payments must be documented and vouchered through the SWWDB Payment Authorization System (PAS).

Payments will be limited to participants who are unable to obtain services through other programs that are necessary to enable an individual to participate in program activities, and pending the availability of funding. SWWDB will also limit training and support services as follows:

- SWWDB reserves the right to establish a lifetime maximum authorization limit that will effectively cap the total amount of SWWDB funding a participant can receive. The Lifetime maximum includes payments made to participant within the three funding categories including older youth, adult, and dislocated worker.
- The lifetime maximum authorization amount, for all types of training and support services, is \$6,000.00 per individual.
- Training costs shall be limited to a lifetime maximum of \$4,500.00, per participant. Training costs are defined as costs required to allow an individual to participate and successfully complete training and obtain a degree or credential. Payment may be made for tuition, material and supply fees, fees for testing, admissions and registration; books; tools; required uniforms or protective clothing; and certification testing related to the program of study. Training payment will also be limited as follows:
 - Short-term training, which is 18-weeks or less, will be capped at \$1,000 per participant.
 - Long-term training, which is defined longer than 18-weeks up to 2-years in duration, shall be eligible for the full \$4,500 payment.

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- On-the-Job training, customized training and youth work experience amounts will be negotiated written agreements based on the type of job and the starting wages paid to the worker.
 - Eligible training shall comply with the Wisconsin Department of Workforce Development (DWD) Approved Training Program guidelines and Eligible Training Provider list.
 - Eligible training shall also meet DWD and SWWDB guidelines for high-wage/high-growth jobs.
- Childcare costs shall be limited to a lifetime maximum of \$700.00 per participant. Childcare costs are defined as payments made to certified or licensed providers for child care provided to a dependent child or children in the legal custody of the participant. Childcare shall only be paid for the time the client is involved in training or other approved program activities.
 - Transportation costs shall be limited to a lifetime maximum of \$800.00 per participant. Transportation costs include gasoline, bus passes and/or vehicle repairs that enable an individual to travel to and from approved program activities. SWWDB further requires that:
 - Payment for gasoline will be limited to \$.20 per mile using the most direct route from the participant's home to the place of approved program activities.
 - Payment for vehicle repairs must be limited to essential repairs that result in a safe mode of transportation, that are performed by a certified repair dealer who possesses a Federal Employer Identification Number (FEIN) and based on two (2) written estimates if the repairs exceed \$20.00.
 - Approval for vehicle repairs must be obtained prior to the repairs being made.
 - Payment of legal fees, fines and other costs associated with revocation or suspension of a participant's driver's license is not permitted.
 - SWWDB reserves the right to direct the type of transportation that shall be used when more than one method of transportation is available.
 - Housing costs shall be limited to a lifetime maximum of \$600.00 per participant. Housing costs are defined as the emergency payment of rent or mortgage which is necessary for the individual to retain personal residence.
 - Utility costs shall be limited to a lifetime maximum of \$200.00 per participant. Utility costs include electric, natural gas and/or water/sewer necessary for the person to maintain utility usage. .
 - Job related costs shall be limited to a lifetime maximum of \$500.00 per participant. Job related costs are defined as occupation-specific tools, uniforms or protective clothing,

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occupational testing for certification purposes, and commercial driver's license (CDL) related fees for participants not involved in training activities. Payment of legal fees, fines and other costs associated with revocation or suspension of a participant's driver's license is not permitted.

- Payment of training and support services will normally be made directly to the vendor providing the service(s). Direct reimbursement to individuals, to compensate the individual for expenses already incurred and/or paid, will not be approved without the written authorization of the Director of Program Operations.
- The maximum authorization limit shall apply to all WIA programs operated by SWWDB and all funds issued to or on behalf of the client.
- SWWDB reserves the right to change the maximum authorization limit at any time without prior notice to program operators and/or clients.

Program operators who encounter a client with a unique or extenuating circumstance related to this policy may apply for a waiver of the maximum authorization limit(s) by presenting written documentation to the Director of Program Operations citing the facts of the situation and why the waiver is necessary. SWWDB staff has sole authority on whether to grant a waiver.

The Board directs the Executive Director to implement this policy, and to develop and maintain procedures that will guide the expenditure of training and support service payments in a manner that is practical, uniform and complies with applicable federal and state laws and regulations. The Director of Program Operations is operationally responsible for management of training and support service payments in coordination with SWWDB's Finance Department.

Program operators are expected to adhere to the maximum authorization limit set forth in this policy and have a responsibility to explain training and support service payment limitations to clients. Program operators shall be required to obtain and place in the participant's file documentation verifying that the person was unable to obtain services through other programs and that the payment of training and support service costs was necessary to enable an individual to participate in program activities. Program operator compliance with this policy will be reviewed during the annual SWWDB monitoring and will be a factor in SWWDB's evaluation of program operator performance. Any disallowed costs associated with failure of the program operator or its staff to comply with this policy will be the responsibility of the program operator.

References: Workforce Investment Act, Public Law 105-220, Sections 101(46), 134(d)(2)(H), and 134(e)(2) and (3)
20 CFR WIA Regulations, Parts 663.800, 663.805 and 663.810

DWD/DWS, Workforce Programs Guide, PART 2 – Workforce Investment Act
Program Guide, Section II.J, K, L, M and N

Policy Adopted:

Policy Revised: