

**REGION C WORKFORCE DEVELOPMENT BOARD  
ADULT, DISLOCATED WORKER, AND YOUTH  
SUPPORTIVE SERVICES POLICY 2022**

*As a general rule, when considering supportive services, the customer's total household financial resources budget, including but not limited to a spouse's income, customer's income, unemployment insurance, child support, financial aid, loans, and gifts, will be compared to the total cost of education as determined by the financial aid office, and/or the Job Training Program Operator. If the total household financial resources exceed the total cost of education, no supportive services will be provided. If the total household financial resources are less than the total cost of education, supportive services will be considered on an individual basis. Extraordinary circumstances will be reviewed by committee. If it is determined that supportive services will be provided the following policies will apply:*

**a. Dependent Care\***

In order to assist customers to successfully complete employment and training programs, it shall be the policy of the Region C Local Area to offer dependent care services only after referrals to other agencies, such as the Department of Social Services, have been exhausted. Upon determination of a customer's dependent care needs, the LA will provide reimbursement in the following manner:

- Dependent care costs will be paid directly to the provider if at all possible. However, under certain circumstances the cost may be reimbursed to the customer.
- All documentation, authorization and invoices will be secured and maintained by the LA prior to payment.
- Childcare payments will not exceed \$200.00 per month per family. This rate is subject to periodic adjustment based on approval of the appropriate LA staff and WDB.
- Request for payment shall be submitted on the dependent care reimbursement form which will act as the provider's invoice and verify the provision of dependent care services.
- The Individual Training Account customer must be attending school full-time in order to be eligible for full-time dependent care.
- Day care providers must be licensed or registered providers if required by the Day Care Licensing Board (919) 733-4801.
- Day care reimbursement will be subject to the IPDC payables schedule.

## **b. Travel Reimbursement\*\***

### Travel to and from Occupational Training

Travel reimbursements will be coordinated with other agencies including Vocational Rehabilitation, Department of Social Services, etc. If another agency is not paying travel reimbursement, WIOA will reimburse the customer up to **\$.50 per mile (effective September 1, 2008)**

Reimbursement will be only for those days the customers actually attend classes and the instructor signs the timesheets. Reimbursement for travel will be limited to 100 miles per week or 20 miles per day whichever is greater.

### Travel as Part of Regular Duties (Work Experience)

Travel involved in the performance of duties while enrolled in a Work Experience program will be reimbursed at the rate allowable by the IRS. Reimbursement requests will be submitted using the IPDC “Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty” form or other applicable contractor’s form.

Travel reimbursement will be subject to the IPDC payables schedule. Checks may be issued twice monthly.

## **c. Emergency Assistance\*\*\***

Region C Workforce Development Programs operated by Isothermal Planning & Development Commission will allocate funds each program year for emergency assistance. Emergency assistance is defined as payments made by IPDC on behalf of a WIOA customer to help with problems that would impact a customer’s continuation in and/or completion of a program or continuation in unsubsidized employment upon completion of the program.

Emergency assistance can be provided for but not limited to, the following:

- emergency rent
- emergency utilities (power, heating fuel)
- emergency car repairs
- emergency medical costs

Customers requesting emergency assistance should meet the following criteria before the request will be considered:

- customer is enrolled in a WIOA program or has been terminated within the prior twelve months
- customer demonstrates an inability to cover the cost themselves

- customer has established a record of cooperation, good attendance and has made progress toward the goals and objectives as outlined in his/her Individual Employment Plan.
- **Emergency assistance is limited to \$500.00 per individual per program year. Individual exceptions may be approved by the Workforce Development Administrator.**
- **Supplies needed beyond the basic classroom activities such as tools, calculators, uniforms and etc. may be covered with WIOA funds through the purchase order arrangement or reimbursement to the student. Assistance for these items will be limited to \$500.00 per program year (July 1, June 30). Assistance may be provided to participants in work-based learning activities.**

Recommendations for emergency assistance will be made on the basis of the above criteria, the availability of funds, and the assistance has been deemed appropriate by the Workforce Development staff. Final approval will be made by the Job Training Administrator.

Emergency assistance will only be granted when all other sources of assistance have been investigated and proven to be unavailable.

## **Region C Workforce Development Board Pre-enrollment Drug Testing Policy**

### ***Policy Summary***

- **Background:** Many occupations require prerequisites for licensing and/or employment, including criminal background investigations, motor vehicle record checks, and/or drug testing. The Americans with Disabilities Act (ADA) prohibits employer discrimination against qualified individuals with a disability because of their disability in regard to application procedures, hiring and firing, promotions, pay, training and other “terms conditions and privileges of employment”. Using qualification standards, employment tests, or selection criteria that screen out individuals with disabilities, unless such standards, tests or criteria are shown to be job related and consistent with business necessity, are strictly prohibited. Physical exams are not allowed as per Section 794 Nondiscrimination under Federal Grants and Programs; Promulgation of Rules and Regulations. Testing for illegal use of drugs is not considered a medical examination under the ADA and is permissible as a screening tool for training providers in the admission process and for employers in making hiring decisions. However, if the results of a drug test reveal the presence of a lawfully prescribed drug or other medical information, such information must be treated as a confidential medical record and not be shared with a provider/employer. (Reference Section 504, Rehabilitation Act of 1973 <http://www.dol.gov/oasam/programs/crc/sec504.htm>,

Prohibited Discrimination Under the Americans with Disabilities Act,  
<http://www.ada.gov/regs2010/ADAREgs2010.htm>

- **Purpose:** This policy is designed to ensure that Region C WIOA participants enrolled under Title I of the Workforce Innovation and Opportunity Act (WIOA) are aware of the necessary prerequisites for occupational training, licensing and/or employment, the necessity to maintain a drug-free training environment and workforce, and to ensure that WIOA funded training program requirements are in compliance with Section 504 of the Rehabilitation Act and do not discriminate in any way against potential participants.
- **Policy:** It is the policy of the Region C Workforce Development Board prerequisites for training be clearly identified for WIOA-funded training. Pre-enrollment drug testing, background checks, and/or motor vehicle records checks **may** be required for some occupational training deemed to be at high risk for accidents due to the use of certain equipment, power tools, scaffolding, and other equipment, or when the training is being conducted for a specific employer or group of employers that require drug testing as a condition of employment. Additionally, further drug testing may be required for cause if drug use or activity is suspected, without cause, or after an accident or injury while training without advance notice.

For cause" circumstances include, but are not limited to, reasonable suspicion by an instructor or WIOA staff person; violation of safety policies; reports from any witnesses; bizarre, unsafe, erratic, or threatening behavior on the participant's part; slurred speech; uncoordinated movement; or involvement in an accident at the training site ("involvement" means either being hurt or causing or contributing to the accident).

Drug testing may be required for admission to WIOA funded training for, but not limited to, the following occupations:

- Construction and related
- Welding and related occupations
- Equipment operation
- Truck driving
- Machining
- Allied health and nursing
- Electrical installation
- Occupations requiring the use of hand and power tools

### **Policy Details**

- Workforce development case managers will inform all WIOA applicants of the policy and secure signature on policy agreement/release form
- Workforce development case managers will indicate to the applicant if prerequisite drug test is required for their specific program and refer them to the approved testing location.
- The cost of the initial testing will be covered by the WIOA Program.
- Failure to take these tests as required will result in being determined ineligible for training or in the termination from training.

- In the event a pre or post enrollment test is positive, the applicant/participant will be required to provide physician verification for any drug prescribed to them.
- Result of Positive Tests/Sanctions
  - Upon first positive test – participant will be “sanctioned” from participating in WIOA training services for three months from date of positive test
  
  - Upon second positive test – participant will be “sanctioned” from participating in WIOA training services for one year from date of positive test
  
  - Post enrollment positive test will result in the separation from the training site and the participant will be “sanctioned” from participating in WIOA training for three months from the date of the positive test. The participant **may** be reinstated with a negative test result and proof that substance abuse counseling has taken place. The cost of the second screening will be the responsibility of the participant.
- The cost of re-testing due to positive results will be the responsibility of the applicant/participant.
- Referral will be made to the appropriate public or private agencies for counseling or treatment on substance abuse at the applicant’s/participant’s own expense
- This policy does not apply to the On-the-Job Training program. The training employers will cover costs if required in their regular hiring process.
- DOT physicals, which include drug tests, that are required for truck drivers training will be covered by the applicant. The costs **may** be reimbursed to the participant if enrolled in WIOA.

