

Northwest Georgia Workforce Investment Board Policy and Procedures

WIA Systems Support Payments

- A. Support payments will be provided to qualifying registrants in classroom training and to youth in out-of-school programs who are attending classroom type training.
- B. Those in OJT or other projects where wages are paid will not qualify for payments in items 1 - 7 but may qualify for payments as listed in items 8 and 9, except for youth who may be attending a classroom type component for part of the day wherein they may receive support for that portion of their day consistent with "A" above; and
- C. In-school youth may receive support payments as determined on a case-by-case basis for support services not otherwise available.
- D. Payments are made to qualifying adults, dislocated workers, and youth in the following flat rates. However, registrants must attend a minimum of 3 hours per day to receive a payment for that day.

Transportation/meals **\$ 9.00**

Child care for children ages 12 and under who reside in the home of the registrant if other resources are not available. **\$12.00**
Payment is limited to payments for two children or a maximum of \$24.00 per day.

General Policies for Support Payments:

1. Child care payments will not be made to registrants when the child care is provided by someone residing in the registrant's household. Birth certificates are necessary to verify the age of children.

If both parents are in training, only one parent is allowed to receive the child care payment.

Childcare payments will not be made unless there is an actual cost to the registrant for childcare unless payment is required to maintain the child/children eligible for the service. A signed statement by the provider will be required at the beginning of each quarter/semester or entire period for short-term training such as truck driving, etc. that a payment is being made.

2. Registrant must attend training classes on campus and be registered as full time student attending all required hours available that quarter/semester and be in good standing academically (grades = C or better) in order to receive support payments.
3. Payments will not be made for sick days or holidays.
4. The contractor must use Northwest Georgia approved attendance forms to document each registrant's daily attendance and eligibility for support payments. The attendance forms must be signed by the registrant and designated staff person (s). The signatures will verify and indicate agreement with the information submitted on the registrants attendance.

5. Registrants must be making satisfactory progress (a minimum of 2.0 on a 4.0 scale or a minimum of "C" on an "A, B, C, D, F" scale or 70% on a 100% scale) and cooperating with instructional process to continue to receive the support payments.
6. Child care payments for carry-overs from JTPA support requirements will change upon adoption of these policies.
7. Support payment shall be requested on a weekly basis. Registrants are expected to comply with this requirement. However, In the event they do not, any support claims not submitted per this specification shall be limited to three months recovery of the payments.

Other Types of Support Payments (included as part of the ITA, if applicable, except for tools which are not part of the ITA):

8. Medical examinations and/or shots for areas of training that require such are reimbursable to contractors and/or registrants by CVRDC. A written form must be sent to the CVRDC Contract Representative by the Case Manager stating the requirement, the name of the registrant, and registrant's social security number.
9. Uniforms, tools, shoes, and other occupational specific equipment may be provided for registrants when such items are required for training and/or as a condition of training-related employment. A written form must be sent to the CVRDC Contract Representative by the Case Manager stating the requirement, the name of the registrant, and registrant's social security number.

The cost of a maximum of two sets of uniforms and one set of tools, shoes, and/or other occupational specific items will be reimbursed. Three written quotes must be provided on any items which cost \$500 or more. The lowest bid will be accepted. Receipts for all purchases are required. Amounts may be limited by availability of funds. Additionally, if needed as a requirement for employment, a confirmation with the employer that the registrant has been offered the job will be necessary.

- E. Dependent care may be paid when an immediate family member (spouse, child, stepchild, father, mother, father-in-law, brother, sister, grandparents of the participant or of the participant's spouse, or any relative domiciled in the participant's household) residing in the home has to be cared for by the WIA participant and this care prohibits the WIA participant from attending training.

If a WIA participant cannot find adequate outside care for the dependent care family member and no other agency is providing or can provide the cost of the care, then WIA may pay up to a total weekly amount of \$70 or \$14 per day to whomever the WIA participant has chosen to aid in the care of the dependent family while the participant is attending school.

General policies for dependent care payments:

1. While in classroom training, the dependent care payment may not exceed \$1,820. The participant must be registered as a full-time student and attending school to be eligible for dependent care payments and meet the same requirements as D 2 through 7 above.

2. The dependent's doctor must provide a medical statement for the dependent indicating that care is needed. A copy of the statement must be given to the WIA Career Advisor.
- F. PELL Grants in excess of trainees' costs for tuition, books, and supplies can be retained for day-to-day living expenses. Trainees may also receive WIA transportation/meals, child care, dependent care, and other supportive payments, if otherwise eligible, to help defray the costs associated with their training.
 - G. Registrants may receive support for up to three years if registered in the Registered Nurse Program and Dental Hygienist Program.
 - H. The Northwest Georgia WIB recognizes that transportation is an essential component of workforce development and that transportation in Northwest Georgia is a significant barrier to successfully completing training and obtaining employment. Consequently, in WIB approved, special circumstances, WIA may directly fund and/or purchase transportation resources for individuals or an identified group of trainees. The circumstances include, but are not limited to, occasions where a number of participants are attending the same training institution, program or classes; occasions when a training provider is making special arrangements to provide training for a group of trainees; individuals with disabilities requiring special transportation arrangements; etc. Funding of transportation in these or other circumstances may be provided if the WIB determines that the services/activities are needed and will improve participants' opportunities to successfully complete training and obtain employment.

Transportation services will first be sought through the current operational structure of the WIA One-Stop system partners. The WIB may approve contracting or executing an agreement with one-stop system partners if the partner(s) agree to expand existing services/activities to include WIA customers.

The transportation/meals payment will be reduced by 50% if registrants do not have out-of-pocket expenses for their transportation due to utilizing WIA funded transportation resources to attend training.

If trainees agree to utilize transportation to and from training which is offered by training providers for which a fee is charged, the trainees daily meals/transportation payment may be reduced by an amount equal to the transportation fee and paid to the training provider. Payments to the training provider may not exceed trainees' daily meals/transportation payment. Trainees, training providers, and WIA staff must agree to the arrangement.