

South Central Workforce Investment Board

Supportive Service Policy Executive Director Approval Request

Participant's Name: _____ **State ID:** _____

Is the request to exceed the \$10,000 ITA limit per current program year? Yes _____ No _____

What is the name of the program? _____

What amount (over the \$10,000 ITA limit) is being requested for tuition? _____

Is the request to exceed \$1,000 Supportive Service limit per current program year? Yes _____ No _____

Supportive Service Request (amount) \$ _____ **Reason/Purpose:** _____

Exceptions to the allowable amounts listed in the supportive services policy may be approved by the WIB Executive Director. • Exceptions to this policy must have prior written approval of the WIB Executive Director. • Staff must provide the WIB Executive Director with justification for exceeding the allowable amount. • Coordination of payments with other workforce regions must be completed prior to making payment to ensure non-duplication of services. Staff will review the customer's electronic case-management record to determine if Supportive Services were received from other regions. All Supportive Services payments, regardless of the region, will be taken into consideration before issuing additional funding. • Supportive services are based on individual need and all of the individual's resources must be considered and documented in the statewide case-management system prior to making payment. • Supportive services are WIOA funded only when these services are not available through other agencies and that the services are necessary for the participant to participate in Title I activities.

Denied

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Reason/Explanation for denial

Approved

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Signature of Executive Director

Date