

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD**  
**General Policies and Procedures**

**SUPPORT SERVICES**

<b>EFFECTIVE DATE: March 26, 2009</b>	<b>NUMBER: 3.4</b>
<b>SUPERSEDES: SNWIB General Policies and Procedures 3.4 dated March 31, 2004</b>	<b>AUTHORIZATION: SNWIB Executive Director</b>

**BACKGROUND:**

In accordance with Title I of the Workforce Investment Act (WIA), the term "Support Services" means services that are allowable and necessary to enable an individual to participate in activities authorized under WIA, and consistent with the provisions of this title.

Support services shall only be provided to WIA clients who are participating in WIA activities, and are unable to obtain such services through other programs. The Southern Nevada Workforce Investment Board (SNWIB) shall allow its service providers the flexibility to develop support service policies and procedures that are tailored and deemed appropriate to meet the needs of the local community. [State Policy 1.15, Section 101(46), Section 134(c)(2)(A)(B), §663.800-840]

**I. GENERAL SUPPORT SERVICE PROVISIONS**

The SNWIB requires that WIA Title I service providers develop policies and procedures for support services that embody the following elements:

1. Assurances that coordination and referral with other entities are in place to prevent duplication of services.
2. Assurances that the support services provided are allowable, necessary, and reasonable for the individual to participate in WIA Title I activities.  
**NOTE:** Support services shall not be provided as a stand-alone service, and can only be provided to support other WIA activities.
3. Assurances that all Service Provider staff is knowledgeable of other support resource entities that are accessible within the local area.
4. Maximum cost limitations for support services that delineates an associated costs analysis for each support service category.
5. Criteria that determine when funds are unavailable for necessary support services, and how such services may be provided and funded.
6. Criteria that ascertains the provisions as to the granting of exceptions to the established criteria of service and costs of service.
7. Support services must be documented using the SNWIB participant support services log (Attachment A). This log must be maintained in the IEP/ISS section of each participant's file.

8. Criteria that determine that *needs based services* be utilized **only if** other allowable support services cannot be used to enable an individual to participate in activities authorized under WIA.

## **II. GENERAL SUPPORT SERVICE CATEGORIES**

The SNWIB stipulates that WIA Title I participants may be provided the following support services that are documented as not being available through other agencies, and the participant is unable to provide for themselves such services, and that these services are allowable, necessary, and reasonable to allow the individual to participate in WIA Title I services (also refer to SNWIB Policy 2.13).

- A. Transportation
- B. Child Care
- C. Dependant Care
- D. Housing
- E. Employment related equipment and supplies.
- F. Additional support services necessary for the participant to engage in WIA Title I activities (such as Health/Sheriff cards, eyeglasses, minor auto repairs, etc.)
- G. Needs based payments (i.e., living stipends); with provisions.

## **III. GENERAL EXCLUSIONS FROM SUPPORT SERVICES**

The SNWIB has determined that the following types of support services will be deemed unallowable, and should not be procured for any individual with WIA Title I funds.

- A. The cost of setting an individual up in business.
- B. Interest, penalties, or fines.
- C. Dues for any organization substantially engaged in lobbying, including unions.
- D. Memberships, subscriptions, and professional activity costs.