



LOS ANGELES COUNTY WIA YOUTH PROGRAM BULLETIN

NUMBER: YTH01-12

**SUBJECT: PARTICIPANT SUPPORT
SERVICES JUSTIFICATION REQUIREMENTS**

DATE: 03-13-01

EFFECTIVE DATE: IMMEDIATELY

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TO: WIA Youth Providers

The purpose of this bulletin is to forward the types of acceptable tools used to justify providing support services to participants.

Presumptive need may not be used as the sole basis for the provision of support service payments to participants. Providers must determine need based on the results of the ongoing Objective Assessment and document any activity in the Individual Service Strategy (ISS).

Supportive Services for youth, as defined in WIA §101(46), may include the following:

- a.) Linkages to community services
- b.) Assistance with transportation
- c.) Assistance with child care and dependant care
- d.) Assistance with housing
- e.) Referrals to medical services
- f.) Assistance with uniforms or other appropriate work attire and work related tools, including such items as eye glasses and protective eye gear [WIA §129(c)(2)(G)] [20 CFR §664.440]

The following criteria must be followed in determining the need for the provision of support services, financial assistance, and/or needs based payments.

- Services meet participant needs and are based on the results of the ongoing Objective Assessment and documented in the ISS.
- Services are necessary for program participation
- Provision of services is properly documented
- Services provided comply with terms and conditions set forth in the contract.

Providers must have written policies and procedures in place. The Service Provider's support services policies and procedures should include the criteria to determine how participants qualify to receive each type of payment or assistance, the conditions for

receiving them, manner of providing payment, and the amount and frequency of each type of payment or assistance. The policy should also address the procedures for documenting and recording all such assistance and payments provided, including policy for referral services if a participant's needs cannot be met by the Service Provider.

The policies and procedures must be reviewed to validate that they are designed to assure financial assistance, needs based payments, or needs related payments provided are necessary and reasonable, and do not duplicate services available from other sources. All applicable Internal Revenue Service (IRS) and Fair Labor Standards Act requirements apply. Financial Assistance is defined as any type of support services which involves a monetary transfer, i.e., bus tokens, child care services, payment for mileage, assistance with housing, assistance with uniforms or other appropriate work attire and work related tools.

All payment records and support services documentation must be maintained, complete and readily available for monitoring or audit reviews. It is the responsibility of the Service Provider to maintain documentation necessary to support expenditures for supportive services payments.

Attached is a sample of an acceptable support services policy, procedures and forms to document income and need. Please use this as an example of what is acceptable when reviewing your agency's policies and procedures for compliance.

If you have any questions, please contact Corrine Hicks at 213-738-2613.

KENNETH KESSLER, Director
Employment and Training