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Director

**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 16-13**

Daryl E. Bassett, Director

February 28, 2017

TO: All ADWS Employees
Participating Arkansas Sector Partnership Grant (ASP)
Local Workforce Development Boards/Service Providers

SUBJECT: Arkansas Sector Partnership Grant (ASP) Supportive Services Policy

- I. **Purpose:** The Arkansas Sector Partnership (ASP) National Emergency Grant program is a U.S. Department of Labor, Employment Training Administration sponsored grant to enable dislocated workers to receive employer-driven training in targeted occupational areas.

Winrock International (WI) an ASP sub-grantee and project partner is serving the role under the grant of providing supportive services for up to 500 qualifying participants and wrap-around case management services for up to 250 eligible underserved population participants with barriers to employment (i.e., SNAP and TANF recipients, individuals with disabilities, veterans).

In each individual case, the statement of need for supportive services will need to be evaluated and documented in the participant file by WI prior to supportive services funds disbursements. WI will also be responsible for entering case notes in Arkansas JobLink (AJL) related to supportive services and case management activities.

II. **General Information:**

Priority Underserved Populations (with barriers to employment)

WI will provide supportive services to qualifying ASP participants in priority underserved population categories (*with barriers to employment*) that include:

- Individuals receiving assistance through the Supplemental Nutrition Assistance Program (SNAP)
- Individuals receiving assistance through the Temporary Assistance for Needy Families (TANF) Program
- Individuals with disabilities
- Veterans

The above identified underserved population groups represent priority segments for meeting criteria to receive supportive services.

Supportive Services

As defined by the U.S. Department of Labor and for the purposes of this grant program, supportive services are services that are needed to help a person to participate in job training program activities. These services may include the following:

- Transportation
- Books, fees and other necessary school supplies
- Assistance with uniforms
- Child Care
- Dependent Care
- Assistance with temporary housing
- Testing and certification fees
- Other Reasonable Expenses Required for Participation in the Program

For the purposes of the ASP program, WI will assess and document supportive services needs for qualifying participants on a case-by-case basis. It is anticipated that in the case of the services category of “Other Reasonable Expenses Required for Participation in the Program” will apply primarily to books needed for training and equipment required for employment.

Payment Process for Supportive Services

WI will pay ASP qualifying participants up to a maximum of \$750 for allowable supportive services expenses. WI will maintain current and accurate records of all qualifying supportive services disbursements to not exceed the overall budgeted amount for supportive services.

ASP participants will be eligible to receive supportive services while enrolled in ASP training programs offered through participating community colleges and apprenticeship training.

Qualifying supportive services disbursement amounts will not exceed maximum individual amounts previously described. Supportive services disbursements will not extend beyond the current USDOL grant end date of June 30, 2017.

WI staff, in conjunction with the individual ASP participant, will complete the following steps to verify and process a supportive services disbursement payment request:

1. WI case managers will document in the participant file case notes and AJL regarding the “need” for supportive services for a qualifying/eligible participant.
2. Upon enrollment in ASP training, which will include complete entry into AJL and completion of all ASP intake and enrollment forms, participants will be informed of the availability and purpose of supportive services funding.
3. WI case managers will assist the participant in completing a Payment Request form and will assist, as possible, with obtaining required back up documentation verifying the expenditure. For each allowable category the following documentation will be required:

- a. Transportation: Printing of MapQuest or Google Map verifying distance between the participants home and ASP training provider locations or evidence of payment to public transportation
 - b. Books, fees and other necessary school supplies: Receipt verifying payment.
 - c. Assistance with Uniforms: Receipt verifying payment.
 - d. Child Care: Receipt verifying payment and verification from Arkansas Department of Human Services that the individual is not receiving payment support from other available programming
 - e. Dependent Care: Receipt verifying payment
 - f. Assistance with Temporary Housing: Receipt verifying payment or notice from service provider of payment owed.
 - g. Testing and certification fees: Receipt verifying payment.
 - h. Other Reasonable Expenses Required for Participation in the Program: Receipt verifying purchase of licenses, equipment or other necessary items.
4. Upon receipt of all necessary back up documentation, WI case managers will complete a Check Request form, will file all documentation in an individual Dropbox folder maintained for each participant and will enter information into AJL.
 5. Reimbursement requests will be processed once per month. Expenditures from the previous month will be considered as eligible for reimbursement. Case managers will notify the Winrock ASP Project Manager on the 15th day of each month of pending reimbursement requests.
 6. The Project Manager will review each request, backup documentation, and evidence of previous payments. If all items are in order and the individual has not yet reached the payment cap, the Project Manager will request payment from the Winrock Accounting Department. The Winrock Accounting Department will then have up to 15 days to process the payment to the individual.
 7. The Winrock Project Manager will enter the payment amount into the Individual Reimbursement Tracking Sheet and will notify the Case Manager that payment has been requested.

III. Action Required: Please communicate this information to the appropriate staff and partners involved in the Arkansas Sector Partnership (ASP).

IV. Inquiries: Please direct any inquiries concerning this Issuance to ADWS Discretionary Grants Program Coordinator Lisa Ferrell at 501-371-1024 or lisa.ferrell@arkansas.gov.

V. Expiration Date: June 30, 2017 (end of the grant)