

Policy and Procedure

Policy Number: 128

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Revision Date:

Division/Department: Administration

Author(s): Jessica Ayub

Subject: U.S. Department of Labor Grant Funded Programs (DOL), Supportive Services Policy

Authorities:

Core Monitoring Guide, United States Department of Labor Employment and Training Administration. April 2005.

Appendix C: Performance Reporting Glossary and Guide for ARRA High Growth and Emerging Industries Grantees, United States Department of Labor Employment and Training Administration. April 2010.

Workforce Investment Act (WIA) §101(46), along with §134(e)(2) and (3).

Purpose:

Define guidelines for Disbursement, Use and Reporting of Participant Supportive Services. To ensure compliance with federal guidelines and regulations pertaining to supportive services funding and safeguarding equitable and appropriate distribution of funding to eligible program participants.

Definition and Use:

According to the ARRA HGEI Performance Reporting Glossary, Supportive Services are defined as:

“Services such as transportation, child care, dependent care, housing, and needs-related payments, as defined at WIA sections 101(46) and 134 (e) (2) and (3), that are necessary to enable an individual to participate in activities in accordance with the funding opportunity in which the grant was awarded.”

This project was funded in part by a grant awarded under the President’s American Recovery and Reinvestment Act Grants, as implemented by the U.S. Department of Labor’s Employment and Training Administration.

Needs-related payments provide financial assistance to participants for the purpose of enabling individuals to participate in education or employment and are one of the supportive services authorized by WIA section 134(e)(3).

1. Supportive Services On-Going – Services provided over a period of time that allow participants the opportunity to meet educational or employment goals and objectives. Such on-going supportive services may include transportation, needs based payments and childcare.
2. Supportive Services One-Time – A service provided to allow participants the opportunity to attend educational or employment activities. Examples of one-time supportive services may include tools/equipment, work-related clothing, licensure fees and car repairs.

These funds will be accessed, according to policy and procedures, upon determination of eligibility, including whether other external sources for funding have been explored.

Policy:

Pine Technical College will comply with all applicable federal regulations and requirements set forth by the DOL in order to provide equitable and appropriate distribution of federal grant supportive services funding to eligible program participants.

Procedure:

- Authorized staff are responsible for using program guidelines when approving and coordinating supportive services and will provide justification in case reporting and participant files, as applicable
- Grant staff complete applicable forms to issue supportive services funds, which must be signed by the employee and the related supervisor
- Staff will follow internal procedures and tracking process
- Relevant documentation, auditing and reporting will be maintained according to DOL requirements

Responsibilities:

All staff members are responsible for complying with appropriate MnSCU, Pine Technical College and DOL laws, policies, procedures, and guidelines. Staff members are responsible for following the rules of conduct in the issuance of supportive services contained in the records covered under the Workforce Investment Act of 1998.

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The Project Director is responsible for guidance and oversight. He/she is also responsible for monitoring the distribution of supportive service funding through the reporting process.

Dissemination:

Standard dissemination to grant funded staff, as appropriate, will be followed.

Reviewed by Campus Roundtable: 06/12/10

Reviewed by Faculty Shared Governance: N/A

Reviewed by Managers Meeting: N/A

Approved: 06/12/10

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