



**Governor's Workforce
Policy Advisory Board**

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January 1, 2010

Workforce Investment Act Policy Letter No. 08-05.2

To: WIA Local Workforce Investment Boards (WIBs), Fiscal Agents,
Administrative Entities and One-Stop Operators

From: Lisa Patt-McDaniel, Director

Subject: National Emergency Grants (NEGs) - Supportive Services for the
Wilmington Airpark Dislocated Workers

I. Purpose

To establish guidelines to be used within the areas affected by the Wilmington Airpark downsizing when providing supportive services that are necessary to enable an individual to participate in activities authorized under the Workforce Investment Act (WIA).

This NEG policy applies to all targeted participants served by the following Project Operators: Local Area 7 - Clinton, Montgomery, Highland, Green, Fayette; Local Area 12 - Butler, Clermont, Warren; Local Area 1 - Scioto, Adams, Brown, and Pike; Local Area 13 - Hamilton; Local Area 11 - Franklin; and Local Area 20 – Ross, Fairfield and Pickaway. In instances where a local WIB policy conflicts with this issuance, the NEG policy shall be followed when the service is paid with NEG funds. Workers impacted by the downsizing of the Wilmington Airpark who reside outside of the aforementioned areas should be referred to the Wilmington Airpark Transition Center to access available services. Out-of-area One-Stops may also make arrangements to access available NEG services through any one of the project operators.

NEG services are available to eligible dislocated workers identified in the approved NEG for the downsizing of the Wilmington Airpark regardless of their counties of residence. Local WIBs outside of the project operators listed above may use local funds, as appropriate, to serve this targeted group if accessing NEG-funded services is not feasible for the workers.

II. Effective Date

January 1, 2010

III. Background

NEG are discretionary awards intended to temporarily expand service capacity at the state and local levels by providing time-limited funding assistance in response to significant dislocation events. In August 2008, the Ohio Department of Job and Family Services, Office of Workforce Development applied for NEG funds to aid the areas and workers affected by the downsizing of the Wilmington Airpark in Wilmington, Ohio. Due to the number of workers and counties impacted in Ohio, the state wants to ensure that workers will receive consistent services from the One-Stop center network providing a seamless transition regardless of the county of residence or local workforce investment area of the workers.

Supportive services for dislocated workers are defined in WIA Sections 101(46). Included are services such as transportation, childcare, dependent care, and housing. These services may be necessary to enable an individual to participate in activities authorized under the NEG. A recipient of supportive services must be an eligible dislocated worker and either enrolled in registered core, intensive, or training services in SCOTI WIA, Special Grants.

IV. Requirements

In order to assist customers in obtaining or retaining gainful employment, it may be necessary to provide supportive services as an effort to reduce or eliminate barriers to the goal of self-sufficiency. Areas or project operators participating in NEG-funded activities will provide these services either directly or indirectly through referral to other community entities so the customer may make the best use of all available resources. The provision of such services is subject to available funding and shall be based upon a thorough review of the individual's needs.

1. Supportive services may be provided to dislocated worker participants who are:
 - Participating in registered core, intensive, or training services
 - Unable to obtain or afford such supportive services through other programs providing such services in the community.
2. Supportive services may only be provided when they are reasonable and necessary for individuals to find or retain employment or participate in training or education that will lead to employment.
3. Supportive services paid with WIA funds may include but are not limited to:
 - Mileage reimbursement* (to and from training and other structured services)

- Transportation (bus passes or tokens)
- Vehicle repair
- Child care
- Emergency services (reasonable and necessary to gain or retain employment)
- Work-related expenses (i.e. uniforms, tools when absolutely necessary for the training.)
- Payment for vocationally necessary exams or certificates, including GED
- Training allowance**

*The mileage reimbursement rate shall be as follows: under 50 miles roundtrip \$10.00; over 50 miles roundtrip \$20.00.

**Training allowances are addressed in separate NEG policies.

A. Limitations

The funding maximum for supportive services is \$8,000 for any participant. Exceptions may be made by a WIB designee or committee. Please refer to OMB Circulars A-87 and A-122 for fiscal provisions.

The purchase of vehicles is not permitted with NEG funds.

B. Reporting

All participants served under this NEG will be counted in statewide performance and must be entered in SCOTI WIA, Special Grants. Participants may be co-enrolled in local formula funded WIA programs. Co-enrolled participants will be counted in both statewide and local performance.

C. Local Implementation of NEG Policies

In order to access NEG funds for targeted individuals, local WIBs must pass a resolution to adopt the statewide NEG policies for targeted individuals or modify existing policies to adopt the statewide NEG policies.

D. Using Local Formula Funds

Local WIBs may elect to serve eligible workers under this NEG using local formula funds if desired. In order to ensure consistent and equitable service delivery, local WIBs must, at a minimum, follow the guidelines of the NEG policies that apply to the targeted workers. If local policies exceed the financial caps for services or broaden the array of services, the local policies may be utilized when serving participants with local funds.

Affected workers served with local formula funds must be enrolled in SCOTI WIA, and identified by a unique code entered in the local use field in the

basic intake screen as an individual covered under this NEG. Separate reporting requirements to further explain this process have been issued by the ODJFS, Office of Workforce Development.

V. Technical Assistance

For additional information, you may send your questions to the Office of Workforce Development: WIAQNA@JFS.OHIO.GOV.

VI. References

Workforce Investment Act of 1998, Public Law 105-220
Workforce Investment Act Final Rules, 20 CFR Part 652
29 CFR PT 97-22
OMB Circulars A-87 and A-122
Federal Register Vol. 65, No. 156, Friday, August 11, 2000
USDOL approved National Emergency Grant, Wilmington Airpark