

Youth Supportive Services Policy

As approved by the CSS Workforce NY Board of Director on 8/27/26: Effective 9/2/26

Policy: The CSS WFNY policy related to Youth Supportive Services in compliance with WIOA §681.570 is as follows:

******WIOA funding is considered the “last resort” for Supportive Services and can only be used when needed services are not available through other organizations and after all other available funding sources are exhausted. The services being funded must also be necessary for the individual to participate in WIOA activities.

The funding of supportive services is subject to local funding availability.

Programs are to conduct periodic community resource mapping and/or regular maintenance and updating of a local referral inventory to be used to identify available services from government, non-profit and CBO’s within the Chemung, Schuyler and Steuben areas.

Should a supportive service need of a program participant be identified, program staff should engage the following procedures:

1. Utilize the community resource mapping and/or referral inventory to identify a community source that can address the individual's specific need;
2. Provide a warm "hand-off" of the participant to the other government, non-profit, or CBO when possible, such as an introduction, phone call, or email connection;
3. If a "hand-off" is not possible or desired by the participant, provide referral information about the service provider to the participant;
4. If another community source is not available or not able to provide the needed service, WIOA funding may be considered as the last resort.
5. Program Staff must document via case notes in the OSOS comments tab, what other non-WIOA funded sources were explored and were unavailable prior to the issuance of WIOA funded supportive services

Supportive Services may be offered to eligible WIOA Youth actively engaged participants including those in follow up depending on funding availability. If allotted funding has been exhausted, supportive services funding may be suspended with little or no notice. Supportive services may be necessary to ensure goal attainment and participation in the WIOA program. The maximum supportive services amount for all other WIOA related activities is \$500 per program year enrolled or in follow-up. All requests for Supportive Services must be approved by the CSS WFNY Deputy Director or designee.

Supportive Services may include (but are not limited to):

- Linkages to community services
- Assistance with transportation: Travel, Driving Lessons/5-hour course
- Assistance with childcare/dependent care
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Legal aid services

Youth Supportive Services Policy

- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes
- Payments and fees for employment related applications, tests, and certifications
- Electronic devices

***Please note for electronic devices the following is required:

1. The participant must be enrolled in a training longer six (6) months
2. Participants must attest they do not own the requested electronic device, or that they possess old, inadequate electronic devices and do not have sufficient funds to purchase items
3. The funding cap for an electronic device is \$450 or the Training Level tier cap.
4. The device must be purchased at or near the start of the training.
5. The participant must sign for receipt of the device.
6. All other funding streams, such as Temporary Assistance for Needy Families, must be exhausted before requesting WIOA Title 1 funding.
7. If a participant withdraws from training, the participant is to return electronic device within 10 days from withdrawal from training.

***Each approved participant will receive one appropriate electronic device conducive for the successful completion of their individualized training program as decided by the CSS staff. CSS WFNY will not be held liable for or allow a replacement of said device due to any misuse, damage, loss, stolen or any other situation.