



MEMORANDUM

DATE: January 23, 2023

TO: WIOA Title I B Service Providers, WDA 2 Training Providers

FROM: Suzanne Reinstein, WIOA Program Manager

RE: Training-Related Supportive Services

This memo serves as a reminder that Employ Milwaukee, Inc. (EMI), Wisconsin Workforce Development Area #2 (WDA 2) has Board-approved supportive services policies for both Youth, Adult and Dislocated Workers. The policies can be found online at: <https://www.employmilwaukee.org/Employ-Milwaukee/Partners/Service-Providers.htm>. Both policies outline allowable supportive services categories, limitations, career planner activities, payment methods, and quality assurance.

Please note that for Training-Related Items (EMI Policy 17-02 Change 3, III.B.1 and Policy 20-01 III.B.1.), only the supportive services listed qualify for reimbursement. Additionally, the policy requires that a letter or documentation from the training provider confirming the items required and their approximate cost must be obtained and included with the voucher packet.

Employ Milwaukee is enforcing this documentation requirement and will not approve any voucher packets that do not contain the supportive service breakdown. Page 2 of this memorandum provides a template for submitting the information.

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org



Training Provider Name and Contact Information:

Participant Name:

Supportive Services:

- Payments and fees for training-related applications, tests, and certifications
 - Description:
 - Approximate Cost: \$
- Assistance with educational testing
 - Description:
 - Approximate Cost: \$
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
 - Description:
 - Approximate Cost: \$
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
 - Description:
 - Approximate Cost: \$
- Reasonable accommodations for individuals with disabilities
 - Description:
 - Approximate Cost: \$

Total Supportive Services Cost: \$

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