

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 <u>Training-Related Items</u> (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 <u>a letter or documentation from the training provider confirming the items required and their approximate cost must be <u>obtained and included with the voucher packet.</u></u>

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.



Training Provider Name and Contact Information:

Participant Name:

Supportive Services:

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

Total Supportive Services Cost: \$

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