



# MIDLANDS WORKFORCE DEVELOPMENT BOARD

*Working Together for Tomorrow's Workforce*

**MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-04**

**TO:** Midlands One-Stop Centers, WIOA Adult, Dislocated Worker and Youth Grantees

**FROM:** Kevin Hill, Director *K.Hill/ck*  
Midlands Workforce Development Area

**ISSUE DATE:** July 7, 2016

**EFFECTIVE:** July 7, 2016

**SUBJECT:** Midlands Revised Transportation Supportive Service Policy

**PURPOSE:** The purpose of the instruction is to revise the previously issued policy for transportation supportive services to eligible WIOA participants.

**ACTION:** Grantees shall become familiar with the attached policy and begin utilizing effective July 7, 2016. This policy rescinds MWIA Instruction Letter 09-08 dated 10 May 2010.

Attachment Individual Employment Plan Attachment A  
Training Attendance Form Attachment B  
Employment Attendance Form Attachment C  
Submission Deadline Form Attachment D

## MIDLANDS WORKFORCE INVESTMENT AREA WIOA POLICIES AND PROCEDURES

The following policy and procedures are issued by the Midlands Workforce Development Board for use by all Midlands WIOA sub-grantees in providing assistance with transportation for WIOA participants with WIOA funds.

**POLICY:** The Midlands Workforce Development Board establishes the following policy and procedure for the payment of expenses relating to transportation for WIOA participants.

1. The services described in this policy are designed to assist WIOA participants who are receiving WIOA services to secure employment, and/or ensure retention of employment, or to facilitate participation in employment and training activities.
2. Limitations on Funds. Supportive services will be provided to WIOA participants in need as long as funds are available. Program grantees will be provided supportive services budgets annually.
3. Support services are not an entitlement but are instead provided on a case-by-case basis. They are provided as part of the individual employment plan and need to be considered each time an individual is enrolled in an education program.
  - a. Individual Employment Plan Attachment A.
  - b. Training Attendance Form Attachment B.
4. Support services are meant to assist in the completion of the participants training objective. An amended Individual Employment Plan will reflect any changes in training objectives.
5. Satisfactory progress (as determined by training provider) is required for transportation assistance as indicated on the Training Attendance Form.
6. Transportation assistance may be provided to WIOA participants who gain new employment for up to four (4) months of the participant's start date of employment.
  - a. Employment Attendance Form Attachment C.

**PROCEDURE:** All Midlands WIOA sub-grantees will become familiar with this policy and take steps to implement.

1. WIOA sub-grantees will pay per ONE of the following options:
  - a. \$5.00 per training/work day per participant provided traveling distance is 5 to 20 miles from participant's residence to training provider or place of employment;
  - b. OR \$8.00 per training/work day per participant provided traveling distance is between 21 and 40 miles from participant's residence to training provider or place of employment;
  - c. OR \$10.00 per training/work day per participant provided traveling distance is 41 miles or above from participant's residence to training provider or place of employment.
2. No participant shall receive more than one of the above options at any given time. In a circumstance that a participant is in training and simultaneously employed, transportation assistance will only be applied to training.
3. To be considered for eligibility, participant must provide training provider or employment address which will determine the distance of eligibility from home address. Distance will be verified using MapQuest Directions.
4. Training programs eligible for transportation assistance include GED, ESL and WIOA-approved training programs included in the participant's IEP.
5. Transportation assistance will be issued to participants in a training program and attending scheduled class periods with an instructor present during the scheduled class period. Any additional times will not be considered for transportation assistance eligibility.
6. Transportation assistance will be issued to participants who gain new employment for up to four (4) months of the participant's start date of employment.
7. Eligible participants must provide attendance records, signed by training provider (Attachment B) or employer (Attachment C), each month to remain eligible for transportation assistance. Any time period attendance records are not provided deems participant ineligible for transportation assistance for the missing recorded time period. Participant will be deemed ineligible for not complying with consistent submission of documentation.
8. Verification documents for transportation assistance must be received within five (5) business days subsequent to recorded attendance month.
  - a. Submission Deadline Form Attachment D.

9. Transportation assistance will be granted in the form of check to the participant in accordance to the guidelines listed above.

10. This policy will be in effect upon being issued.