



ATTACHMENT

YES Duluth
Duluth Workforce Development
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YES Duluth

Support Services Policy

(Updated and Approved **9/28/2021**)

City of Duluth Workforce Development
Youth Employment Service (YES Duluth)

For participants enrolled in the WIOA Youth, Minnesota Youth Program, Youth at Work, and Youth Support Services programs

Supportive services for youth, as defined in WIOA sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include but are not limited to, the following:

- a) Linkages to community services;
- b) Assistance with transportation;
- c) Assistance with child care and dependent care;
- d) Assistance with housing;
- e) Needs-related payments;
- f) Assistance with educational testing;
- g) Reasonable accommodations for youth with disabilities;
- h) Referrals to health care; and
- i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Support Service Approval Process:

Participant provides required supporting documentation.

\$50 and less: Only issuing staff signature required;

\$50.01 to <\$100: Approval second staff signature;

\$100-\$200: Workforce Director, Operations Manager, Information Tech., or designated signator,

\$200.01+: Approval Workforce Director, Operations Manager, or designated signator.

In the event a participant does not complete their training program, large ticket items (cost/value over \$100; ie. tools, books, and computers) purchased through youth program funding must be returned to YES Duluth.

- Staff will make three (3) attempts to acquire item.
- If the item is not returned, further support and other financial services for participant are suspended.

Supportive Services

Work-Related Verification Documents: Maximum of \$100 per year for obtaining official Birth Certificate, Driver's License, State Identification, Social Security Card, etc. as required for employment eligibility. Payment made directly to issuing agency or as reimbursement to participant with receipt.

Education Related Fees (non-ITA): Up to \$200/participant. Payment to cover application fees, testing fees, transcripts, non ITA tuition fees, etc. Payment made directly to vendor.

Car Repair: Up to \$300/participant. Participant needs to be listed on vehicle title and have insurance coverage. Staff may refer participant to Duluth Automotive at the high school or Lake Superior College automotive class for repair and Community Action Duluth for repair assistance. Payment made directly to vendor or as a reimbursement to participant.

Driver's Education Training: Up to \$450/participant. Payment made directly to Driving School Vendor. Participants eligible for this supportive service have career/employment goals which require a driving license.

Transportation: Maximum of \$500 per year. While enrolled in the program and during follow-up (WIOA), participants are allowed up to \$40 per month for transportation assistance to attend employment, school, appointments, and to obtain necessities. Monthly bus passes, gas cards, and personal checks are available.

Clothing and Tools: Maximum of \$500 per year. Clothing/tool store charge voucher issued for TJ Maxx, JC Penney, Scrubs Direct, Northwest Outlet, or Minnesota Surplus for getting clothes needed for work or job search/interviews or tools for training program/work. Participant may also bring in a receipt for reimbursement if needed clothing or work tools are not available at above vendors. Target eGift cards and online purchases using a DWD Pcard are also available.

*Tools required for training program: if participant drops out or does not complete the program, tools must be returned to DWD.

Child Care: Maximum of \$500 per year. Participant must not be able to receive duplicate services elsewhere (i.e. Child Care Assistance). Payment made directly to child care provider.

Housing or Rental Assistance: Maximum of \$500 per year. Participant must bring in receipt or statement of application fee or monthly rent or a copy of signed lease. Payment made directly to housing authority/landlord.

Cell Phone Bill Reimbursement: Maximum of \$50 per month during participant's enrollment/follow up (WIOA.) Requirements: Participant engaged in education, employment, or job search may bring in a cell phone minutes receipt, or screenshot of paid bill receipt to receive the reimbursement.

Internet Reimbursement (In lieu of cell phone bill reimbursement) Maximum of \$50 per month during enrollment/follow up (WIOA). Participants must submit an internet bill or paid receipt. Participant must be enrolled in an online/hybrid training program or have employment which requires an internet connection. Payment made directly to vendor via check or DWD Pcard; or as a reimbursement to participant.

Laptop/Computer: Maximum of \$500. Participant must be enrolled in a training program requiring a personal computer or laptop. Supportive service will cover device cost and required programs/upgrades. *If participant drops out or does not complete training, the device must be returned to DWD.

Needs Related Assistance – Maximum of \$200/participant. Provided to the participant in the case of loss of income from employment, paid work experience or stipends through YES Duluth program. Must be enrolled in a training program.