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February 24, 2025

SN (3)

MAUI NDWG BULLETIN NO. 01-25

TO: Maui NDWG Partners
FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division
SUBJECT: Supportive Services in Maui NDWG

A handwritten signature in blue ink, reading "Maricar Pilotin-Freitas".

PURPOSE

This bulletin confirms the supportive services policy for Maui NDWG participants.

BACKGROUND

Supportive services for adults and dislocated workers are services that are necessary to enable an individual to participate in activities authorized WIOA § 134 (c) (2) and (3). These services may include, but are not limited to:

- Linkages to community services
- Assistance with transportation
- Assistance with childcare dependent care
- Assistance with housing
- Needs related payments, as describe at § 680.930, 680.940, 680,950, 680, 960, and 680, 970
- Assistance with educational testing

- Legal aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including items such as eyeglasses and protective gear
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications

Supportive services may only be provided to individuals who are participating in career or training services as defined in WIOA § 134 (c) (2) and (3), and unable to obtain supportive services through other programs providing such services.

The supportive services policy for Maui NDWG was established when the Maui NDWG began to be implemented, and the policy was discussed with Maui NDWG operators during several meetings. Based on changing needs and higher costs for certain items, the maximum amounts that were allowed were revised during the grant period. This final policy was developed in consultation with the operators.

POLICY

Any of the allowable services listed above, in any combination, may be provided, except for needs related payments, which requires prior approval from the State.

All costs must be reasonable and necessary for participant to participate in temporary jobs or career services under the grant.

The maximum amounts per participant for different types of supportive services are listed below.

<u>Supportive Service</u>	<u>Maximum per Participant</u>
■ Rent or monthly mortgage payments and utilities *	\$4,000/month for up to 6 months
■ Child care or elder care	\$3,000/month for up to 2 months or other combination up to \$6,000 per child or elder care
■ Work clothing	\$500
■ Work tools, books	\$1,000
■ Fees for license, certification, and their exams	\$600
■ Ground transportation	\$500
■ Legal fees **	\$2,000
■ Health services, including glasses and eye exam	\$2,000

*Assistance with housing includes rent, maintenance fess, utility costs and/or mortgage payments, both due or overdue. Security deposits are not included but exceptions may be requested from the State with justification. If approved, it will include a requirement that the participant vacates the rental unit.

**Legal fees cannot include any costs to address resolve fines or penalties. However, legal aid services under 20 CFR § 680-900 may be provided to address barriers to employment such as expunging or sealing old criminal records and resolving credit report problems. As required for all supportive services, case notes must identify the employment barrier being addressed.

While Relocation Assistance is not a supportive service, it is an allowable cost. Airfare, moving costs, and other costs related to relocating for another job must be reasonable and necessary.

As with any purchase, procurement of supportive services must follow federal, State and local procurement requirements with the necessary justification and documentation. Payment can be made through reimbursement to the participant or directly to the provider of the supportive service.

Justification for the supportive service with a record of how other programs were unable to provide the supportive service should be maintained in the participant file. If other sources are not available, in some cases it may be appropriate to co-enroll the individual in another the program for which the individual is eligible and can benefit if the need for supportive services exceeds the limit and the other program is able to cover the cost. As with any co-enrollment, staff of participating programs must coordinate plans and services for the participant.

If warranted, exceptions to this policy, including maximum amounts allowed, may be permitted with approval from the State. Economically disadvantaged areas have priority in this grant, therefore, there may be a greater need for supportive services and flexibility in what is allowed.

INQUIRIES

Inquiries regarding this bulletin may be directed to Ms. Leila Shar at Leila.N.Shar@hawaii.gov or Ms. Carol Kanayama by email at Carol.H.Kanayama@hawaii.gov.

REFERENCES

- 20 CFR § 680-900 – 920
- TEGL 09-24, Updated National Dislocated Worker Grant Program Guidance and Application Information (Replaces TEGL 16-21)