



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ADDENDUM

Date: May 19, 2023

Number: 2020-04, Change 1

SUPPORTIVE SERVICES AND INCENTIVE POLICY CHANGE 1

INTRODUCTION

This policy change adds additional considerations to the Supportive Services and Incentives Policy regarding use of pre-paid cards for supportive services purposes when using Workforce Innovation and Opportunity Act (WIOA) funds.

QUESTIONS

Questions relating to this change should be directed to Marion Aiken, Workforce Services Director, at maiken@solanowdb.org or at (707) 863-3594.

POLICY CHANGE

Policy changes are made to the limitations and payments of supportive services when using pre-paid cards for WIOA-funded participants as follows. All other stipulations of the Supportive Services and Incentive Policy not addressed in this Policy Change shall remain in effect.

Limitations and Payments

Supportive services in the form of pre-paid cards may be provided to the participant in advance, if financial or urgent need is demonstrated and documented in the participant's file. Fixed amount gift cards for a specific purpose given in advance requires receipts from the participant and case notes of such action in the participant's file. If participants do not return requested receipts of authorized and intended purchases, no further supportive services will be provided. Case notes must be entered into CalJOBS if a participant fails to return any receipts/documentation for the supportive services provided in full and include an explanation and attempts made to collect receipts.

DISCLAIMER

This policy change is based on the WDB's understanding of WIOA regulations and will be reviewed and updated based on any additional federal or state guidance.

Approved by

Workforce Development Board of Solano County