

ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

SUPPORT SERVICE POLICY AND PROCEDURES
Effective June 1, 2009

Applicable to Provision of all Types of Support Services

I. GENERAL POLICY CONDITIONS:

1. Support Services will be limited to three types:
 - a. Transportation, Safety Items, Documents, and Individual Meals.
2. Supportive Services must be necessary to enable an individual to participate in SYEP activities.
3. The participant must be enrolled in the SYEP program prior to receiving a Support Service(s).
4. Operators may not use SYEP funds for pre-enrollment or incentive services.
5. A complete assessment of need to participate in Work Experience and/or Work Readiness Skills building must be conducted prior to providing Support Services.
6. The need for a Support Service(s), must be identified through a complete assessment, and must be documented on the Individual Service Strategy (ISS) form.
7. A cumulative maximum of \$200 per youth participant may be used to provide support services during participation in SYEP.
8. SYEP funds cannot be used when other fund sources are available to cover the support service cost. WIA funds are always considered the funding of last resort.
9. If a SYEP operator finds that a youth participant misuses the support service(s) provided:
 - a. All future support services will be unavailable to that participant for the remainder of their participation in SYEP.
 - b. All areas of misuse must be documented in the case file.
 - c. The cost of support service cannot be assigned to an alternate source of funding administered by the ACWIB. (The operator must identify another fund source to cover the cost).
 - d. Examples of misuse include, but are not limited to: using support service for personal use, using gas/store cards to purchase personal items, selling vouchers/cards for cash, etc.

II. TRANSPORTATION:

1. Mileage reimbursement, Gas Cards, Bus Passes and BART tickets are the only transportation support services allowable under the SYEP.
2. Operators must determine and document if the youth participant is eligible to receive transportation support services through other sources, such as General Assistance, CalWORKs, Pell Grants, Foster Care, etc.
3. Documentation of transportation support services usage is required:
4. Youth attendance at work site and in work readiness class must be tracked and documented in the case file.

5. Determination of amount of transportation support service necessary for participation is required. The Participant Transportation Form is required as part of the determination of need to participate. This form will be provided by ACWIB.
6. Cost of mileage to/from home and worksite or work readiness skills building class is calculated using the Internal Revenue Service (IRS) value of \$.55 per mile. The Transportation Reimbursement Form is used to track transportation costs per participant. The form will be provided by ACWIB.
7. A signature for the receipt of a transportation voucher or copy of the reimbursement check must be in the case file.

III. SAFETY ITEMS:

1. Safety items necessary to participate on the worksite are the only safety items support service allowable under SYEP. Safety items will include: protective glasses, hard hats, gloves, steel toe boots, and protective clothing. Additional safety items may be allowed when required by the worksite, and with written permission from the ACWIB Program Liaison.
2. Operators must determine and document if the youth participant is able to receive safety items through the worksite employer before provision.
3. Documentation of equipment support service usage is required:
4. A copy of the worksite agreement, indicating the safety items are required as a condition of work must be included in the participant case file.
5. Receipt from the participant/parent/guardian showing purchase of the necessary equipment must be in the case file.
6. Copy of the reimbursement check must be in the case file.
7. Monitor review of worksite to ensure youth participant is properly using the equipment is required.

IV. INDIVIDUAL MEALS:

1. Individual meals necessary for the participant to participate on the worksite or in work readiness class must be determined by assessment and documented on the ISS form.
2. Allowable cost for individual meals, per day, is calculated using the Internal Revenue Service (IRS) Meal and Snack rate maximum value of \$5.84 per day.
3. Youth attendance at work site and in work readiness class must be tracked and documented in the case file.
4. The ISS Form is used to document individual meal costs per participant.
5. Signature for receipt of individual meal vouchers must be in the case file.

V. REQUIRED WORK VERIFICATION(S) & DOCUMENTS:

1. Documents necessary to participate on the worksite are the only document support service allowable under SYEP. Documents may include, but are not limited to: DMV printouts, health/drug screening tests, fingerprinting, etc.
2. Operators must determine and document if the youth participant is able to receive document support service through the worksite employer before provision.

3. Documentation of document support service is required:
 - a. A copy of the worksite agreement, indicating that document(s) is necessary as a condition of participation must be included in the participant case file.
 - b. Receipt from the participant showing purchase of the necessary document(s) must be in the case file.
 - c. Copy of the reimbursement check must be in the case file.

If an operator does not use any SYEP funds to provide support services, documentation of the alternative source(s) of funds in the context of a referral system, would still include documentation in the assessment, on the ISS and in the case file.

If you have any questions about the Support Services Policy or Procedures, please contact your SYEP Program Liaison, or the ACWIB Youth Planner.

All SYEP operators will implement the Support Service Policy by June 1, 2009