

WorkSource Information Notice (WIN)

Employment System Administration and Policy

Number: WIN 0111, Change 1

Policy-related | Fiscal | Performance | Q&A | Other

Date: June 3, 2020

Expiration Date: May 18, 2021

TO: Workforce Development System Partners

FROM: Gary Kamimura, Policy Manager

SUBJECT: Temporary suspension of prohibition on food as a supportive service for WIOA Title I-B youth program participants

Purpose:

To communicate the temporary suspension of the prohibition of food as an allowable supportive service for WIOA Title I-B youth program participants under the definition of “supportive services” in WIOA Title I Policy 5602, Supportive Services and Needs-Related Payments, due to the COVID-19 emergency.

Action Required:

Local Workforce Development Boards (LWDBs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

Due to the COVID-19 crisis, food may be provided as a supportive service to WIOA Title I Youth program participants on a limited basis and in certain situations.

Food may be provided to eligible youth **when it will assist or enable them to participate in allowable youth program activities and reach their employment and training goals.** The focus of the program is to train youth and the use of WIOA Title I-B grant funds for food should be limited to **reasonable and necessary purchases.**

Local Workforce Development Boards (LWDBs) must coordinate the purchase of food for WIOA Title I-B youth with other community, state, or federal services that provide food to low-income individuals and document the coordination efforts undertaken.

LWDBs and their WIOA Title I-B youth providers are encouraged, though not required, to pursue food assistance that might be available through the Supplemental Nutrition Assistance Program (SNAP), called Basic Food in Washington, which is one-stop partner in Washington’s 2020-24 WIOA Combined State Plan. Food assistance may also be available through local food banks that are partners in local one-stop systems or part of the social services referral network even if they are not formal one-stop partners. To prepare to provide food as a supportive service for WIOA Title I Youth participants,

LWDBs are encouraged to review local policy guidance regarding internal controls and documentation requirements, as well as assess or establish partnerships with other entities that will be necessary to provide food to WIOA Title I-B youth.

The WorkSource System is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge.

This guidance is in effect no longer than 6 months (12/03/2020). Depending on the COVID-19 situation in Washington, this guidance may be extended beyond December 3, 2020. If that happens, the extension will be broadcast via GovDelivery as a Change 1 to this WIN and through other appropriate communication channels.

References:

- WIOA Title I Policy 5602, Supportive Services and Needs-Related Payments
- *ETA Coronavirus (COVID-19) FAQs for Workforce Innovation and Opportunity Act - General*; U.S. Department of Labor, Employment and Training Administration; April 29, 2020.

Website:

<https://wpc.wa.gov/policy/state/guidance>

Direct Inquiries To:

*Employment System Administration and Policy
Policy, Data, Performance and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
SystemPolicy@esd.wa.gov*

Attachments:

[Attachment A](#) – *ETA Coronavirus (COVID-19) FAQs for Workforce Innovation and Opportunity Act - General*, U.S. Department of Labor, Employment and Training Administration, April 29, 2020.

Attachment A

Excerpted from page 2 of *ETA Coronavirus (COVID-19) FAQs for Workforce Innovation and Opportunity Act - General* as of 4/29/20.

(New as of 4/29/20) Q: Can grants purchase food that can be made available to individuals seeking assistance?

Response: ETA grant funds cannot be used to provide general food assistance to individuals in the community, regardless of the age of the individual. Employment and training programs are not intended as and cannot be converted to income or food support programs. At times, certain supportive services and needs related payments may be issued to a participant, in general, to allow them to participate in training and employment services that will allow more of their personal funds to be used to cover food purchases. Written policies and procedures must be in place that outline the factors or criteria that will be considered by the case manager or staff person to ensure fair and equitable distribution of such expenses to participants is also reasonable, necessary, allowable, and allocable to the ETA grant award.

In programs specifically serving youth, on a limited basis and in certain situations ETA grant funds may be used on food for youth program participants as a supportive service. Food may be provided to eligible youth when it will assist or enable the participant to participate in allowable youth program activities and reach his/her employment and training goals. The focus of the programs is to train youth and the use of grant funds for food should be limited to reasonable and necessary purchases and must be coordinated with other community, state, or Federal services that provide food for low-income individuals.