

**South Central Workforce Investment Board**  
**Supportive Service Policy Executive Director Approval Request**

**Participant's Name:** \_\_\_\_\_ **State ID:** \_\_\_\_\_

**Supportive Service Request (amount) \$** \_\_\_\_\_ **Reason/Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the request to exceed \$1,000 Supportive Service limit per current program year? Yes \_\_\_\_\_ No \_\_\_\_\_

Exceptions to the allowable amounts listed in the supportive services policy may be approved by the WIB Executive Director. • Exceptions to this policy must have prior written approval of the WIB Executive Director. • Staff must provide the WIB Executive Director with justification for exceeding the allowable amount. • Coordination of payments with other workforce regions must be completed prior to making payment to ensure non-duplication of services. Staff will review the customer's electronic case-management record to determine if Supportive Services were received from other regions. All Supportive Services payments, regardless of the region, will be taken into consideration before issuing additional funding. • Supportive services are based on individual need and all of the individual's resources must be considered and documented in the statewide case-management system prior to making payment. • Supportive services are WIOA funded only when these services are not available through other agencies and that the services are necessary for the participant to participate in Title I activities.

Denied  \_\_\_\_\_

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**Reason/Explanation for denial**

Approved  \_\_\_\_\_

**Signature of Executive Director**

**Date**