



Guidelines for Supportive Services

The Workforce Development Act is not an entitlement program.

In order for us to monitor our funding, it is important for us to pay expenses within the time frame within which they are incurred, within 45 calendar days. It is also necessary to monitor each semester so we can plan accordingly.

We are not able to obligate tuition and supportive services for more than one semester. Within ¾ weeks prior to the beginning of each semester, call to arrange an appointment to complete the required documents.

Funding will be obligated on a financial need, first come first served basis. Supportive services such as childcare and transportation reimbursements are also permissible pending the availability of funding.

The reimbursement policies will be effective from July 1, 2023 to June 30, 2024 and will apply to each participant. Your cooperation will ensure your reimbursement. If you have any questions, please contact us. All assistance is contingent upon available funding.

Complaints about this policy should be made by following the Workforce Development Board of North Missouri's Nondiscrimination and Equal Opportunity WIOA Complaint and Grievance Policy.

Customer Signature: _____ Date: _____

Parent /Gurdian Signature, if applicable: _____ Date: _____

Case Manager Signature: _____ Date: _____

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

Esta información se puede traducir a otro idioma si se solicita. Comuníquese con la Oficina de la Junta de Desarrollo de la Fuerza Laboral para obtener ayuda con la traducción.

Ces informations peuvent être traduites dans une autre langue sur demande. Veuillez contacter le bureau du Conseil de développement de la main-d'œuvre pour obtenir de l'aide en matière de traduction.