

# MEMO

FROM: Gregg Roberts, WDB Chair  
Brent Stevens, WDB Director

DATE: September 12, 2023

RE: WDB of North Missouri Meeting

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The Workforce Development Board of North Missouri will conduct a business meeting on Tuesday, September 19, 2023. This meeting will be held virtually via Zoom beginning at 4:00 PM

#### **4:00 PM Meeting in open session (agenda below)**

In accordance with Section 610.020 RSMO, the meeting will be conducted virtually; as such, there is no designated location for the meeting at which participants will gather. However, in the event that any member of the public desires to attend but is unable to participate virtually/telephonically, call access to the meeting will be made available at the WDB office located at 912 Main Street, Trenton, MO.

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/88680342898?pwd=cmdzWGxnQ1V0U2hMNnJYMHh4amNJdz09>

**Meeting ID:** 886 8034 2898

**Passcode:** 558164

**Dial-In Number:** (312)626-6799

#### **One tap mobile**

+13126266799,,88680342898# US (Chicago)



## **Business Meeting Agenda**

**Tuesday, September 19, 2023 at 4:00 PM**

*4:00 PM – Business meeting in open session*

**A. Consent Agenda** *(Discussion on each then action required in one motion)*

1. Approval of 5.30.23 WDB Meeting Minutes
2. Approval of 7.18.23 WDB Executive Committee Meeting Minutes
3. Expenditure and Contract Performance Reports: WIOA Adult, Dislocated Worker, and Youth by Sub-Recipient
4. Budget Amendment
5. WDB Progress Report – All Funds
6. Gamm Incorporated 2022 Audit

**B. WIOA Mandated Business**

1. Carryover Funds to Contract
2. Revised Administrative Budget
3. Supportive Services Policy Update
4. In-School Youth Waiver Request

**C. Updates and Other Program Business**

1. Director's Report
2. One-Stop Operator Report
3. Sub-Recipient Spotlight – Gamm Incorporated

**D. Open Discussion**

**E. Adjourn**

# Workforce Development Board

## Minutes of Meeting

### May 30, 2023

#### Virtual

The Workforce Development Board of North Missouri met in open session on Tuesday, May 30, 2023. The meeting was called to order by Board Chair Gregg Roberts at 4:30 PM  
 Roll Call was conducted and a quorum was established with 13 Members Present.

**Board Members Present**

Gregg Roberts	Julia Birkeness	Julie Jones	Scott May
Kelly Bordewick	Jerry Smith	Amanda Haile	Bobby Barlow
Kara Berlin-Bates	Mark Chambers	Kristen Smith	Mike Veale
Stephen Garner			

**Board Members Absent**

Michael Puroil	Corey Mehaffy	Darin Arnsmeier	Allie Bennett
Carolyn Chrisman	Nichi Seckinger		

**Commissioners**

Sid Conklin – Randolph County

**Staff**

Brent Stevens	Jeanie Griffin	Kerry Savage
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**Guests**

Amy Dowis	Susan Brand	Cathy Scott	Cheyenne Murphy
Corinne Watts	Dana Keller	Diane Simbro	Edith Miller
Jerri Dearmont	Kathy Hahn	Kim Meyer	Kim Mildward
Robin Hammond	Shari Schenewerk	Sydney Ellis	Tara Curtis
Teresa Lee	Tyler Ferrell	Anita Jolly	

**Meeting in Open Session**

**A. Approval of Minutes from March 30, 2023 Meeting**

WDB Chair presented the minutes from the meeting on March 30, 2023 meeting. Included were the open session and closed session minutes from the meeting.

A motion was made by Julia Birkeness and seconded by Julie Jones to approve the minutes as presented. Motion carried with no opposition.

**B. Slection of Service Providers**

Board Chair Gregg Roberts and Executive Director Brent Stevens explained the importance of selecting quality service providers to operate the WIOA programs. They explained the review team had met prior to the meeting to discuss the proposals received and each reviewers scores for the proposals.

RFP Review team member Amanda Haile presented the recommendation of the review team to the Board to offer a contract to Green Hills Regional Planning Commission for the One-Stop Operator Services to cover the 34 counties of the North Missouri Region.

A motion was made by Mike Veale and seconded by Scott May to approve the review team's recommendation. The motion carried with no opposition and one Abstention by Bobby Barlow.

RFP Review team Member Kelly Bordewick presented the recommendation of the review team to the Board to offer the Adult Dislocated Worker contracts to: Northwest Sub-Region – Youth Alliance, North Central Sub-Region – Green Hills Regional Planning Commission, Northeast Sub-Region – Gamm Incorporated.

A motion was made by Mike Veale and seconded by Mark Chambers to approve the review team's recommendation for the Adult/Dislocated Worker Contracts. The motion carried with no opposition and one Abstention by Bobby Barlow.

RFP Review team member Julie Jones presented the recommendation of the review team to the Board to offer the WIOA Youth contracts to: Northwest Sub-Region – Youth Alliance, North Central Sub-Region – Green Hills Regional Planning Commission, Northeast Sub-Region – Gamm Incorporated.

A motion was made by Mike Veale and seconded by Julia Birkeness to accept the review teams recommendations for the WIOA Youth Contracts. The motion carried with no opposition and one abstention by Bobby Barlow.

Board Chair Roberts thanked the review team again for their work in reviewing the proposals.

**C. Program Year 2023 Funding Allocation**

Executive Director Brent Stevens presented information on the recent information received regarding the funding allocation for the next Program Year. He stated it was anticipated that each program would see a 10% decrease from last year, but that did not happen this year. The allocation saw a 1.35% decrease for the Adult Program, 10% decrease for the Dislocated Worker Program, and a 34% Increase for the WIOA Youth Program. This netted the region a 7.04% increase over the prior year funding.

Director Stevens then presented the available funds to contract document provided to Board Members. He explained this documents shows the amount of funds available to contract to the Sub-Recipients, as well as the amount held back to fund the Comprehensive Job Centers.

A motion was made by Kelly Bordewick and seconded by Kristen Smith to approve the funds to contract as presented. The motion carried with no opposition and one abstention by Bobby Barlow.

Director Stevens then presented the administrative budget for the WDB Office for Program Year 2023.

A motion was made by Julia Birkeness and seconded by Mark Chambers to approve the Administrative Budget as presented. The motion carried with no opposition and one abstention by Bobby Barlow.

**D. Request for Proposals**

Board Chair Gregg Roberts informed the Board since this part of the meeting deals with procurement, that they can move into a closed executive session.

*A motion was made by Julie Jones and Seconded by Mark Chambers to go into closed session as authorized by RSMO. 610.021.11 “specifications for competitive bidding...”*

*A roll call vote was conducted of the members present.*

**Members in favor:** Gregg Roberts, Michael Purol, Julie Jones, Scott May, Kelly Bordewick, Jerry Smith, Amanda Haile, Bobby Barlow, Kara Berlin-Bates, and Mark Chambers.

*There was no opposition or abstentions.*

\* Meeting Convened in Closed Session

\* Meeting Re-convened in Open Session

Board Chair Gregg Roberts asked Director Stevens to present a proposed timeline to release the RFPs. The following timeline was presented for the three RFPs:

<b>Event</b>	<b>Date</b>
RFPs Released	April 04, 2023
RFP Q & A on WDB Website ( <a href="http://www.nwwdb.org">www.nwwdb.org</a> )	April 10, 2023 through April 21, 2023 at 4:00 PM*
Optional Letter of Intent to Bid Due	April 24, 2023 at 9:00 AM
Proposals Due	May 15, 2023 at 10:00 AM
Public Opening of Proposal(s) Received	May 15, 2023 at 10:15 AM at the WDB office or live streaming at <a href="http://www.nwwdb.org">www.nwwdb.org</a>
Bid(s) Awarded	May 30, 2023 WDB Meeting
Award/Non-award Notification Sent to Proposers	May 31, 2023
New Contracts Established/Service Delivery Begins	July 01, 2023

*A motion as made by Michael Purol and seconded by Scott May to approve the timeline as presented. The motion passed with no opposition.*

**E. Open Discussion**

Executive Director Brent Stevens reminded members that the Northwest and Northeast Workforce Development Boards are scheduled for one final meeting.

A motion was made by Kelly Bordewick and seconded by Scott May to adjourn the meeting. The motion carried with no opposition.

The meeting adjourned at 5:04 PM

# Workforce Development Board of North Missouri Executive Committee Minutes of Meeting July 18, 2023 Virtual

The Workforce Development Board of North Missouri Executive Committee met virtually via Zoom in open session on Tuesday, July 18, 2023. The meeting was called to order by Chairperson, Gregg Roberts, at 4:03 PM

Roll Call was conducted and quorum was established with four committee members present.

**Executive Committee Members Present**

Gregg Roberts	Mark Chambers	Michael Purol	Julie Jones
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**Executive Committee Members Absent**

Julia Birkeness	Allie Bennett
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**Staff**

Brent Stevens	Jeanie Griffin	Kerry Savage
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**Guests**

Erica Davis	Dana Keller	Lynette Saxton	Dr. Lenny Klaver	Anita Jolly
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**Meeting in Open Session**

**A. Department of Social Services NEMO Monitoring/Questioned Costs**

Director Stevens explained the DSS financial monitoring report findings. He explained there were questioned costs in two areas in which backup documentation could not be provided. He explained these items happened prior to North Central Missouri College becoming the fiscal agent. The CPA firm was contacted, but they did not have the backup documentation to explain the costs. Stevens recommended the Board use the NEMO donation/discretionary account to repay the DSS program in the amount of \$1677.69.

*A motion was made by Julie Jones and seconded by Mark Chambers to approve the payment to DSS in the amount of \$1677.69 using the donation/discretionary account. The Motion carried with no opposition.*

**B. Surplus Equipment**

Director Stevens directed committee members to the surplus equipment in the Board packet. He explained this equipment has been deemed no longer useful and has no value.

*A motion was made by Julie Jones and seconded by Michael Purol to allow the items listed to be disposed of. The motion carried with no opposition.*

**C. Planning Budget Summaries**

Director Stevens reviewed the planning budget summaries in the Board packet. The budgets included were for: PY 23 Adult, FY 24 Adult, PY 23 Dislocated Worker, FY 24 Dislocated Worker, and PY 23 Youth. Stevens explained the budgets and the availability of funds. Board

Chair, Gregg Roberts, pointed out that these budgets can be amended throughout the year with approval from the Board.

*A motion was made by Mark Chambers and seconded by Michael Purol to approve the five budgets as presented. The motion carried with no opposition.*

**D. Administrative Policies**

Director Stevens presented an overview of the proposed administrative policies. The policies included were:

A-1 Board Member Orientation	A-13 Drug-Free Workplace
A-2 Confidentiality	A-14 Inventory
A-3 Conflict of Interest and Code of Conduct	A-15 Use of Technology
A-4 Financial Management and Accounting Procedures	A-16 Record Retention
A-5 Procurement	A-17 Public Access to Record
A-6 Fraud, Waste, and Abuse	A-18 Non-Discrimination, Harassment, and Retaliation
A-7 Salary Schedule	A-19 Reasonable Accommodations
A-8 Credit Card	A-20 Accessibility (LEP)
A-9 Program Income	A-21 Complaint and Grievance
A-10 Signature Authority	A-22 Safety/Disruptive Customers
A-11 Staff Travel	A-23 Sub-State Monitoring
A-12 Meals, Snacks, and Beverages	

*After discussion of the policies by committee members, a motion was made by Mark Chambers and seconded by Julies Jones to approve the administrative policies as presented. The motion carried with no opposition.*

**E. Program Policies**

Director Stevens presented an overview of the proposed program policies. The policies included were:

P-1 Adult Priority of Service	P-7 Supportive Services
P-2 Veterans Priority of Service	P-8 Locally Defined Barriers (Youth)
P-3 Co-Enrollment/Integration of Services	P-9 Basic Skills Assessment
P-4 Failure to Register for Selective Service	P-10 Youth Incentive
P-5 Individual Training Account	P-11 WIOA Participant Follow Up
P-6 Work-Based Learning	P-12 Local Eligible Training Provider List

*After discussing the policies, a motion was made by Michael Purol and seconded by Mark Chambers to approve the policies as presented. The motion Carried with no opposition.*

**F. Open Discussion**

Chairperson Gregg Roberts shared with the committee that the executive committee may be called on more going forward with the larger region, but wants to ensure the full Board continues to get updates on the actions of the committee.

Director Stevens shared information regarding the transition in services throughout the region, and thanked the sub-recipients for their work to ensure customer impact is minimized.



*A motion was made by Michael Purol and seconded by Mark Chambers to adjourn the meeting.  
The motion carried with no opposition.*

The meeting Adjourned at 4:50 pm.

## WIOA Expenditures through 6/30/2023 - Northeast

	Adult Expenditures			Dislocated Worker Expenditures			Youth Expenditures			Out-of-School Exp. Rate (50%)*
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	
<b>Boonslick</b>	78,609.56	66,904.36	85%	116,677.59	79,410.10	68%	94,498.73	60,455.65	64%	63%
+ Outstanding Participant Obligations		-			-			-		Work Experien. Exp. Rate (20%)
Total:	78,609.56	66,904.36	85%	116,677.59	79,410.10	<b>68%</b>	94,498.73	60,455.65	<b>64%</b>	25%
										Out-of-School Exp. Rate (50%)*
<b>Gamm Inc. - Hannibal</b>	81,469.11	73,409.51	90%	90,250.25	57,015.10	63%	104,974.66	69,767.36	66%	<b>33%</b>
+ Outstanding Participant Obligations		-			-			-		Work Experien. Exp. Rate (20%)
Total:	81,469.11	73,409.51	90%	90,250.25	57,015.10	<b>63%</b>	104,974.66	69,767.36	<b>66%</b>	37%
										Out-of-School Exp. Rate (50%)*
<b>Gamm Inc. - Kirksville</b>	81,469.12	72,703.33	89%	85,012.29	56,985.40	67%	74,539.77	45,182.43	61%	52%
+ Outstanding Participant Obligations		-			-			-		Work Experien. Exp. Rate (20%)
Total:	81,469.12	72,703.33	89%	85,012.29	56,985.40	<b>67%</b>	74,539.77	45,182.43	<b>61%</b>	<b>3%</b>
<b>TOTAL NE Region</b>	<b>241,547.79</b>	<b>213,017.20</b>	<b>88%</b>	<b>291,940.13</b>	<b>193,410.60</b>	<b>66%</b>	<b>274,013.16</b>	<b>175,405.44</b>	<b>64%</b>	

**Comments**

June 30, 2023 - Final for Year

## Contract Performance through 6/30/2023 - Northeast

Agency to Participant Cost Ratio			
		Actual	Contracted not to exceed 60%/40% Ad/dw 70%/30% Yth
<b>Boonslick RPC</b>	Agency:	\$ 85,479.60	58%
	Adult/Dislocated Worker	Participant: \$ 60,834.86	42%
		Total: \$ 146,314.46	100%
<b>Boonslick RPC</b>	Agency:	\$ 37,647.65	62%
	Youth	Participant: \$ 22,808.00	38%
		Total: \$ 60,455.65	
<b>GAMM - Hannibal</b>	Agency:	\$ 66,614.85	51%
	Adult/Dislocated Worker	Participant: \$ 63,809.76	49%
		Total: \$ 130,424.61	100%
<b>GAMM - Hannibal</b>	Agency:	\$ 43,792.26	63%
	Youth	Participant: \$ 25,975.10	37%
		Total: \$ 69,767.36	100%
<b>GAMM - Kirksville</b>	Agency:	\$ 63,853.57	49%
	Adult/Dislocated Worker	Participant: \$ 65,835.16	51%
		Total: \$ 129,688.73	
<b>GAMM - Kirksville</b>	Agency:	\$ 42,732.74	<b>95%</b>
	Youth	Participant: \$ 2,449.69	5%
		Total: \$ 45,182.43	

Cost Per Service/Enrollment Level			
	Actual	Contracted	Percent
New Enrollments	100	45	222%
Cost Per:	\$ 1,463.14	\$ 3,979.73	
Served (New+C/O)	<b>11</b>	20	<b>55%</b>
Cost Per:	\$ 5,495.97	\$ 4,354.45	
New Enrollments	<b>34</b>	46	<b>74%</b>
Cost Per:	\$ 3,836.02	\$ 3,460.11	
Served (New+C/O)	<b>17</b>	32	<b>53%</b>
Cost Per:	\$ 4,103.96	\$ 3,034.43	
New Enrollments	<b>31</b>	53	<b>58%</b>
Cost Per:	\$ 4,183.51	\$ 2,919.57	
Served (New+C/O)	<b>18</b>	31	<b>58%</b>
Cost Per:	\$ 2,510.14	\$ 2,150.55	
<b>Total Enrolled</b>	<b>211</b>	227	<b>93%</b>

**Comments:**

June 30, 2023 - Final for year

## WIOA Expenditures through 6-30-2023 - Northwest

	Adult Expenditures			Dislocated Worker Expenditures			Youth Expenditures			Out-of-School Exp. Rate (75%)
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	
<b>Youth Alliance - ABCD</b>	N/A	N/A	N/A	N/A	N/A	N/A	124,201.18	#####	99%	100%
+ Outstanding Participant Obligations	N/A	N/A	N/A	N/A	N/A	N/A		-		Work Experien. Exp. Rate (20%)
<b>Total:</b>							124,201.18	#####	99%	45%
										Out-of-School Exp. Rate (75%)
<b>Youth Alliance - nw</b>	N/A	N/A	N/A	N/A	N/A	N/A	50,083.40	41,357.30	83%	84%
+ Outstanding Participant Obligations	N/A	N/A	N/A	N/A	N/A	N/A		-		Work Experien. Exp. Rate (20%)
<b>Total:</b>							50,083.40	41,357.30	83%	32%
<b>MOKAN</b>	105,135.60	60,440.29	57%	161,681.32	83,338.64	52%	N/A	N/A	N/A	
+ Outstanding Participant Obligations		-			-		N/A	N/A	N/A	
<b>Total:</b>	105,135.60	60,440.29	57%	161,681.32	83,338.64	52%				
										Out-of-School Exp. Rate (75%)
<b>GHRPC</b>	63,728.34	47,757.21	75%	94,346.19	77,710.72	82%	89,054.66	61,928.68	70%	83%
+ Outstanding Participant Obligations		-			-			-		Work Experien. Exp. Rate (20%)
<b>Total:</b>	63,728.34	47,757.21	75%	94,346.19	77,710.72	82%	89,054.66	61,928.68	70%	19%
<b>NWRCOG</b>	30,414.94	23,682.57	78%	63,269.23	62,464.08	99%	N/A	N/A	N/A	
+ Outstanding Part. Obligations		-			-		N/A	N/A	N/A	
<b>Total:</b>	30,414.94	23,682.57	78%	63,269.23	62,464.08	99%				
<b>NWRCOG - One Stop Opt.</b>	10,627.07	10,627.07	100%	10,627.06	10,627.06	100%	N/A	N/A	N/A	
<b>TOTAL NW Region</b>	209,905.95	142,507.14	68%	329,923.80	#####	71%	263,339.24	#####	86%	
<b>Comments</b>										
June 30, 2023 - Final for Year										

## Contract Performance through 6/30/2023 - Northwest

Agency to Participant Cost Ratio					Cost Per Service/Enrollment Level			
		Actual	Contracted, Not to Exceed 60%/40% AD/DW 70%/30% Yth			Actual	Contracted	Percent
<b>Youth Alliance</b>	Agency:	\$ 59,935.17	49%	60%	Served (New+C/O)	49	45	109%
	Participant:	\$ 62,611.20	51%	40%	Cost Per:	\$ 2,500.95	\$ 2,543.38	
	Total	\$ 122,546.37	100%	100%				
<b>Youth Alliance-NW</b>	Agency:	\$ 19,500.40	47%	53%	Served (New+C/O)	8	20	40%
	Participant:	\$ 21,856.90	53%	47%	Cost Per:	\$ 5,169.66	\$ 2,328.69	
	Total	\$ 41,357.30	100%	100%				
<b>MOKAN</b>	Agency:	\$ 58,728.62	41%	39%	New Enrollments	106	108	98%
	Participant:	\$ 85,050.31	59%	61%	Cost Per:	\$ 1,356.41	\$ 2,238.30	
	Total	\$ 143,778.93	100%	100%				
<b>GHRPC</b>	Agency:	\$ 65,376.11	52%	52%	New Enrollments	58	68	85%
	Participant:	\$ 60,091.82	48%	48%	Cost Per:	\$ 2,163.24	\$ 2,088.58	
	Total:	\$ 125,467.93	100%	100%				
<b>GHRPC</b>	Agency:	\$ 37,395.03	60%	45%	Served (New+C/O)	23	21	110%
	Participant:	\$ 24,533.65	40%	55%	Cost Per:	\$ 2,692.55	\$ 3,943.59	
	Total:	\$ 61,928.68	100%	100%				
<b>NWRCOG</b>	Agency:	\$ 43,686.16	51%	54%	New Enrollments	37	38	97%
	Participant:	\$ 42,460.49	49%	46%	Cost Per:	\$ 2,328.29	\$ 2,227.77	
	Total:	\$ 86,146.65	100%	100%				
<b>Comments:</b>					Total Served/Enrolled	281	300	94%
June 30, 2023 - Final for year								

## WIOA Expenditures through 8/31/2023

	Adult Expenditures			Dislocated Worker Expenditures			Youth Expenditures			Out-of-School Exp. Rate (75%)
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	
<b>Youth Alliance</b>	147,656.15	9,866.20	N/A	165,275.54	7,451.38	N/A	173,575.91	14,866.82	9%	100%
+ Outstanding Participant Obligations		-			-			1,278.52		Work Experien. Exp. Rate (20%)
<b>Total:</b>	147,656.15	9,866.20	7%	165,275.54	7,451.38	5%	173,575.91	16,145.34	9%	27%
										Out-of-School Exp. Rate (75%)
<b>GHRPC</b>	134,992.23	11,449.28	8%	157,104.90	13,302.27	8%	195,455.32	15,900.48	8%	83%
+ Outstanding Participant Obligations		24,497.00			2,464.00			21,738.76		Work Experien. Exp. Rate (20%)
<b>Total:</b>	134,992.23	35,946.28	27%	157,104.90	15,766.27	10%	195,455.32	37,639.24	19%	15%
<b>GHRPC - One Stop Opt.</b>	12,500.00	1,133.64	9%	12,500.00	1,052.88	8%	N/A	N/A	N/A	Out-of-School Exp. Rate (75%)
<b>Gamm, Inc.</b>	131,011.80	19,978.30	15%	170,828.55	18,525.35	11%	192,546.75	13,569.52	7%	44%
+ Outstanding Participant Obligations		28,136.00			-			100.00		Work Experien. Exp. Rate (20%)
<b>Total:</b>	131,011.80	48,114.30	37%	170,828.55	18,525.35	11%	192,546.75	13,669.52	7%	15%
<b>TOTAL Region</b>	426,160.18	95,060.42	22%	505,708.99	42,795.88	8%	561,577.98	67,454.10	12%	
<b>Comments</b>										
August 31, 2023 = 17% of the Year										

## WIOA Contract Performance through 8/31/2023

Agency to Participant Cost Ratio				Cost Per Service/Enrollment Level				
		Actual	Contracted		Actual	Contracted	Percent	
<b>Youth Alliance</b>	Agency:	\$ 16,713.80	97%	55%	New Enrollments	32	130	25%
	Adult/Dislocated Worker Participant:	\$ 603.78	3%	45%	Cost Per:	\$ 541.17	\$ 2,407.17	
	Total:	\$ 17,317.58	100%	100%				
<b>Youth Alliance</b>	Agency:	\$ 10,614.98	66%	55%	New Enrollments	5	55	9%
	Youth Participant:	\$ 5,530.36	34%	45%	Cost Per:	\$ 3,229.07	\$ 3,155.93	
	Total:	\$ 16,145.34	100%	100%				
<b>GHRPC</b>	Agency:	\$ 24,476.35	47%	60%	New Enrollments	11	130	8%
	Adult/Dislocated Worker Participant:	\$ 27,236.20	53%	40%	Cost Per:	\$ 4,701.14	\$ 2,246.90	
	Total:	\$ 51,712.55	100%	100%				
<b>GHRPC</b>	Agency:	\$ 13,310.10	35%	55%	New Enrollments	6	55	11%
	Youth Participant:	\$ 24,329.14	65%	45%	Cost Per:	\$ 6,273.21	\$ 3,553.73	
	Total:	\$ 37,639.24	100%	100%				
<b>Gamm</b>	Agency:	\$ 27,114.17	41%	54%	New Enrollments	20	130	15%
	Adult/Dislocated Worker Participant:	\$ 39,525.48	59%	46%	Cost Per:	\$ 3,331.98	\$ 2,321.85	
	Total:	\$ 66,639.65	100%	100%				
<b>Gamm</b>	Agency:	\$ 12,694.44	93%	59%	New Enrollments	2	55	4%
	Youth Participant:	\$ 975.08	7%	41%	Cost Per:	\$ 6,834.76	\$ 3,500.85	
	Total:	\$ 13,669.52	100%	100%				
<b>Comments:</b>								
				<b>Total New Enrollments</b>	<b>76</b>	<b>555</b>	<b>14%</b>	

## Planning Budget Summary Budget Amendment

WDB North MO  
FY23 Adult Period: 7/1/2023 6/30/2024

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	7,195.82		
Admin Other	4,081.64		
Admin Indirect	715.58		
<b>Total Admin</b>	<b>11,993.04</b>		
Program -Salary/Fringe	41,466.51		
Program Other Staffing/OP	31,502.01		
Program Indirect	875.37		
Individual Training Accounts	32,432.71		
On-the-Job Training	-		
Apprenticeships/Pre-Apprenticeships	-		
Work Experience/Internships	19,075.10		
Supportive Services	9,445.82		
<b>Total Program Services</b>	<b>134,797.52</b>	-	-
<b>Total Budget</b>	<b>146,790.56</b>	-	-

Agency Costs Expenditure Rate:	55%	\$ 73,843.89
Participant Costs Expenditure Rate:	45%	\$ 60,953.63

Comments: Combined NE/NW Carryover balances

<i>Brent Stevens</i>	08 / 14 / 2023
WDB Director	Date
<i>Negg Roberts</i>	08 / 11 / 2023
WDB Chair	Date



## Planning Budget Summary Budget Amendment

WDB North Missouri  
FY23 DW Period: 7/1/2023 6/30/2024

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	15,480.00	-	-
Admin Other	8,773.02	-	-
Admin Indirect	1,548.00	-	-
<b>Total Admin</b>	<b>25,801.02</b>	<b>-</b>	<b>-</b>
Program -Salary/Fringe	73,774.08	-	-
Program Other Staffing/OP	58,466.84	-	-
Program Indirect	1,467.35	-	-
Individual Training Accounts	52,000.00	-	-
On-the-Job Training	12,500.00	-	-
Apprenticeships/Pre-Apprenticeships	-	-	-
Work Experience/Internships	22,000.93	-	-
Supportive Services	12,000.00	-	-
<b>Total Program Services</b>	<b>232,209.20</b>	<b>-</b>	<b>-</b>
<b>Transferred to Adult</b>			
Individual Training Accounts	-	-	-
Supportive Services	-	-	-
<b>Total Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>
		#DIV/0!	-
<b>Total Budget</b>	<b>258,010.22</b>	<b>-</b>	<b>-</b>

Agency Costs Expenditure Rate:	58%	\$ 133,708.27
Participant Costs Expenditure Rate:	42%	\$ 98,500.93

Comments: Combined NE/NE carryover balances

<i>Brent Stevens</i>	08 / 14 / 2023
WDB Director	Date
<i>Gregg Roberts</i>	08 / 11 / 2023
WDB Chair	Date

### Planning Budget Summary Budget Amendment

WDB North Missouri PY 22 Youth	Period: 7/1/2023	6/30/2024	
	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	11,484.00		
Admin Other Operational Costs	6,508.00		
Admin Indirect	1,148.00		
<b>Total Admin</b>	<b>\$ 19,140.00</b>		
IS Program -Salary/Fringe	20,132.90		
IS Program Other Operational Costs	17,627.76		
IS Program Indirect	304.89		
IS Occupational Skills Training	-		
IS Work Experience	16,303.69		
IS Work Experience Staffing	1,651.72		
IS On-the-Job Training	-		
IS Pre-Apprenticeships	-		
IS Internships/Job Shadowing	-		
IS Supportive Services	1,500.00		
IS Other Direct Part. Costs (Incentives)	2,000.00		
<b>Total In-School Youth</b>	<b>59,520.96</b>		
OSS Program -Salary/Fringe	29,275.82		
OSS Program Other Operational Costs	32,463.07		
OSS Program Indirect	1,054.95		
OSS Occupational Skills Training	18,245.01		
OSS Work Experience	22,027.43		
OSS Work Experience Staffing	1,651.72		
OSS On-the-Job Training	-		
OSS Pre-Apprenticeships	-		
OSS Internships/Job Shadowing	-		
OSS Supportive Services	4,273.39		
OSS Other Direct Part. Costs (Incentives)	3,754.99		
<b>Total Out-of-School Youth</b>	<b>112,746.38</b>		
<b>Total Program Services</b>	<b>\$ 172,267.34</b>		
<b>Total Budget</b>	<b>\$ 191,407.34</b>		

Agency Costs Expenditure Rate:	60%	\$ 104,162.83
Participant Costs Expenditure Rate:	40%	\$ 68,104.51

In-School Expenditure Rate:	35%	\$ 59,520.96
Out-Of School Expenditure Rate:	65%	\$ 112,746.38
Work Experience Expenditure Rate:	24%	\$ 41,634.56

*Brent Stevens* 08 / 14 / 2023

WDB Director *Gregg Roberts* Date 08 / 11 / 2023

WDB Chair \_\_\_\_\_ Date \_\_\_\_\_

Workforce Development Board  
For the Two Months Ending Thursday, August 31, 2023

	Program Budget	Prior YTDs	Prior Month YTD	Current Month	Total Program YTD	Budget Remaining
Miscellaneous Revenue	\$0.00	\$0.00	(\$6,821.16)	(\$3,592.09)	(\$10,413.25)	\$10,413.25
General Revenue	(1,512,793.88)	(418,458.68)	(5,717.42)	(68,436.44)	(492,612.54)	(1,020,181.34)
Total Revenue	(1,512,793.88)	(418,458.68)	(12,538.58)	(72,028.53)	(503,025.79)	(1,009,768.09)
66323 WDB Admin Salaries/ Fringe	101,838.89	36,709.36	11,950.01	12,318.11	60,977.48	40,861.41
66324 WDB Admin Other Operational	29,007.72	7,855.53	867.67	1,876.73	10,599.93	18,407.79
66325 WDB Admin Indirect	9,669.50	2,239.72	1,519.21	1,008.40	4,767.33	4,902.17
66363 WDB IS Salaries/ Fringe	2,875.17	(244.03)	534.60	424.05	714.62	2,160.55
66364 WDB IS Other Operational	2,314.61	48.82	66.02	65.88	180.72	2,133.89
66365 WDB IS Program Indirect	320.35	15.46	41.09	33.13	89.68	230.67
66373 WDB OS Program Salaries/ Fringe	16,684.25	2,720.76	1,603.79	1,272.16	5,596.71	11,087.54
66374 WDB OS Prgram Other Opt.	8,651.81	1,262.46	198.05	197.64	1,658.15	6,993.66
66375 WDB OS Program Indirect	1,464.78	409.83	123.26	99.38	632.47	832.31
66383 WDB Program Salaries/ Fringe	46,930.40	2,403.92	4,046.59	4,119.32	10,569.83	36,360.57
66384 WDB Program Other Operational	126,770.53	26,348.28	502.99	805.85	27,657.12	99,113.41
66385 WDB Program Indirect	2,906.10	563.38	313.03	252.10	1,128.51	1,777.59
66388 Career Center Expense	67,073.15	31,376.16	825.31	9,238.25	41,439.72	25,633.43
66530 Sub-Recipient Salary/ Fringe	230,295.23	56,868.89	24,024.63	33,101.62	113,995.14	116,300.09
66531 Sub-Reciepoint Other Agency Operation	145,953.29	18,042.26	7,553.18	6,749.34	32,344.78	113,608.51
66532 Classroom Occupation Trng/ ITA	247,748.04	52,390.33	0.00	5,210.20	57,600.53	190,147.51
66533 On-The-Job Training	23,500.00	0.00	0.00	0.00	0.00	23,500.00
66534 Supportive Services	60,241.01	5,524.19	565.46	1,021.67	7,111.32	53,129.69
66537 Work Experience	78,516.03	0.00	3,142.30	2,628.83	5,771.13	72,744.90
66539 Participant Staffing	22,949.54	22,949.54	0.00	0.00	22,949.54	0.00
66550 IS Sub-Recipient Salary/ Fringe	16,804.38	1,442.40	3,252.54	3,596.54	8,291.48	8,512.90
66551 IS Sub-Recipient Oth Agency Opt.	17,392.37	378.67	974.61	857.41	2,210.69	15,181.68
66552 IS Classroom Occup Trng/ ITA	1,741.00	1,741.00	0.00	0.00	1,741.00	0.00
66554 IS Supportive Services	2,545.74	1,045.74	0.00	0.00	1,045.74	1,500.00
66556 IS Work Experience Staffing	1,651.72	0.00	0.00	879.47	879.47	772.25
66557 IS Work Experience	17,227.77	924.08	484.42	290.66	1,699.16	15,528.61
66562 IS Other Part. Cost/ Incentives	2,250.00	250.00	0.00	0.00	250.00	2,000.00
66570 OS Sub-Recipient Staff Salary/ Fringe	68,310.25	52,997.92	6,872.49	12,112.93	71,983.34	(3,673.09)
66571 OS Sub-Recipient Oth Agency Opt.	35,650.63	18,636.93	4,214.25	3,043.14	25,894.32	9,756.31
66572 OS Classroom Occup Trng/ ITA	24,175.75	5,930.74	0.00	0.00	5,930.74	18,245.01
66574 OS Supportive Services	8,436.66	4,163.27	444.93	377.69	4,985.89	3,450.77
66576 OS Work Experience Staffing	2,594.95	943.23	410.04	406.10	1,759.37	835.58
66577 OS Work Experience	79,147.27	57,119.84	1,972.77	3,846.83	62,939.44	16,207.83
66582 OS Other Part. Cost/ Incentives	9,154.99	5,400.00	100.00	200.00	5,700.00	3,454.99
Total Expenses	1,512,793.88	418,458.68	76,603.24	<b>106,033.43</b>	601,095.35	911,698.53

### Carryover Funds Available for PY 2023

#### FY23 Carryover - ADULT

	Balance 6/30/23	YA/MK 20%	YA/NW 20%	GHRPC 20%	Balance 6/30/2023	Gamm/BRPC 20%	Gamm-H 20%	GHRPC-K 20%	Surplus Available	
WDB Admin	2,406.83				9,586.21					
WDB Training	5,949.96				6,169.13					
Job Center	9,450.37				8,649.00				Job Center	
Sub Participant	76,048.47	29,676.78	6,732.37	14,979.44	28,530.59	11,705.20	8,059.60	8,765.79	24,659.88 1/3 NW/YA	
	<b>81%</b>	<b>93,855.63</b>	<b>29,676.78</b>	<b>6,732.37</b>	<b>14,979.44</b>	<b>52,934.93</b>	<b>11,705.20</b>	<b>8,059.60</b>	<b>8,765.79</b>	<b>24,659.88</b> 1/3 NC/GHPRC
(33% part. 6/30)		23,668.19 short		991.69 short net					x	1/3 NE/Gamm

#### FY23 Carryover - DISLOCATED WORKER

	Balance 6/30/23	YA/MK 20%	YA/NW 20%	GHRPC 20%	Balance 6/30/2023	Gamm/BRPC 20%	Gamm-H 20%	GHRPC-K 20%	Surplus Available	
WDB Admin	10,362.22				15,438.80					
WDB Training	12,985.62				11,470.25					
Job Center	4,228.42				6,523.04				Job Center	
Sub Participant	99,703.80	35,025.39	805.15	16,635.47	97,298.07	23,333.50	18,050.05	11,024.43	92,127.88 1/3 NW/YA	
	<b>78%</b>	<b>127,280.06</b>	<b>35,025.39</b>	<b>805.15</b>	<b>16,635.47</b>	<b>130,730.16</b>	<b>23,333.50</b>	<b>18,050.05</b>	<b>11,024.43</b>	<b>92,127.88</b> 1/3 NC/GHPRC
(42% part. 6/30)		46,006.42 short				13,933.90 short	15,185.10 short	17,002.46 short	x	1/3 NE/Gamm

#### PY22 Carryover - YOUTH

	Balance 6/30/23	YA/ABCD 20%	YA/NW 20%	GHRPC 20%	Balance 6/30/2023	Gamm/BRPC 20%	Gamm-H 20%	GHRPC-K 20%	Surplus Available	
WDB Admin	6,843.34				12,296.66					
WDB Training	13,844.06				14,253.61					
Job Center	2,142.63				5,917.39				Job Center	
Sub Participant	42,006.64	1,654.81	8,726.10	17,810.93	94,103.02	15,139.38	14,212.37	14,449.39	64,116.68 1/3 NW/YA	
	<b>65%</b>	<b>64,836.67</b>	<b>1,654.81</b>	<b>8,726.10</b>	<b>17,810.93</b>	<b>126,570.68</b>	<b>15,139.38</b>	<b>14,212.37</b>	<b>14,449.39</b>	<b>64,116.68</b> 1/3 NC/GHPRC
(21% 6/30 part.)				9,315.05 short		18,898.75 short	20,994.93 short	14,907.95 short	x	1/3 NE/Gamm

**180,904.44**

#### Proposed Distribution

	Adult	DW	Youth	Total
WDB	-	-	-	-
NE/Gamm Additional (1/3)	8,219.96	30,709.29	21,372.23	60,301.48
NC/GHPRC Additional (1/3)	8,219.96	30,709.29	21,372.23	60,301.48
NW/YA - Additional (1/3)	8,219.96	30,709.29	21,372.23	60,301.48
	<b>24,659.88</b>	<b>92,127.88</b>	<b>64,116.68</b>	<b>180,904.44</b>

PY 23 ADMINISTRATIVE BUDGET – NCMC/WDB OFFICE				
				9/11/2023
<b>REVENUE</b>		<b>NE/NW Combined</b>		
<b>SOURCE</b>		<b>PY 22 Budget</b>	<b>PY 23 Budget</b>	<b>Difference PY22 - PY23</b>
WIOA Title I - PY23 (new year)		\$ 262,305.24	\$ 280,777.76	18,473
WIOA Carryover Funds		\$ 46,939.18	\$ 121,606.00	74,667
TANF Skill/Up		\$ 24,500.00	\$ 24,110.00	(390)
TANF Job League		\$ 7,000.00	\$ 11,269.00	4,269
EO Budget		\$ 50,000.00	\$ 35,000.00	(15,000)
<b>TOTAL REVENUES</b>		<b>\$ 390,744.42</b>	<b>\$ 472,762.76</b>	<b>82,018</b>
				82,018
<b>EXPENSES</b>		<b>NE/NW Combined</b>		
<b>DESCRIPTION</b>	<b>ACCOUNT CODE</b>	<b>PY 22 Budget</b>	<b>PY 23 Budget</b>	<b>Difference PY22 - PY23</b>
Salaries	12-060-840-56130	\$ 184,761.00	\$201,762.32	17,001
Retirement (NT 6.86%)	12-060-840-56221	\$ 14,871.97	\$16,055.42	1,183
Insurance (Health/Life/Vision)	12-060-840-56241 12-060-840-56242	\$ 32,311.46	\$36,000.00	3,689
FICA (6.2%)	12-060-840-56281	\$ 11,455.18	\$12,509.26	1,054
Medicare (1.45%)	12-060-840-56282	\$ 2,679.03	\$2,872.80	194
Leave Reserve	12-060-840-56283	\$ 5,967.58	\$ 10,000.00	4,032
Unemployment Compensation		\$ 5,000.00	\$ 10,000.00	5,000
Telephone (Long Distance)	12-060-840-67220	\$ 1,600.00	\$ 2,500.00	900
Workman's Comp/General Liability	12-060-840-66351	\$ 3,500.00	\$ 5,500.00	2,000
Staff Travel (lodging, meals, prof dev.)	12-060-840-66353	\$ 2,000.00	\$ 10,000.00	8,000
Staff Mileage	12-060-840-66343	\$ 9,000.00	\$ 15,000.00	6,000
Other Costs (supplies)	12-060-840-66600	\$ 1,400.00	\$ 4,000.00	2,600
Postage	12-060-840-66406	\$ 300.00	\$ 300.00	0
Subscriptions (website maint)	12-060-840-66405	\$ 1,475.00	\$ 4,000.00	2,525
Copies	12-060-840-66404	\$ 500.00	\$ 1,500.00	1,000
Memberships/Dues	12-060-840-66490	\$ 525.00	\$ 2,500.00	1,975
Equipment/Service	12-060-840-76533	\$ 4,000.00	\$ 7,500.00	3,500
Advertising/Public Notices	12-060-840-66602	\$ 500.00	\$ 5,000.00	4,500
Contractor/Partner Mtgs./Prof. Dev.	12-060-840-66647	\$ 500.00	\$ 6,000.00	5,500
Rent/Utilities	12-060-840-66304	\$ 24,000.00	\$ 24,000.00	0
Contracted Services (Maint/IT Support)	12-060-840-66310	\$ 4,000.00	\$ 4,000.00	0
Indirect Costs (10% off campus)	12-060-840-66606	\$ 18,476.10	\$ 20,176.23	1,700
Audit	12-060-840-66303	\$ 10,422.08	\$ 18,000.00	7,578
WDB Meetings / WDB Travel	Direct Admin	\$ 5,000.00	\$ 10,000.00	5,000
MAWD Conference	Direct Admin	\$ 4,000.00	\$ 8,000.00	4,000
Outreach – Employer Engagement	Direct Admin	\$ 500.00	\$ 3,000.00	2,500
Direct EO Officer Travel, Trng	Direct EO	\$ 2,000.00	\$ 1,789.53	(210)
Transitional Services/Merger Reserve (consultant, audits, CPA services)	Direct Admin	\$ 40,000.00	\$ 25,000.00	(15,000)
<b>TOTAL BUDGETED EXPENSES</b>		<b>\$ 390,744.40</b>	<b>\$ 466,965.56</b>	<b>76,221.16</b>
Surplus/Deficit		0.02	5,797.20	\$5,797

Issuance No: P-7  
 Issuance Date: 7/1/23 (Updated 9/19/2023)  
 Subject: Supportive Services

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**Background**

A supportive service is any payment necessary to enable a participant to engage in an authorized activity under the Workforce Innovation and Opportunity Act (WIOA). Supportive services are designed to assist WIOA Adult, Dislocated Worker, and Youth program participants in securing and sustaining employment and in credential attainment. Any Adult, DW, or Youth participant actively participating in approved WIOA activities may receive supportive services.

**Purpose**

This policy provides guidance to the subrecipients of the Workforce Development Board of North Missouri on the allowance, approval, and payment of supportive services available under the WIOA.

In all cases, an Employment Plan/Individualized Service Strategy (EP/ISS) for WIOA Adult, DW, and youth programs must contain the need for, and extent of, supportive services, as well as case note documentation of the linkage of payment for the supportive services to an authorized activity. WIOA funded supportive services should only be provided when the services are not available from the other community resources, per the current OWD issuance. A directory of community resources can be found at the Workforce Development Board of North Missouri website.

Supportive services are not entitlements and all supportive services requests must be supported by a demonstration of need. To receive supportive services, the participant must request the payment, specifying the need. The request must show every attempt was made to find other resources, including those outside the local area, to provide the services. All supportive services must link back to employment or education goals identified in the EP/ISS and submitted on the Participant Voucher. Staff must review case notes prior to providing a supportive service to verify the service isn't being funded by another provider.

Supportive services are allowed to WIOA Youth participants receiving follow-up services. Follow-up supportive services must be submitted to WDB staff for approval. The maximum amount paid to Youth participants in supportive services during follow-up is \$250.00

Supportive services will not exceed \$2,000 per person per program year. If an individual is enrolled in more than one WIOA program, the maximum of \$2,000 *total* supportive service payment per person per program year may not be exceeded. If a participant has received supportive services from another region's workforce development area during the current program year, the amount of supportive services received will count towards the \$2,000 program year limit.

The Workforce Development Board of North Missouri subcontracts with sub-recipients to provide supportive services to participants. As required in those contracts, each sub-recipient must comply with Uniform Guidance (2 CFR Part 200).

Supportive services may include:

- Child care;
- Transportation; and/or
- Other reasonable expenses (uniform, tools/equipment, assessment fees, etc.) required for eligible WIOA participants to participate in WIOA services/activities.

### **Child Care**

Childcare will be paid based on contracted days and will be supported by a class schedule or timesheet and daycare provider contract or attendance sheet. Each participant must apply for state childcare assistance prior to receiving WIOA childcare supportive services. Childcare costs will be paid directly to the childcare provider. Childcare may be paid during school breaks to ensure continued availability only if it is documented in the childcare provider's policy. The maximum childcare rate is \$16 per day, **per child** based on funding availability.

### **Transportation**

Mileage Reimbursement will be paid based on scheduled days and will be supported by a training schedule or attendance log. It will be calculated based on the *round-trip mileage* from the participant's home directly to the training site/employment site and back. A minimum of 20 miles round trip is required to receive mileage reimbursement. Verification documentation of the mileage calculation must be obtained prior to requesting payment. WIOA funds will be funds of last resort.

Reimbursement rates:

- 20-49.99 miles R/T: \$0.32/mile
- 50+ miles R/T: \$16/day

Emergency Travel may be provided if it is determined that there is an immediate need and the participant must have assistance in order to participate in a WIOA-related activity such as employment, training, or an approved workshop/activity. Emergency travel must be paid using the same reimbursement rates outlined for mileage reimbursement.

The emergency travel may be provided as an advance payment by determining the amount of reimbursement a participant would receive in a week and issuing the payment prior to the start of the activity/service. If needed, a gift card may be purchased in the amount determined by this policy.

When providing emergency travel payments when the round trip is less than 20 miles, sub-recipients should calculate the number of round-trip miles from the participant's home directly to the employment/training site and back and make a payment for one week of travel. This payment will be made based on the weekly calculation at a rate of \$0.32/mile. If the emergency payment is needed to participate in employment, weekly

payments may be made until the participant receives a paycheck. If participant is in need of multiple weeks' advance reimbursement, staff may request the additional advance payment by submitting a waiver request to the WDB Executive Director.

Bus Passes will be provided based on scheduled days and will be supported by a class schedule, work schedule, or attendance log. Passes may be obligated for the duration of the training, not to exceed a semester. If the bus pass is needed for employment, the pass will be provided until the first paycheck is received. Passes may be distributed no more than 30 days at a time. Daily bus passes may be issued for job search or workshop attendance; a job search log or verification of participation in the workshop will be needed to support the voucher.

Vehicle Repair costs may be provided but must be directly linked to an allowable activity. Required documentation includes:

1. Copy of title or registration showing that the client or their spouse, parent/guardian legally owns the vehicle;
2. Proof of car insurance.

One vehicle repair per program year is allowed. No cosmetic repairs will be paid from WIOA funding. If vehicle repairs are paid, no transportation will be paid concurrently; the participant cannot receive mileage reimbursement and vehicle repairs during the same week.

### **Other Supportive Services**

All other supportive services must be necessary in order for an individual to continue their education, obtain employment or retain employment and be consistent with Title I of WIOA. If a participant has a need for a supportive service not mentioned in this policy, requests for supportive services can be submitted to WDB North Missouri staff for approval. Funds should not be obligated until approval is granted. Submit a Request for Other Supportive Services form explaining what supportive service is needed, the amount of funding required, and a justification as to why the supportive service should be paid.

Background Check/Fingerprinting must be required for employment or training. Documentation from the employer or training provider stating the background check/fingerprints are required must accompany the Supportive Services Payment Form.

Application or Exam Fees are allowed when the training provider requires a fee for application or an exam. Documentation from the training provider stating the exam or application fee is required must accompany the Supportive Services Payment Form.

Medical Testing Fees are provided if the training provider requires the medical testing to participant in training. Documentation of the training provider's requirement must accompany the Supportive Services Payment Form.



Clothing Assistance is provided when the clothing items, including footwear, are determined necessary for the participant to participate in employment or training services. A detailed case note must be entered outlining the necessity of the items purchased and link the items to the activity in which the participant is enrolled as well as to the EP/ISS. Clothing assistance is limited to \$500 per participant per program year. Submit a screenshot or copy of the case note with the Supportive Services Payment Form.

No makeup, hair accessories, or personal hygiene items are allowed.

Tools or Equipment can be provided as an “other” supportive services. Verification that the specific tools or equipment are required by the employer or training provider must accompany the Supportive Services Payment Form.

Rent Assistance or a House Payment may be allowed as an “other” supportive service. The participant must indicate a need for the assistance. Rent assistance or a house payment is limited to one time per household, per program year, and may not exceed one month. Deposits are not allowable because these are refunded back to tenants in some instances. Payment of late fees or interest charges are also not allowable. Documentation must accompany the Supportive Services Payment Form. Allowable forms of documentation include:

- Copy of lease with participant’s signature;
- Documentation from the lending institution listing the monthly amount due and the participant’s name;

In the event the participant is not named on the documentation, an applicant statement describing the relationship between the participant and the person named on the lease or loan is required.

Gas or Electric Utilities Assistance is allowed when a participant can indicate a need. Gas or electric utilities assistance is limited to one timer per household, per program year, not to exceed one month. Deposits or start-up costs are not allowed. Documentation of the expense must accompany the Supportive Services Payment Form. Required documentation includes:

1. Shut-off Notice **and**
2. Case note documenting the participant attempted to receive this assistance elsewhere but was determined ineligible.

Car Insurance is allowed if a linkage to a WIOA-approved activity exists and is documented in a case note. The participant must indicate a need. Car insurance assistance is limited to one time per program year and only for start-up costs and one month premium. No pre-payment of premiums is allowable. Required documentation includes:

1. Copy of title or registration showing that the client or their parent/guardian legally owns the vehicle; **and**
2. Invoice from the insurance provider.

Laptop Purchases require documentation from the training site that the participant must provide their own laptop at the training facility for in-person classes. The maximum assistance for a laptop is \$400 and is allowed one time per participant. Online programs of study are not eligible for laptop purchase assistance.

Luxury items are **not** eligible as a supportive service. Examples of luxury items include:

- Telephone services
- Internet
- Cable service
- Air conditioning for home or vehicle.

### **Needs-Related Payments**

The Workforce Development Board of North Missouri has elected not to provide Needs-Related Payments (NPRs) to any recipient of WIOA Title I funded services, including Adults, Dislocated Workers, and Youth.

Needs-related payments are defined as supportive services paid to participants enrolled in a training program who have exhausted or are ineligible for UI. NPRs are issued as stipends to replace missing wages. Waivers for NPRs may be considered and should be submitted to the Executive Director of the WDB.

### **Trade Act Funding**

If a customer is enrolled in Trade Act, this funding source must be utilized prior to WIOA funding. If the customer needs resources not covered by Trade Act, local policy should be followed to provide these wrap-around services.

For example:

- The customer is enrolled in Trade Act and WIOA. The customer is attending Trade Act approved training. If the customer travels more than 50 miles one-way between their residence and a training facility, Trade Act allows for transportation reimbursement of \$0.50 a mile with a maximum payment of \$57 a day. The customer travels 100 miles and is in Trade Act approved training; therefore, the transportation reimbursement is \$50 (100 miles @ \$0.50). Local WIOA funding is not used since Trade Act already reimbursed the full mileage.
- The customer is enrolled in Trade Act, WIOA, and a NEG. The customer travels 35 miles one-way; therefore, Trade Act will not pay this expense. Local WIOA policy allows for reimbursement of \$0.25 a mile up to 100 miles. If all of the stipulations of the Policy are met, WIOA would then pay \$17.50 (70 miles @ \$0.25).

### **Pell Grant**

The current related OWD Issuance addresses the “Coordination of all Workforce Innovation Opportunity Act (WIOA) Title I-B programs with programs under Title IV of the Higher Education Act including the Pell Grant Program.” This Issuance should be adhered to when determining funding including Supportive Services.

- Duplicate payments must be avoided when the customer is eligible for both WIOA and other assistance.
- The mix of funds should meet the needs of the customer and be determined based on the availability of funding for either training costs or supportive services so that the training can be completed successfully.
- Simply reducing the amount of WIOA funds by the amount of Pell Grant funds is not permitted. The North Region will obligate funding based on budgets and customer's unmet need.

### **Non-WIOA Funding**

The Board may make available funds from other programs/funding sources outside of WIOA for supportive services. These funds may have different funding limits than WIOA and should be utilized prior to the use of WIOA funds. If the maximum funding is reached for a non-WIOA program/funding source operated by the Board, staff may request to use WIOA funds in addition to the non-WIOA funds. To request this, staff must provide a written request to the WDB Executive Director seeking approval by outlining the participant's need, explaining the amount necessary for the participant to be successful as well as listing the other funding sources being utilized. A determination will be made in writing approving or denying the request.

### **Case Management**

When a need for supportive services is indicated and a determination to provide them has been obligated, a funded services case note must be posted to the statewide case management system. The case note must provide the information required by state issuance.

Once the expense is incurred, the appropriate OWD activity code must be opened on the date the cost was incurred in the statewide electronic case management system. A corresponding case note dated when the cost was incurred should also be posted in the state case management system. The supportive service payment case note should include:

- The type of supportive service
- Date of payment
- Amount of payment
- Funding source

Costs incurred prior to program enrollment are not allowable. All documentation must support the service dates being funded. All appropriate support documentation and the accompanying Supportive Services Payment Form must be maintained in the customer's file in the manner described by OWD issuance.



(660)359-3622



1st initial last name @mail.ncmissouri.edu



912 Main Street, Trenton, MO



[www.wdbnorthmo.org](http://www.wdbnorthmo.org)

Brent Stevens, Executive Director  
Jeanie Griffin, Fiscal Manager  
Kerry Savage, Compliance Coordinator

Director Carter,

The Workforce Development Board of North Missouri is requesting a waiver to allow flexibility for the in-school and out-of-school expenditure requirements. The Board is request it be allowed to split the expenditures 50/50 between the two youth populations for the PY 2023 WIOA Youth allocations.

If the region is approved for this waiver, it will allow us to expand the current partnerships with our local secondary schools. These partnerships have allowed us in the past to help local youth plan beter for their future by benefiting from the WIOA Youth program elements. Serving in-school youth has also benefited employer engagement in the region, as we have found our local employers are excited to participate in the work experience program. We have also been able to utilize this waiver in the past to increase our services to in-school youth with a disability participate in paid work experiences while earning their high school diploma.

We expect that with the approval of this waiver we would continue to see better youth expenditure rates for the region, as well as improved skills gain and credential attainment measures. This should also improve our employment rates for the Youth Program since a majority of the in-school youth we will be serving will be introduced to participating in laborforce through work experience opportunities, which will prepare them for future success, and lead to better suited employment opportunities.

The Board is prepared to provide any requested information to help with the reporting of the success of this waiver. During our quarterly and fiscal and programmatic monitoring, we will monitor the use of the waiver and ensure we are meeting the requirements of the waiver.

If you have any questions about this wavier request, please contact me.

Thank you,

Brent Stevens  
WDB of North Missouri Executive Director  
912 Main Street  
Trenton, MO 64683  
(660)359-3622; Extension 1234  
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# WORKFORCE DEVELOPMENT BOARD OF NORTH MISSOURI



MISSOURI JOB CENTER-HANNIBAL/WARRENTON      GAMM      19 September 2023

## *Another Year Being the BEST* *Youth Update from Elaine Miller*



We have 11 in-school youth referrals for the BEST program. All of these youth will be eligible for the incentive portion of the WIOA grant upon receipt of documentation and enrollment. Only 6 youth have turned in all the documentation necessary to help us determine which of the following grants: WIOA, Skill-Up, or Jobs League, they may qualify for to be used for the paid internship portion of the program.

We have the following employers participating in the program this year: Hannibal Regional Healthcare System, Hannibal Public School District 60, Douglass Community Services, NE Missouri Humane Society - Hannibal and the Crossing. Those youth participating in work experience at the Crossing will be unpaid internships.



### *Upcoming Events*

- ♦ September 21 — Palmyra High School College and Career Fair
- ♦ October 5 — Project Community Connect
- ♦ October 12 — Hannibal Area Fall Job Fair
- ♦ November 2 — NEMO 8th Grade Career Expo
- ♦ November 6-8— NAWDP Youth Symposium
- ♦ November 8 — NECC Reverse Job Fair

**WIOA**  
Dislocated Worker  
**Cindy Holman**

Cindy sought out help from the WIOA staff at Missouri Job Center-Hannibal. She had a goal to obtain her CDL. Staff evaluated her plan and was able to provide assistance for the cost of training as well as support for other items like mileage. Gamm/DESE and WIOA worked together to help keep Cindy moving forward through setbacks and stress. But as Cindy told her case manager:

*"No matter how many times you fail, as long as you have determination and never give up, you will succeed! I am so grateful for these programs. I wouldn't have made it without them!"*

To find out more about the job center programs and services, call 573-248-2520.

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.missouri.gov](http://jobs.missouri.gov) or 1-800-739-2205/MS22. Gamm, Incorporated and the Missouri Department of Higher Education & Workforce Development are equal opportunity employers/providers. Auxiliary jobs and services are available upon request to individuals with disabilities. Missouri State Services at 711.

job center missouri  
Gamm INCORPORATED

**WIOA Title I –Adult and Dislocated Worker**

- ◆ New Enrollments since July 1— 20 Adult/DW; 1 Youth
- ◆ Staff focusing on celebrating success stories.
- ◆ Follow Gamm, Incorporated on Facebook to see more.

**Veterans Services**

- ◆ Hannibal now has an open position for a CODL staff working under DHEWD.

**Certified WorkReady Communities/NCRC**

- ◆ OWD Staff is working with schools around the job center to plan and test Seniors.
- ◆ Exciting news could be coming soon!!!



**Welcome to our New Staff!**

Gamm, Incorporated welcomed Dorothy Jones and Kenedee Queathem on July 1 to serve Warren, Lincoln, and Montgomery Counties. On September 5, Gamm welcomed Darci Clatt to work at the Hannibal comprehensive job center.

**WIOA**  
Dislocated Worker  
**Arleen Jones**

Arleen wouldn't let anything keep her from her goal. She came to the job center knowing exactly what she wanted, and she was able to find a way to get it through the help of our programs. As a Dislocated Worker, WIOA supported Arleen with tuition assistance and mileage reimbursement while she worked to improve her skills. She kept working hard, and she found her way. She told staff:

*"You wouldn't give up on me, even when I wanted to give up on myself!"*

To find out more about the job center programs and services, call 573-248-2520.

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.missouri.gov](http://jobs.missouri.gov) or 1-800-739-2205 (MS22). Gamm, Incorporated and the Missouri Department of Higher Education & Workforce Development are equal opportunity employers/providers. Auxiliary jobs and services are available upon request to individuals with disabilities. Missouri State Services at 711.

missouri job center  
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