

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 in 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 3-4 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 March 6, 2018 to June 30, 2019 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 NWWDB's Nondiscrimination and Equal Opportunity WIOA Complaint and Grievance Policy.

Participant Signature / Date

Parent/Guardian (if applicable) / Date

Team Member Signature / Date

The Northwest Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711