

CITY OF LOS ANGELES

CALIFORNIA

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TO: Welfare-to-Work Contractors

FROM: Ann Giagni, Director
Workforce Development Division

SUBJECT: Information Bulletin No. 02-06
Support /Job Retention Services

This information bulletin is a reminder of the support services definition and guidelines under the City of Los Angeles' Welfare-to-Work (WtW) program.

Support Services include individual and family counseling, materials for individuals with disabilities, job coaches, dependent care, meals, financial counseling, and other reasonable expenses required for job readiness or employment activities.

Item No. §5(B)(5)(d) of your agreement with the City of Los Angeles contains the following language about support services:

Job retention services and support services shall be provided after an individual is placed in a job readiness activity or in any other subsidized or unsubsidized job. These services can be provided with Welfare-to-Work funds only if they are not otherwise available to the participant. It is anticipated that the DPSS shall provide these services once participants are employed. Contractor shall coordinate with DPSS case managers to ensure that no duplication of services occurs. Job retention and support services include, but are not limited to:

- 1. Transportation assistance.*
- 2. Substance abuse counseling (except that Welfare-to-Work funds may not be used to provide medical treatment).*
- 3. Child care assistance.*
- 4. Emergency or short-term housing assistance and other supportive services.*

5. *Individual Development Accounts (IDAs) are authorized by section 403(a)(5)(v)(I) of the Act. They are described in detail at section 404(h) of the Act, which gives States the option to fund IDAs with TANF/CalWORKs, and by extension, Welfare-to-Work funds, for Welfare-to-Work participants. An IDA is an account established by or for an individual to allow the individual to accumulate funds for specific purposes enumerated in the Act, i.e., post-secondary educational expenses, first home purchase, and business capitalization. Contractors that fund IDAs with Welfare-to-Work grant funds must comply with Section 404(h) of the Act and the applicable Department of Health and Human Services regulations.*

The following guidelines, based on Federal Regulations and State and County Directives, are provided to assist you in determining when a support service is appropriate and allowable:

1. Adults should participate in Welfare-to-Work activities for at least 32 hours per week for one-parent families and 35 hours per week for two-parent families.
2. The cost of the support service is necessary and reasonable.
3. The cost of the support service is not prohibited by the regulations.
4. The support service is closely related to a participant becoming job ready, obtaining, or retaining employment.
5. The particular support service is not otherwise available to the participant.
6. The support service cost is in accordance with your operating policy.
7. Medical services are not allowable under the Welfare-to-Work program.

If you have any questions regarding this, please contact your WtW program analyst.

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