



Tom Grady, *Chair*
Ben Gibson, *Vice Chair*
Members
Monesia Brown
Esther Byrd
Grazie Pozo Christie
Ryan Petty
Joe York

Memorandum Policy No. 22-03

To: All Farmworker Career Development Program (FCDP) Sub Grantees

From: James Haugli, State Director; Farmworker Career Development Program

Date: August 1st, 2022

Subject: Supportive Services

Reference: TEGL No. 10-16 Change 1; TEGL No. 18-16 Change 1; National Farmworker Jobs Program Guide, Workforce Innovation and Opportunity (WIOA) Title I, Section 167 - National Farmworkers Jobs Program

Purpose: To provide clarification for supportive service payments issued to Farmworker Career Development (FCDP) participants.

Policy: Effective August 1st, 2022, in accordance with the guidelines stipulated in this policy all Farmworker Career Development Program (FCDP) offices will use this policy in regards to supportive service issuance. This policy rescinds Supportive Service Policy Memo 15-01. No amendments to this policy will be permitted.

The purpose of Support Service Allowances is to provide FCDP participants with financial assistance that allows them to continue to pursue their training per their Individual Employment Plan (IEP). Support services are provided as needed to allow participants to overcome barriers to participation and completion of their IEP. Case notes and participant files will identify the barriers and the support service that will be implemented to overcome the identified barrier using the attached forms.

Funds issued directly to participants are limited to a participation maximum of \$5,000.

Funds issued on behalf of participants for books, supplies, tuition, tools, uniforms, etc. are limited to a participation maximum of \$15,000.

These amounts are to be tracked for each participant using the Supportive Service Tracker. It is the responsibility of the career counselor to budget supportive services for each participant based on their needs and ensure they do not exceed allowed amounts.

State office approval is required to exceed these maximum amounts. The attached chart specifies the support category, amounts, notes and concerns/limits for Support Services Allowances.