

## **Cumberlands WIOA Kentucky Teleworks Support Policy**

Enrolled WIOA participants who have received an offer of employment through the Kentucky Teleworks initiative will be eligible to receive supportive services to help with the cost of items or activities directly necessary to obtain the job that has been offered. Supportive services will be provided only if funds are available. Kentucky Teleworks supportive services are limited to a maximum of \$350 per participant.

Participants will be reimbursed for eligible expenses only after presenting verification to the Career Manager in the form of actual receipts showing that the participant has already paid these expenses. Supportive services reimbursements will be paid directly to the participant on a monthly basis. If a business is willing to invoice LCADD and receive payment from LCADD using its normal billing and payment cycle, this would be allowable.

To avoid duplication, Career Managers will collaborate with other community agencies to ensure these services could not or are not otherwise being provided. Career Managers must document this in case notes.

There will be no ITA process for this portion of the Kentucky Teleworks program. Other training needs that need to be addressed through the ITA process will be available as well. All payments to participants pursuing jobs through Kentucky Teleworks will be made as supportive services. Any falsifying of any form, procedures, or payments by a participant will be grounds for termination from the WIOA program.

### **Support for Cincinnati Bell (StarTek)**

This policy is for eligible participants gaining employment thru Cincinnati Bell (StarTek) only. Training will be on location in Cincinnati. Duration will be three (3) days per week, Monday through Wednesday for five (5) weeks. Hotel and Parking will be paid for thru an agreement with Millennium Hotel in Cincinnati which is within walking distance of the training site. Hotel charges will be \$90 per night, parking charges and applicable taxes for three nights per week. (This price was negotiated and accepted by the hotel for these participants.) All participants must stay at this hotel with reservations made by LCADD and billing will be made directly to Lake Cumberland ADD and attached to the participant. Each Participant will be paid for travel and meals through supportive service. Supportive services of One Hundred Dollars (\$100) per week for travel and Ninety Dollars (\$90) per week for meals for a total of \$190 per week for travel and meals will be paid to the participant.