

**Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
Contact: Gail Breen
518-842-3676 Ext. 3017**

**Supportive Services Policy regarding payments and fees
for employment and training -related applications, tests, and certifications**

BY-2016-09

The FMS Workforce Development Board, through its WIOA services sub-contractor, will contribute up to \$10 per person towards the payment and fees for employment and training-related applications, tests, and certifications provided as Career Services or Non-ITA Youth services.

The following criteria must be met by the Customer:

- Be a resident of Fulton, Montgomery, or Schoharie County
- Be registered in OSOS as a WIOA-eligible Adult, Dislocated Worker, or Youth
- Be unable to obtain these payments or fees from another agency

In addition:

- If a customer is working with and/or may be eligible for supportive services from another agency, staff will contact the agency on the customer's behalf to initiate possible service provision.
- Contact/Coordination with any other agencies must be documented in OSOS comments and if applicable, the inability of the partner to provide the needed supportive service.
- Funding for supportive services must be available.

The WDB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.