

Policy Area: WV PROWD	
Title: PROWD Support Services	Number: PRD-PSS-25-V1
Effective Date: June 02, 2025	Review by Date: September 17, 2029
Approved Date: May 28, 2025 Revision Date:	Approved by: Scott A Adkins

PURPOSE:

The purpose of this policy is to establish clear guidelines for the provision, coordination, and reimbursement of supportive services offered to participants of the WV PROWD (Partnerships for Reentry Opportunities in Workforce Development) program who are housed at a Residential Reentry Center (RRC) or on home confinement under the supervision of the Bureau of Prisons.

SCOPE:

This policy applies to all participants eligible for supportive services under WV PROWD, as well as to subcontractors (First Choice Services) responsible for purchasing, distributing, or coordinating these services. First Choice Services is directly accountable for ensuring that all supportive services are delivered in a timely, appropriate, and compliant manner, and for maintaining accurate documentation—including receipts, invoices, and case notes—to support reimbursement and monitoring requirements.

REFERENCES:

- 20 CFR § 680.900: Supportive Services
- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Grant Agreement: GRNT2500001060 PROWD Subrecipient: Statement of Work

DEFINITION:

- **Supportive services** under Stage 2 of the WV PROWD program are targeted, needs-based services intended to remove barriers that may hinder a participant's ability to engage in workforce development and reentry activities. These services are provided in accordance with guidance from the U.S. Department of Labor (DOL) and U.S. Department of Justice (DOJ) under the PROWD demonstration grant.

1900 Kanawha Blvd. East * Building 3 Suite 300 * Charleston, WV 25305

An agency of the Department of Commerce

*An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.***www.workforcewv.org**A proud partner of the  American Job Center® network

- Supportive services must be:
 - Reasonable, necessary, and
 - Directly aligned with the participant's Individual Development Plan (IDP) and reentry goals.
- The maximum allowable amount for supportive services during Stage II is \$100 per participant, contingent upon available funding and program capacity.. All expenditures must follow established documentation, approval, and reimbursement procedures set by WorkForce West Virginia (WFWV) and applicable federal requirements.

ELIGIBILITY AND ALLOWABLE SERVICES:

- **Participant Eligibility**
 - To receive supportive services under this policy, individuals must meet all of the following criteria:
 - Be currently housed in a BOP-contracted RRC or under home confinement in West Virginia;
 - Be officially enrolled in Stage 2 of WV PROWD;
 - Have a documented need for supportive services that directly relate to employment or reentry success.
- **Allowable Supportive Services**
 - Eligible supportive services may include, but are not limited to:
 - **Vital Records:** Assistance with obtaining identification documents such as birth certificates, Social Security cards, or state-issued ID cards;
 - **Work-Related Materials:** Items such as work boots, slip-resistant shoes, uniforms, or tools required for employment;
 - **Professional Attire:** Clothing appropriate for job interviews or employment;
 - **Other Pre-Approved Supports:** Services determined on a case-by-case basis that directly enable participation in job readiness, training, or employment.
- All requests for supportive services must be evaluated, documented, and approved in alignment with WV PROWD program procedures.

PROCESS FOR SECURING SUPPORTIVE SERVICES:

- **Supportive Services: Assessment, Coordination, and Reimbursement Process**

Reentry Coordinators will meet with WV PROWD participants to assess and identify supportive service needs that are essential for successful reentry and participation in workforce development activities. This process is conducted in collaboration with First Choice Services peer mentors to ensure a comprehensive understanding of each participant's circumstances and to determine the most appropriate supportive services.

- Whenever feasible, community-based resources will be leveraged to obtain needed services at no cost. When services cannot be accessed through existing providers, First Choice Services is responsible for directly purchasing the identified supportive services on behalf of the participant and submitting all required documentation to WFWV for reimbursement. First Choice Services is accountable for purchasing, distributing, and maintaining complete and accurate records for all supportive services provided, in accordance with PROWD program guidelines and fiscal requirements.
- To ensure transparency and accountability, the subcontractor must document all supportive services in the Grants Performance Management System (GPMS), including:
 - Itemized receipts and/or invoices (uploaded into images)
 - Detailed case notes explaining the participant's assessed need
 - A description of the service(s) provided
 - Justification for how the service supports reentry and workforce participation
- Reimbursement for supportive services will be issued by WFWV up to \$100 per participant, contingent upon submission of complete and verifiable documentation. First Choice Services must include these reimbursement requests with their monthly reports and submit them within 30 days of securing the supportive service.

MONITORING AND COMPLIANCE:

- First Choice Services must conduct internal monitoring of the allocation and use of supportive services on a monthly basis, coinciding with the submission of cash requests. This monitoring must include a review of all documentation supporting the use of funds, including receipts, invoices, and case notes. Subcontractors are required to submit a monthly report detailing all supportive services provided and associated expenditures.
- In addition, WFWV will conduct periodic audits of the subcontractor's records to verify that supportive services are being delivered in accordance with WV PROWD guidelines and that all funds are used appropriately

LIMITATIONS AND RESTRICTIONS:

- The total amount of supportive services provided to each participant cannot exceed \$100 while they are housed at the RRC or on home confinement under the supervision of the BOP. These supportive services are only available during the participant's enrollment in the WV PROWD program and must be secured within the period of their residence at the RRC or while on home confinement.