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## TECHNICAL ASSISTANCE MEMO #38

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**DATE:** JULY 1, 2022  
**TO:** CAREER NDWG SERVICE PROVIDERS  
**FROM:** TAMARA TOLES, WSW DATA & COMPLIANCE COORDINATOR  
**RE:** CAREER NATIONAL DISLOCATED WORKER GRANT (NDWG)

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Career NDWG is an initiative to serve dislocated workers from population(s) most disproportionately affected by COVID-19 job loss who need childcare assistance so they may participate in training, earn credentials, and build skills for a new career. This initiative connects participants to pre-approved childcare services that make possible people's successful return to the workforce, particularly women, people of color, and the rural poor in Southwest Washington by providing subsidized childcare services that enable full participation in training and job search processes. The measured results are successful employment placement with family sustaining wages. In the service area of Clark, Cowlitz and Wahkiakum Counties, the program is also known as "Childcare Navigator."

This funding awarded to WSI by way of the Columbia Willamette Workforce Collaborative specifically supports the provision of training and identification of and payment for childcare and are funded by Workforce Innovation and Opportunity Act (WIOA). The duration of Career NDWG funding is July 1, 2022 through June 30, 2023. [WSW Supportive Services Policy #3005 rev 7](#) requirements must be met unless stipulated as an exception within the grant and outlined below.

### Service Cap:

[WSW Supportive Services Policy #3005 rev 7](#) requirements must be met for Career NDWG. However, the funding allows for a higher per participant allocation for training and childcare payments. This is a specific goal as awarded from the Department of Labor grant. Participants should be provided with training and childcare payments that match the grant award as represented by the budgeted allocations.

- a) Additional **Childcare Payments up to \$7,000 total are maximum per participant**, or as allowable by the pre-approved list and contractual allocation as presented in the budget details for Childcare Expenses.

### Procedures and Documentation

When providing a supportive service paid for out of Career NDWG program, subrecipient must follow the [WSW Supportive Services Policy](#).

### Disallowed Supportive Services

Refer to [WSW Supportive Services Policy](#) to determine list of disallowed supports.

### Right to Reduce or Eliminate Supportive Services

WSW reserves the right to reduce or eliminate supportive services in the event funding is reduced or other budgetary constraints exist. In such circumstances, WSW will work with service providers to determine equitable measures to affect the reduction or elimination, including sufficient prior

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notice for participants. In no event would a reduction or elimination of funded supportive services be retroactive.

**Supportive Service Waiver Process**

In some unique circumstances, service providers may be unable to obtain receipts for goods or services. When this occurs, follow processes outlined in [WSW Supportive Services Policy](#).

On an individual basis, exceptions may be made by the WSW Program Manager or his/her designee. Consideration of waiver requests shall ensure to the extent possible that similarly situated participants receive similar payments. Copies of the approved waiver documenting the extraordinary circumstances that exist/existed will be maintained in the participant's file and in the fiscal records.

**Questions**

Contact Star Rush [SRush@workforcesw.org](mailto:SRush@workforcesw.org) if you need assistance or have any questions.