# Workforce One

Support Service User Guide Adult/Dislocated Worker (DW) October 2019



A **Support Service** is used for reporting purposes to track specific items paid from Adult or DW funds

The type and amount of **Support Services** should be documented in a Case Note and on the Fiscal Ledger, if your agency maintains one

Refer to the following policies for additional information:

- Support Services
- Internal Case File Monitoring
- Client Training

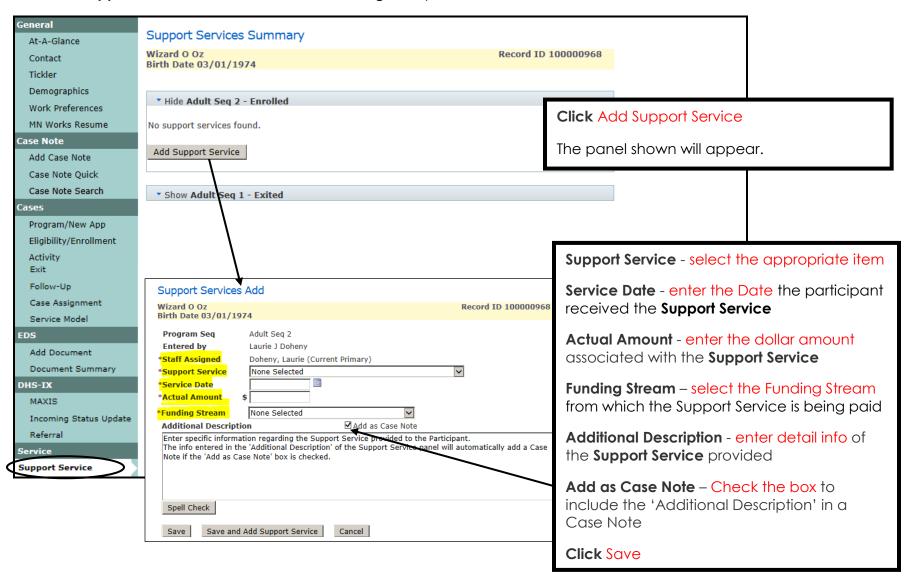
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### ADD SUPPORT SERVICE

Support Services entered for a participant will appear on the Support Services Summary panel.

To add a Support Service,

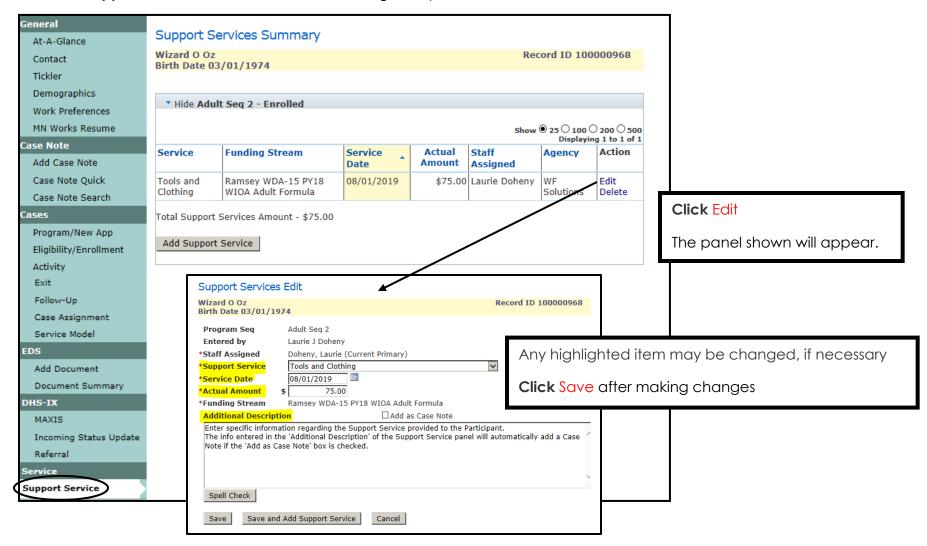
Click the **Support Service** link found on the left navigation panel.



## **EDIT SUPPORT SERVICE**

Users with the appropriate privileges may Edit a Support Service.

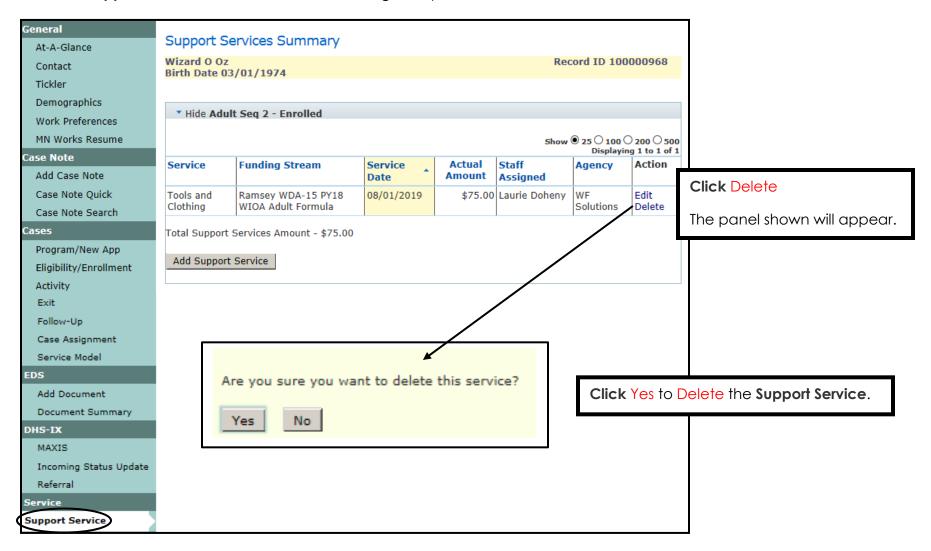
Click the **Support Service** link found on the left navigation panel.



### **DELETE SUPPORT SERVICE**

Users with the appropriate privileges may **Delete** a **Support Service** in which funds have <u>not</u> been spent. If your WF1 access does <u>not</u> allow you to delete a Support Service, the item may be deleted by Workforce Solutions' MIS Unit, with Supervisor approval.

Click the **Support Service** link found on the left navigation panel.



## **SUPPORT SERVICES**

All Support Services listed below, with the except of the three marked, are available in WF1 for Adult & Dislocated Worker.

Books, Fees, and Supplies for Post-Secondary Students Child and Dependent Care Counseling: Personal, Financial, Legal Dental Disaster Event - Safety Training Tools **Dislocated Worker Only** Disaster Event - Work-Related Physical Examination Disaster Supplies Drug and Alcohol Counseling **Educational Testing Emergency Financial Assistance** Emergency Health Insurance **Employment and Training-Related Fees** Health Care Housing or Rental Assistance Linkages to Community Services Out of Area Job Search Professional Membership Relocation Tools and Clothing Transportation