

Summary P4W Policy Recommendations

To ensure alignment with WIOA and additional state and federal requirements, Partner4Work must develop program policies that guide how P4W-funded Adult, Dislocated Worker, and Youth services are delivered in Pittsburgh and Allegheny County. In addition, fiscal and administrative policies, as well as programmatic policies, must be voted on and approved by the Partner4Work Board of Directors prior to local implementation. Partner4Work has drafted the following for approval from the Board:

Program	Policy	Summary of Recommendations
USDOL Pathway Home	WIOA Supportive Services Policy	<p>Recommendation: Revise current WIOA Supportive Services Policy to remove total supportive services cap of \$750.</p> <p>Limits are placed in each supportive services category to regulate spending on supportive services. Requests for exceptions to requirements in the policy may be submitted by service providers to ensure unique needs of participants continue to be met.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Follow-Up Services Policy	<p>Recommendation: Approve a new policy that outlines how follow up services must be provided to Pathway Home program participants.</p> <p>This policy requires 12 months of follow-up services to be made available to participants following program exit. The policy also sets requirements for the frequency of follow-up service delivery, methods of delivery, and how to handle instances in which staff are unable to contact participants during the follow-up period.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Incentive Policy	<p>Recommendation: Approve a new policy (adapted from the P4W Youth Incentive Policy) that sets requirements for how incentive payments may be provided to Pathway Home participants for achievements directly connected to program goals.</p> <p>The policy sets requirements to ensure consistency and fairness in the awarding of incentives and that proper fiscal controls are in place for the storing and issuing of gift cards as incentive payments. A cap of \$100 has been set per incentive payment.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Supportive Services Policy	<p>Recommendation: Approve a new policy (adapted from the P4W WIOA Supportive Services Policy) that sets requirements for the types of supportive services that may be provided with Pathway Home supportive service funds.</p> <p>Limits are placed in each supportive services category (Transportation; Drug Testing; Criminal Background Checks, etc.) to regulate spending on supportive services.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
TANF EARN	TANF EARN Training Policy	<p>Recommendation: Approve a new policy (adapted from the P4W Individual Training Account Policy) that establishes requirements for how funding for training may be provided to participants in the Allegheny County Temporary Assistance for Needy Families (TANF) Employment Advancement and Retention Network (EARN) program.</p>

		<p>The policy sets a \$5,000 cap for funding that an individual may receive to attend training. The policy also outlines eligibility requirements for participation in training, types of training programs that qualify, and other criteria that must be met prior to awarding funding (e.g. assessment/career planning).</p>
Fiscal	Cash Management	<p>Recommendation: Approve updated policy to include updated account information for bank accounts.</p> <p>This policy reviews bank reconciliation process, cash flow management, line of credit drawdown and Unclaimed property.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Financial reporting & Government returns	<p>Recommendation: Approve updated policy to reflect statements are being provided to the Finance & Personnel committee, the Executive Committee, and Board.</p> <p>This policy outlines financial reports and delivery timeframes, including Board reports, Annual Audited Financials, 9130, Financial Status Reports, 990, 5500, W-2's, 1099's, BCO-10. The policy outlines public access to information on returns and details a monthly checklist of accounting activities with target dates.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Procurement Policy	<p>Recommendation: Approve updated policy to reflect a more robust, formal procurement process following uniform guidance and other best practices.</p> <p>This policy outlines the practice of ethical, responsible and reasonable procedures regarding all matters of purchasing, agreements, contracts and other related forms of commitments. This policy follows all established government mandated regulations and standards to control all purchases of goods and services and encourage maximum level of competition and transparency. It includes definitions, procurement levels, approvals, contract requirements, and monitoring of subrecipients.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Subrecipient for 9130 reporting	<p>Recommendation: Approve a new policy required for Partner4Work to maintain compliance federal reporting policies.</p> <p>This policy outlines requirements and time frame for reporting 9130 for subrecipients associated with Federal Grant awards.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>
	Travel & Business Expense Policy	<p>Recommendation: Approve updated policy to refine and define travel & business expense reimbursements.</p> <p>This policy defines allowable vs. unallowable travel costs, including mileage, parking, air travel, and meals. The policy gives clear examples of best practice and references uniform guidance regulations 2CFR200.405 and 2CFR200.404, expenses must be allocable, allowable, necessary and reasonable. The policy lists due dates for reimbursable charges and credit card charges.</p> <p><i>Approved by P4W Executive Committee on 11/30/2020</i></p>

Administrative		<p>Recommendation: Approve new Social Media and Authorized Agents policy.</p> <p>This policy outlines best practices for employees to use when they communicate online for professional and personal use and to ensure transparency between Partner4Work and the public. This policy also outlines the individual(s) authorized to communicate with the public and press on behalf of P4W.</p> <p><i>Approve by P4W Executive Committee on 11/30/2020</i></p>
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