

**Pinal County Workforce Development Board (PCWDB)
Policy Broadcast (PB)
PCWDB PB 20-2
Adding Supportive Services to the Service & Training Plan in the AJC System
Effective February 2, 2021**

Policy Bulletin (PB) 20-2 is issued to inform PCWDB's service providers of the Workforce Innovation and Opportunity Act Title I-B Adult, Dislocated Worker and Youth Programs how to properly record Supportive Services on the Service & Training (S&T) plan in the AJC System.

Adding Supportive Services to the Service and Training (S & T) plan in the AJC System

Effective February 2, 2021, each time a Supportive Service is provided to a WIOA Title I-B Adult, Dislocated Worker, and Youth Program participant, the Supportive Service must be added to the S & T Plan in the AJC system. All types of Supportive Services are defined in the [AJC Service Dictionary](#).

1. Service providers must ensure that the type of supportive service added to the S & T plan matches the actual type of Supportive Service provided.
2. The date of the Support Service must reflect the date the support Service was provided to the participant. The start date and completion date must be the same date, and the date on the S & T plan in AJC must match the date on the supportive service documentation and case notes in the AJC system.
3. When a participant is provided another Supportive Service, *even when it is the same type of Supportive Service*, the appropriate Supportive Service must be added again to the S & T plan in the AJC system.

NOTE: There is no need to make changes to supportive services added to the S & T plan prior to February 2, 2021.

If you have any questions regarding PCWDB's WIOA Title I-B Adult, Dislocated Worker or youth policies or requirements in this PB, email moriahrobles@pinal.gov.