

Region 4 Workforce Board Needs Related Payment Policy

Background:

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for adults, out of school youth (18-24) and dislocated workers defined in WIOA Sections 3(59) and 134(d)(2) and (3). These include services such as transportation, child care, dependent care, housing, and needs related payments needed to enable individuals to participate in WIOA Title I activities. Supportive services may only be provided to individuals who are:

- (a) Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
- (b) Unable to obtain supportive services through other programs providing such services.

Supportive services only may be provided when they are necessary to enable individuals to participate in career service or training activities. All WIOA-enrolled adults, out of school youth, and dislocated workers are eligible for supportive services as defined in WIOA Section 3(59). The exception is NRPs, which are a form of supportive service available only to adults, out of school youth (18-24) and dislocated workers who are enrolled in training.

Purpose:

To ensure the appropriate use of Needs Related Payments (NRP) as an allowable supportive service for WIOA out of school youth, adult and dislocated Worker program participants.

WIOA regulation § 680.930 § 681.570 – What are needs –related payments?

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a **participant must be enrolled in training**.

WIOA regulation § 680.940 – What are the eligibility requirements for adults to receive needs-related payments?

Adults and Out of School Youth (18-24) must:

- (a) Be unemployed;
- (b) Not qualify for, or have ceased qualifying for, unemployment compensation; and
- (c) Be enrolled in a program of training services under WIOA sec. 134(c)(3).

WIOA regulation § 680.950 – What are the eligibility requirements for dislocated workers to receive needs-related payments?

To receive needs-related payments, a dislocated worker must:

- (a) Be unemployed, and:
 - (1) Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
 - (2) Be enrolled in a program of training services under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- (b) Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).

If these eligibility requirements are met, individuals may be awarded needs related payments from WIOA funding prior to the start date of training classes for the purpose of enabling them to participate in program of employment and training services that begin within thirty (30) calendar days. At that point or sooner, as appropriate, all participants must be enrolled in *Training Services*.

§ 680.960 May needs-related payments be paid while a participant is waiting to start training classes?

Yes, payments may be provided if the participant has been accepted in a training program that will begin within 30 calendar days. (Request for NRP prior to training must be approved by WDB designees, Chief Operations Officer or Director of Operations)

§ 680.970 - How is the level of needs-related payments determined?

NRPs should be provided when it is determined that ongoing resources and income from all other sources are insufficient to support participants in WIOA-funded training.

(a) The payment level for adults must be established by the Local WDB. **The level of needs-related payments made to adults and out of school youth as determined by the local WDB will be \$45 per day while in training.** We issue a full \$45 per day to APG participants when they attend at least 50% or half-day of class; anything less they will not receive the \$45 Needs Related Payment.

(The Board reflected upon the Economically Disadvantaged Criteria in determining this amount. Region 4's economically disadvantaged criteria for a family of 1 is \$11,880 annually*). This level will also be used for providing NRP to Out of School Youth (18-24).

(b) For dislocated workers, payments must not exceed the greater of either of the following levels:

- (1) The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
- (2) The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income, as determined by Local WDB policies.

The attached Worksheets (attachments A&B) will be used in documenting eligibility and need. **Staff will use the electronic version of attachment B (sent separately) for calculating NRP need.** Weekly payment levels must be adjusted to reflect changes in total family income. Limits may be placed on NRPs subject to availability of funds. The above adult, out of school youth and dislocated workers NRP levels will be used after determining need. The minimum NRP will be \$25 per week.

Administration and Oversight

- A copy of any UI entitlement decision or confirmation of UI benefits being exhausted will be maintained in each customer file. **Or** attestation form signed with above information.
- A copy of the requests for training classes for each period of training (quarter, semester, block, class, etc.) will be maintained in each customer file. (A copy of the customers Individual Training Account (ITA) will be used as documentation).
- Verification of enrollment/registration, participation, and completion of training classes (confirmation from training office or course instructor) will be maintained in each customer file. A copy of class schedule will be maintained in each customer files and will be used documentation. Monthly verifications of attendance and training progress will be reviewed.
- Each customer determined eligible and receiving Needs Related Payments (NRPs) will have signed a copy of to his/her understanding of the requirements and instruction.
- All eligibility will be documented and maintained in the customer file.

Responsible Party:

One Stop center management and staff responsible for WIOA or other DOL funded programs must verify and document eligibility for needs-related payments for adults, out of school youth and dislocated worker program participants.

Note :

Economically disadvantaged criteria **amounts are updated annually** and the NRP adult level must be updated annually to reflect any changes.

Effective date: April 2017



Attachment A – Needs Related Payment Support Analysis Form

1. Are you unemployed or have you received notification of layoff?
D Yes D No
2. Do you currently qualify for Unemployment Insurance benefits?
D Yes D No
3. Do you currently qualify for additional state or extended Unemployment Insurance benefits (e.g., Training Benefits)?
D Yes D No
4. Do you currently qualify for Trade Readjustment Allowances (TRA)?
D Yes D No
5. Are you receiving any other federal or state income support? *Examples: TANF, Training Completion Aid?*
D Yes D No
6. Do you need income support beyond these other resources in order to participate in training full-time?
D Yes D No

Needs Related Payments (NRP) are not intended to provide the entire amount of income support you need to complete your training. If you are awarded an NRP, it will be based on this support analysis and budget you provide. These payments are made to help you while making satisfactory progress while attending training.

All answers and statements are true and complete to the best of my knowledge. I understand that providing untruthful or misleading answers are cause for denial of NRPs. Any overpayments or fraud based on my false or misleading answers could result in my repayment of any NRPs provided.

Signature: _____ Date: _____



Attachment B - Resource Worksheet

Monthly Income		Monthly Expenses	
Personal		Rent/Mortgage	
Spouse/Partner		Electricity	
Other Family Members		Heating	
Child Support		Water/Garbage/Sewage	
Social Security		Telephone	
Maintenance/Alimony		Monthly Auto Payments	
Retirement		Day Care	
Workers Compensation		Medical Ins & out of pocket	
Social Security		Monthly Credit Card Pymt	
Unemployment Insurance		Monthly Loan Payment	
Public Assistance: WIC, TANF, Food Stamps		Food	
Trade Readjustment Allowance		Clothing	
Other:		Fuel	
		Public Transportation	
		Other:	
Total Monthly Income		Total Monthly Expenses	
TOTAL INCOME:			
TOTAL EXPENSES:			
BALANCE/DEFICIT: Monthly		Weekly	
Weekly Training Expense:			
Weekly Needs Related Payment:			

I certify that the above is true and accurate to the best of my knowledge. I further understand that any receipt of support services is contingent upon the availability of funds.

APG Participant Signature

Date

APG Career Coach Signature

Date