

WIA TITLE I-B PROGRAM MANAGEMENT POLICIES AND PROCEDURES

MEMORANDUM #07-XX

To: All WIA Title I-B Adult and Dislocated Worker Program
Subrecipients

Subject: Needs Related Payments

Effective Date: January 1, 2010

POLICY

A. BACKGROUND

Needs Related Payments (NRPs) provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIA section 134(e) (3). NRPs are intended to provide cash assistance to participants.

B. GENERAL POLICY

Enrolled Adults and Dislocated Worker participants engaged in a work experience and on-the-job training will be eligible for NRPs. Priority is given to participants who are serving their community through placements at community based organizations, non-profit organizations and human services departments of governmental agencies. Priority is given to participants in work experiences.

If NRPs are provided to participants when it is determined that ongoing resources or income from all other sources is not adequate to support him/her while in WIA-approved training, a Training Support Analysis Form (see end of document) must be completed and kept in the participant file. The weekly payment level must be adjusted to reflect changes in the total family income as determined by local policies. Limits may be established for NRPs given availability of funds.

Participants can receive NRPs for no more than 18 weeks.

Any alleged fraudulent activity identified or suspected while monitoring must be reported immediately to OIG as provided in 20 CFR 667.630.

C. POLICIES FOR THE PROVISION OF NEEDS RELATED PAYMENTS

Eligibility

Adults must:

- a) Be unemployed, and
- b) Not qualify for (or have ceased to qualify for) unemployment insurance (UI), and
- c) Be enrolled in a program of training services under WIA Sec. 134 (d)(4).

Dislocated Workers must:

- a) Be unemployed, and
- b) Have ceased to qualify for unemployment insurance or trade readjustment allowances under TRA or NAFTA-TAA, and
- c) Be enrolled in a program of training services under WIA, Section 134 (d)(4), 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 six months; or
- d) Be unemployed and not qualified for unemployment insurance compensation or trade readjustment allowances under TRA or NAFTA-TAA.

Level of Payment Determination

- The payment level for Adults are not to exceed \$267 per week.
- The level of a NRP made to a Dislocated Worker with exhausted or unavailable unemployment insurance shall not exceed the greater of:
 - 1) The applicable weekly level of unemployment insurance compensation (for participants who were eligible for unemployment insurance compensation as a result of a qualifying dislocation) up to \$267 per week, or
 - 2) If the worker did not qualify for unemployment insurance, the weekly payment may not exceed the poverty level (100 percent of the Lower Living Income Standard Level) for an equivalent period up to \$267 per week.

NOTE: Dislocated workers enrolled in approved training who are unemployed but who receive payments as a member of a reserve component of the U. S. Armed Services, or as a member of the Washington National Guard, for periods of duty of 72 consecutive hours or less, shall be considered unemployed for purposes of qualifying for NRPs.

Payment for a week of NRPs will be made when the participant participates in work experience or on-the-job training activities for a minimum of 32 hours per week. Hours below 32 per week may be accordingly pro-rated. Hours are to be verified weekly. Payments can be made to participants on sick or vacation leave while in training. Participants receive 1 day of leave for such purposes per month.

D. REQUEST FOR EXCEPTION

In exceptional circumstances, a request for exception to above policies must be made to the Workforce Development Council Snohomish County in writing prior to issuance of a NRP.

E. PROCEDURES

The WIA subrecipient has the authority to approve NRPs. Any subrecipient electing to provide NRPs must document the participant's eligibility for and receipt of such service in the participant file and the subrecipient's fiscal system using the NEEDS RELATED PAYMENT DOCUMENTATION FORM. Additional supporting documentation including a work experience plan must also be maintained in specific instances as described above. The NEEDS RELATED PAYMENT DOCUMENTATION FORM must be signed and dated by the participant. A copy of the form should be given to the participant. NRPs can be made via check or direct deposit by the subrecipient. The NEEDS RELATED PAYMENT TRACKING FORM should be maintained and updated weekly.

Participants earning more than \$267 a week in earned income will have their NRP suspended for the week in question. Participants may also receive WIA support service will receiving NRPs.

TRAINING SUPPORT ANALYSIS FORM

1. Are you unemployed or have you received notification of layoff?
 Yes No
2. Do you qualify for Unemployment Insurance Compensation (UI) benefits?
 Yes No
3. Do you qualify for additional state or extended UI benefits (e.g., Training Benefits)?
 Yes No
4. Do you qualify for Trade Readjustment Allowances (TRA)?
 Yes No
5. Have you ceased to qualify for UI benefits?
 Yes No
6. Have you ceased to qualify for additional state UI benefits?
 Yes No
7. Have you ceased to qualify for Trade Readjustment Allowances?
 Yes No
8. Are you receiving any other federal or state income support? *Examples: TANF, Training Completion Aid?*
 Yes No
9. Have you considered all "other resources" available that will help you successfully participate in your full-time training program? *Examples of other resources include but are not limited to: Pell grants, severance pay, other family income (spouse's income).*
 Yes No
10. Will "other resources" meet the need to support you while attending training full-time?
 Yes No
11. Do you need income support beyond your "other resources" available in order to participate in training?
 Yes No

NRPs are not intended to provide the entire amount of income support you may need to complete your training. These payments are made to help you while making satisfactory progress while attending engaged in training. NRPs are subject to your eligibility for the program and total funds available.

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 needs-related payments (NRPs). Any overpayments or fraud based on my false or misleading answers could result in my repayment of any NRPs provided.

Signed: _____

Dated: _____