

	POLICY P11: SUPPORTIVE SERVICES AND NEEDS-RELATED PAYMENTS
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	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

PURPOSE

This policy addresses the use of WIOA Title I funds for supportive services and needs-related payments (NRPs) to support adults, dislocated workers, and youth participating in WIOA Title I activities.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for participant supportive services. Supportive services may only be provided to participants who are participating in-career services (other than follow up career services) and/or training services and who are unable to obtain the services through other programs who provide such services.

POLICY

Providers may provide supportive services to eligible youth, adults, and dislocated workers in accordance with this policy. Supportive services may only be provided after it has been determined such services are necessary to enable the participant to participate in Workforce Innovation and Opportunity Act (WIOA) activities. The cost of supportive services must be both reasonable and competitive in price. Supportive services include:

- Assistance with transportation
- Assistance with child care and dependent care,
- Linkages to community services
- Assistance with housing,
- Assistance with educational testing
- Assistance with uniforms and other appropriate work attire and work-related tools, including such items as eye glasses and protective eye wear,
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes,
- Reasonable accommodations for individuals with disabilities,
- Referrals to healthcare,
- and Needs Related Payments needed to enable individuals to participate in WIOA Title I activities.

Needs Related Payments

Needs-related Payments (NRP) are designed to provide a participant with financial assistance to help individuals meet their non-training expenses in order to help them to complete training successfully. Providers must ensure the appropriate use of NRP as an allowable supportive service for WIOA out of school youth, adult and dislocated worker program participants as follows. NOW must approve all NRPs prior to obligation of funds and/or payment of NRP by a provider.

Eligibility

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

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

A dislocated worker must:

1. Be unemployed, and:
 - a. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
 - b. 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
2. 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 NRP 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*.

Amount

The level of needs-related payments made to adults and out of school youth will be \$55 per day while in training. A full \$55 per day will be issued to participants when they attend at least 50% or half-day of training; anything less they will not receive the \$55 Needs Related Payment. The daily amount is based on economically disadvantaged criteria which are updated annually, therefore, the NRP adult and youth level may be updated to reflect any changes. NOW may, at its sole discretion, approve partial payment of a needs-related payment for eligible participants, and may approve a higher daily payment on a case-by-case basis. These exceptions will be based on funds availability, barriers of the training participant, and type of training in alignment with NOW priorities for target populations and industry sectors.

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.

Eligibility and need will be assessed and documented for each participant receiving NRPs. NOW will authorize all NRPs at its sole discretion based on demonstration of need, funds availability, and alignment with organizational priorities for training and employment programs.

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

1. Eligibility documentation and needs analysis including a budget (such as those shown in Attachments A and B) will be provided to NOW for review and approval prior to the authorization, obligation or payment of any NRP.
2. 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.
3. A copy of the requests for training 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).
4. Verification of enrollment/registration, participation, and completion of training (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 file and will be used as documentation. Monthly verifications of attendance and training progress will be reviewed.
5. Each customer determined eligible and receiving NRPs will have signed a copy of to his/her understanding of the requirements and instruction.
6. All eligibility will be documented and maintained in the customer file.

Service providers are responsible for verification and documentation of eligibility for needs-related payments for adults, out of school youth and dislocated worker program participants.

REFERENCES

Proposed 20 CFR 680.300, 680.930, 680.940, 680.950, 680.960, and 680.970 – Adult and Dislocated Worker

Attachment A - Needs Related Payment Support Analysis Form

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

Attachment B – Resource Worksheet for Needs Related Payment Determination

Monthly Income		Monthly Expense	
Personal		Rent/Mortgage	
Spouse/Partner		Electricity	
Other Family Members		Heating	
Child Support		Water/Sewer/Garbage	
Social Security		Telephone	
Maintenance/Alimony		Auto Payments	
Retirement		Day Care	
Workers Compensation		Medical Ins/Out of Pocket	
Public Assistance		Food	
Trade Act Allowance		Clothing	
Other		Fuel	
		Public Transportation	
		Other	
Total Monthly Income		Total Monthly Expenses	
BALANCE/DEFICIT Monthly			
BALANCE/DEFICIT Weekly		Weekly Training Expense	