

ADULT NEEDS-RELATED PAYMENTS POLICY

Southern 14 Workforce Investment Board, Inc. LWIA #26

Title I-A funds allocated to the 14 counties of the Southern 14 Workforce Investment Board Area 26 may be used, if available, to provide needs-related payments to participants in accordance with the approved local plan, as appropriate. Needs-related payments shall be provided to a customer only in order to enable such customer to participate in training or education programs under this program. To be eligible for needs-related payments a customer must meet the following guidelines per WIOA Section 133(b)(2)(B):

DEFINITIONS

Adult: An individual who is age 18 or older.

Needs Related Payments: Financial assistance to participants for the purpose of enabling individuals to participate in trainings and is one of the supportive services authorized by WIOA Section 133(b)(2)(B)

Unemployed Individual: An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

Supportive Services: Customer services for dislocated workers that are necessary to enable WIA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIA activities. Such services include but are not limited to transportation, vehicle insurance and repairs, clothing and shoes, child and dependent care, referrals to medical services (payment of medical services such as physicals or shots when related to training or employment), eye glasses and dental procedures, linkages to community services, housing and utility assistance.

POLICY

- A. Eligibility NRPs are not intended to meet all needs of a worker enrolled in training and are limited to workers who need assistance to complete their long-term training plans.
 1. Adult Eligibility: to be eligible for NRPs, an Adult must:
 - a. Be unemployed;
 - b. Not qualify for Unemployment Insurance compensation (UI); and,
 - c. Be enrolled in a program of training services under WIOA Section 134 (c) (3)
 2. If these eligibility requirements are met, individuals may be awarded NRPs from WIA funding prior to the start date of training classes for the purpose of enabling them to participate in programs of employment and training services that begin within thirty (30) calendar days.
 3. The Bureau of Workforce Development (BoWD) may authorize local areas to extend the thirty-day grace period to address appropriate circumstances.
- B. Payment Determination
 1. The level of NRPs made to Adults may not exceed the equivalent weekly amount of the LWIA's annual 100% LLSIL for a family of one.

C. Administration and Oversight

Listed below are the requirements on how documentation and payments for Adult NPR should be handled by each service provider in LWIA 26.

1. LWIA 26 service providers for adult services are required to maintain the following documentation on each eligible NRP recipient:
 - a. A copy of a UI entitlement decision or confirmation of UI benefits being exhausted;
 - b. A copy of request for training classes for each period of training (quarter, semester, block, class, etc.);
 - c. Verification of enrollment/registration, participation, grades, and completion of training classes (confirmation from Registrar's office and course instructor);
 - d. A signature by the participant attesting to his/her understanding of NRP requirements and instructions;
 - e. All eligibility determinations must be documented; and
 - f. A comprehensive reporting system of all NRPs.

D. Fraud

1. To prevent fraudulent payment activity LWIA 26 service providers must:
 - a. Perform a cross check with UI to ensure that participants are not receiving UI, State Training Benefits, TRA, and NRPs at the same time;
 - b. Verify training participation before payments are authorized; and,
 - c. Report fraud when discovered to begin the collection process from appropriate sources.
2. In the event of the discovery of fraudulent activity, all payments to the fraudulent party will cease and all funds paid will be recovered.
3. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for prosecution per WIA Policy Letter No. 06-PL-28.
4. NRPs have been classified as non-taxable income by the Internal Revenue Service (IRS).

E. Verification Forms

LWIA 26 service providers should use the attached NEP Analysis Form #001 and NRP Weekly Verification of Income & Training Form #002 for each adult client who received NRP's.

I have read, understood and agree to comply with the policies for Needs Related Payments.

Participant Signature

Date

To Be Complete By LWIA **Career Planner**

I have reviewed these policies with the participant, have determined their eligibility to receive Needs Related Payments and have explained the procedures for collecting Needs Related Payments.

Career Planner Signature

Date

