

## DISLOCATED WORKER NEEDS-RELATED PAYMENTS POLICY

Southern 14 Workforce Investment Board, Inc. LWIA #26

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

### **DEFINITIONS:**

**Dislocated Worker:** An individual who has been terminated or laid off, or who has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.

**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:** Such services include but are not limited to transportation, vehicle insurance and repairs, clothing and shoes, 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. These services can be provided to eligible individuals who cannot afford to pay for such services to participate in authorized WIOA activities.

### **POLICY**

(A) IN GENERAL. Funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B), may be used to provide needs-related payments to adults and dislocated workers, respectively, who

1. Are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services under subsection (c)(3).

(B) ADDITIONAL ELIGIBILITY REQUIREMENTS. In addition to the requirements contained in subparagraph (A), a dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs related payments under this paragraph only if such worker was enrolled in the training services —

- (i) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated workers under this subtitle; or

- (ii) If later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months.

If these eligibility requirements are met, individuals may be awarded NRPs from WIOA 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. The Bureau of Workforce Development (BoWD) may authorize local areas to extend the thirty-day grace period to address appropriate circumstances.

(C) **LEVEL OF PAYMENTS.** The level of a needs-related payment made to a dislocated worker under this paragraph shall not exceed the greater of—

- (i) The applicable level of unemployment compensation; or
- (ii) If such worker did not qualify for unemployment compensation, an amount equal to the poverty line, for an equivalent period, which amount shall be adjusted to reflect changes in total family income.

(D) **ADMINISTRATION AND OVERSIGHT.** Listed below are the requirements on how documentation and payments for Adult NRP should be handled by each service provider in LWIA 26.

1. Service providers 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.

(E) **FRAUD**

1. To prevent fraudulent payment activity the LWIA 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. NRP's have been classified as non-taxable income by the Internal Revenue Service (IRS).

(F) VERIFICATION FORMS

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

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

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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.

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Career Planner Signature Date