

## Niagara County Workforce Investment Board Needs-Related Payment Policy

Under ARRA, Needs-Related Payments (NRPs) must be made available to enable participants to pursue training of sufficient duration to acquire skills and credentials of value that will connect them to emerging jobs as the economy recovers. The goal for One-Stop Career Centers should be that no individual approved to attend training should have to refuse or abandon such training because he/she cannot afford living expenses. Needs-Related Payments, a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training in a locally approved training program when they do not qualify for or have exhausted their UI benefits.

Local Workforce Investment Boards are required to develop policies and procedures addressing coordination of services and resources with other programs and entities. Assurances should be made that the resources and services provided are not available through other entities and that they are necessary for the individual to participate in WIA activities. **Needs-Related Payments should only be provided with WIA funds when other funds are not available or have been exhausted.**

The following procedures shall define the eligibility, level of payment, policy, and documentation requirements of Needs-Related Payments for Adult and Dislocated Workers under WIA.

### Eligibility Requirements

Payments will not be offered to individuals who have other means of financial support, such as TANF.

1. Adults must:
  - Be unemployed, **and**
  - Not qualify for (or have ceased to qualify for) unemployment insurance (UI) Compensation or extended UI benefits, **and**
  - Be enrolled full time in a locally approved training program under WIA. Approved training must not include wages, including on-the-job training, work experience, or customized training. Training must credit or clock a minimum of 12 hours per week.
  
2. Dislocated Workers must:
  - Be unemployed, **and**
  - Have ceased to qualify for unemployment insurance compensation, extended UI benefits, or trade readjustment allowances under TRA or NAFTA-TAA, **and**
  - Be enrolled full time in a locally approved training program under WIA, section 134 (d)(4), by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities as a Dislocated Worker; or, 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; **or** be unemployed and not qualified for unemployment insurance compensation or trade readjustment allowances under TRA or NAFTA-TAA. Approved training must not include wages, including on-the-job training, work experience, or customized training. Training must credit or clock a minimum of 12 hours per week.

Needs-related payments shall not be provided to any participant for the period that such individual is employed, enrolled in or receiving on-the-job training, out-of-area job search, or basic readjustment services.

If eligibility requirements are met, individuals may be awarded Needs-Related Payments 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 30 calendar days. The Governor may authorize local areas to extend the 30-day grace period to address appropriate circumstances.

The term “enrolled in training program” means that the worker’s application for training has been approved and the training institution has furnished written notice that the individual has been accepted in the approved training program beginning within 30 calendar days. Approved training does not include programs that include payment of wages.

### **Level of Payment Determination**

The payment level for Adults will be up to a maximum of \$25 per week per individual, not to exceed \$1,300.

The LWIB has aligned the limit for needs-related payments for Adults with the federally imposed limit for Needs-Related Payments for Dislocated Workers. CFR 663.840 gives the limit for Needs-Related Payments for Dislocated Workers.

The level of a Needs-Related Payment made to an Adult or Dislocated Worker shall not exceed the greater of:

- The applicable weekly level of unemployment insurance compensation (for participants who were eligible for unemployment insurance compensation as a result of a qualifying dislocation), or
- If the worker did not qualify for unemployment insurance compensation, the weekly payment may not exceed the poverty level for an equivalent period. The weekly payment level must be adjusted to reflect changes in total family income as determined by Local Board policies. WIA does not specify a minimum level of payment.

Decisions regarding payments will be based upon funding availability and eligibility criteria.

### **Needs-Related Payments Policy Requirements**

Payments will only be made to participants during the time the participant is enrolled full time in a locally approved training program under WIA. Approved training does not include programs that include payment of wages.

Payments will cease upon completion, withdrawal or termination from approved training or education program.

Payments can be paid during the academic school year while the customer is in training and during scheduled college break not to exceed 3 weeks within the regular academic year.

Requests for Needs-Related Payments during a summer school session may only be approved under the following conditions:

- (1) Courses must be pre-approved by the WIA Counselor, and
- (2) Courses must be part of the matriculated curriculum requirements for that degree or certificate program, and
- (3) Summer school course work must be taken with the purpose of shortening the overall length of time to complete the approved training program.

Participants must make satisfactory progress in the approved training program to continue to receive Needs-Related Payments.

In the event of the discovery of fraudulent activity, all payments to the fraudulent party will cease and all funds paid will be recovered. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for prosecution. Needs-Related Payments have been classified as non-taxable income by the I.R.S.

### **Needs-Related Payments Documentation Requirements**

Each Local Workforce Investment Board will be required to specify in their local Needs-Related Payments policy how they will document the requirements for and payments from this program.

Required documentation includes:

- A copy of a UI entitlement decision or confirmation of UI benefits being exhausted.
- A copy of request for training classes for each period of training (quarter, semester, block, class, etc).
- Verification of enrollment/registration, participation, grades, and completion of training classes (confirmation from Registrar's office and course instructor).
- Needs-Related Payment Request form, which must be completed and signed by the customer before any and all Needs-Related Payments are made to the customer. The form includes a signature by the participant attesting to his/her understanding of NRP requirements and instructions.
- All eligibility determinations must be documented.

## NEEDS-RELATED PAYMENT REQUEST

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

Do you receive any cash Public Assistance payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Claim Amount: \$
Did you claim, or intend to claim, any type of Unemployment Insurance benefits, or are you receiving TRA, for the month of training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Claim Amount: \$
Did you receive any payments for work or vacation during the training month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Claim Amount: \$
Are you currently participating in a work experience, On-the-Job Training, or work study?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If any boxes checked "Yes" above, stop. Not eligible for Needs Related Payments		
Did you maintain satisfactory progress in training for the previous semester, as defined by the approved training institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Monthly Income** (Cannot exceed poverty level)

Family Size: \_\_\_\_\_

Income Source	Monthly Amount	Comments		
Self				
Spouse/Companion			Family	Monthly
Other Family Members			1	903
Child Support			2	1,214
Social Security			3	1,526
Maintenance/Alimony			4	1,838
Retirement			5	2,149
Social Security			6	2,461
Unemployment Insurance/Extended UI			7	2,773
Public Assistance			8	3,084
Grant(s)				
Scholarship(s)				
Other				
<b>Total Monthly Income:</b>				

Needs-Related Payments are not intended to provide the entire amount of income support you may need to complete your training. These payments are made to temporarily help you while making satisfactory progress during your participation in full-time training. Needs-Related Payments are subject to your ongoing eligibility for the program and funding eligibility.

I hereby certify that the above information is true. I understand that I must report any changes in family income or school status to my Counselor immediately, and that I will need to submit documentation including grade reports to be considered for Needs-Related Payments for the next semester of approved training.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date