POLICY # 08-04: Needs Related Payments

DATE: April 15, 2009

APPLIES TO: WIA Title I – Adult and Dislocated Worker Programs

Purpose
The purpose of this policy is to establish local policy on the issuance of Needs Related Payments (NRPs) for enrolled WIA Adult or Dislocated Worker customers.

References

Background
The Workforce Investment Act Rules and Regulations provide that payments based on need (Needs Related Payments (NRPs)) may be provided to WIA-enrolled Adults and Dislocated Workers who are unemployed and who cease to qualify for unemployment compensation. The purpose of these payments is to enable these individuals to participate in training programs under the WIA. Additionally, the federal TEGL #14-08 supports the issuance of NRPs and suggests that “One-Stop Career Centers should take advantage of the availability of these payments so that customers can pursue their career goals, rather than their short-term income needs determining the length of their training.

Provision
Provision of Needs Related Payments is based on the availability of WIA Title I funds and subject to the CDO Workforce Investment Board’s Priority of Service policy guidelines.

All Needs Related Payments provided in the CDO Workforce local area will be required to adhere to the guidelines outlined in this policy. NRPs are to be considered a training stipend or allowance and are not an entitlement. NRPs are based on an individual’s need and must be documented in accordance with this policy. CDO Workforce One-Stop Career Center staff will ensure that the appropriate documentation of the customer’s need and amount of payment are the result of objective assessment and are documented in the customer’s Individual Employment Plan.

Adult Eligibility:
- Be unemployed;
- Does not qualify for, or has ceased to qualify for, unemployment compensation; AND
- Be enrolled full-time (at least 12 credit hours) in a program of training services under WIA section 134(d)(4) or enrolled in a training program funded in whole by the CDO Workforce Investment Board.

Dislocated Worker Eligibility:
- Be unemployed;
- Has ceased to qualify or did not qualify for unemployment compensation or Trade Act Assistance;
• Be enrolled in a full-time program of training services or a program funded in whole by the CDO Workforce Investment Board by the end of the 13th week after the most recent layoff that resulted in Dislocated Worker status; OR
• Is unemployed and does not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA; AND
• Has a family income (based on family size) that does not exceed 200% of the poverty level.

Payment Level
A stipend or allowance of $125.00 per week (or the customer’s Unemployment Insurance Benefit, whichever is LESS) will be available to all eligible customers on a bi-weekly basis while in a qualifying training program for a maximum of 52 weeks.

Once eligibility is determined, payments may be provided to an eligible customer as early as 30 days prior to the beginning of the qualifying training program, provided he/she is enrolled in the qualifying training program.

On-going Eligibility Requirements
Customers receiving NRPs must maintain at least a 2.0 Grade Point Average (GPA) during each semester or marking period he/she is attending a qualifying training program. A customer whose GPA falls below 2.0 at any time during a training program will have his/her NRPs terminated.

Additionally, customers receiving NRPs must maintain satisfactory weekly training attendance. A customer who has more than one absence in a two-week period of scheduled training activity will not qualify for NRPs for that time period.

Breaks in Training
Customers receiving NRPs shall continue to receive payments during school breaks lasting 14 days or less provided they meet with the appropriate One-Stop Career Center staff person at least once during the break.

For school breaks lasting 15 days or more may be eligible to continue receiving NRPs provided they are in compliance with bi-weekly employment-related activities designed and monitored by the appropriate One-Stop Career Center staff person.

School breaks are defined as Spring break, Winter/Holiday break and the period of time between Fall and Spring semesters, Spring and Summer semesters and Summer and Fall semesters.

Under no circumstances will customers be allowed to collect NRPs during the months of June – August if they are not enrolled in a minimum of 6 credit hours during the Summer semester, have been enrolled and in good academic standing during the Spring semester immediately preceding the qualifying Summer semester and be registered for courses that are inline with their approved degree/certificate program OR are not enrolled and participating in a training program that is funded in whole by the CDO Workforce Investment Board that is scheduled to be held during the months of June – August.
Required Documentation

One-Stop Career Center staff must document through interview and assessment a customer’s need to receive NRPs. This documentation must include the following:

- Documentation of all income sources and family members for a customer’s family in OSOS (Comp Assess/Financial and Family Tabs);
- Documentation of full-time enrollment in a qualifying training program in the customer’s hard-copy training file.