NEEDS RELATED PAYMENTS

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I. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA), Sec. 134 (d)(3) and 20 CFR 681.570 provides for Needs-Related Payments (NRP) to Adults, Dislocated Workers, In-School Youth (ISY) ages 14-21 and Out-of-School Youth (OSY) ages 18-24 who are enrolled in WIOA-funded training. They must be unemployed and do not qualify for (or have ceased to qualify for) unemployment insurance (UI). Needs-Related Payments provide financial assistance to participants for the purpose of enabling individuals to participate in structured training to include basic skills instruction, occupational skills development and other classroom instruction. Needs-Related Payments are cash assistance to allow the participant to directly buy supportive services and/or meet their non-training expenses. These payments are not entitlement and is based solely on need.

II. POLICY

To be eligible to receive an NRP, participants must:

A. Be unemployed [WIOA Sec. 134(d)(3) and 20 CFR 681.570];
B. Not qualify for, or have ceased qualifying for, unemployment compensation/extended unemployment compensation (such as state funded training benefits), or Trade Readjustment Allowance (TRA) under Trade Act; and
C. Be enrolled in a program of training services [Sec. 134(c)(3) and 20 CFR 681.570].

Needs-Related Payments should be provided when it is determined that ongoing resources and income from all other resources (including supportive services from another program/partner) are insufficient to support participants in WIOA-funded training. Qualifications apply at the time of the NRP assessment and determination, not enrollment. Determination of financial need shall be based on the participant's financial status at the time training begins and be revisited should participant's income circumstances change.

Requests for Needs-Related Payments must include Attachment 2: Needs Related Payments Determination Form, Attachment 3: Training Support Analysis Form, and Attachment 4: Personal

Resource Worksheet. They must be submitted for review and approved by management. Once approved, the documents are forwarded to the service provider's fiscal department who handles payments and accounting.

Participants enrolled in structured WIOA training activities for a planned minimum of 5 hours per week, meeting attendance and academic progress to successfully complete the training course/class as defined by the training institution may be eligible for NRP at either the Basic or Graduated Rate. To capture training attendance and academic progress a record, such as a timesheet, must be obtained and signed by the supervisor.

Needs-Related Payments can only be provided when the individual is unable to obtain NRP or similar Supportive Services through other programs providing such services. The NRP must be necessary to enable the individual to participate in Title I training services. In emergency situations Needs-Related Payments and support services may be provided concurrently if justification is documented and approved by contractor management. The justification and approval documentation must be maintained in the participant file. Needs-Related Payments, and any support services provided, cannot put the family over the poverty line.

Payments cannot be made to participants that are on sick, vacation, or holiday if they do not meet the required weekly hours.

Additional Eligibility Requirements (Dislocated Workers Only):

To be eligible for Needs Related Payments a Dislocated Worker who has ceased to qualify for UI must have been enrolled in a training or education program by the end of the thirteenth week after the most recent layoff that resulted in the workers eligibility as a Dislocated Worker or if later, by the end of the eighth week after an employee is informed that a short layoff will in fact exceed six months.

Or for workers such as Displaced Homemakers, be unemployed and did not qualify for UI or TRA under Trade Act.

The term "enrolled in a training or education program" pertains to workers that qualified for UI and means that the worker's application for training has been approved, and the training institution has furnished written notice that the worker has been accepted in the approved training program.

For Dislocated Workers who cease to qualify for UI compensation because of a qualifying layoff, the weekly NRP payment level cannot exceed the applicable weekly level of UI compensation benefits.

Dislocated Workers who do not qualify for UI compensation because of a qualifying layoff, the weekly NRP payment level cannot exceed the poverty level for an equivalent period. The weekly payment level must be adjusted to reflect changes in total family income and weekly payments cannot exceed the maximum UI benefit allowed for the current period. Use the poverty level for family size established for the Adult program and divide by 52 weeks to determine a weekly poverty level.

III. PAYMENT

Basic Rate: Individuals who receive weekly cash income that exceeds $150 are only eligible for the Basic payment of $35 per week. Cash income includes wages, General Assistance, UI, Social Security, Supplemental Security Income, Refugee Assistance or Pell Grants (excluding tuition paid

from the Pell Grant), as well as any other earned or unearned income. Child Support and TANF will be excluded from the calculation.

Graduated Rate: Individuals who receive cash income of less than $150 per week are eligible for rate payments up to 40 hours a week based on attending training hours, according to the following:

5 to 10 hours = $ 35.00	26 to 30 hours = $ 90.00
11 to 15 hours = $ 45.00	31 to 35 hours = $ 105.00
16 to 20 hours = $ 60.00	36 to 40 hours = $120.00
21 to 25 hours = $ 75.00	

The amount that an individual may receive is $1,560 per one quarter (13 weeks) of school or training. Payments may start in the middle of one quarter and end in another but in no circumstance may the maximum amount paid to the individual exceed $1,560.

Determination of the financial need shall be based on the participant's financial status at the time training begins. The State of Washington has set requirements for issuing NRPs that contractors must follow (Attachment 1). Justification for providing or not providing NRPs must be documented on the Determination Form (Attachment 2), Training Support Analysis Form (Attachment 3) and Personal Resource Worksheet (Attachment 4) maintained in the participant file. The Personal Resource Worksheet is to be updated as financial need changes, including support services provided via another program/partner as documented on the Training Resource Map (07, Attachment 1). A participant's eligibility for NRP and Payment Rate may be predetermined if the participant's financial circumstances change, and the counselor deems it appropriate. **If the participant has other resources that can be used to enable participation, NRPs should not be paid.**

IV. PROCEDURES TO PREVENT FRAUD AND TO COLLECT FRAUDULENTLY OBTAINED PAYMENTS

A. A cross check with UI will be made to ensure that participants are not receiving UI, State Training Benefits, TRA and NRPs. Participants cannot receive UI, TB, TRA and NRPs at the same time.
B. The counselor will verify training participation before payments are authorized.
C. In the event of fraud, all WIOA funds obtained from the date of the fraud will be subject to collection from appropriate sources.

Any alleged fraudulent activity identified or suspected while monitoring must be reported immediately to Office of Inspector General (OIG).

Attachment 1: State Requirements for Issuing Needs-Related Payments

Attachment 2: Needs Related Payments Determination Form

Attachment 3: Training Support Analysis Form

Attachment 4: Personal Resource Worksheet

REFERENCES

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 680.930 Youth
- 20 CFR § 680.940 Adult
- 20 CFR § 680.950 DW
- 20 CFR § 680.970
- TEGL 19-16 – Guidance on Services Provided Through Adult and Dislocated Worker Programs
- TEGL 21-16, Change 1 – WIOA Youth Program Guidance
- WorkSource System Policy 1019, Revision 9 – Eligibility Policy and Handbook
- WorkSource System Policy 5602, Revision 5 – Support Services & NRPs