



## POLICIES AND PROCEDURES

POLICY TYPE: WIOA Needs Related Payments Policy
EFFECTIVE: 07/20/20
REVISED:

### PURPOSE

The purpose of this policy is to provide guidance regarding the provision of needs-related payments under the Workforce Innovation and Opportunity Act (WIOA) to be used in the event Lane Workforce Partnership (LWP) funds and authorizes needs-related payments as a supportive service to WorkSource Lane customers receiving training services.

### REFERENCES:

Workforce Innovation and Opportunity Act (WIOA) sec. 134(d)(3)  
Title 20 Code of federal Regulations (CFR) Part 680.930-680.970

### BACKGROUND

The WIOA provides supportive service program guidelines for WIOA eligible adults, dislocated workers, and youth as needed to assist the individual in reaching their employment and training goals. A category of allowable supportive services is needs-related payments for adults and dislocated workers who are engaged in training services. Needs-related payments provide financial assistance and is limited to WIOA Adult and Dislocated Worker (DW) funding sources unless otherwise noted in the project's regional program standards.

### POLICY

NOTE: It is the current policy of Lane Workforce Partnership (LWP) to not provide needs related-payments due to limited funds. Should the need arise, and funding permits, this policy will be activated by LWP and communicated as such to the Adult and Dislocated Worker contracted service provider(s).

Needs related payments may be provided when deemed necessary and reasonable for individuals enrolled in training services. All other funding sources must first be exhausted and services may not be duplicated when available from other sources. Needs related payments may be used to provide payments to adults and dislocated workers who 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.

#### WIOA Adult Eligibility:

To be eligible for needs-related payments the participant must be enrolled in the WorkSource Adult grant and:

- Be currently unemployed;
- Not qualify for, or have ceased qualifying for, unemployment compensation; and
- Be enrolled in a program of training services under WIOA. In most cases, the training would be occupational skills training provided through a WIOA scholarship. Other training services may qualify based on an assessment of need.

WIOA Dislocated Worker Eligibility:

To be eligible for needs-related payments the participant must be enrolled in the WorkSource DW grant and:

- Be current unemployed;
- Have ceased to qualify for unemployment insurance compensation or Trace Act funding;
- Be enrolled in a program of training services under WIOA 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 as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months;
- Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA; and
- Be currently enrolled in a program of training services under WIOA. In most cases, the training would be occupational skills training provided through a WIOA scholarship. Other training services may qualify based on an assessment of need.

Allowable Level of Payments:

The level of a needs-related payment made to a dislocated worker shall not exceed the greater of:

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

The level of a needs-related payment made to an adult participant shall not exceed the Federal Poverty Level based on family size.

**PROCEDURE**

Required Documentation:

Lane Workforce Partnership will only allow for needs-related payments for the time spent in a WIOA funded training program. To determine the amount to be paid during the allowable activity, staff shall determine the level of payment based on the above parameters then pro-rate the amount based on a 40-hour work week.

EXAMPLE: If the monthly allowable payment is \$300. The annual rate would be \$3,600 (\$300 x 12 months). The annual amount is divided by 2,040 hours per year and then multiplied by the number of hours spent in the training activity ( $\$3,600 / 2,040 = \$1.76$  per hour x 10 hours = \$17.60).

The participant requesting this service will be responsible for providing WorkSource staff with a signed (by instructor/school official) verification of training attendance form. The form will document the date, time in/out, and class attended. If engaged in on-line training, verification provided through the on-line system of participant login and engagement in the training course (with dates noted) is acceptable. Verification of attendance must be maintained with the payment documentation.

Allowable Payment Methods:

It is preferred that needs-related payments be issued to a participant via a direct deposit to the participant's bank account. It is also allowable to issue a check made payable to the participant. The check endorsement may be used as evidence of participant receipt of the support service.

**REQUIRED ACTION**

Lane Workforce Partnership's funded service provider(s) shall follow this policy when it is activated and approval for provision of this service is authorized. This policy will remain in effect from the date of issue until such time that a revision is required

**ISSUED:**

**Date: July 20, 2020**

**LWP Director of Workforce Investments**