

Needs Related Payments Policy

1. Needs-Related Payments are an allowable supportive service for Workforce Innovation and Opportunity Act Out-of-School Youth, Adults, and Dislocated workers as per WIOA Section 134(d)(3).
2. Needs-Related Payments provide financial assistance to participants for the purpose of enabling them to participate in training.
3. Unlike other supportive services, in order to qualify for Needs-Related Payments a participant must be enrolled in training.
4. Needs-Related Payments should only be provided when it is determined that ongoing resources and income from all other sources are insufficient to support participants in WIOA-funded training.
5. In order for Workforce Innovation and Opportunity Act Title I Adults and Out-of-School Youth to receive Needs-Related Payments:
 - a. Be unemployed;
 - b. Not qualify for, or have ceased qualifying for, unemployment compensation; and,
 - c. Be enrolled in a program of training services under WIOA Section 134(c)(3).
6. In order for Workforce Innovation and Opportunity Act Title I Dislocated Workers to receive Needs-Related Payments:
 - a. Be unemployed; and,
 - i. Have ceased to qualify for unemployment compensation or trade readjustment allowances under TAA; and,
 - ii. Be enrolled in a program of training services under WIOA Section 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, b the end of the 8th week after the worker is informed that a short-term layoff will exceed six (6) months; or,
 - b. Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under WIOA Section 134(c)(3).
7. If these eligibility requirements in 5a and 5b above are met, individuals may be awarded Needs-Related Payments from the Workforce Innovation and Opportunity Act funding prior to the start date of the training classes for the purposes of enabling them to participate in a program of employment and training services that begin within thirty (30) calendar days. At that point, or sooner, all participants must be enrolled in Training Services.
8. The Needs-Related Payment for Adults and Out-of-School Youth will be \$50 per day while in training.

9. The Needs-Related Payment for Dislocated Workers must not exceed the greater of either of the following levels.
 - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or,
 - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income.
10. Participant files must include:
 - a. A copy of any Unemployment Insurance decision or confirmation of Unemployment Insurance benefits being exhausted will be maintained in each customer file OR attestation formed signed with this information.
 - b. A copy of the requests for training classes for each period of training.
 - c. A copy of the participant's Individual Training Account.
 - d. Verification of enrollment/registration, participation, and completion of training classes from the training office or course instructor.
 - e. A copy of the class schedule.
 - f. Monthly verification of attendance and training progress.
11. Participant's receiving Needs-Related Payments must have a signed copy of his or her understanding of the requirements and instruction.

Approval Signature:

Revision Date: October, 2019