

5410POL Needs-Related Payments (Rev1)

Effective Date: July 2022

Last modified: June 2024

This policy defines Needs Related Payments (NRP) for the Olympic Workforce Development Council three county area, Clallam, Jefferson, and Kitsap.

- 1. To be eligible for NRP a participant must meet program level eligibility requirements, be enrolled in a WIOA funded training program, and meet attendance and academic standards.**
- 2. Eligibility Requirements**
 - a. Adults and Out-of-School Youth (OSY) must:
 - i. Be unemployed.
 - ii. Not qualify for (or ceased to qualify for) Unemployment Insurance (UI); and
 - b. Dislocated Workers must:
 - i. Be unemployed,
 - ii. Have ceased to qualify for unemployment insurance or Trade Readjustment Allowances (TRA) under TAA.
 - c. If these eligibility requirements are met, participants may be awarded NRPs 30 days prior to the start date of training for the purpose of enabling them to attend training.
- 3. Academic Standards are:**
 - a. Attendance will be at or equivalent to full-time school hours (12 or more hours per week) or based off ETP attendance requirements to meet graduation or certification obtainment.
 - b. Academic standards are required to be at a level that will guarantee graduation or certification obtainment and may be dependent of ETP academic level standards.
 - i. Verification documentation will include training and/or education provider progress reports (to include attendance) identifying participants is meeting academic standards.
 1. Documentation added to participant Training and NRP services.
- 4. Gap in participation**
 - a. If at any time participant requires a leave of absence from NRP funded training due to illness, family issue, extenuating life circumstance:
 - i. The Case Manager is to be notified and detailed case notes added to Training and NRP services.
 - ii. NRP will cease and reapplication for NRP's is required.
 - b. NRP's are not allowable during any period of income and must requalify once income ends and requalifying for NRP is required.
 - c. Requalifying for NRP includes:
 - i. Update or new WIOA Application Financial Worksheet completion
 - ii. Updated verification and documentation of UI status
 - d. If, at any time, a participant takes a planned leave of absence (i.e., vacation or holiday leave) while in training.
 - i. The Case Manager is to be notified prior to the planned leave of absence and detailed case notes added to Training and NRP services.
 - ii. NRP will cease during approved leave period and reinstate upon their planned return to training.

5. Subrecipient Manager/Supervisor are authorized to approve NRPs.

- a. Approval process includes verification of participant WIOA Title I enrollment, meeting NRP eligibility standards, and all necessary documentation has been obtained.

6. Required documentation includes:

- a. Training Support Analysis Form (eligibility determination) (*see 5410ATT*)
- b. WIOA Application Financial Worksheet, total family income
- c. Verification of UI benefits (not eligible or exhausted)
- d. Participant signature attesting to their understanding of NRPs requirements and instructions.
- e. Case notes and physical documentation are required to include weeks and amounts paid per check.
- f. Academic Progress Reports verifying participant is meeting academic and attendance standards.

7. NRP's will not be provided at the same time as Supportive Services. If a participant meets NRP eligibility requirements and is enrolled in WIOA funded training, NRP's are allowable, and any supportive services will cease until training is completed and participant requires further assistance.

8. NRPs Payment Levels are as follows:

- a. Adult and Youth are per participant at the discretion of subrecipient contracts and participant training targets Utilizing the federal poverty level, adjusted by family size, to determine the maximum payment amount for weekly needs-related payments. For this purpose, family is defined as two or more individuals related by blood, marriage, or decree of court, who are living in a single residence. All members of a participant's family are considered when determining NRP payment amounts.
- b. Dislocated Workers must not exceed the greater of either of the following:
 - i. Participants eligible for UI as a result of qualifying dislocation, the payment may not exceed the weekly benefit amount established for their unemployment claim; OR
 - ii. Participants who did not qualify for UI as a result of dislocation, the weekly payment may not exceed the poverty level for an equivalent period. The weekly payment level must be adjusted to reflect changes in the total family income as determined by the OWDC.
- c. **Payment amounts as determined by federal poverty level:** Based on the participants family size, weekly payments amounts will not exceed:

Family Size	Weekly NRP Benefit Amount
1	\$284
2	\$385
3	\$487
4	\$688
5	\$690
6	\$791
7	\$893
8	\$994

9. NRP maximum limit per participant is based on fund availability and may continue for the duration of training or education as long as attendance and progress standards are met. Each subrecipient is

responsible for NRP accounting and payment processing and are required to submit monthly invoices to OWDC Program Fiscal Agent. (See Procedure for full details)

10. If at any point fraudulent activity is alleged or suspected OWDC will immediately report to the DOL Office of the Inspector General as provided in proposed 20 CFR 683.620.

REFERENCES

Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and WP. Training and Employment Guidance Letter [\(TEGL\) 19-16](#).

Grievance Procedures, Complaints and State Appeals Processes, Code of Federal Regulations Title 20, Chapter V, Subpart 683, Subpart F, [20 CFR §683.620](#)

How are training services provided? Code of Federal Regulations Title 20, Chapter V, Part 680, Subpart C, [20 CFR §680.300](#)

Supportive Services and Needs-Related Payments, [Workforce Innovation and Opportunity Act 5602 \(Rev5\)](#)

Supportive Services, Code of Federal Regulations Title 20, Chapter V, Part 680, Subpart G, [20 CFR §680.930, 680.940, 680.950, 680.960, and 680.970](#)

What are supportive services for youth? Code of Federal Regulations Title 20, Chapter V, Part 681, Subpart C, [20 CFR §681.570](#)

Use of Funds for Employment and Training Activities, Workforce Innovation and Opportunity Act Final Law H.R. 803 (113-128) [§Sections 3\(59\), 134\(d\)\(2\)-\(3\), 129\(C\)\(2\)\(G\)](#)

Youth Formula Program Guidance, Training and Employment Guidance Letter [TEGL 21-16, Change1](#)