



TO: All One-Stop Career Center Staff and Providers

SUBJECT: Needs Related Payments (NRPs)

ISSUANCE DATE: June 19, 2009

EFFECTIVE DATE: July 1, 2009

EXPIRATION DATE: None

PURPOSE

To provide a uniform needs-related payment (NRP) policy for eligible Adult and Dislocated Worker customers engaged in training who have ceased to qualify for Unemployment Insurance benefits in order to provide support for them to successfully complete training.

BACKGROUND

The Workforce Investment and Opportunity Act (WIOA) provides program guidelines for needs-related payments for Adult and Dislocated Workers. Under WIOA, funds that are allocated to a local workforce area are allowed to be used for Needs-Related Payments. Needs-Related Payments (NRPs) provide financial assistance to eligible adult and dislocated workers to enable them to participate in training and education programs.

POLICY/ACTION

A fundamental principle of WIOA is to provide local areas with the authority to make policy and administrative decisions in order to tailor the services offered through WIOA to meet the needs of the local community. Assurances should be made that the resources and services provided are not available through other entities and that they are necessary for the individual to participate in WIOA activities. Needs-Related Payments should only be provided with WIOA funds when other funds are not available or have been exhausted.

1. Needs-Related Payments cannot be provided to customers for the time they are employed or enrolled in OJT, out-of-the area job search, or basic readjustment services.
2. Customers should first apply for any assistance available through their local Social Services Department or other agencies.
3. Needs-Related payments are provided only in order to enable an Adult or Dislocated Worker to participate in a full-time, approved training or education program that is part of a comprehensive training plan approved by and developed with the Career Counselor.

4. Payments will cease upon completion, withdrawal or termination from the approved training or education program.
5. Payments can be paid while the customer is in training and during scheduled breaks within the regular academic year that are no longer than 10 weekdays.
6. Requests for Needs-Related Payments during a summer school session may only be approved under the following conditions:
 - a. Courses must be pre-approved by the Career Counselor and
 - b. Be part of the matriculated curriculum requirements for that degree or certificate program and
 - c. Summer school course work must be taken with the purpose of shortening the overall length of time to complete the certificate of degree program.

The following procedures shall define the eligibility, level of payment, policy, and documentation requirements of needs-related payments for Adult and Dislocated Workers under WIOA.

ELIGIBILITY

Each customer must meet the following conditions to be eligible for NRPs:

1. Be unemployed.
2. Must demonstrate that they have applied to their local DSS for cash assistance and have been deemed ineligible for assistance.
3. Be enrolled in a WIOA-approved training program of a 6-month duration or less with a minimum of 12 credit/instruction hours.
4. Not qualify for (or have ceased to qualify for) unemployment insurance (UI) compensation and,

In addition, a Dislocated Worker customer must:

- Not qualify for (or have ceased to qualify for) unemployment insurance compensation or trade readjustment allowances under TRA or NAFTA-TAA, and
- Be enrolled in a program of training services 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, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months; or, is unemployed and did not qualify for unemployment compensation or trade readjustment allowances under the TAA.

If these eligibility requirements are met, individuals may be awarded Needs-Related Payments from WIOA funding while they are participating in approved training services. Customers approved for NRPs must maintain satisfactory progress in their training program in order to remain eligible for payments.

LEVEL OF PAYMENT DETERMINATION

The level of a Needs-Related Payment shall be \$125 weekly to be paid bi-weekly. A customer may be eligible for a maximum of \$3,250 depending on the length of their training program.

Needs-Related Payments have been classified as non-taxable income by the I.R.S.

DOCUMENTATION REQUIREMENTS

Required documentation includes:

- A copy of a UI entitlement decision or confirmation of UI benefits being exhausted or denied.
- A copy of grades for training classes for each period of training (quarter, semester, block, class, etc).
- A copy of denial of benefits from the local DSS.
- Verification of enrollment/registration, participation, and completion of training classes (confirmation from Registrar's office and/or course instructor).
- A signature by the participant attesting to his/her understanding of NRP requirements and instructions.
- All eligibility determinations must be documented with appropriate comments in OSOS.

FRAUD

To prevent fraudulent payment activity, prior to distributing the first payment to the eligible customer, the One Stop Management must:

- a. Perform a cross check with UI to ensure that participants are not receiving UI, State Training or TRA benefits, and NRPs at the same time; and
- b. Verify training participation before payments are authorized.
- c. All customers receiving NRPs must notify the One Stop immediately of any retroactive UI benefits/payments or income received.

One Stop Career Counselors must report any fraud immediately to the One Stop Management. In the event of the discovery of fraudulent activity, all payments to the fraudulent party will immediately cease. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for criminal prosecution and recovery of payments.

PROCEDURE

Customers may request NRPs or Career Counselors may recommend customers for the program. Customers shall fill out the Request for Needs Related Payments and Training Verification Form and turn into their Career Counselor. The Career Counselor shall verify the information and require the customer to provide documentation as outlined in this policy. All documentation should be attached to the form and maintained in the customer's file. Once all information is verified, the Counselor will forward the form to the One Stop Manager who will confirm availability of funds and give final approval or denial. Once a decision has been made, the customer shall be notified. If approved, they will be provided the forms to document their attendance in their training program and instructions on additional information that must be submitted in order to maintain eligibility for NRPs.

Customers shall be required to submit their attendance documentation forms (which form shall be prescribed by the One Stop) every two weeks to their Career Counselor. Each One Stop shall be responsible to remit bi-weekly payments to customers through their own Accounts Payable system.

Each Center will be responsible to monitor NRPs made to customers and shall reconcile payments every two months to ensure that overpayments do not occur. In case an overpayment is made, the One Stop shall be responsible to notify the customer immediately to recover the payment. If the customer will still be receiving NRPs, the overpayment shall be deducted from the next NRP scheduled.

Request for Needs-Related Payment and Training Verification Form

Customer Name _____

NYOSOS ID# _____

Training Information: Beginning Date: _____ Ending Date: _____ Total # of Weeks: _____

1. Are you unemployed?

Yes No

2. Do you qualify for Unemployment Insurance Compensation (UI) benefits, any additional state UI benefits, or Trade Readjustment Allowances? If no, please provide a copy of denial letter.

Yes No

3. Have you ceased to qualify for any of the above benefits? If yes, please provide a copy of your UI account status or any other documentation proving benefits have ended.

Yes No

4. Have you applied to your local Social Services Department for assistance?

Yes No

5. Have you been determined eligible for any assistance from your local DSS? Please provide a copy of letter from DSS.

Yes No

Have you considered all "other resources" available that will help you successfully participate in your full-time training program? Examples of other resources include but are not limited to: Pell grants, severance pay, other family income (spouse's income).

6. Will "other resources" meet your need to support you while attending school full-time?

Yes No

7. Do you need income support beyond your "other resources" available in order to participate in training?

Yes No

NRPs are not intended to provide the entire amount of income support you may need to complete your training. If you are awarded NRPs, they will be issued based on the information provided on this form. These payments are to help ensure you will make satisfactory progress and complete your training program. NRPs are subject to your eligibility for the program and total funds available.

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers are cause for rejection of my determination or fraud of misspayment, which may result in criminal prosecution and require my repayment of any NRPs provided.

Customer Signature: _____ **Date:** _____

STAFF USE ONLY

Customer is enrolled in WIOA-approved training .

Yes No

Customer is enrolled full-time (12 credit/instruction hours) .

Yes No

Customer is currently not receiving any UI, state UI, or TRA benefits .

Yes No

Customer is not eligible for assistance from local DSS .

Yes No

Customer is approved denied Needs Related Payments.

One Stop Center Manager

Date