



South Central Iowa Workforce Area Local Workforce Development Board Title I Needs Related Payment Policy

Memo No: 22-1

Approved Date: 1.27.2022

Effective Date: 11.9.2021

References

Workforce Innovation and Opportunity Act (WIOA) Final Rules Workforce Services Policy Chapter 8
WIOA Title 1B Programs

Background

WIOA Section 134 (c)(2) provides the local areas with the authority to make policy and administrative decisions to tailor services to meet the needs of the local community. Needs Related Payments (NRPs) may be provided to an eligible Adult, Dislocated Worker, or Youth participants to allow such to participate in training when other funds are not available or have been exhausted. NRPs are not entitlements and must be necessary to the success of the participant's training plan and beyond the ability of the participant to pay.

Objective

This policy will provide the eligibility, payment determination, administration and oversight, and fraud prevention requirements related to Needs Related Payments in the South Central Iowa Workforce Area.

Eligibility

NRPs are not intended to meet all needs of a worker enrolled in training and are limited to participants who need assistance to complete their long-term training plans.

A. Adult Eligibility: to be eligible for NRPs, an Adult must:

1. Be unemployed
2. Not qualify for, or have ceased qualifying for, Unemployment Insurance compensation (UI); and,
3. Be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days

B. Dislocated Worker Eligibility: to be eligible for NRPs, a Dislocated Worker must:

1. Be unemployed, and
 - a. Have ceased to qualify for unemployment compensation or Trade Readjustment Assistance.
 - b. Be enrolled in a program of training services under WIOA Title I 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 6 months; or
2. Be unemployed and not qualify for unemployment compensation or Trade Readjustment Allowance (TRA) under TAA and be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.

C. Youth Eligibility: to be eligible for NRPs, a Youth must:

1. Be unemployed
2. Be an Out-of-School Youth
3. Not qualify for, or have ceased qualifying for, unemployment compensation
4. Be enrolled in a Training Service.

D. If these eligibility requirements are met, individuals may be awarded NRPs from prior to the start date of training classes for the purpose of enabling them to participate in programs of training services that begin within thirty (30) calendar days.

Disqualification

A participant will not qualify for an NRP for the following additional reasons:

- A. If an individual is receiving assistance from PROMISE JOBS/FIP or GAP/PACE.
- B. If a participant does not qualify for Unemployment Compensation due to failure to participate in RESEA.
- C. If a participant does not qualify for Unemployment Compensation due to quitting a job, termination, job refusal, or Able/Available

Payment Determination

- A. The level of NRPs made to participants may not exceed the equivalent weekly amount of the lowest amount of Unemployment Insurance based on wages of \$1820 in one quarter and \$910 in a second quarter. The \$1820 is divided by 23 to equal \$79.13 per week. The NRP will be issued on a monthly basis with two weeks issued every month for a maximum payment per month \$158.26 for a maximum lifetime payment of \$1,740.86 and maximum 11 monthly payments.

Documentation Requirements

- A. A Needs Related Payments Analysis Form will be submitted with an updated Financial Needs Determination.
- B. Monthly Verification of Income and Training Attendance Form will be required of every NRP Participant not later than the 10th of every month.
- C. The following documentation will be obtained on each eligible NRP recipient:
 1. A copy of a UI entitlement decision or confirmation of UI benefits being exhausted;
 2. A copy of request for training classes for each period of training (quarter, semester, block, class, etc.);
 3. Verification of enrollment/registration, participation, grades, and completion of training classes
 4. A signature by the participant attesting to his/her understanding of NRP requirements and instructions;
 5. All eligibility determinations must be documented; and
 6. A comprehensive reporting system of all NRPs.



Fraud Prevention

- A. To prevent fraudulent payment activity the LWIA must:
1. Perform a cross check with UI to ensure that participants are not receiving UI, State Training Benefits, TRA, and NRPs at the same time;
 2. Verify training participation before payments are authorized; and,
 3. Report fraud when discovered to begin the collection process from appropriate sources.
- B. In the event of the discovery of fraudulent activity, all payments to the fraudulent party will cease and all funds paid will be recovered.
- C. NRPs have been classified as non-taxable income by the Internal Revenue Service (IRS)

Contact: If there are any questions related to the information in this issuance, contact Krista Tedrow at sciaworkforceboard@gmail.com.

DocuSigned by:

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Natalie McGee

South Central Iowa LWDB Chair

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities



Needs-Related Payment Training Support Analysis Form

Applicant Information:

Applicant Name:

Seeker ID:

Individuals applying for Needs-Related Payments may self-attest to the information below:

1	Are you unemployed or have you received notification of layoff?	Yes	No
2	Do you currently qualify for unemployment benefits?	Yes	No
3	Do you currently qualify for additional state or extended UI benefits (e.g., Training Benefits)?	Yes	No
4	Do you currently qualify for Trade Readjustment Allowances (TRA)?	Yes	No
5	Are you receiving any other federal or state income support? Examples: TANF, GAP/PACE?	Yes	No
6	Have you considered all other resources available that will help you successfully participate in your training program? Examples of other resources include, but are not limited to, Pell grants, severance pay, other family income (e.g. spouse's income).	Yes	No
7	Do you need income support beyond these other resources in order to participate in training full-time? If Yes, please state why below	Yes	No

Needs-Related Payments (NRPs) are for individuals who do not qualify for or have ceased to qualify for unemployment benefits and are meant to provide income support while in training. This support analysis form will be used for eligibility to receive NRPs and if awarded the weekly NRP level will be determined by Title I. These payments are made to help you while making satisfactory progress while in your training program. If at any time you withdraw from training, training ends, or you are determined eligible for unemployment benefits, you will no longer be eligible to receive NRPs. NRPs are subject to your eligibility for WIOA Title-I training services and total funds available.

Applicant Certification:

All answers provided are true and complete to the best of my knowledge. I understand that providing untruthful or misleading answers are cause for denial of NRPs. Any overpayments or fraud based on my false or misleading answers could result in my repayment of any NRPs provided.

SIGNATURE OF APPLICANT

DATE

Title I Section Only Verification

1	Is the participant Eligible for Unemployment?	Yes	No
2	If No, was it due to failure to participate, termination, A/A, or Job Refusal?	Yes	No
3	Does the participant currently qualify for additional state or extended UI benefits (e.g., Training Benefits or DAT)?	Yes	No
4	Do you currently qualify for Trade Readjustment Allowances (TRA)?	Yes	No
5	Are you receiving any other federal or state income support? Examples: TANF, GAP/PACE?	Yes	No
6	Enrolled in Approved Training Program?	Yes	No