

# Needs **Related** Payment Policy

Needs-**Related** Payments provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIA Section 134(e)(3).

## 1. **Adults must:**

- a) Be unemployed
- b) Not qualify for, or have ceased qualifying for, **un**employment compensation; and
- c) Be enrolled in a program of training services, or have been accepted into a training program that begins within 30 calendar days, under WIA Section 134(d)(4)

## **Dislocated Workers must:**

- a) Be unemployed, and
  1. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA-TAA; and
  2. Be enrolled in a program of training services under WIA Section 134(d)(4) by the end of the 13<sup>th</sup> weeks after the most recent lay-off that resulted in a determination of the worker's eligibility as a dislocated work, or, if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term lay-off will exceed six months; or
- b) Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.

## 2. **Limits on Payments**

- a) For Adults, the maximum is the current minimum wage for every hour of documented participation in WIA classroom training, up to \$145 per week. Payment may not exceed the applicable weekly level of Unemployment Insurance.
- b) For Dislocated Workers, payments must not exceed the greater of the following two levels:
  1. For customers who were eligible for UI as a result of a qualifying dislocation, payment may not exceed the applicable weekly level of the UI. Payment is based on every hour of documented participation in classroom training.
  2. For customers who did not qualify for UI as a result of a qualifying lay-off, the weekly payment may not exceed the \$145 per week. Payment is based on every hour of documented participation in WIA classroom training.

## Needs-Related Payment Policy continued

Needs-Related Payments are considered a training stipend or allowance and not an entitlement. Payments are cash payments made directly to participants based on documented need and within contract limitations.

Needs- Related Payments must be documented and paid at a rate not to exceed the above-specified limitations. Case Managers will ensure that the appropriate documentation of the need and amount of payment are the result of objective assessment and are documented in the participant's Employment Plan (EP). Needs- Related Payments supporting documentation of need must include a copy of the weekly attendance sheet.

A participant will be eligible to receive weekly Needs- Related Payments for weeks in which the participant had satisfactory training attendance, as determined by the Program Operator and based on the individual participant's training schedule.

A waiver to the above maximum specifications may be requested from the Executive Director of the North Country WIB on an individual, case-by-case basis. The need for additional Needs- Related Payments must be sufficiently justified in order for a waiver to be considered.

The North Country WIB wishes to comply with the NBP provisions outlined in TEGL #14-08; if any discrepancies exist between this policy and TEGL #14-08, the TEGL supersedes this policy.

### Procedure

#### Eligibility Determination:

- Unemployed *following DEV (requirements outlined in TA #06-16.2)*
- UI Exhaustee *following DEV (requirements outlined in TA #06-16.2)*
- Weekly attendance signed by Training Provider and participant are required for payment. Needs- Related Payment amount will be reduced for any unexcused absences. Fiscal office will maintain attendance records.
- Case Manager should use his/hr best judgment when granting excused absences
- Each recipient of a Needs- Related Payment must have an Employment/Career Plan that includes the Needs- Related Payment
- Needs- Related Payment recipients must sign, acknowledging receipt of payment.