

# State of Alaska

## Department of Labor and Workforce Development

<b>Division:</b> Business Partnerships	<b>Policy No.:</b> 490.00
<b>Subject:</b> WIA Supportive Services	<b>Pages:</b> 4
<b>Reference:</b> Workforce Investment Act (WIA) Sections 101(46), 134(d)(2)(H), 134(d)(4), 134(e)(2)(3), 181(e); 20 CFR, Subpart D, Preamble, 663.320, 663.800-663.840, 671,140; DOLETA Employment Services 9002A; Report, Employment Services to Job Seekers; 29 CFR 37; 8 AAC 84.100; 2AAC 12.990; Federal Register, Volume 68, Number 26	<b>Effective Date:</b>
	<b>Revised:</b>
<b>Approved:</b> _____	
Katherine Farnham, Director, Division of Business Partnerships	Date

**Purpose:** This policy provides direction on supportive services, including needs-related payments (NRPs) for WIA programs in Alaska. Supportive services may be necessary to enable an individual to participate in core, intensive, or training services under Title IB of the Workforce Investment Act (WIA).

**Policy:** This policy is to ensure that grant recipients:

1. Determine the appropriate mix of supportive services for each participant;
2. Authorize supportive services when the participant is unable to obtain similar supports through other resources in order to complete their Individual Employment Plan (IEP);
3. Document supportive services in the Management Information System (MIS), as well as the IEP for Adults and Dislocated Workers or the Individual Service Strategy (ISS) for Youth.

This policy affects grant recipients of the Division of Business Partnerships (DBP) who administer the following Workforce Investment Act (WIA) grants:

1. Adult and Dislocated Worker Programs
2. Youth Programs
3. National Emergency Grant (NEG)
4. Rapid Response/Additional Assistance

## Definitions

- A **Supportive services** include transportation, child and dependent daycare, housing and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIA Title IB.
- B **Needs-related payments (NRPs)** provide financial assistance to participants who are enrolled in full-time training and need financial support to remain in training. NRPs provide income support that would otherwise be available through other supportive services, and sources such as Unemployment Insurance, Trade Readjustment Allowances and individual resources.
- C **Individual Employment Plan (IEP)** is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. The IEP is not a contract and does not guarantee services.
- D **Satisfactory Progress** is determined through regular review of a participant's efforts in training that results in a credential and employment. This can be documented through transcripts, progress reports from the trainer, grades or any objective assessment of a student's progress toward completion of training.

## Responsibilities

- a) **Coordination** Grant recipients must coordinate with other funding streams to:
  - i) Provide accurate information about the availability of supportive services, as well as the payment of those services; and,
  - ii) Establish a system for coordination of benefits and services with other programs and One-Stop partners.
- b) **Limits** At the direction of the Alaska Workforce Investment Board, the DBP:
  - i) Determines the amount and duration of supportive services; and,
  - ii) Provides broad policy guidance on the use of supportive services in support of a participant's IEP or ISS.
- c) **Needs-related payments (NRPs)** While NRPs provide financial assistance to WIA eligible participants, they are not intended to meet all the financial needs of a participant while in training. Grantees must document all decisions regarding NRPs in the participant's case file.
  - i) **Authorization** Authorization for issuance of NRPs must occur:
    - (1) At the directorial level of the grant recipient for adults and dislocated workers receiving services through the One-Stop system. The director may delegate authority to his or her designees; or,
    - (2) Through the WIA youth project coordinators for grant recipients of youth programs.
  - ii) **Time frame** Grant recipients must adhere to the following parameters when authorizing NRPs.

- (1) The participant must be enrolled in a fulltime training program that begins within 30 calendar days. Extensions of the 30-day period up to 90 days may occur to address appropriate circumstances.
  - (2) The participant may receive NRPs for 30 calendar days after the completion of training to conduct a job search. Extensions of the 30-day period up to 90 days may occur to address appropriate circumstances.
  - (3) The grant recipient must not provide NRPs during breaks in training of 30 or more calendar days.
- iii) **Eligibility** To be eligible for NRP's a participant must:
- (1) Demonstrate a need for NRPs;
  - (2) Lack other forms of compensation or financial assistance;
  - (3) Complete an IEP or ISS;
  - (4) Be enrolled in a program of training; and,
  - (5) Make satisfactory progress in the program of full time training.
  - (6) **Dislocated workers** must also be enrolled in training within:
    - (a) Three months of layoff; or,
    - (b) Two months after they are notified that a short-term layoff will instead be long term (six months or more); or,
    - (c) Six weeks of the receipt of a National Emergency Grant (NEG) award.
  - (7) Individuals who re-apply for services after exiting the program may not be eligible for NRPs until one year after their date of exit. After one year from the date of exit the participant may be eligible for NRPs subject to negotiation of their IEP and all terms of this policy and any other related policies that apply.
- iv) **Duration** If NRPs are appropriate; the grant recipient must negotiate with the participant to determine the actual number of NRP weeks payable and payment schedule. The maximum number of weeks payable is for the duration of the training program or 104 weeks, whichever is less.
- v) **Payment** The maximum NRP is based on a financial needs assessment and the participant's eligibility for unemployment insurance (UI) compensation.
- (1) **Dislocated workers:**
    - (a) If the participant was eligible for UI compensation, NRPs may not exceed the applicable level for UI benefits.
    - (b) If the participant was not eligible for UI compensation,
      - (I) NRPs may not exceed the poverty level for a single-family unit for an equivalent period.
      - (II) For families of two or more persons, the payment level must not exceed the equivalent UI weekly benefit, including any dependent allowance. Or the payment must not exceed the poverty level for an equivalent period. Whichever is less.

- (2) **Adults and Youth** may receive up to an equivalent weekly payment for UI compensation had they otherwise qualified for UI benefits.
- (3) The total amount of NRPs is an estimate and subject to change by income and circumstance. Grant recipients must review participant and/or family income on a monthly basis and make adjustments to the NRP level if necessary. The grant recipient must deduct wages earned from the weekly NRP amount, based on the following formula:  $\text{Weekly Payment} = \text{Weekly NRP} - (0.75(\text{Weekly Earnings} - \$50.00))$
- vi) **Non-duplication** Grant recipients may issue NRPs and other supportive services concurrently under the following conditions.
  - (1) NRPs may be issued when they are the most effective form of support for the participant and programs funds are available.
  - (2) The participant may receive other WIA supportive services concurrently subject to;
    - (a) Calculation of financial needs with NRPs included as income,
    - (b) Verification that all other forms of support have been denied or exhausted,
    - (c) The supportive services are consistent with section 5 Responsibilities; paragraph (a) Coordination of this policy and
    - (d) Approval by the Director of ESD or his designee.
- vii) **Garnishment.** Grant recipients should not issue NRPs if it is likely that the payment will be garnished. Exceptions may apply where child support payments are in arrears. The grant recipient should negotiate the percentage it may garnish on each NRP with the Alaska Department of Revenue, Child Support Enforcement Division (CSED). A participant who owes child support must demonstrate a need for NRPs other than child support payments.
- viii) **Priority of Service.** The issuance of NRPs depends on the availability of WIA funds. When WIA Adult formula funds are limited the state must implement an order of selection. Priority service will be for individuals on welfare or public assistance, although these persons should not need NRPs.
- d) **Compliance.** Grant recipients of the DBP, authorized to issue NRPs must establish procedures to administer supportive services and NRPs in accordance with State and Federal guidelines, particularly notification of the CSED and the Internal Revenue Service.