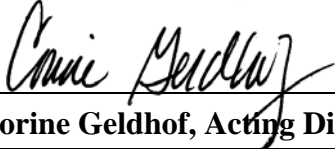


State of Alaska Department of Labor and Workforce Development

Division: Business Partnerships	Policy No.: 490.00
Subject: WIA Supportive Services	Pages: 7
Reference: 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; Division of Business Partnerships Policies 310, WIA Adult Program Participant Eligibility and Priority of Service and 340, WIA Dislocated Worker Participant Eligibility.	Effective Date: 9/1/2006
	Revised: 9/1/2006
Approved:  Corine Geldhof, Acting Director	9/1/2006 Date

1) Parties Affected

Workforce Investment Act (WIA) grant recipients of the Division of Business Partnerships (DBP) who administer one or more of the following programs:

- a) Adult Program
- b) Dislocated Worker Program
- c) Youth Programs
- d) National Emergency Grant (NEG)
- e) Rapid Response, additional assistance

2) Purpose

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

3) **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 (personal) resources.
- c) *Individual Employment Plan (IEP)* is an ongoing strategy jointly developed by the participant and the case manager identifying the participant's employment goal(s), the related achievement objectives, and the combination of services required for the participant to attain the employment goal(s). The IEP is not a financial contract and does not guarantee services. It does not guarantee that the participant will follow through with their responsibility. Provision of services identified in the IEP/ISS is dependent upon the receipt of federal and/or state funds.
- d) *Individual Service Strategy (ISS)* is similar to an IEP but is used specifically for Youth Program participants.
- e) *Satisfactory Progress* means maintaining or exceeding the minimum threshold of performance necessary to secure the credential, certification, diploma, or skill standard issued by a training institution or program.
 - i) Satisfactory Progress is demonstrated through regular review of a participant's efforts in training. This can be documented through transcripts, progress reports, grades or any objective assessment of a student's progress that indicates the participant is maintaining or exceeding the minimum threshold to earn a credential.
 - ii) Failure to make satisfactory progress may result in termination of training.
- f) *Grant Recipient* in the context of this policy refers to all entities receiving WIA Title IB funds from the Division of Business Partnerships to serve participants.

4) **Policy**

This policy provides guidance and direction to ensure that grant recipients who issue supportive services:

- a) Determine the appropriate mix of supportive services for each participant;
- b) Authorize supportive services when the participant is unable to obtain similar support through other resources in order to successfully reach their employment goal as established in their Individual Employment Plan (IEP);

- c) 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.

5. **Responsibilities**

- a) ***Coordination***. Grant recipients must coordinate with other funding streams to:
 - i) Provide accurate information about the availability of supportive services for individual participants, 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) Establishes upper limits for 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. Case Managers must document all decisions regarding the provision or denial of NRPs in the participant's case file.
 - i) ***Authorization***. Authorization for issuance of NRPs must occur:
 - (1) By the Director of the Employment Security Division or designee for adults and dislocated workers receiving services through the One-Stop system;
 - (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.
 - (a) Extensions of the 30-day period up to 90 days may occur to address unforeseen circumstances such as the training provider postponing the start date of the training program.

- (2) The participant may receive NRPs for 30 calendar days after the completion of training to conduct a job search.
 - (a) Extensions of the 30-day period up to 90 days may occur to address circumstances such as a documented financial hardship while the participant is actively seeking work and reporting work search contacts.
- (3) The grant recipient must not provide NRPs during breaks in training of 30 or more calendar days.

iii) **Eligibility.** To be eligible for NRPs a participant must:

- (1) Demonstrate a need for NRPs;
- (2) Lack other forms of compensation or financial assistance;
- (3) Complete an IEP or ISS as appropriate;
- (4) Be enrolled in a fulltime program of training (Does not need to be funded by WIA or TAA);
- (5) Make satisfactory progress in the program of fulltime training;
- (6) Be unemployed.

iv) **Dislocated worker eligibility.** In addition to the above, a dislocated worker participant must also:

- (1) Be enrolled in training within:
 - (a) Thirteen weeks of layoff; or,
 - (b) Eight weeks 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;
or
- (2) Not qualify for Unemployment Insurance (UI) compensation or extended benefits or Trade Readjustment Allowances (TRA) under the Trade Act;
or
- (3) Cease to qualify for Unemployment Insurance (UI) compensation or extended benefits or Trade Readjustment Allowances (TRA) under the Trade Act.

- v) **Reserved Armed Services.** Special circumstances may exist for providing NRPs to members of a reserve component of the U.S. Armed Services (including the National Guard). When on duty for 72 consecutive hours (three days) or less per month grant recipients must consider this group as unemployed, and therefore as dislocated workers eligible for training services. To receive NRPs these participants must otherwise meet the criteria stated above.

- vi) **Re-application for WIA Services.** Individuals who re-apply for services after exiting the program are not eligible for NRPs until one year after their preceding 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.

- vii) **Duration.** If NRPs are appropriate, the case manager must negotiate with the participant to determine the actual number of NRP weeks payable and payment schedule.
 - (1) The maximum number of weeks payable is for the duration of the training program or 104 weeks, whichever is less.

- viii) **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 has exhausted UI eligibility 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.
 - (iii) Grant recipients must review family income on a monthly basis and make adjustments to the NRP level if necessary.

(iv) The grant recipient must deduct any wages earned by family members living in the same household, during the week claimed, that were not originally taken into consideration when the NRP payment determination was made. The formula for deducting family member wages is: $\text{Weekly Payment} = \text{Weekly NRP} - [0.75(\text{Weekly Earnings} - \$50.00)]$

(2) **Adults and Youth** may receive up to an equivalent weekly payment for UI compensation had they otherwise qualified for UI benefits. The total amount of NRPs is an estimate and subject to change by income and circumstance.

(a) Grant recipients must review family income on a monthly basis and make adjustments to the NRP level if necessary.

(b) The grant recipient must deduct wages earned from the weekly NRP amount, based on the following formula: $\text{Weekly Payment} = \text{Weekly NRP} - [0.75(\text{Weekly Earnings} - \$50.00)]$

ix) **Garnishment.** Grant recipients should not issue NRPs if it is likely that the payment will be garnished.

(1) Exceptions may apply where child support payments are in arrears.

(a) The grant recipient should negotiate the percentage it may garnish on each NRP with the Alaska Department of Revenue, Child Support Enforcement Division (CSED).

(b) A participant who owes child support must demonstrate a need for NRPs other than child support payments.

x) **Priority of Service.** The issuance of NRPs depends on the availability of WIA funds. When WIA Adult or Dislocated Worker formula funds are limited the state will implement the priority order of service stipulated in the respective WIA program's eligibility policy: WIA Adult Program Participant Eligibility and Priority of Service Policy #310; and WIA Dislocated Worker Participant Eligibility Policy #340.

d) **Non-duplication.** Grant recipients may issue NRPs and other supportive services under the following conditions.

i) The Scope of Work in the negotiated grant or other agreement between the servicing (grantee) and receiving (grantor) entities specifically details the provision of NRPs.

- ii) NRPs may be issued when they are the most effective form of support for the participant and program funds are available.
- iii) The participant may not receive other WIA supportive services concurrently with NRPs. However, participants may receive other supportive services during the same registration period before and after training services for which they received NRPs 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) Section 5 Responsibilities; paragraph (a) Coordination of this policy, and
 - (d) Approval of the individual authorizing the commitment of the organization to the terms of the grant or other type agreement with the Division of Business Partnerships or designee.
- e) **Compliance.** Grant recipients of the DBP (especially those that administer 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.