

Policy and Procedure

Policy Name: Needs-related Payments **Policy Number:** 03-114
Effective Date: April 4, 2003 **Revised:** April 7, 2006

Purpose

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

Policy

Federal regulations provide that payments based on need (Needs-related Payments) may be provided to adults and dislocated workers who are unemployed and who cease to qualify for unemployment compensation. The purpose of these payments is to enable these individuals to participate in training programs under the WIA.

Procedure

Dislocated Worker Needs-related Payments

A dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs-related payments. According to WIA rules and regulations, a dislocated worker is eligible to receive needs-related payments if "a worker was enrolled in training services by the end of the thirteenth week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities or, or later, by the end of the eighth week after the worker is informed that a short term layoff will exceed six months." The level of the needs-related payment made to a dislocated worker will be **\$125** a week *or* the weekly Unemployment Insurance amount, whichever is less. To be eligible to receive needs-related payments, a DLW participant must have a documented need, as reflected on the Needs Determination/Needs-related Payments or Supportive Services Form. Needs-related payments will be based on weekly attendance.

Adult Needs-related Payments

The Needs-related Payment Policy of the Western Virginia Workforce Development Board for adults is designed to provide payments to participants based upon individual documented need to enable the individual to participate in training.

To be eligible to receive needs-related payments, an adult participant must have a documented need, as reflected on the Needs Determination/Needs-related Payments or Supportive Services Form. This form is to be completed by the case manager on adult participants as a determination of necessity for needs-related payments. The maximum needs-related payment allowable for an adult participant is **\$125** per week; the minimum needs-related payment allowed for an adult participant is \$50 per week. Needs-related payments will be contingent on weekly attendance.

In addition, both adult and dislocated worker participants who are seeking needs-related payments must not be:

1. Employed;
2. Enrolled in or receiving internship, work experience or on-the-job training at least three days per week;
3. Receiving out-of-area job search/relocation allowance;

4. Receiving supportive services in programs under WIA or Trade Act; or
5. Receiving unemployment compensation.

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. Individual need must be determined, 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 Individual Employment Plan (IEP). Needs-related payments supporting documentation of need must include a copy of the weekly attendance sheet and a copy of the needs-related payment documentation form.

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.

Waivers

A waiver to the above maximum specifications may be requested from WWWDB staff on a case-by-case basis. The necessity for additional needs-related payments must be sufficiently justified in order for a waiver to be considered.

Board Approval Date

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