



**Workforce Investment Act Policy**  
**WorkSource Standards & Integration Division**

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Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the WorkSource Standards & Integration Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information notices, and technical assistance.

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**Policy Number:** 3695 Revision 2  
**To:** Washington WorkSource System  
**Date of Publication:** August 30, 2012  
**Subject:** Supportive Services and Needs-Related Payments Under WIA

1. **Purpose:**

This policy addresses the use of WIA Title I-B funds for supportive services and needs-related payments (NRPs) to support adults and dislocated workers while participating in WIA Title I-B approved activities.

2. **Background:**

The Workforce Investment Act (WIA) of 1998 provided program guidelines for Supportive Services for Adult and Dislocated Workers defined in WIA Sections 101(46) and 134 (e)(2) and (3). These include services such as transportation, child care, dependent care, housing and NRPs that are necessary to enable an individual to participate in WIA Title I-B activities. [20 CFR 663.800]

3. **Policy:**

**Supportive Services**

Information regarding the availability of supportive services in the Workforce Development Area and referral to those services are core services that must be available to Adults and Dislocated Workers through the workforce delivery system. [20 CFR Sec. 663.800]

Workforce Development Councils (WDCs), in consultation with WorkSource partners and other community service providers, must establish:

- internal controls that result in equitable treatment;
- documentation requirements; and
- assurance of coordination with other community resources.

Limits may be established on supportive services including maximum amount of funding, length of time, and exceptions to the limits given availability of funds.

### **Needs-related Payments**

Each WDC shall state within a local policy whether NRPs will or will not be provided. [Attachment A](#) details the requirements for local policy if the WDC decides to provide NRPs to participants enrolled in WIA-approved training.

A Training Support Analysis Form ([Attachment B](#)) must be completed and kept in the participant file if NRPs are provided to a participant. NRPs should be provided when it is determined that ongoing resources and income from all other sources are not adequate to support the participant while in WIA-approved training. The weekly payment level must be adjusted to reflect changes in the total family income as determined by local policies. Limits may be established for NRPs given availability of funds.

NOTE: Dislocated workers enrolled in approved training who are unemployed but who receive payments as a member of a reserve component of the U. S. Armed Services, or as a member of the Washington National Guard, for periods of duty of 72 consecutive hours or less, shall be considered unemployed for purposes of qualifying for NRPs.

### **4. Definitions:**

**Needs-related Payments (NRPs)** - financial assistance provided to enable individuals to participate in training and are one of the supportive services authorized by WIA section 134(e)(3). NRPs are based on payment levels established by the WDC and are intended to provide cash assistance to participants.

**Public Assistance** - federal, state, or local government cash payments for which eligibility is determined by a needs or income test.

**Supportive Services** - services such as transportation, child care, dependent care, housing, and NRPs that are necessary to enable an individual to participate in activities authorized under WIA Title I-B. Aside from NRPs, supportive services are usually provided through a voucher system (e.g. transportation or food) or payments made directly to a vendor (i.e. to pay for clothes, rent or utilities).

**Unemployed** - An individual is "unemployed" in any week during which the individual performs no services and with respect to which no remuneration is payable to the individual. (See RCW 50.04.310 for complete definition).

### **5. References:**

- Workforce Investment Act of 1998
- 20 CFR 663 Adult and Dislocated Worker Activities under Title I of the WIA

6. **Supersedes:**

3695 Rev 1, Supportive Services and Needs-related Payments under WIA Title I-B and ARRA of 2009.

7. **Website:**

<http://www.wa.gov/esd/policies/title1b.htm>

8. **Action:**

WDCs and their contractors, as well as Employment Security Area Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. **Attachments:**

- Requirements for Issuing Needs-Related Payments – Attachment A
- Training Support Analysis Form – Attachment B

**NOTE:** The following attachment serves as a sample worksheet and is not a mandated tool. WDCs may develop or utilize other worksheets or desk aids as appropriate.

- Personal Resource Worksheet Deskaid – Attachment C

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**Approved:**

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## Requirements for Issuing Needs-Related Payments – Attachment A

The following shall define the policy, eligibility, level of payment, and documentation requirements of needs-related payments (NRPs) for Adult and Dislocated Workers under WIA Title I-B.

### 1. NRPs Policy Requirements:

- b. The WDC shall state through a local policy whether NRPs will or will not be provided.
- c. If the WDC will provide NRPs, the local Supportive Services or NRPs policy must address the following:
  - How will the level of NRPs (payment amount) be determined?
  - Can and/or will payments be made to participants on sick, vacation, or holiday leave while in training?
  - What attendance and academic standards will be required for payments to continue and how will this be verified?
  - How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
  - How will Extended Unemployment Insurance (UI) benefits affect receiving NRPs?
  - Will NRPs be suspended during periods of earned income (how will income be calculated) and will participants have to re-qualify to start receiving NRPs again once the income ends?
  - Who will have the authority to approve participant requests for NRPs and how will the approval process be handled?
  - Documentation requirements.
  - If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?
  - A thorough and complete description of what the payment processing system must include.
  - Who will handle NRPs accounting, and payment processing?
  - What is the maximum limit for NRPs per individual?
  - Policies must state: Any alleged fraudulent activity identified or suspected while monitoring must be reported immediately to OIG as provided in 20 CFR 667.630.

**Note:** NRPs have been classified as non-taxable income by the I.R.S.

### 2. Eligibility Requirements

- a. Adults must:
  - Be unemployed;
  - Not qualify for (or have ceased to qualify for) UI; and
  - Be enrolled in a program of training services under WIA Sec. 134 (d)(4).
- b. Dislocated Workers must:
  - Be unemployed;
  - Have ceased to qualify for unemployment insurance or Trade Readjustment Allowances (TRA) under TAA;
  - Be enrolled in a program of training services under WIA, Section 134 (d)(4), 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 six months; or

- Be unemployed and not qualified for unemployment insurance compensation or TRA.

If these eligibility requirements are met, individuals may be awarded NRPs prior to the start date of training classes for the purpose of enabling them to participate in programs of employment and training services that begin within 30 calendar days. Local policies may extend the 30-day period to address appropriate circumstances.

### **3. Level of Payment Determination**

- a. The payment level for Adults must be established by the WDC. WIA does not specify a minimum level of payment.
- b. The level of a NRP made to a Dislocated Worker shall not exceed the greater of:
  - The applicable weekly level of unemployment insurance compensation (for participants who were eligible for unemployment insurance compensation as a result of a qualifying dislocation), or
  - If the worker did not qualify for unemployment insurance, the weekly payment may not exceed the poverty level (100 percent of the Lower Living Income Standard Level) for an equivalent period.
- c. The weekly payment level must be adjusted to reflect changes in total family income as determined by WDC policies.

### **4. Documentation Requirements**

- a. Each WDC will be required to specify in their local Supportive Services or NRPs policies how they will document the requirements for and payments from this program.
- b. Required documentation includes:
  - A copy of a UI entitlement decision or confirmation of UI benefits being exhausted, if applicable;
  - Evidence of participation in training, such as a copy of ITA(s) or attendance records for each period of training (quarter, semester, class, etc.);
  - A signature by the participant attesting to his/her understanding of NRPs requirements and instructions; and
  - All eligibility determinations.

## Training Support Analysis Form – Attachment B

1. Are you unemployed or have you received notification of layoff?  
 Yes    No
2. Do you currently qualify for UI 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, Training Completion Aid?*  
 Yes    No
6. Have you considered all other resources available that will help you successfully participate in your full-time 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?  
 Yes    No

**NRPs are not intended to provide the entire amount of income support you may need to complete your training.** If you are awarded NRPs, they will be based on this support analysis and the weekly level of NR payments will be determined by the WDC. These payments are made to help you while making satisfactory progress while attending school. NRPs are subject to your eligibility for the program and total funds available.

*All answers and statements 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: \_\_\_\_\_ Date: \_\_\_\_\_

## Personal Resource Worksheet Deskaid – Attachment C

Name: \_\_\_\_\_ Family Size: \_\_\_\_\_

MONTHLY INCOME		MONTHLY EXPENSES	
Personal	_____	Rent/Mortgage	_____
Spouse/Companion	_____	Electricity	_____
Other Family Members	_____	Heating	_____
Child Support	_____	Water/Garbage/Sewer	_____
Social Security	_____	Telephone	_____
Maintenance/Alimony	_____	Monthly Car Payment	_____
Retirement	_____	Daycare	_____
L & I/Soc. Security Income	_____	Medical	_____
Unemployment Ins.	_____	Monthly Credit Card Pmt (list)	_____
Public Assistance	_____	Monthly Loan Pmt (list)	_____
		Food	_____
		Clothing	_____
		Gasoline	_____
		Bus/Taxi	_____
		Other Expenses	_____
<b>Total Monthly Income:</b>	_____	<b>Total Monthly Expenses:</b>	_____
<b>Client's Net Income (Income Minus Expenses):</b>		_____	
<b>Client's Financial Contribution:</b>		_____	

*I certify that the above is true and accurate to the best of my knowledge. I further understand that any receipt of support services is contingent upon the availability of funds.*

Participant Signature	Date

Counselor Signature	Date