

**Local Workforce Area #25  
Management, Training & Consulting Corp.  
Needs-Related Payment Policy**

**Basic Eligibility for Receiving Needs-Related Payments**

Needs Related Payments (NRPs) may be provided to eligible Adult or Dislocated Workers to allow such workers to participate in training when other funds are not available or have been exhausted. An NRP budget will be set during the program year. Once obligated, it will be at the CEO's discretion if additional funding will be available for future NRPs. Individuals that have been accepted into a training program must meet the following eligibility guidelines.

**Adults:** to be eligible for NRPs, an Adult must:

- a. Be Unemployed;
- b. Not qualify for, or have ceased qualifying for; Unemployment Insurance Compensation (UI);  
**and**
- c. Be enrolled in a full time (12 hours for all semesters except summer semester at 6 hours) program of training services under WIA, section 134(d)(4).
- d. **Current family income, includes all sources (UI, TRA, SSI, SSDI, etc), does not exceed 100% of the LLSIL**
- e. **Complete a Financial Needs Assessment to determine need for NRP (only expenses that are essential and necessary to complete the training program will be considered. All expenses & income must be documented)**
- f. **Student must maintain satisfactory progress of a C average or above.**

**Dislocated Workers:** to be eligible for NRPs, a Dislocated Worker must:

- a. Be unemployed and
  - 1) Have ceased to qualify for Unemployment Insurance (UI) compensation or Trade Readjustment Allowance (TRA) under the Trade Adjustment Act (TAA) or North American Free Trade Agreement-Transitional Adjustment Assistance (NAFTA-TAA);  
**NOTE: Dislocated workers who received and exhausted TRA benefits are not eligible unless laid off from a new event, and,**
  - 2) Be enrolled **full time (12 hours for all semesters except summer at 6 hours)** in a program of training services under WIA section 134(d)(4) by the end of the 13<sup>th</sup> 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 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months; or
- b. Be unemployed and
  - 1) Did not qualify for Unemployment Insurance compensation (UI) or Trade Readjustment Allowance (TRA) under the Trade Adjustment Act (TAA) or North American Free Trade Agreement-Transitional Adjustment Assistance (NAFTA-TAA); **and,**
  - 2) Be enrolled **full time (12 hours for all semesters except summer at 6 hours)** in a program of training services under WIA section 134(d)(4) by the end of the 13<sup>th</sup> 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 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months.

- c. Customer cannot be receiving UI, State Training Benefits, On-The-Job Training, TRA, or Relocation Allowances.
- d. Current family income, includes all sources (UI, TRA, SSI, SSDI, etc), does not exceed 100% of the LLSIL
- e. Complete a Financial Needs Assessment to determine NRP need
- f. Student must maintain satisfactory progress of a C average or above.

## Establishing Payment Levels

### Adults and Dislocated Workers:

1. The Career Specialist is responsible for determining the NRP weekly amount.
2. Customer may qualify or re-qualify for NRPs during the period of the training program.
3. The level of the NRPs for adults and dislocated workers shall not exceed the greater of:
  - a) The applicable weekly level of UI compensation customer had been receiving as a result of the dislocation (for participants who were eligible for UI as a result of a qualifying dislocation). This amount is set at time of enrollment into training. Once this is set, it does not change: or;
  - b) If the customer did not qualify or receive UI, the weekly payment may not exceed the poverty level for an equivalent period. Family size will be determined and the amount for this level will be divided by 52 weeks to determine weekly amount. The Poverty Guidelines are listed on the US Dept. of Health & Human Services website.
4. The weekly payment level must be adjusted to reflect changes in total family income as determined by Local board policies. The Local board for LWA#25 has determined that bi-weekly verifications of income and training will be required to maintain eligibility. Career Specialist may re-determine eligibility at any time based on these bi-weekly verifications.

## Administration and Oversight

1. A copy of any UI entitlement decision or confirmation of UI benefits being exhausted will be maintained in each customer file.
2. A copy of request for training classes for each period of training (quarter, semester, block, class, etc.) will be maintained in each customer file. A copy of the customers Individual Training Account (ITA) will be used as documentation.
3. Verification of enrollment/registration, participation, grades, and completion of training classes (confirmation from Registrar's office and course instructor). A copy of each semester class schedule and grades will be maintained in each customer file will be used as documentation. Also bi-weekly verifications of attendance and training progress will be reviewed by the Career Specialist before submission for payment.
4. A copy of this policy will be signed by customer and will be in each individual file attesting to his/her understanding of the NRP requirements and instruction.
5. All eligibility will be documented and maintained in customer file.
6. A comprehensive reporting system of all NRPs will be maintained and quarterly internal monitoring will be administered.
7. A Needs Related Payments Analysis form and Weekly Verification of Income & Training forms will be completed and maintained in customer file.

## Fraud

8. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for prosecution per WIA Policy Letter No. 06-PL-28.
9. In the event of fraudulent activity, all payments to the fraudulent party will cease and all funds paid will be recovered.
10. To prevent fraudulent payment activity the LWA will:
  - a. Perform a cross check with UI to ensure that participants are not receiving UI, TRA, and State Training Benefits while receiving NRP. **A cross check will also be done internally to ensure that participants are not receiving OJT.** While receiving NRP.
  - b. All training participation will be verified before payments are authorized **using bi-weekly attendance sheets signed by the Instructor and Career Specialist.**
  - c. Fraud will be immediately reported and investigated. The collection process from appropriate sources **will begin immediately as applicable.**
11. NRPs have been classified as non-taxable income by the Internal Revenue Service (IRS).

### References:

WIA Policy Letter No. 07-PL-35

**NEEDS RELATED PAYMENTS  
INITIAL ELIGIBILITY FORM**

Man-Tra-Con Corp.  
3000 West DeYoung Street, Suite #800B, Marion, IL 62959

Workforce Investment Area #25

Customer Name:	Social Security #:
Street Address:	City, State, Zip:
Phone Number(s):	

<b>Please note that your eligibility to receive Needs Related Payments will be determined based on your answers to the questions listed below.</b>	<b>Yes</b>	<b>No</b>
1. Are you unemployed or have you received notification of layoff?		
2. Do you qualify for Unemployment Insurance (UI) benefits, additional State UI benefits (Training Benefits) or Trade Readjustment Allowance (TRA) benefits?		
3. Have you ceased to qualify for Unemployment Insurance (UI) benefits, additional State UI benefits (Training Benefits) or Trade Readjustment Allowance (TRA) benefits?		
4. 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 (spouse's income). Please complete the attached Financial Worksheet.		
5. If you are a dislocated worker, were you enrolled in a training program by the end of the 13 <sup>th</sup> week after the most recent layoff that resulted in a determination of eligibility as a dislocated worker, <b>or</b> , by the end of the 8 <sup>th</sup> week after you were informed that a short term layoff would exceed 6 months.		
6. Are you enrolled in a WIA approved training program full time (12 credit hours for all semesters except summer at 6 hours)?		
7. Does your current family income (including all sources such as UI, TRA, Social Security) fall below 100% of the LLSIL? (See attached chart)		

Comments: \_\_\_\_\_

All of the above answers and information are true and complete to the best of my knowledge. I have read, understand and agree to comply with the policies for Needs Related Payments.

\_\_\_\_\_  
Customer Signature (In Ink)

\_\_\_\_\_  
Date

To Be Completed by Career Specialist

I have reviewed these policies with the customer, have determined their eligibility to receive Needs Related Payments and have explained the procedures for receiving Needs Related Payments.

\_\_\_\_\_  
Career Specialist Signature

\_\_\_\_\_  
Date

**Financial Assessment**

1. Add together your total family sources of income

PRESENT FINANCIAL ASSISTANCE	CURRENT \$ PER MONTH
1. Income from work	
2. Income from odd jobs	
3. Gifts / Loans from others	
4. Welfare assistance	
5. Food stamps	
6. Other (Social Security, Child Support, Unemployment, Etc.)	

**TOTAL INCOME:** \_\_\_\_\_

NO COST SERVICES	
1. Medical assistance (Medical Card)	
2. Child care (CCR&R) (Latch Key)	
3. Housing assistance (HUD) (Section 8)	
4. Free lunch program	

2. Make a list of your expenses. Only current actual expenses should be listed below.

COST OF LIVING	CURRENT \$ PER MONTH
RENT / HOUSE PAYMENT	
RENTER'S / HOUSE INSURANCE	
ELECTRIC	
GAS (NATURAL OR PROPANE)	
WATER	
SEWAGE / GARBAGE	
TELEPHONE (INCLUDE REGULAR & CELL)	
CAR PAYMENTS	
AUTO INSURANCE	
GASOLINE / UPKEEP OF CAR	
FOOD	
CLOTHING	
LAUNDRY MAT	
CHILD CARE / CHILD SUPPORT	
MEDICAL / DENTAL (PAYMENTS & INSUR.)	
CABLE TV / INTERNET	
NEWSPAPER	
CREDIT CARD PAYMENTS	
MISC. (DIAPERS, DETERGENT, CLEANING SUPPLIES, PERSONAL ITEMS, ETC.)	

Total Income: \_\_\_\_\_

**Less** Total Expenses: \_\_\_\_\_

Balance: \_\_\_\_\_

Expenses must exceed income by \$100/month

Customer Name

Date

Customer Signature