



**POLICY #:** P-09  
**Needs-Related Payments**

**ISSUED:** May 17, 2018

#### **PURPOSE**

To provide program guidance which ensures compliance for needs-related payments to enable Adult and Dislocated customers to participate in WIOA training services and youth to participate in the youth program activities

#### **REFERENCES**

- WIOA Sections 3 (59), 134 (d)(3)
- 20 CFR Parts 680.330, 680.930-970, 681.570

#### **DEFINITIONS**

Needs-related payments: Needs-related payments provide financial assistance to participants to enabling eligible Adults and Dislocated Workers to participate in WIOA funded training and youth to participate in youth program activities when funds are not otherwise available from any other sources. Sub recipient staff will document the resources that were explored, contacted, and exhausted prior to the issuance of needs-related payments in the participant's electronic case file, in addition to hard copy fiscal records, to ensure the reasonableness, allowability and allocability of the expenditure.

Eligible Adult and Dislocated Workers may be awarded needs related payments prior to the start date of training for the purpose of enabling them to participate in programs of employment and training services that begin within 30 calendar days.

#### **POLICY**

The Clackamas Workforce Partnership does not authorize its sub recipients to make needs-related payments to eligible WIOA customers unless the Clackamas Workforce Partnership determines there are sufficient funds available to ensure a reasonable and equitable application to all individuals. The availability of needs-related payments from Dislocated Worker Grants will be determined by Clackamas Workforce Partnership when such applications are made and approved by the Department of Labor.

If/when the Clackamas Workforce Partnership determines there are sufficient funds available to ensure a reasonable and equitable application to all individuals, Clackamas Workforce Partnership will notify sub recipients to make these payments available and will notify sub recipients if/when that determination is rescinded. Sub recipients will apply the following

methodology if/when the Clackamas Workforce Partnership determines needs-related payments be made available:

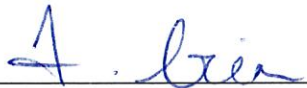
1. ADULTS must:
  - a. Be unemployed,
  - b. Not qualify for, or have ceased qualifying for, unemployment compensation; and
  - c. Be enrolled in a program of training services under WIOA sec. 134(c)(3).
2. DISLOCATED WORKERS must:
  - a. Be unemployed, and:
    - i. Have ceased to qualify for unemployment compensation or trade readjustment allowance under Trade Adjustment Assistance (TAA) ; and
    - ii. Be enrolled in a program of training services 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 did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services.

Needs-related payments for eligible and appropriate Adult and Dislocated Workers must not exceed the greater of either of the following levels:

1. For participants who were eligible for unemployment compensation as a result of the qualifying dislocation, the payment may not exceed the applicable weekly level of the unemployment compensation benefit; or
2. For Adults and Dislocated Workers who did not qualify for unemployment compensation, the weekly payment may not exceed the poverty level for an equivalent period.

The weekly payment level must be adjusted to reflect changes in total family income.

Approved:



5-17-18

Clackamas Workforce Partnership Board Chair

Date