

**NEEDS-RELATED PAYMENTS**

**Purpose.**

The Workforce Investment Act (WIA) and cognizant regulations require Workforce Development Board’s (WDBs) to develop policies for the payment of needs-related payments for the local area. The purpose of needs-related payments is to provide financial support to participants to enable them to participate in training when other funds are not available. WDB’s may establish limits on the provision of these services including a maximum amount of funding and maximum length of time needs-related payments are available to participants. This document establishes the needs related payments policy for the Southwest Wisconsin Workforce Development Board.

**Policy.**

The Southwest Wisconsin Workforce Development Board (SWWDB), pending the availability of funding, may allocate WIA and other program funds to pay needs-related payments for eligible participants involved in authorized training activities; and who are unable to obtain such payments through other programs. All needs-related payments must be documented and vouchered through the SWWDB Payment Authorization System (PAS).

SWWDB administered needs-related payments will be limited to participants who are unable to obtain services through other programs and who meet the following eligibility conditions:

<i>Adults</i>	<i>Dislocated Workers</i>
<ul style="list-style-type: none"> <li>• Unemployed;</li> <li>• not qualified for, or have ceased qualifying for unemployment compensation;</li> <li>• have a household income level at or below 150% of Federal Poverty Guidelines in order to qualify; and</li> <li>• be enrolled in a program of training services under WIA.</li> </ul>	<ul style="list-style-type: none"> <li>• unemployed;</li> <li>• not qualified for or ceased being qualified for unemployment compensation or trade readjustment allowances under TAA or NAFTA-TAA; and</li> <li>• enrolled in a program of training under WIA by the:               <ul style="list-style-type: none"> <li>▪ end of the 13th week after the most recent layoff that resulted in the determination of the worker’s eligibility as a dislocated worker, or</li> <li>▪ end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months</li> <li>▪ Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and NAFTA-TAA.</li> </ul> </li> </ul>

SWWDB will limit weekly needs-related payments for both adults and dislocated workers to \$100 per week.

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The maximum lifetime benefit for needs related payments will be \$1,500. The \$1,500 needs-related payment maximum will count towards an individual's maximum authorization limit which is referenced in the SWWDB Training and Support Service Payments Policy E-420.

The Board directs the Executive Director to implement this policy, and to develop and maintain procedures that will guide the expenditure of needs-related payments in a manner that is practical, uniform and complies with applicable federal and state laws and regulations. The Director of Operations is operationally responsible for management of needs-related payments in coordination with SWWDB's Finance Department. All requests for needs-related payments must be approved by the Director of Operations.

- References:
- Workforce Investment Act, Public Law 105-220 Sections 134(e)(2)(3)
  - Workforce Investment Act; Final Rules - 20 CFR 663.815 - 663.840
  - American Recovery and Reinvestment Act of 2009 (P.L. 111-5)
  - Training and Employment Guidance Letter No. 14-08
  - SWWDB Training and Support Service Payments Policy E-420

Policy Adopted:            Date Policy Originally Adopted by Board  
Policy Revised: