

Mass Workforce Issuance

Workforce Issuance No. 07-56

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Date: August 22, 2007

Subject: **Supportive Services and Needs-Related Payments for Title I Adults, Dislocated Workers and Youth**

Purpose: To provide policy guidance to the Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with respect to the delivery of supportive services and needs-related payments under Title I of the Workforce Investment Act (WIA). This issuance replaces WIA Communication No. 00-58 Title I Support Service Policy for Adults, Dislocated Workers and Youth (12/22/2000).

Background: The Workforce Investment Act of 1998 (WIA), reformed Federal job training programs and created a new, coordinated workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, to help U.S. companies find skilled workers, and to offer youth a broad range of coordinated services. The Local Workforce Investment Board (LWIB), in consultation with other workforce investment partners and community service providers, must determine if it will utilize part of its WIA allocation to provide supportive services and needs-related payments as part of the local employment and training activities for adults and dislocated workers as permitted under Section 134 (e) and for youth under Section 129 (c)(2)(G).

Additionally, the provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the *core* services that *must* be available to adults and dislocated workers through the One-Stop delivery system. (WIA Section 134(d)(2)(H)) and to youth through the One Stop system or through providers of youth services (WIA Section 129(c)(3)(A)).

Policy: Each Local Workforce Investment Board will assure that it formally develops (in conjunction with its local workforce partners) and implements local Supportive Service and Needs-Related Payment policies. Under the Act, each local board has the option to determine, as its policy to neither cover costs associated with supportive services for adults and dislocated workers [although the provision of supportive services for participating youth is required under Section 129 (c)(2)(G)] nor to provide needs-related payments. If, however a local area chooses as its policy to provide supportive services and/or needs-related payments, its policies must be consistent with the parameters described within this guidance.

Additionally, the local policies must ensure resource and service coordination in the local area, and should address procedures for referral to services, including how services will be funded when they are not otherwise available from other sources.

Supportive Services

Supportive services for adults and dislocated workers are defined at WIA Sections 101(46) and 134(e)(2) and (3). They include services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIA Title I. Supportive services for youth are further defined for youth in the WIA Rules and Regulations at §664.420 and §664.440 as including, but not limited to the following:

§664.420

- (a) Exposure to secondary education opportunities;
- (b) Community and service learning projects;
- (c) Peer-centered mentoring and tutoring services;
- (d) Organizational and team work training, including team leadership;
- (e) Training in decision-making, including determining priorities; and
- (f) Citizenship training such as parenting, work behavior training and budgeting.

§664.440

- (a) Linkages to community services;
- (b) Assistance with transportation costs;
- (c) Assistance with child care and dependent care costs;
- (d) Assistance with housing;
- (e) Referrals to medical services; and
- (f) Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear.

Supportive services may only be provided to adults and dislocated workers who are participating in core, intensive or training services and eligible youth who have been determined in need of such services for program participation, based on each youth's objective assessment and individual service strategy. Title I funded supportive services should be provided only to participants who are unable to obtain supportive services through other programs providing such services. (WIA Section 134(e)(2)(A) and (B)). Supportive services may only be provided when they are necessary to enable adults, dislocated workers or youth to participate in Title I activities (WIA Section 101(46)).

Local boards may establish limits on the provision of supportive services or provide the One-Stop operator/service provider with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to participants. Procedures may also be established to allow One-Stop operators to grant exceptions to these limits.

Needs-Related Payments

Needs-related payments provide financial assistance to individuals for the purpose of enabling them to participate in training and are one of the supportive services authorized by WIA. The requirements for implementing needs-related payments are specifically described in Sections 134 (e)(3); summarized as:

Eligibility requirements to receive needs-related payments:

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 WIA Section 134(d)(4).
2. Dislocated workers must:
 - (a) Be unemployed, and:
 1. Have ceased to qualify for unemployment compensation or trade adjustment assistance under TAA or NAFTA-TAA; and
 2. 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 an individual 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 6 months; or
 - (b) Be unemployed and do not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.
3. Youth must:
 - (a) Have been determined to be eligible for WIA Title I services.
 - (b) Have received an Objective Assessment pursuant to WIA Section 129 (c)(1)(A).
 - (c) Be enrolled in a program of services as determined by and documented in the Individual Service Strategy.

Needs-related payment may be provided if the adult or dislocated worker participant has been accepted in a training program that will begin within 30 calendar days. Local Boards may establish procedures to allow One-Stop Career Center operators to extend the 30 day period for adults and dislocated workers in order to address appropriate circumstances.

Needs-related payments may be provided to Youth who are enrolled in program services. Local Boards may establish procedures to allow youth service providers to provide payments under appropriate circumstances such as periods of inactivity between program activities.

The local board must establish a needs-related payment level for adults and youth. For dislocated workers, payments 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 participants who did not qualify for unemployment compensation as a result of the qualifying layoff, 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 as determined by Local Board policies. (WIA Section 134(e)(3)(C).)

Action

Required: This Policy guidance relates to all Workforce Investment Act funds provided by the Department of Workforce Development. All Local Workforce Investment Boards must review their current Supportive Service and Needs-Related Payment policies to ensure consistency with the requirements of this issuance. If any local area does not currently have a formal Supportive Service or Needs-Related Payment policy, it must develop and implement a policy consistent with the requirements of this issuance.

Effective: Immediately

References: Workforce Investment Act Sections 129 and 134, WIA Regulations at 20 CFR 663.700 through 664.440.

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.