

## PROCEDURES FOR NEEDS RELATED PAYMENT ELIGIBILITY

The steps for individuals already enrolled in WIOA are as follows:

### A. Dislocated Workers:

1. Get an up-to-date printout of active WIOA Dislocated Workers. Check each individual for the following information.
2. Are they currently receiving UI or TRA benefits? If so, they are not eligible for NRPs.
3. Check wages to see if they are employed or have been employed. They may be eligible to receive UI or TRA if they are not currently receiving a check.  
Are they employed? If so, they are not eligible.
4. Were they enrolled in school by the end of the 13<sup>th</sup> week after their termination/layoff date or by the end of the 8th week after a short-term layoff that exceeded six months? If so, they may be eligible.
5. Are they in Job Search? Have they completed training or unsuccessfully completed training? If so, they are not eligible.
6. Are they considered by their school to be full-time students? They must be full-time to receive NRPs.
7. Create a spreadsheet of those still attending full-time training, beginning and ending date of that training and UI/TRA balance according to the month.
8. Contact the school WIOA Adviser to see if the individual might need NRP. If so, the Career Adviser should contact the individual to complete NRP Request forms and determine the need for NRPs.
9. At the beginning of each month, check for potential NRP eligibility for those exhausting all benefits by the end of the month. The Career Adviser will be contacted to determine the need for NRPs.

### B. Adults:

1. Get an up-to-date printout of active WIOA adults.
2. Establish eligibility for each participant. Adults must meet poverty levels, be unemployed, be full-time students, and not be drawing UI, EUC, or TRA.
3. Are they currently receiving EUC, UI or TRA benefits? If so, they are not eligible for NRPs.
4. Check wages to see if they are employed or have been employed. They may be eligible to receive UI or TRA. Are they employed? If so, they are not eligible.
5. Are they in Job Search? Have they completed training or unsuccessfully completed training? If so, they are not eligible.
6. Are they considered by their school to be full-time students? They must be full-time to receive NRPs.
7. Create a spreadsheet of those still attending full-time training, beginning and ending

date of that training and UI/TRA balance according to the month.

8. Are they low income? If so, they may be eligible for NRPs. (Note: Lacking self-sufficiency does not qualify for low income for NRPs).
9. Contact the school WIOA Adviser to see if the individual might need NRP. If so, the Career Adviser should contact the individual to complete NRP request forms and determine the need for NRPs.
10. At the beginning of each month, check for potential NRP eligibility for those exhausting all benefits by the end of the month. If so, the Career Adviser will be contacted to determine the need for NRPs and the amount to be paid is \$228.00.

**C. File Documentation:**

1. Application (GWS) COPY of UPDATED FORM-Documentation in GWS.
2. Verification of termination/layoff.
3. Verification of WIOA enrollment services or school enrollment date by the end of the 13<sup>th</sup> week of the termination/layoff or by the end of the 8th week after a short-term layoff exceeded 6 months.
4. Printout of UI or TRA benefits.
5. Completed Needs-Related Payment request form.
6. Copy of Needs-Related Payments spread sheet.
7. Time Sheets for payment (Amount of \$228 if not UI)

**D. Ongoing Enrollment:**

Ongoing enrollment may occur as new applications for NRPs are taken of students not previously enrolled in WIOA. All factors of eligibility remain the same as those initially considered.

**E. Payment Limitation:**

Needs Related Payments shall not exceed 14 weeks for each eligible participant per program year and/or will be paid until the week limitation is reached or until the participant completed training, whichever comes first.

**F. Monitoring of Limit:**

All Needs Related payments will be tracked by the WIOA Fiscal Officer and WIOA Career Adviser each pay period (bi-weekly). The Career Adviser will notify the participant when they become close to the 14 week limit and when they end their Needs Related payments. The Career Adviser will notify the Fiscal Officer to remove the Needs Related payments when a participant reaches the 14 week limit.