



ADMINISTRATIVE BULLETIN NO. 14A

TO: WIA ADULT CONTRACTING AGENCIES  
SUBJECT: NEEDS-RELATED PAYMENTS  
EFFECTIVE: JULY 1, 2009

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I. BACKGROUND:

The Workforce Investment Act, Section 134 (e) (3) provides for Needs-Related Payments. Needs-Related Payments provide financial assistance to participants for the purpose of enabling individuals to participate in structured training to include basic skills instruction, occupational skills development and other classroom instruction. Needs-Related Payments are cash assistance to allow the participant to directly buy supportive services. These payments are to be provided according to the following local procedures.

II. POLICY:

To be eligible to receive Needs-Related Payments adults must:

- (a) be unemployed ( **WIA section 101 (47)** )
- (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).

Participants enrolled in structured WIA training activities for a planned minimum of 5 hours per week may be eligible for Needs-Related Payments at either the Basic or Graduated Rate. **Needs-related Payments cannot put the family over the poverty line.** The Needs-Related Payment must be necessary to enable the individual to participate in Title I training services.

**Needs-Related Payments can only be provided when the individual is unable to obtain Needs-Related Payments or similar Supportive Services through other programs providing such services.**

Basic Rate: Individuals who receive weekly cash income that exceeds \$150 are eligible for the Basic payment not to exceed \$20 per week. Cash income includes General Assistance, Social Security, Supplemental Security Income, Refugee Assistance or Pell Grants (excluding tuition paid from the Pell Grant), as well as any other earned or unearned income. Child Support and TANF will be excluded from the calculation.

Graduated Rate: Individuals who receive cash income of less than \$150 per week are eligible for rate payments up to 40 hours a week based on attending training hours, according to the following:

5 to 10 hours = \$ 20.00	26 to 30 hours = \$ 65.00
11 to 15 hours = \$ 30.00	31 to 35 hours = \$ 80.00
16 to 20 hours = \$ 40.00	36 to 40 hours = \$100.00
21 to 25 hours = \$ 50.00	

Determination of the financial need shall be based on the participant's financial status at the time training begins. Justification for providing or not providing Needs-Related Payments must be documented on the Determination Form (Attachment 1) and Support Service Form (Attachment 2) and maintained in the participant file. A participant's eligibility for Needs-Related Payment and Payment Rate may be redetermined if the participant's financial circumstances change and the counselor deems it appropriate. **If the participant has other resources that can be used to enable participation, Needs-related Payments should not be paid.**

Attachment: 1. Needs Related Payments Determination Form