

**YOUTH ADMINISTRATIVE BULLETIN NO. 8
CHANGE 1**

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: NEEDS RELATED PAYMENTS

EFFECTIVE: July 1, 2008

I. BACKGROUND:

The Workforce Investment Act, Section 101(46) provides for Needs-Related Payments (NRP) that are necessary for an individual's participation 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 pay for training related expenses. These payments are to be provided according to the following local procedures.

II. POLICY:

To be eligible to receive NRPs, youth must demonstrate a financial need. If the youth has other resources that can be used to enable participation in WIA activities, NRPs should not be paid. Participants brought in under the 4% window, which identifies them as not being under the poverty guidelines, require special attention to the appropriateness of NRP provision. NRPs are not an entitlement. Provision of NRPs is based solely on need.

Determination of financial need shall be based on the participant's financial status at the time training begins. Justification of NRPs shall be documented on the support service form. The NRP rate must be documented on the Needs-Related Payment Determination Form (Attachment 1). A participant's eligibility for NRPs and the NRP Rate may be re-determined if the participant's financial circumstances change and the counselor deems it appropriate.

Once financial need is established, the youth must meet the following criteria to qualify for payment:

- (a) Be enrolled in structured training activities for a planned minimum of 5 hours per week.

**YOUTH ADMINISTRATIVE BULLETIN NO. 8
CHANGE 1**

- (b) Be unable to participate in Title 1 training activities without provision of the needs-related payment.
- (c) Be unable to obtain needs-related payments or similar supportive services through other programs providing such services.

Students enrolled in and attending a school district-operated middle school, high school, or alternative school program, where such student has access to that school district's resources and support, shall not be eligible for NRPs for classroom time during the normal school day.

Information supporting the provision of NRPs shall be documented in the Objective Assessment, NRP Determination Form, and case notes. Documented information shall include the support service needs of the individual, an evaluation of other resources available, research conducted regarding other means of support, and a description of the types of support needs that the NRP will assist in addressing.*

III. **NRP RATE CALCULATION:**

Basic Rate: Individuals who receive weekly cash income that exceeds \$150 are eligible for a Basic NRP **not to exceed \$30 per week**. Cash income includes wages, General Assistance, Unemployment Insurance Compensation, Social Security, Supplemental Security Income, Refugee Assistance and 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 equal to or less than \$150 per week are eligible for Graduated NRPs based on attended training hours, up to 40 hours per week maximum, according to the following table:

5 to 10 hours per week = \$ 30.00	26 to 30 hours per week = \$ 90.00
11 to 15 hours per week = \$ 45.00	31 to 35 hours per week = \$ 105.00
16 to 20 hours per week = \$ 60.00	36 to 40 hours per week = \$120.00
21 to 25 hours per week = \$ 75.00	

* The Needs-Related Payment Determination Form and the Supportive Service Form (see Youth Administrative Bulletin No. 12, Attachment 1) are required.

Attachments: 1. Needs-Related Payment Determination Form