

**Nevada Department of Employment, Training and Rehabilitation
Employment Security Division
Workforce Programs**

**Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy (SCP)**

Policy Number: 2.5

Originating Office: DETR; Workforce Investment Support Services (WISS)

Subject: Youth- Support Services, Needs Related Payment, Incentive Payments

Issued: NEW; Approved GWDB Executive Committee, 11-14-16; Ratified GWDB, 01-19-17

Purpose: To provide the Workforce Innovation and Opportunity Act (WIOA) requirements for Youth Support Services, Needs Related Payments and Incentive Payments.

State Imposed Requirements: This directive contains some state-imposed requirements. These requirements are printed in ***bold, italicized*** type.

Authorities/References: Workforce Innovation and Opportunity Act P.L. 113-128; 20 CFR § 681.570 & 640; 20 CFR § 680.900-960; 2 CFR § 200; TEGL 3-15; TAG 14-2; Nevada SCPs

ACTION REQUIRED: Upon issuance bring this guidance to the attention of all WIOA service providers, local workforce development board (LWDB) members and any other concerned parties. Any LWDB's policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

Background:

Support Services: A key principle in WIOA is to provide local areas with the authority to make policy and administrative decisions and the flexibility to tailor the workforce system to the needs of the local community. To ensure maximum flexibility, this guidance provides local areas the discretion to provide the supportive services they deem appropriate, subject to the limited conditions prescribed by WIOA. Local Boards must develop written policies and procedures to ensure coordination with other entities to ensure the highest quality, most comprehensive

service provision possible; prevent duplication of resources and services; and establish limits on the amount and duration of these services. Local Boards are encouraged to develop policies and procedures that ensure that supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the individual to participate in Title I activities. Youth supportive services may be made available to participants as indicated in the fourteen program elements listed in 20 CFR § 681.460.

Needs-Related Payments are designed to provide a participant with resources for the purpose of enabling them to participate in training services. ETA recognizes that many individuals in need of training services may not have the resources available to participate in the training. Needs-related payments can help individuals meet their non-training expenses.

Support Service Limitations (20 CFR § 680.920)

- (a) Local WDBs may establish limits on the provision of supportive services or provide the one-stop center [American Job Center of Nevada] 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.
- (b) Procedures also may be established to allow one-stop centers to grant exceptions to the limits established under paragraph (a) of this section.

Needs Related Payments

As described in WIOA Sec. 129(c)(2)(G) and WIOA Sec. 3(59) supportive services include needs-related payments. Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA Sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs related payments a participant must be enrolled in training.

Training Delay (20 CFR § 680.960)

Needs-related payments may be paid while a participant is waiting to start training classes provided the participant has been accepted in a training program that will begin within thirty (30) calendar days. Local areas may extend the 30-day period on an exception basis to address appropriate circumstances. *If local areas choose to do so, the availability of such extension and circumstance must be noted in policy. Documentation for the extension must be noted in Management Information System (MIS) comments/case notes, and be kept in the participant's case file. Reference MIS Data and Performance Desk Reference Guide at http://detr.state.nv.us/workforce_investment_pages/workforceinvestment.htm for*

proper use of the HOLD tab as part of the training delay.

Youth Incentive Payments (20 CFR § 681.640)

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:

- (a) Tied to the goals of the specific program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Align with the local program's organizational policies; and
- (d) Are in accordance with the requirements contained in 2 CFR part 200.

Monetary payment may be given to a WIOA Youth participant for successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS) upon completion of established benchmarks or upon final program completion. Incentives may be used to retain youth in a program and must be tied to training, education, or work readiness. Such achievements must be documented in the participants file as the basis for an incentive payment. Guidelines for the payment of incentives to youth participants must be described in local policy.

NOTE: Supportive Services may be provided to individuals enrolled in the Youth program and per LWDB policy, for at least one year after the date of exit from the WIOA program, provided the service is necessary to retain employment or continue in a post-exit training program.

- Address coordination of available resources in the local area including referral procedures and how it will be documented in MIS Comments/case notes.
- Define how each type of support service will be funded. (WIOA Sec. 184)
- Include LWDB limitations on maximum amount of funding and or maximum length of time, if applicable. Policy must include how the established limits will be applied consistently for all participants. (20 CFR § 680.920)
- *Address the procedure for use of MIS Sector Tab. Reference TAG 14-2 http://detr.state.nv.us/wor_force_investment_pages/Technica/AssistanceGuides/TAG14-2.pdf where applicable.*
- Policy must include the procedure for handling unclaimed gift cards/items used in supplying support services and include a return policy addressing unopened and opened/used items. (WIOA sec. 184)
- Address what support services may be provided once participants have exited and entered follow-up service and include when participants are no longer

eligible for support services.

- Address participant training attendance verification requirements before issuing support services.
- Local boards must have written policy and ensure that needs-based payments are made in a manner consistent with 20 CFR § 680.930 through 680.970. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in a training service. The provision of needs-related payments is a discretionary local area activity. The policy must define participant eligibility, any established limitations, determine level of payment, MIS and file data requirements, and applicable limitations.
- Address prohibited items as listed above and as described legislation. (2 CFR §§ 200.100- 521, WIOA Sec. 181, 184)
- Outline youth incentive requirements in purchasing of, payment of and storage of (i.e. gift cards), per 20 CFR § 681.640 and 2 CFR part 200 including eligibility, documentation and MIS data requirements.

NOTE: Best financial practices include validation by signature of the participant for all support service items including receipts of goods.

Participant Case File Requirements

The participant case file must contain at a minimum and per Local Board requirements;

- ***All financial documentation including, quote if any, purchase order/requisition, receipts, time frames if applicable and additional documentation to support the purchase for this participant. (i.e. rental assistance would require some form of documentation to tie the individual to the rental property)***

Required MIS Case Note/Comment

- ***Reference MIS Data and Performance Desk Reference Guide for specific data entry requirements at:***
http://detr.state.nv.us/workforce_investment_pages/workforceinvestment.htm
- ***MIS comments/case notes sufficient to determine what was purchased, from where, the cost, for what purpose the purchase was made and the date range, if applicable, it represents.***