FLORIDA CROWN WORKFORCE BOARD, INC.
POLICY

POLICY TITLE: **Dislocated Worker Needs-Based Policy**

POLICY NUMBER: OPS-017-09 **DATE EFFECTIVE: July 21, 2009**

DATE REVIEWED: July 20, 2010

APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) Career Specialists, Supervisors, Program Managers, Customers and Service Providers.

PURPOSE

To provide staff with policy regarding needs-based payments to Dislocated Workers.

POLICY:

Needs-based payments provide financial assistance to customers for the purpose of enabling them to participate in training as one of the supportive services authorized by WIA Section 134(e)(3). Eligibility requirements to receive needs-related payments and limitations to the provision of these payments include the following:

Eligibility:

Dislocated Workers:

- Must be unemployed; **and**
- Be within 6 months of completing training; **or**
- Enrolled in a training program shorter in duration than 6 months; **and**
- Be enrolled in a program of training under WIA Section 134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the 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; **and**

- Have ceased to qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA**; or**

- Did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.

- Training is for a maximum 6 months @ $200 per month for a total of $1,200.

Needs-based payments may be considered on a case-by-case basis review, including justification, and must be pre-approved in writing by the Executive Director. All other options of income must be investigated, exhausted, and documented before a request is made.

Payments:

Payment can only be made while the customer is enrolled in training as a continuation/replacement of UI benefits. If UI benefits are reinstated, the need-based payments must be discontinued. The following limitations apply:

- If a customer missed more than 60% of the training in 1 week, a doctor's note will be required for the customer to be paid for that week.

- Needs-based payments will be made for all school-approved and published holidays. During school closure, payment will not be for more than 3 weeks in duration.

- No more than 6 months (26 weeks) of needs based payments will be paid to a customer.

- If the customer receives any job (part-time or full-time), needs based payments must be stopped.

- Needs-based payment will be made monthly. Unsatisfactory attendance (absences not approved by a physician) or performance on the part of the customer may result in the loss of needs-based payments and must be strictly monitored by the career consultant.

Needs-based Payment Levels:

Payments shall not exceed the greater of either of the following and shall be provided in the percentages indicated:

- For customers who were eligible for UI, the payment may not exceed the applicable level of compensation benefit and shall be provided for weeks 1-8 at 100% of the UI amount, for weeks 9-16 at 85%, and for weeks 17-26 at 70%**; or**

- For participants who did not qualify for unemployment compensation, the weekly payment shall not exceed the poverty level for an equivalent period and shall be provided for weeks 1-8 at 100% of the UI amount, for weeks 9-16 at 85%, and for weeks 17-26 at 70%.

The weekly payment level must be adjusted to reflect any changes in the total family income (WIA Section 134(e)(C)).

The provision of all needs-based payments is contingent upon the availability of funds.

ACTION

All FCWB employees, contractors and providers will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director