



Executive Committee Meeting

Wednesday, June 8th, 2022, at 8:15 AM
College of Lake County – Southlake Campus

- I. Call to Order**..... Kim Wimer, Vice Chairwoman
- II. Public Comment**
- III. Chairwoman’s Report**..... Kim Wimer
- IV. Consent Agenda**
- Approve:**
- May 2022 Executive Committee Meeting Minutes [Attachment A](#)
 - Board Service Policy 5: Individual Training Account Modifications [Attachment B](#)
 - The Lake County Workforce Development Board WIOA Local Plan Required Modifications (2020-2024) [Attachment C](#)
- V. New Business**
- 1. Action Item** [Attachment D](#)
Approve the Nominating Committee’s Recommended Slate of Officers for PY2022
- The Nominating Committee will report its recommendations for the new term beginning July 1, 2022
 - The recommended slate will be presented at the Board meeting on June 23
 - Other Board Members may be nominated for consideration at the Board meeting on June 23
- 2. Action Item** [Attachment E](#)
Accept the Workforce Innovation & Opportunity Act PY22 Allocations in the amount of \$4,743,950.
- 3. Action Item** [Attachment F](#)
Approve the Lake County Workforce Development Board Services Policy modifications for Policy 15: Supportive Services and Policy 18: Needs-Related Payment.
Presenters:
Ashantti Ross, Lead Project Planner, Lake County Workforce Department
Felicia Nixon-Gregory, Project Analyst, Lake County Workforce Development

VI. Updates and Information

1. DCEO Program and Fiscal Joint Monitoring
2. Board Membership Appointments and Reappointments - September 2022

VII. Upcoming Board & Committee Meetings

1. Executive Committee Meeting – Wednesday, July 13, 2022, at 8:15 AM
2. Workforce Development Board Meeting – Thursday, June 23, 2022, at 8:00 AM
3. Executive Committee Meeting – Wednesday, August 10, 2022, at 8:15 AM
4. Executive Committee Meeting – Wednesday, September 14, 2022, at 8:15 AM
5. Workforce Development Board Meeting – Thursday, September 22, 2022, at 8:00 AM

VIII. Adjournment



**Executive Committee
Meeting Minutes**

Wednesday, May 11, 2022, at 8:15 AM

Present: Chair Karen Stoneman, Vice-Chair Kim Wimer, Dennis Kessler, Jennifer Harris, Tim Dempsey, Carlotta Roman, Demar Harris (proxy for Jennifer Serino), Andrew Warrington, Ann Maine,

Absent: Laura Crivlare, Lori Suddick

I. Call to Order Karen Stoneman, Committee Chairwoman

*The meeting was called to order at 8:22 A.M.
A quorum was verified.*

II. Public Comment

No public comment.

III. Chairwoman's Report Karen Stoneman

1. Lake County Workforce Development Board Leadership

The LCWD Board follows the Robert's Rules of Order. Karen Stoneman will be retiring from Sysmex on June 1st. The Chair and Vice-Chair from the Board shall be nominated for election from among business representatives. Elections will take place at the June meeting. The Nominating Committee Chairman is Tim Dempsey. All interested in being Chair or Vice-Chair please contact Tim or Jennifer Serino. Laura Gergely is available to give you a description of the duties of committee Chairman.

2. Lake County Economic Interest Statement – May 1st Deadline

The Economic Interest Statement was due May 1st. If anyone has not completed, you still have time to complete. This is required for all Board members.

IV. Consent Agenda

Approve:

- March 2022 Executive Committee Meeting Minutes [Attachment A](#)
- As recommended by the Operations Committee, approve the [Link 1/Link 2](#)
PY2022 Job Center of Lake County Memorandum of Understanding
- As recommended by the Operations Committee, approve the [Attachment B](#)
Memorandum of Understanding between Lake County Workforce Development Board, Lake County and the One-Stop Operator Consortium (Illinois Department of Employment Security, the College of Lake County, DHS Division of Rehabilitation Services and the Lake County Workforce Development Department) in the amount of \$46,455.25.

Accept:

- Accept the Workforce Innovation & Opportunity Act PY21 Revised Allocations in the amount of \$139,211

Attachment C

Review

- The Lake County Workforce Development Success newsletter
<https://www.lakecountyil.gov/DocumentCenter/View/45317/Success-Newsletter-Vol-22-Ed-1-PDF>
- The Lake County Workforce Brief
<https://www.lakecountyil.gov/DocumentCenter/View/45421/Workforce-Brief-Vol-22-Ed-2>

Action: Member Maine motioned to approve the Consent Agenda. Member Wimer seconded the motion.

No corrections.

All in favor. Motion carried.

V. Northeast Economic Development Region and LCWDB WIOA Local Plan**1. Action Items**

- Approve the Workforce Innovation and Opportunity Act (WIOA) Four-Year Plan for the Northeast Economic Development Region (2020-2024) Modifications [Link](#)
- Approve the Lake County Workforce Development Board WIOA Four-Year Local Plan (2020-2024) Modifications [Link](#)
Speaker: Eric Nordstrom, Career Specialist, Lake County Workforce Development

The modification to the four-year plan for Workforce Development services and operations needed to be updated due to the pandemic. Some Workforce Development services were converted to a virtual platform and integrated with in-person interactions. Individuals can access Job Center website and have virtual access to service such as the WIOA application, some workshops and information virtually 24/7. Individuals coming into the Job Center always have enough staff to help them.

Action: Member Warrington motioned to approve the Northeast Economic Development Region and LCWDB WIOA Local Plan modifications. Member Harris seconded the motion.

No corrections.

All in favor. Motion carried.

Changes to the Local plan include the creation of the Youth task force, Diversity and Equity taskforce, and adopting and adapting “new ways to work” virtual tools. Workforce looked at communities with the highest unemployment and created the Job Center on the Move project to bring Job Center services to low economic communities. Current locations are the North Chicago Library, Legacy Reentry Foundation, Boys & Girls Club of Lake County and Zion Public Library. Services include career transition, resume assistance, connect to funding for training, paid work experience, internship options and learn about businesses in the area. The plan is to broaden the project to other communities next year.

Action: Member Wimer motioned to approve the LCWDB WIOA Local Plan modifications. Member Dempsey seconded the motion.

No corrections.

All in favor. Motion carried.

2. LCWDB WIOA Local Plan Strategies

- Family Centered Coaching
- [Lake County Youth Refresh Report](#)
- American Rescue Plan Act (ARPA) Funding
- DOL Apprenticeship Building America Program Grant

Family Centered Coaching (FCC) are strategies and tools that help human service organizations change how they engage with individuals and families to address their needs. The individual makes progress at their own pace to complete their goals. Partnering with their families increases the likelihood of success.

The Lake County Youth Refresh report will kick-off on May 13th. The Youth Taskforce consists of 17 members from 15 organizations. Dr. Michael Karner is taskforce Chairman.

The Lake County Board approved American Rescue Plan Act (ARPA) funding to LCWD to expand training assistance in underserved communities 06/01/2022-06/30/2025. Funding of \$2,812,500 will be used to subsidize salaries for 200 + individual internships and \$300,000 for training. A marketing project team will be identified to level funding.

The DOL Apprenticeship program is a four-year program targeting Lake and McHenry counties to expand the number of Registered Apprenticeship Programs in manufacturing and technology. The program goal is to increase individuals who have the skills and knowledge to participate in the workforce.

VI. Updates and Information

1. DCEO Program and Fiscal Joint Monitoring scheduled for May 23, 2022

Please be aware the DCEO's Program and Fiscal annual monitoring will begin on May 23rd.

Conference Update: NAWB's 2022 FORUM and 2022 Illinois Summit

This year many staff along with Jennifer Harris attended the Forum and the Summit in-person or virtual.

VII. Upcoming Board & Committee Meetings

1. Executive Committee Meeting – Wednesday, June 8, 2022, at 8:15 AM
2. Workforce Development Board Meeting – Thursday, May 26, 2022, at 8:00 AM
3. Workforce Development Board Meeting – Thursday, June 23, 2022, at 8:00 AM

Board and committee meetings will be held in-person going forward. Please check the meeting location on the notice Laura Gergely emailed.

VIII. Adjournment

Chairwoman Karen Stoneman closed the meeting at 9:24 A.M.



**Executive Committee
June 2022**

Action

Approve the Board Service Policy 5 Individual Training Account modifications.

Background

In April 2020 the Lake County Workforce Development Board approved to add language to allow for additional participants to be served via ITAs. As recovery initiates and trainees re-evaluate their training goals, Workforce Development has seen a higher utilization of the existing policy. It is recommended to remove section: IV.5.F while allowing Workforce Development staff, to make the decision, based off the customer's Individual Employment Plans (IEP) and employment/training goals.

POLICY 5: Individual Training Account

I. Purpose

This policy provides guidance regarding the issuance of ITAs for training and associated eligible costs when utilizing WIOA funds.

II. References

Illinois workNet ePolicy Chapter 7, Section 2: Training
 Illinois workNet ePolicy Chapter 7, Section 3: Training Provider and Training Program Eligibility
 DCEO WIOA Policy 15-WIOA-5.3

III. Terms

An ITA is an account established on behalf of a WIOA eligible participant.

IV. Policy

1. Requirements

- a. Participants must be eligible under one of the following provisions of WIOA:
 - i. 1A – Adult,
 - ii. 1D – Dislocated Worker, or
 - iii. Youth – In school and out of school
- b. Participants eligible to receive an ITA must select an approved training program that leads to a credential attainment in a career that is listed on the HPO List. Eligible and approved participants may, in consultation with the designated career planner, select an eligible program and training provider from the ETPL as documented on IWDS. The guidance and selection process will be provided in a manner that maximizes customer choice.
- c. The use of ITAs should not be used as enticement to terminate traditional academic programs. The use of ITAs will enhance, not replace, current delivery systems in accordance with local area recommendations.
- d. The WDB may develop eligibility standards for program participants beyond state policy.
- e. The WDD will use the approved HPO List for ITAs funded through WIOA.
- f. Workforce Development will be responsible for authorizing Individual Training Accounts for eligible participants enrolled in subrecipient programs.

2. Funding Guidelines

- a. The fund amount for an ITA shall not exceed \$7,000.00, except for identified healthcare training, and must be for training for careers on the HPO List. Funds may be used to pay for occupational training and related pre-requisite coursework, as identified in the participant's IEP, including tuition, required books, school fees, supplies and equipment as outlined in the provider's course catalog and made available to the public. ITA funds may also be used for licensing and credentialing exam costs related to the training program and the industry recognized credential that is identified in the participant's IEP.
 - b. In recognition of the higher cost of training for healthcare programs, eligible participants choosing to go into the healthcare field may request and receive an ITA of up to \$10,000.
 - c. Eligible clients choosing to pursue an Associate Degree program on the Workforce Board High Priority Occupation Policy #15 List and from institutions that award college credits that are transferable at degree completion are eligible for additional funding to cover the full cost of the specific program.
 - d. WIOA funds authorized from ITAs are prioritized for Lake County residents and/or eligible participants dislocated from a Lake County employer.
 - e. Participants are required to apply for other forms of federal financial aid. WIOA funds will not be withheld while the participant is awaiting determination of other financial aid eligibility. Participants who are delinquent in repaying a student loan will not be automatically disqualified from being considered for an ITA but will be counseled and advised to arrange a repayment plan with the financial institution which holds the defaulted debt.
 - ~~f. Participants utilizing a WIOA funded ITA will be ineligible for additional WIOA funded ITAs for a five year period from the date of training completion. This funding restriction will not be in effect beginning March 9, 2020, through June 30, 2021.~~
 - g. If the costs of prerequisite coursework push the total costs of a participant's IEP above the appropriate funding cap, the Director of the WDD is authorized to approve an ITA for an amount higher than the funding caps on an individual basis in cases when he or she finds that:
 - i. The participant is unlikely to find employment in a high priority occupation without the training identified in the IEP; or
 - ii. The individual is basic skills deficient; or
 - iii. Based on their previous employment or academic achievements, the participant shows a high likelihood of successfully completing the training listed in their IEP and achieving training-related employment; or
 - iv. The incremental costs more than the funding cap are minimal.
 - h. In no case will the total amount of the ITA exceed 150% of the appropriate funding cap.
3. Circumstances in Which an ITA May be Denied
- a. An ITA may be denied for an otherwise eligible participant under one or more of the following circumstances:
 - i. WIOA training funds are exhausted;
 - ii. The participant has reached the maximum amount allowed;
 - iii. The individual does not meet the priority of service as defined in the WDB's Local Plan;
 - iv. The individual resides outside the geographic area of Lake County and/or was not dislocated from a company in Lake County;
 - v. The individual is not likely to succeed in training, based on an in-depth assessment;
 - vi. The training course or program is not likely to result in employment upon training completion;
 - vii. The training course or program does not lead to a career on the HPO List;
 - viii. The service provider does not accept the participant;
 - ix. The individual attempts to make changes to the ITA voucher without approval; or
 - x. The individual does not comply with reasonable program and participation requirements and conditions.



**Executive Committee
June 2022**

Action:

Approve the Lake County Workforce Development Board WIOA Local Plan Required Modifications (2020-2024).

<u>Page # of Local Plan</u>	<u>Citation of Required Content</u>	<u>Required Revision</u>	<u>Modification</u>
Required Revisions / Required Improvements in the Local Plan modification starting July 1, 2022:			
73 – 74	Chapter 5, Item D(1).	Required Revision: The local area must describe the impact of the pandemic on the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers.	Modification: The impact of the pandemic on regional service strategies and EDR4’s regional response and action plans is covered in detail in Chapters 1-3.
73 - 74	Chapter 5, Item D(2).	Required Revision: The local area must include steps, to the extent known, that will be taken over the next two years to adapt to the impact of the pandemic in regard to the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers.	Modification: The impact of the pandemic on regional service strategies and EDR4’s regional response and action plans is covered in detail in Chapters 1-3.
75	Chapter 6(1):	Required Revision: The local area must provide updated information and analysis noting any significant impacts of the COVID-19 National Health Emergency.	Modification: The local area must provide updated information and analysis noting any significant impacts of the COVID-19 National Health Emergency. The primary impacts of the pandemic stem from the need to virtualize the delivery and structure of WIOA services and programs. As part of this mass virtualization, service accessibility has now inherently been increased to allow for 24/7 access for many core workforce services without the need to travel to a physical office location. This adoption of new technology resources has also enabled LWIA staff to continue to work effectively and efficiently in a hybrid or fully remote environment.

75	Chapter 6(2)	<p>Required Revision: The local area must describe steps that will be taken to address the challenges and opportunities that are associated with meeting the administrative requirement of the Workforce Innovation and Opportunity Act programs.</p>	<p>Modification: The local area must describe steps that will be taken to address the challenges and opportunities that are associated with meeting the administrative requirement of the Workforce Innovation and Opportunity Act programs. In addition to the workforce equity lens described in this Local Plan, LWIA 1 will continue to monitor the lasting effects of the pandemic to maintain adaptability and flexibility with regards to the delivery of WIOA programs and services across all demographics. Examples may include the continued use or adoption of technology resources, as needed, or the continued analysis of data pertaining to customer demographics and/or characteristics.</p>
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**Executive Committee
June 2022**

Action:

Approve the Nomination Committee's Recommended Slate of Officers for PY22

Slate:

The Slate as recommended by the Nomination Committee includes:

- Kimberly Wimer, Chair
- Dr. Carlotta Roman, Vice-Chair

An opportunity is available for other Board Members to be nominated from the floor for consideration.

The term of office begins July 1, 2022.



Lake County Workforce Development Board June 2022

Action:

Accept the Workforce Innovation & Opportunity Act PY22 Allocations in the amount of \$4,743,950.

WIOA PY22 Title I Allocations

The State of Illinois has issued WIOA Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2022 (PY22) beginning July 1, 2022. Lake County is receiving a total allocation in the amount of \$4,743,950.

Funding Type	PY21 Allocation	PY22 Allocation	PY22 vs PY 21
Youth	1,687,667	1,509,995	(177,672)
Adult	1,595,452	1,426,583	(168,869)
Dislocated Worker	1,787,419	1,807,372	19,953
	5,070,538	4,743,950	(326,588)



Lake County
Workforce Development Board
Executive Committee
June 2022

Action Item

Approve the Lake County Workforce Development Board Services Policy modifications for Policy 15: Supportive Services and Policy 18: Needs-Related Payment.

Childcare Assistance Program

Summary

This program would target eligible individuals participating in career or training services through Workforce Development. The program reimburses eligible childcare costs using verifiable attendance records. It allows the participant to choose a licensed childcare provider for their child(ren) while focusing on their training or work experience. The financial assistance to participants will enable them to participate in training, earn a certification or credential, and find and retain employment. The pandemic brought up health and safety issues and emphasized the financial struggles of affordable childcare. In a recent national study from [move.org](#), 59% of parents reported that the pandemic made paying for childcare more challenging¹. A recent study from the Harvard Business Review found that the loss of work hours due to lack of childcare was more significant for women of color, women without a college degree, and women living in low-income households². The Board recognizes that many individuals in need of training services may not have the resources available to participate in the training. Childcare costs reimbursement programs can help individuals meet childcare expenses and help them complete the training successfully.

Scope of Work

Childcare costs are eligible for reimbursement with verifiable attendance records and other supporting documentation. Reimbursement payments are based on authorization and approval. The participant is responsible for childcare expenses not directly related to training attendance's required days/times. Verification information will be needed for the child(ren) and the childcare provider.

Key Benefits

- Reduce barriers to training
- Reimbursement or direct payment will offset family expenses
- A higher percentage of course/program completion
- A higher percentage of work experience completion

Funding Amounts

The funding cap for childcare reimbursement is \$2,000 maximum amounts per participant for the duration of the program.

Funding Grants

The funding will be available for individuals under Adult, Dislocated Worker, and Youth funding currently enrolled in training or a work experience.

Projected Outcomes

- 20 participants receive childcare assistance: A budget of \$40,000 (depending on funding)
- 80% or great of the participants complete training
- 75% or greater obtain direct employment

Additional Resources:

¹[Average Cost of Child Care by State | Move.org](#)

²[Childcare Is a Business Issue \(hbr.org\)](#)

POLICY 15: Support Services

I. Purpose

This policy provides guidance regarding the use of WIOA funds for supportive services to eligible adults, dislocated workers, and youth.

II. References

DCEO PY2005 WIA NOTICE NO. 05-NOT-04

WIOA sec. 134(C) (2) and (3) (Adults and dislocated workers) and sec. 129 (C) (2) (Youth) and defined in WIOA sec. 3(59). 20CFR 680.900-970 and 681.570.

III. Terms

Supportive services include transportation, childcare, dependent care, assistance with educational training and testing and technology broadband internet services, payments and fees for employment and training related applications, test, and certifications, reasonable accommodations for individuals with disabilities and housing.

IV. Policy

1. Eligibility for Supportive Services

- a. Transportation costs are eligible for payment/reimbursement after verification for the days the participant has attended a scheduled training class, a scheduled work-based learning activity including an interview, a job shadow, a work-site tour, an unpaid work-experience.
- b. Transportation costs are eligible for payment/reimbursement for the first 60 days of employment.
- c. Technology costs are eligible for payment/reimbursement when remote learning is required, and a participant does not have access to a home computer. Payment/reimbursement not to exceed \$500.
- d. Broadband internet service costs are eligible for payment/reimbursement when a customer needs to create or maintain a wireless connection for distance learning, searching for jobs, and other employment and training services where such services are already allowable. Based on research payment/reimbursement should not exceed \$25.00 per month while enrolled in services.
 - i. Case managers should analyze and ensure that the broadband internet service costs are reasonable and necessary on an individual basis.
 - ii. Case managers should work with each individual customer to identify the most cost-effective method of obtaining the internet service. For example: case managers direct participants to local companies that aid with low-income residents in accessing the internet. Please see: [Your Guide to Internet Service During COVID-19 Outbreak](#).
- e. Childcare costs are eligible for reimbursement after verification for the days the participant has attended a scheduled training class or a scheduled work experience and the days the participant utilized daycare services.

2. Supportive Services Eligible for Funding

- a. Transportation is an allowable supportive service to WIOA eligible adults, dislocated workers, and youth.
- b. Transportation costs are eligible for payment/reimbursement after verification for the days the participant has attended class, employment or other required program events.
- c. Childcare costs are an allowable supportive service to WIOA eligible adults, dislocated workers, and youth.

3. Amount of Supportive Services Payments

- a. WIOA eligible participants are eligible for transportation payments/reimbursement not to exceed \$2,500.
- b. WIOA eligible participants who utilize public transportation will be reimbursed the actual cost of the public transportation pass or ticket, or \$10 per class day, whichever is less.
- c. WIOA eligible participants who utilize a private automobile will be reimbursed based on the following mileage as documented through Google Map at the following rates:
 - i. Participants living less than one mile (0.99) from the training provider will not be eligible for transportation reimbursements.
 - ii. Participants living between 1 mile and five (5.0) miles from the training provider will be reimbursed for \$5 per class day.

- iii. Participants living between 5.1 miles and ten (10.0) miles from their training provider will be reimbursed for \$10 per class day.
 - iv. Participants living between 10.1 and fifteen (15.0) miles from the training provider will be reimbursed for \$15 per class day.
 - v. Participants living 15.1 miles or more from the training provider will be reimbursed for \$20 per class day.
 - vi. No participants will be reimbursed for more than \$20 per class day.
- d. For Trade eligible participants, transportation reimbursement will be consistent with the Trade Act.
 - e. For participants that were enrolled and began their training before July 1, 2012, the previous reimbursement policy for WIOA customers shall apply until July 1, 2013. At that time, all clients will be subject to this policy. The previous policy allows for reimbursement for \$10 per class day for travel within Lake County, and \$20 per class day for travel outside of Lake County. Beginning July 1, 2013, all WIOA clients, no matter when they were enrolled or began training, will follow this policy.
 - f. WIOA eligible participants are eligible for childcare reimbursement not to exceed \$2,000.

4. Reimbursement

- a. Reimbursement requests must be accompanied by an attendance form that verifies their attendance in class for the days for which they are seeking reimbursement. Attendance forms must be signed by instructors or other authorized staff of the training provider who can verify attendance, as well as by the participant.
- b. It is the responsibility of the participant to ensure that the reimbursement request and attendance forms reflect true and correct information. If false information is submitted as a part of a reimbursement request, including on any related paperwork, the WDD reserves the right to disqualify that participant from any future reimbursement payments.
- c. WDD staff must review and approve all reimbursement requests and associated attendance forms in advance of any payments to the participant.
- d. Reimbursement requests for childcare costs must be accompanied by an attendance form that verifies their attendance in class for the days for which they are seeking reimbursement. Attendance forms must be signed by instructors or other authorized staff of the training provider who can verify attendance and the childcare provider who verifies the days childcare was utilized, as well as by the participant. It is the responsibility of the participant to ensure that the reimbursement request and attendance forms reflect the true and correct information. If false information is submitted as a part of a reimbursement request, including on any related paperwork, the WDD reserves the right to disqualify that participant from any future reimbursement payments.

5. Eligible Supportive Service for Contracted Youth Programs

- a. For contracted Youth Programs, Supportive Services can include any service allowed under WIOA, if those services are outlined in the program design, included in the program budget, and agreed to in the contract for youth services. Reimbursement for supportive services should follow the regular invoicing procedure, as outlined in the contract for youth services.



Needs-Related Payment Program

Overview

This program would target eligible individuals participating in career or training services through Workforce Development. Needs-related payments provide financial assistance to participants to participate in training, earn a certification or credential, and find and retain employment. The Center for Disease Control and Prevention reported that the social determinants of health-related needs during COVID of low-income households with children were the following, concerns about financial stability (76.3%), employment (42.5%), food availability (69.4%), housing stability (31.0%), and health care access (35.9%)¹. Among adults in rental housing in Illinois, 18% reported "not caught up on rent," and 26% reported "difficulty covering usual household expenses"². The Board recognizes that many individuals in need of training services may not have the resources available to participate in the training. A needs-related payment program can help individuals meet their non-training expenses and help them to complete the training successfully.

Scope of Work

Needs-related payments are eligible after receiving verification documentation assessing the individual's expenses and income. The individual will need to ensure the following forms are completed before they are deemed eligible. The forms include the Financial Needs Analysis Form, Verification of Income Training Form, and Payments Analysis Form. The process will be required for each needs-related payment.

Key Benefits

- Reduce barriers to training
- Payments will offset family expenses
- A higher percentage of course/program completion
- A higher percentage of work experience completion

Funding Amounts

The amount a participant received should not exceed a total of \$2,000. First needs-related payment upon enrolling if they submit required documents and 50% of the payment is provided at this time and should not exceed \$1,000. Second needs-related payment upon the completion and verification of a Measurable Skills Gain/Credential and the remaining 50% of the payment is provided at this time and should not exceed \$1,000.

Funding Grants

The funding will be available under Adult and Dislocated Worker funding actively enrolled in training.

Projected Outcomes

- 20 clients receive needs-related payments: A budget of \$40,000 (depending on funding)
- 80% or great of the participants complete training
- 75% or greater obtain direct employment

Additional Resources:

¹ [Social Determinants of Health-Related Needs During COVID-19 Among Low-Income Households with Children \(cdc.gov\)](https://www.cdc.gov/health-determinants/2020/08/11/social-determinants-of-health-related-needs-during-covid-19-among-low-income-households-with-children/)

² [Unemployment Rates for States \(bls.gov\)](https://www.bls.gov/charts/unemployment-rates-by-state/)

POLICY 18: Needs-Related Payment

I. Purpose

This policy outlines what types of NRPs are approved by the WDB. WIOA provides program guidelines for supportive services for adults, and dislocated workers. These include services such as transportation, childcare, dependent care, housing, and needs-related payments needed to enable individuals to participate in WIOA Title I activities.

II. References

Illinois workNet ePolicy Chapter 7, Section 4: Needs-Related Payment

WIOA Section 134(e)(3), WIOA Sections 3(59) and 134(d)(2) and (3)

III. Terms

NRPs are granted to adult and dislocated workers who are enrolled in training when they require additional monetary assistance to complete their training plans.

IV. Policy

1. Eligibility Determination

- a. NRPs are intended to provide monetary support to eligible adults and dislocated workers when other funds are not available or have been exhausted and NRPs are necessary for the worker to participate in training. NRPs are not entitlements and must be necessary to the success of the participant's training plan. NRPs are one of the support services authorized by WIOA Section 134(e)(3) and approved by the local WDB. Due to funding constraints, the WDB does not offer NRPs.

2. Adult Eligibility

- a. To be eligible for NRPs, an Adult must:
 - i. Be unemployed;
 - ii. Not qualify for UI; and
 - iii. Be enrolled in a program of training services under WIOA, section 134 (d) (4).

3. Dislocated Worker Eligibility

- a. To be eligible for NRPs, a Dislocated Worker must:
 - i. Be unemployed; and
 - ii. Have ceased to qualify for UI or Trade Readjustment Allowance under the TAA or North American Free Trade Agreement—Transitional Adjustment Assistance; and
 - iii. Be enrolled in a program of training services under WIOA section 143 (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.

-OR-

- i. Be unemployed, and
- ii. Did not qualify for UI or Trade Readjustment Allowance under the TAA or North American Free Trade Agreement—Transitional Adjustment Assistance; and
- iii. Be enrolled in a program of training services under WIOA section 143 (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.

4. Additional Information

- a. If these eligibility requirements are met, individuals may be awarded the initial NRP from WIOA funding at the start of training classes.
- b. Once a participant receives the initial NRPs, expenses, and income (including other sources of income, e.g., student financial aid, unemployment compensation, etc.) shall be verified by the WDD staff before the final NRP is provided. Verification will be requested from unemployment compensation, financial aid, welfare office, etc., and Page 32 of 38 Lake County Workforce Development Board Service Policies the participant. Participants that are not initially eligible for NRPs may, if their income is reduced, request a reassessment of their eligibility.

5. Payment Determination

- a. Adults: The WDB has the authority to establish the payment level for eligible adults, however the payment amount of the NRP made to adults may not exceed the equivalent weekly amount of the LWIA's annual 100% LLSIL for a family of one.
- b. Dislocated Workers: The level of NRPs made to Dislocated Workers shall not exceed the greater of:
 - i. The applicable weekly level of UI compensation (for participants who were eligible for UI because of a qualifying dislocation); or
 - ii. If the worker did not qualify for UI compensation, the weekly payment amount may not exceed the poverty level of an equivalent period. The weekly payment level must be adjusted to reflect changes in total family income as determined by Local Board policies. (The poverty level for family size is established for the Adult Program and must be divided by 52 weeks to determine a weekly poverty level).
- c. Payment amounts for Adults and Dislocated Workers. The customer is screened for the initial payment of \$1,000 and is then screened again for a final payment of \$1,000. The total of the Needs Related Payment must not exceed \$2,000.
 - i. The first needs-related payment will be issued upon enrollment if they submit the required documents
 - i. 50% of the payment is issued at this time
 - ii. Should not exceed \$1,000
 - ii. The second needs-related payment will be issued upon completing and verifying a Measurable Skills Gain or Credential.
 - i. Must occur within 60-days from the start of training
 - ii. The remaining 50% of the payment is issued at this time
 - iii. Should not exceed \$1,000

6. Administration and Oversight

- a. Needs Analysis:
 - i. Participants requesting NRPs are required to complete a Financial Needs Analysis Form.
 - ii. Participants requesting NRPs are required to complete Commerce/NRP Form # 001 and Commerce/NRP Form # 002.
- b. Records:
 - i. The following records must be maintained for each NRP recipient:
 - ii. A copy of UI entitlement decision or confirmation of UI benefits being exhausted;
 - iii. A copy of request for training classes for each period of training (quarter, semester, block, class, etc.);
 - iv. Verification of enrollment/registration, participation, grades and completion of training classes (confirmation from Registrar's office or course instructor);
 - v. A signature by the participant attesting to his/her understanding of NRP requirements and instructions;
 - vi. Documentation of all eligibility determinations; and
 - vii. A comprehensive list of all NRPs made to the participant.

7. Fraud

- a. Verification in Advance of Payment: To prevent fraudulent payment activity, prior to the payment of any NRPs, WDD staff must:
 - i. Perform a cross check with UI to ensure that participants are not receiving UI, State Training Benefits, TRA, and NRPs at the same time; and
 - ii. Verify training participation.
- b. Recovery of Overpayment or Fraudulent Payment: If a review of the participant's financial records indicates that an overpayment has been made (including excess advances, if any) or that there has been any fraudulent activity, the WDD staff should immediately report the occurrence to the WDD Business Manager. Payments to the participant in question will cease immediately. The WDD will notify the participant in writing of the overpayment or fraudulent payments and will request a repayment of funds, as appropriate, within thirty days. If the amount is not repaid, the WDD Business Manager may begin debt collection procedures. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for prosecution per WIOA Policy Letter Number 06-PL-28.

