

RESOLUTION OF THE NEW YORK CITY WORKFORCE DEVELOPMENT BOARD APPROVING AMENDMENTS TO THE SUPPORTIVE SERVICES POLICY¹

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) defines supportive services as those necessary to enable individuals to participate in WIOA activities (20 CFR §651.10);

WHEREAS, WIOA stipulates that local areas may make “needs-related payments” to individuals, provided they are participants in training services as defined under WIOA and meet certain criteria, including that they cannot be employed or receiving unemployment compensation (20 CFR §680.950, §680.960 and §680.970);

WHEREAS, the Local Workforce Development Board has the authority and flexibility to develop policies for the provision of supportive services within the local area;

WHEREAS, the New York City Workforce Development Board (“the Board”) recognizes that a lack of income during training may pose a barrier to participation for many low-income individuals and that, consequently, needs-related payments may increase access and reduce financial barriers to training;

WHEREAS, WIOA requires that the local Board define procedures for referring customers to supportive services and, when they are not available through other funding sources, which ones will be funded;

WHEREAS, WIOA stipulates that the local Board must establish a maximum level for needs-related payments if they are to be available in the local area;

WHEREAS, SBS partnered with the University of Pennsylvania during a pilot period from August 2021 through August 2022 to conduct a randomized control trial of needs-related payments during training to study their effects;

WHEREAS, the Board established its current supportive services policy in 2022 with the intent to evaluate the effects of the policy;

WHEREAS, the Board has reviewed and evaluated the impact of needs-based payments and has determined that they are an appropriate supportive service for training participants;

NOW, THEREFORE, BE IT RESOLVED that the New York City Workforce Development Board Executive Committee hereby amends and restates the Supportive Services Policy, effective September 1, 2023, to the following:

¹ https://www.nyc.gov/assets/wkdev/downloads/pdf/WDB_Supportive_Service_Policy_8.8.22_SUBMITTED.pdf

A. Overview

1. Individuals participating in a training program² who meet certain criteria may have access to needs-related payments.
2. The Workforce1 Career Centers will leverage their extensive network of Community Partners to refer customers to access all other supportive services necessary to enable an individual to participate in WIOA activities (including transportation, childcare, dependent care, housing, etc.).

B. Guidelines for the Department of Small Business Services (SBS) to Issue Needs-Related Payments to Participants of Training Programs

1. Defining Eligibility for Needs-Related Payments among Training Participants

To be eligible for needs-related payments, an individual must:

- Demonstrate need, defined as being unemployed and not receiving unemployment compensation (in accordance with 20 CFR§680.940 and §680.950)
- Be enrolled in training to qualify for needs-related payments (in accordance with 20 CFR§680.940 and §680.950)
- Meet all additional requirements³ to participate in an SBS training

2. Confirming Eligibility for Needs-Related Payments among Training Participants

- SBS staff or their designated Workforce1 vendors will assess individuals to confirm they meet all eligibility requirements for training, including using a supplemental intake form where needed to help confirm eligibility.
- SBS will coordinate secure data sharing with New York State Department of Labor to confirm whether a training participant is receiving unemployment compensation.

3. Maximum Levels for Individual Training Participants:

- Weekly Amount: Effective September 1, 2023, the weekly maximum needs-related payment amount for training will be equivalent to 100% of the Lower Living Standard Income Level (LLSIL) for a household of one person, divided by 52 weeks.
- Yearly Maximum: The aggregate yearly maximum amount for training shall be the weekly amount times 40 weeks of training.
- Every year when the new Lower Living Standard Income Level (LLSIL) is released, within 90 days SBS will update the weekly and yearly amounts to align with 100% of the LLSIL in the New York-Northern NJ area for a household of one person.

² A training program, for the purposes of this policy, is defined as a combination of instruction and career search supports. Individuals must be enrolled in a training program to be eligible for a needs-related payment.

³ <https://www.nyc.gov/site/sbs/careers/access-training.page>

Maximum Levels of Needs-Related Payments for Individual Training Participants

Effective Date	100% of Lower Living Standard Income Level for a Household of One Person for the NY/NJ Area	Weekly Needs-Related Payment Amount: Part-Time Training	Maximum Weekly Needs-Related Payment Amount: Full-Time Training	Maximum Yearly Aggregate Amount for Training (40 Weeks)
8/1/2021		\$175*	\$325*	\$13,000*
9/1/2022	\$18,476	No longer available	\$355	\$14,200
9/1/2023	(Based on latest LLSIL and updated annually)	No longer available	(Annual LLSIL divided by 52 weeks)	(Weekly amount multiplied by 40 weeks)

* These amounts were calculated for the pilot period of the randomized control trial. They were not tied directly to the Lower Living Standard Income Level. Part-time training was defined as fewer than 20 hours per week and full-time training was defined as 20 or more hours per week. During the pilot period, the University of Pennsylvania implemented a randomized control trial by evenly dividing training *cohorts* into those receiving stipends and those not receiving stipends, with the purpose of evaluating the effects of needs-related payments.

4. Maximum Term and Length for Individual Training Participants:

- Participants are eligible for needs-related payments while enrolled in training but are no longer eligible once receiving follow-up services.
- Any individual training participant may not exceed 40 weeks' worth of needs-related payments within a 12-month period.
- A trainee is only eligible to receive needs-related payments applied to one training program in a three-year period.

5. Availability and Amount of Needs-Related Payments

SBS, acting on behalf of the New York City Workforce Development Board as the administrator of Adult and Dislocated Worker programs, reserves the right to limit the total number of customers who receive needs-related payments or to limit the amount of needs-related payments based on the availability of funding in any given fiscal year.