



## Policy as related to the issuance of Needs Related Payments

*As approved by the CSS WFNY Board: Structure Committee May 29, 2009.*

*As Amended July 21, 2009 by Structure Resource Committee.*

*As Amended December 1, 2011 by Structure Resource Committee.*

Policy: Effective January 1, 2012, for those individuals who are approved Workforce Investment Act (WIA) Adults or Dislocated Workers and who are participating in an approved Level 3 Individual Training Account (ITA) being paid for by Chemung Schuyler Steuben Workforce New York (CSS WFNY,) cash payments for basic needs may be made available by working with their respective Counselor. The cost of this initiative is not related to the ITA presentation nor the Brokered Training cost – it is separate and above. The maximum reimbursement under this initiative is capped at \$3,900 per person during the period of his/her training using the formula described below, but in no case will it extend for more than 26 weeks. Requests must be declared at the time of application including estimates; failure to do so will disqualify an applicant from these funds. This initiative will accept eligible participants subject to fund availability.

A stipend of \$150.00 per week (or actual UI rate as determined by the NYS UI Division, whichever is less) will be available to all eligible participants on a bi-weekly basis while maintaining attendance in an approved training a minimum of 12 hours per week, and if they meet the following criteria:

### WIA Adult

- unemployed; and
- does not qualify for, or has ceased to qualify for UI benefits; and
- is enrolled in an approved program of training services being paid for by Chemung Schuyler Steuben Workforce New York (CSS WFNY); and
- has been determined ineligible for cash payments by all other relevant social/human service entities such as the local Department of Social Services (for reasons other than failure to comply), Worker Compensation, NYS Disability, etc. (this list should not be considered all inclusive, it is intended to be used as a guide); and
- family income (based on family-size) does not exceed 100% of the poverty level.

### WIA Dislocated Worker

- unemployed; and
- does not qualify for, or has ceased to qualify for UI or TAA benefits; and
- is enrolled in an approved program of training services being paid for by Chemung Schuyler Steuben Workforce New York (CSS WFNY); and

- has been determined ineligible for cash payments by all other relevant social/human service entities such as the local Department of Social Services(for reasons other than failure to comply), Worker Compensation, NYS Disability, etc. (this list should not be considered all inclusive, it is intended to be used as a guide); and
- family income (based on family-size) does not exceed 100% of the poverty level.

#### School/Semester Breaks

School/Semester breaks are defined as Spring Break, Winter/Christmas Break, etc. and the period of time between Fall and Spring; Spring and Summer; and Summer and Fall semesters. Under no circumstances will customers be allowed to collect needs-related payments over the summer if they are not attending classes.

Customers eligible for needs-related payments shall be paid for school breaks lasting 14 weekdays or less with no obligation on their part beyond the usual bi-weekly case management meeting with a Placement Specialist.

Customers eligible for needs-related payments shall be paid for school breaks lasting 15 weekdays or more if they are in compliance with bi-weekly employment-related activities designed with, and monitored by, the assigned Counselor.

#### Attendance Requirement

Failure to attend at least 75% of the scheduled class hours in any given week during the training will result in forfeiture of the respective week's payment. Failure to attain the 75% benchmark for more than two weeks (not necessarily consecutive) will result in disqualification for these funds.

Dropping from the approved training will result in immediate disqualification for these funds effective to the last date of attendance at the approved training program.

#### Case Management Meeting Requirement

Failure to maintain contact with the assigned Counselor on at least a bi-weekly basis will result in the forfeiture of that bi-weekly period's payment. Failure to meet the case management requirement more than twice (not necessarily consecutive) will result in disqualification for these funds.

Failure to remain in compliance with the bi-weekly employment-related activities designed with, and monitored by, the assigned Counselor will result in the forfeiture of the respective week's payment. Failure to meet the requirement more than twice (not necessarily consecutive) will result in disqualification for these funds.