



**Buffalo and Erie County
Workforce Investment Board, Inc.**

MEMORANDUM

TO: All Staff
FROM: Heather Gresham, Executive Director, WIB, Inc.
SUBJECT: **NRP guidelines for Trainees with paid work experience or employment**
DATE: December 5, 2016

Reference: LWIB Policy Bulletin #6-16, dated June 28, 2016

LWIB Policy Bulletin #6-16 Part II, provides for Supportive Services in the form of Needs Related Payments (NRP) to eligible WIOA Adults or Dislocated Workers receiving occupational skills training through Individual Training Accounts (see paragraph numbered 3 on p. 8 of said Policy Bulletin).

Effective immediately, the following guidelines apply to eligibility for NRPs provided to participants in a training program that includes a paid work experience, or when a participant subsequently obtains employment while still in training:

- Adults and Dislocated Workers applying for NRPs must initially meet the eligibility requirements set forth in the BECWIB's Supportive Services Policy currently in effect.
- If the training program includes a paid work experience that provides the trainee with income in excess of \$100 per week, the trainee will be precluded from receiving NRPs.
- Continued eligibility for NRPs will be reviewed by the trainee's One-Stop Center (OSC) counselor at least every six months or when the trainee declares consistent employment while in training with income in excess of \$100 per week. Engagement in such employment will preclude the trainee from continuing to receive any NRPs.
- The trainee's OSC Counselor will immediately notify the WDC's fiscal department concerning the trainee's engagement in such employment while still in training.