



TECHNICAL ASSISTANCE

Date: January 11, 2021

Contact: DWD Policy

Division/Document Number: Compliance and Policy, 20-01

Topic: Disaster Recovery Dislocated Worker Grant (DR-DWG)

Purpose

To provide additional guidance for the implementation of the DR-DWG. Grant POCs are responsible for communicating this guidance to appropriate staff and ensure that the eligibility documentation and data entry requirements contained within are implemented.

References

- Workforce Innovation and Opportunity Act (WIOA)
- TEGL 12-19 National Dislocated Worker Grant Program Guidance
- TEGL 12-19 Change 1 National Dislocated Worker Grant Program Guidance

Content

DWD has received several questions regarding eligibility documentation, ICC data entry, and various other topics.

The questions have been vetted with the appropriate DWD divisions and guidance is provided in the attachments.

Attachments

- Attachment A** DR-DWG Frequently Asked Questions [3rd Compilation]
- Attachment B** DR-DWG Eligibility Documentation Requirements
- Attachment C** WIOA Dislocated Worker Definition
- Attachment D** DR-DWG Long-Term Unemployed Self-Attestation Template
- Attachment E** DR- Activity 220 - ICC Data Entry
- Attachment F** DR-DWG ICC Application Category 12 Screenshot

Additional Information

Questions regarding the content of this publication and any additional DR-DWG implementation questions should be directed to DWD Policy: policy@dwd.in.gov.

Attachment A
DR-DWG Frequently Asked Questions¹

Question	Response
Which ICC activity do I use for disaster relief employment?	The 220 - Disaster Relief Employment activity. (See Attachment E for data entry for the 220 activity.)
Can we use self-attestation to get people into jobs quickly?	Initially, yes. However, local areas must have a plan in place to collect the required documentation. TEGL 12-19: States eventually must collect all documentation necessary to demonstrate that each participant is eligible under 20 CFR 687.170(b). (See Attachment B for documentation requirements.)
Do we have to collect eligibility documentation for this grant?	Yes. TEGL 12-19: For participants who only receive disaster relief employment, the same performance data collection requirements apply as for other DWG participants. (See Attachment B for documentation requirements.)
Other than the WIOA application, do I have to enter anything else into ICC?	<ul style="list-style-type: none"> • Case notes: enrollment, work history; monitoring, and placement/placement updates. • Scan eligibility documents, Worksite Agreements, and worksite monitoring documents into the participant’s ICC electronic file.
What “completion status” should be used for the 220 activity?	<ul style="list-style-type: none"> • If the participant has been placed, begun work, and the employer has been reimbursed, completion status is “successful completion”. • If the participant does not begin work for the employer and the employer is not reimbursed, the activity should be “voided”. • Successful completion requires only placement and reimbursement of the employer. Funding for disaster relief employment is to the employer not to the individual.
Will this grant be monitored?	Yes. DWGs are being incorporated into the WIOA Title I reviews.
Are Worksite Agreements optional?	No. Worksite Agreements describe the deliverables for both the employer and the region, especially with regard to reimbursement. The DR-DWG Regional Monthly Report narrative requests submission of participant Worksite Agreements.
Can supportive services be charged to the grant?	Yes, if the region had budgeted for supportive services, they are needed for participation, and cannot be funded by another program. TEGL 12-19, Change 1 states, “Supportive services are allowable when they are needed to enable individuals to participate in disaster relief employment and employment and training services and when supportive services cannot be obtained through other programs.
Can employment and training services be provided under the grant?	No. Indiana is focusing on Disaster Relief Employment.
Are the placements under this grant the same as a WEX?	No. 20 CFR 680.180 states, “...[a] work experience is a planned, structured learning experience...” TEGL 12-19 Change 1 states, Disaster Recovery DWGs provide funding for the creation of disaster-relief employment, which is temporary employment that aligns with clean-up and recovery efforts or employment related to the delivery of appropriate humanitarian assistance in the immediate aftermath of the disaster or emergency. (See the previously issued DR-DWG guidance located on the staff portal.)

¹ 3rd compilation, please see the WorkOne Staff Portal for links to previous publications

Attachment B

DR-DWG Eligibility Documentation Requirements

1. Temporarily or Permanently Laid Off as a Consequence of COVID-19

An individual who is dislocated because their employment was adversely affected by the COVID-19 disaster is eligible for the grant under category 12 on the WIOA Application. (See Attachment F for Category 12 screenshots.)

Adequate documentation must clearly show that the individual (1) was employed and (2) is now temporarily or permanently laid off as a consequence of the COVID-19 disaster.

Allowable documentation for employment includes the following:

- I. Paystubs or other payroll records; or
- II. A bank statement indicating direct deposit from the most recent employer; or
- III. A letter from the most recent employer; or
- IV. Unemployment claim printout; or
- V. A case note documenting phone verification from the employer; **and**
- VI. Detailed case note explaining how the layoff was a result of the disaster.

NOTE: When saving DR-DWG eligibility documents, begin the file name with “**DR-DWG Eligibility**”. Documentation is to be saved in the participant’s electronic file (ICC).

2. Dislocated Worker

Individuals who meet the definition of a dislocated worker as defined in WIOA Sec 3 (15), Attachment C, must have their eligibility fully documented in the electronic file. Staff must select the appropriate category on the WIOA Application for which the individual meets eligibility.

Dislocated Worker categories, respective eligibility requirements, and required documentation are unchanged.

NOTE: When saving DR-DWG eligibility documents, begin the file name with “**DR-DWG Eligibility**”. Documentation is to be saved in the participant’s electronic file (ICC).

3. Long-Term Unemployed

For the purpose of the National Dislocated Worker Grant (NDWG), long-term unemployed is defined by the state. Indiana defines long-term unemployed as “a person that has been unemployed an aggregate of 27 weeks or more out of the last 52 weeks.”

First, the individual’s employment record should be thoroughly reviewed by staff to ensure that the individual is **not** a WIOA dislocated worker. If a long-term unemployed individual meets the definition of a Dislocated Worker (see Attachment C), the qualifying eligibility is due to the dislocated worker status and the long-term unemployed eligibility criteria should NOT be pursued.

Those who meet the definition of long-term unemployed and do not meet the definition of a Dislocated Worker are eligible to participate in the grant under Category 12 on the WIOA Application.
(See Attachment F for Category 12 screenshots)

Allowable documentation includes the following:

- Social Security employment history print out; or
- UI wage record print out; or
- Unemployment claim printout; or
- Self-Attestation Form*; **and**
- Detailed case note providing details of long-term unemployment.

* See Attachment D for an example Self-Attestation form template.

NOTE: When saving DR-DWG eligibility documents, begin the file name with “**DR-DWG Eligibility**”. Documentation is to be saved in the participant’s electronic file (ICC).

4. Self Employed Who Became Unemployed or Significantly Underemployed as a Result of COVID-19

A self-employed individual who is now unemployed or significantly underemployed as a result of the applicable disaster is eligible for the grant as a dislocated worker under category 12 on the WIOA Application.
(See Attachment F for Category 12 screenshots.)

Adequate documentation must clearly show that the individual (1) was self-employed and (2) is now unemployed or significantly underemployed:

Evidence of self-employment includes the following:

- A business tax return, or
- A business license, or
- Any other legal document which establishes self-employment.

Evidence that owner is unemployed or significantly underemployed may include the following:

- Copy of paystubs (is owner is paid from an account); or
- Financial records showing a decrease in revenue; or
- Press release or other public notification of business closure; or
- Unemployment claim printout; **and**
- Detailed case note explaining how the business was negatively impacted as a result of the disaster.

NOTE: When saving DR-DWG eligibility documents, begin the file name with “**DR-DWG Eligibility**”. Documentation is to be saved in the participant’s electronic file (ICC).

Attachment C
WIOA Dislocated Worker Definition

WIOA Sec. 3 (15) DEFINITIONS

DISLOCATED WORKER.—The term “dislocated worker” means an individual who—

- (A)** **(i)** has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii)** **(I)** is eligible for or has exhausted entitlement to unemployment compensation; or
- (II)** has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii)** is unlikely to return to a previous industry or occupation;
- (B)** **(i)** has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii)** is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii)** for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C)** was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D)** is a displaced homemaker; or
- (E)** **(i)** is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- (ii)** is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

Attachment D

**DR-DWG Long-Term Unemployed
Self-Attestation Template**

I attest that during the period from MM/DD/YYYY to MM/DD/YYYY I was unemployed for a total of at least 27 weeks as noted below.

MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
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MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____
MM/DD/YYYY to MM/DD/YYYY	# of weeks	_____

Total (must equal or exceed 27) _____

Signature: _____

Participant Name: _____

Date: _____

**Attachment E
DR- Activity 220 - ICC Data Entry**

General Information

Customer Group- Select: 80- National Dislocated Worker Grant (NDWG)

Address:	123 Main Vincennes, IN 47591
Application Summary:	Program: Title I - Workforce Development (WIOA) Application Date: 12/29/2020 Earliest Eligibility Date: 12/29/2020
Participation Date:	12/29/2020
* Customer Program Group:	<div style="border: 1px solid red; padding: 2px;"> <div style="border: 1px solid blue; padding: 2px;">80 - National Dislocated Worker Grant (NDWG) ▼</div> <p>[Select program enrollment template]</p> </div>
* LWDB:	<div style="border: 1px solid blue; padding: 2px;">Region 11 ▼</div>
* Office Location:	<div style="border: 1px solid blue; padding: 2px;">WorkOne Vincennes (Knox County) ▼</div>

Enrollment Information

Grant- Select your region's COVID-19 Disaster Recovery DWG grant

Activity Code- Select 220 Disaster Relief Employment

Grant:	<div style="border: 1px solid red; padding: 2px;"> <div style="border: 1px solid blue; padding: 2px;">R COVID-19 Disasater Recovery DWG ▼</div> </div>
WIOA or Non-WIOA Partner Program:	<input type="checkbox"/> Yes , service is a WIOA or Non-WIOA Partner Program.
* Activity Code:	<div style="border: 1px solid red; padding: 2px;"> <div style="border: 1px solid blue; padding: 2px;"> <div style="border: 1px solid blue; padding: 2px;">220</div> <div style="border: 1px solid blue; padding: 2px;">Disaster Relief Employment - DWG</div> <p>[Select Activity Code]</p> </div> </div>

PE	EE	Status	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
○	○		220 - Disaster Relief Employment - DWG	W	National Dislocated Worker Grant (NDWG) R COVID-19 Disasater Recovery DWG				

