



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

FROM: Dale Wengler 
Deputy Commissioner, Policy and Field Operations

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**Technical Assistance Bulletin
TAB 2008-01, **Change 1****

Indiana's Weather-Related Disaster National Emergency Grant Program WorkOne Procedures

Background

In the last couple of months, Indiana experienced a number of catastrophic weather events that resulted in nearly one half of Indiana's 92 counties being declared disaster emergencies by Governor Mitch Daniels, and a preliminary damage estimate of \$126 million. In response to these events, the Indiana Department of Workforce Development (DWD) submitted a National Emergency Grant (NEG) request to the United States Department of Labor (USDOL). On June 19, 2008, DWD was notified by the USDOL that its NEG application had been approved, and it should commence with offering services under the NEG.

The purpose of NEG Disaster Grants is to create temporary jobs (Disaster Relief Employment) to assist in the cleanup and restoration efforts as a result of the disaster. These temporary jobs also include working on projects that provide food, clothing, shelter, and other humanitarian assistance for disaster victims. The work may be done through public and private agencies and organizations engaged in such projects.

DWD will enter into an agreement with a temporary staffing service to function as the employer of record for the program participants, and will work with local groups to coordinate job sites, number of workers needed, and job functions.

Participants in this program initially will be eligible to receive temporary employment, assisting local areas with cleanup and/or related humanitarian assistance, and supportive services, funded by the NEG.

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In addition, the NEG also allows for the provision of dislocated worker services to individuals who were dislocated from work as a result of the recent flooding disaster. Local WorkOne Centers will provide services to the potential program participants, contacting them to notify them of the program, determining eligibility, referring them to the temporary employer of record, and providing workforce investment system services.

Purpose

To provide guidance for local WorkOne offices that will be assisting Weather-Related Disaster NEG Program participants.

This Technical Assistance Bulletin will provide guidance for:

- 1) Determining Eligibility for Weather-Related Disaster NEG Program Participants
- 2) Processing Eligible Participants within the Integrated WorkOne System
- 3) Documenting Weather-Related Disaster NEG Program Delivery

Content

Determining Eligibility for Weather-Related Disaster NEG Program Participants

Individuals are eligible to participate in the Weather-Related Disaster NEG Program if they are at least 18 years old, and meet one of the prioritized criteria:

- 1st Priority** – have been temporarily dislocated as a result of the disaster;
- 2nd Priority** – are eligible dislocated workers as defined in WIA Sec. 101 (9)(B), (C), and (D) and not receiving Unemployment Insurance (UI) or other types of income support;
- 3rd Priority** – are considered *long-term unemployed*, defined for purposes of this NEG grant in Indiana as, *an individual who was seeking work for a minimum of 90 days prior to the date of the disaster and not receiving UI or other types of income support.*

NOTE: An individual cannot concurrently participate in NEG Disaster Relief Employment and collect UI Benefits. If a potential participant is currently receiving UI benefits, he/she must stop claiming UI benefits during the duration of his/her participation in Disaster Relief Employment.

Processing Eligible Participants within the Integrated WorkOne System

WorkOne offices offering the Weather-Related Disaster NEG Program will be provided with a list of individuals who have applied for Disaster Unemployment Assistance (DUA), dislocated workers whose benefits have recently expired or been exhausted, and long-term UI exhaustees.

- Staff from WorkOne offices will be asked to contact these individuals to potentially participate in the Weather-Related Disaster NEG Program.
- If a person is interested in participating, staff should invite the potential participant to visit the WorkOne office in order to register for the program.
 - Declining participation in the Weather-Related Disaster NEG Program does not change an individual's eligibility for WIA Dislocated Workers and/or Adult Programs.

Potential participants for the Weather-Related Disaster NEG Program are to be served in the same manner as any other customer of the WorkOne System.

- Each must be greeted, and if not previously enrolled in TrackOne, given an initial assessment, and eligibility determined.
- If a customer is determined eligible for Workforce Investment Act (WIA) dislocated worker programs, are a candidate for employment, and meet the above eligibility criteria, the participant should be referred to the temporary employer of record for the Weather-Related Disaster NEG Program.
 - The temporary employer of record will have a staff person available at the WorkOne Center to process the temporary hire.

Documenting Weather-Related Disaster NEG Program Delivery

Service delivery for Weather-Related Disaster NEG Program participants will be documented in a manner consistent with WIA regulations as they pertain to Dislocated Workers.

TrackOne will automatically determine eligibility for the Weather-Related Disaster NEG Program.

- Staff members will be required to indicate in the *Reason for Dislocation* section of the TrackOne application that the individual is dislocated as a result of the Weather-Related Disaster.

If a participant is referred to the temporary employer of record:

- Staff will enter a job referral service in TrackOne, and indicate in case notes whether the individual is eligible under Priority 1, Priority 2, or Priority 3. The funding stream for this service is **Flood NEG IN-06**.

NOTE: The only regions authorized to use the Flood NEG IN-06 funding stream code are those specifically authorized to do so by the Indiana Department of Workforce Development. Regions utilizing the Flood NEG IN-06 funding stream without prior authorization will be subject to disallowed costs.

If a participant is “hired” for temporary disaster recovery positions:

- The temporary employer of record will provide WorkOne with the list of individuals who have been “hired” and have begun work.
- After receiving notice that a participant has begun work, staff will enter a staff-assisted service, titled **Temporary Disaster Relief Employment**, into TrackOne. The funding stream for this service is **Flood NEG IN-06**.
 - For purposes of the Weather-Related Disaster NEG Program, employment in the temporary positions is considered to be a staff-assisted service.

After a participant has received the staff-assisted service (has begun work), he/she is eligible for supportive services. If a participant will receive supportive services:

- Staff will enter supportive service, titled **Flood NEG Supportive Service**, into TrackOne. The funding stream for this service is **Flood NEG IN-06**.
 - Participants in the Weather-Related Disaster NEG Program are eligible for the same supportive services allowed under the WIA Dislocated Worker program.

Action

WorkOne staff should follow this guidance when serving potential participants in the Weather-Related Disaster National Emergency Grant Program.

Questions regarding this TAB should be directed to:

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Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>.