

## CareerSource Heartland

SECTION: WIOA	PROCEDURE # D14	PAGE 1 of 3
TITLE: Disaster Dislocated Worker Grant Temporary Employment	EFFECTIVE DATE: 10/14/2022	
APPROVED BY: DD 	6/9/2021, 9/6/2017 REPLACES	

**PURPOSE:** To provide a consistent and well documented format for the approval and implementation of Disaster Dislocated Worker temporary employment opportunities in accordance with CareerSource Heartland (CSH) policy and Workforce Innovation and Opportunity Act (WIOA) Disaster Recovery Dislocated Worker Grants (DWGs) guidelines.

### PROCEDURE:

Disaster Recovery DWGs temporarily expand the service capacity of training and employment programs to respond to large unexpected economic events which cause significant job losses. DWGs provide funding and resources to quickly reemploy laid-off workers by offering training and career services to help them regain employment.

When an emergency or disaster has met the criteria for disaster grant funding, the Florida Department of Economic Opportunity (DEO) will coordinate with CSH to assess the need for clean-up and humanitarian efforts, ascertain the availability of eligible individuals to perform the disaster relief work, and provide technical assistance on the application process and operational considerations.

If a need for disaster grant funding is identified, CSH will work with DEO to submit either:

1. An emergency application within 15 days of the disaster declaration using an abbreviated format to facilitate rapid implementation of services (followed by a full application within 60 calendar days of award notification if funding is approved); or
2. A full application within 60 calendar days of the disaster declaration which will include a narrative describing the project and services, a list of worksites in each county, job titles for the temporary positions being created, and line-item budgets for each participating county.

Funds will then be released to CSH through Notices of Grant Award/Fund Availability (NFAs) which will describe special conditions of the grant. An NFA may include grant conditions that restrict the application of some of the provisions of this Procedure.

Disaster grants are issued incrementally. A maximum funding level will be approved, but a lesser amount will be initially disbursed. Requests for additional funds will be submitted when needed and be supported by enrollments, completion of work goals, and expenditures.

## A. DWG Participant Eligibility

Individuals receiving services funded by a Disaster Recovery DWG must meet at least one of the following grant-specific eligibility requirements:

- Individuals who are temporarily or permanently laid off as a consequence of the disaster;
- A self-employed individual who became unemployed or significantly underemployed as a result of the disaster;
- A dislocated worker - defined as an individual who was laid off through no fault of their own and cannot return to the same or similar employment;
- A long-term unemployed individual; or

Note: A long-term unemployed individual for Disaster Recovery DWGs is defined as an individual who has been unemployed for six out of the last 13 weeks. An individual is considered unemployed if they were not employed during the week in question and were available for work.

- As defined by grant specifics.

CSH Career Specialists will document eligibility in the participant's Employ Florida program application and in their hard copy file; to include, but not limited to the participant's:

- Citizenship or right to work;
- Compliance with the Selective Service Act (if applicable); and
- One of the grant-specific eligibility requirements.

The participant's hard copy file will also include documentation demonstrating dislocated worker status, verified through one of the following:

- Letter of separation from employer;
- Verification of Reemployment Assistance (RA) or other forms of unemployment assistance;
- Paystubs or other payroll records showing the last day of employment, or
- \*Self-Attestation may be accepted as an exception and will not be used as a regular method of determining eligibility.

\*A self-attestation will only be accepted in lieu of full documentation of eligibility when circumstances beyond the control of the participant, such as the loss of a home and/or belongings, can be determined. In these circumstances, CSH Career Specialists will complete a reverification review to obtain complete eligibility verification within six (6) months of the participant's enrollment or the grant closeout date, whichever occurs first. Career Specialists will utilize wage information obtained through Suntax and/or other forms of wage verification, to obtain the wage information needed to document eligibility. During this process, if it is determined that CSH has served an ineligible participant, the participant will be terminated from the program and a case note will be recorded in Employ Florida comprising the review process and subsequent determination of ineligibility. Per DEO policy, this situation will not result in a disallowed cost.

Individuals who are self-employed must submit documentation to establish their self-employment prior to the disaster and unemployment/underemployment due to the declared disaster through one of the following:

- a) Self-Attestation describing the impact of the disaster, supported by one or more of the following:
  - Federal tax return and/or evidence of payment of estimated taxes to the Internal Revenue Service (IRS);
  - Evidence of business closure;
  - Business ledger;
  - Business license;
  - Customer/client verification
- b) Self-Attestation may be accepted as an exception if other documents are not available (and are subject to re-verification). When self-attestation is accepted due to its being the only verification method, CSH staff will describe efforts made to obtain other, independent documentation in a case note in EF.

To verify that an individual was unemployed six out of the last thirteen weeks, the following documentation can be used:

- Self-attestation supported by wage records for the quarter in which the WIOA application is taken (and previous quarter if relevant), Wage records for the quarter in which the WIOA application is taken (and previous quarter if relevant).
- Self-attestation may be accepted as an exception if other documents are not available (and are subject to re-verification). When self-attestation is accepted due to its being the only verification method, CSH will describe efforts made to obtain other, independent documentation in a case note in EF.

Note: If wage records indicate that there may be a discrepancy between the self-attestation and the reported earnings, CSH Career Specialist will follow up to resolve the discrepancy.

## **B. Veteran and Eligible Spouse Priority of Service**

Covered person (Veterans and eligible spouses) determined eligible for services under a DWG will receive priority over non-covered person in accordance with Administrative Policy III: Priority of Service for Veterans and Eligible Spouses.

## **C. Disaster Recovery DWG Allowable Activities**

Allowable activities will be specified in the Disaster Recovery DWGs accompanying NFA. Participants may be enrolled into temporary disaster relief employment, as well as career and training services, concurrently, sequentially, or as stand-alone services. Prioritization of types of services needed will be determined in coordination with local emergency planning and recovery agencies.

### **1. Temporary Disaster Relief Jobs**

Disaster relief employment is temporary employment of eligible Disaster Recovery DWG individuals in humanitarian assistance or cleanup activities. Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation activities.

Humanitarian assistance generally includes actions designed to alleviate suffering and maintain human dignity in the immediate aftermath of disasters. Assistance includes activities such as the provision of food, clothing, social services, and shelter. The humanitarian assistance provided by disaster-relief workers must relate directly to needs created by the disaster and economic consequences due to the disaster. Disaster-relief positions that deliver humanitarian assistance to address humanitarian needs cannot be used to fund the actual humanitarian aid. For example, funding could be used to support food delivery workers at food shelters but not the food itself.

Eligible participants may be enrolled into temporary disaster-relief jobs for up to 12 months or 2,080 hours, unless USDOL approves an extension for up to an additional 12 months through a grant modification.

Participants must be paid the higher of the comparable rate of pay for individuals employed in similar occupations by the same employer, and no less than the federal or state minimum wage. In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills.

Where applicable, fringe benefits will be paid in accordance with the policies of the worksite employer. If other employees of the worksite employer are doing similar work and receiving hazard pay, disaster-relief temporary workers can also be paid hazard pay rates for their work.

## **2. Training and Career Services**

Training and career services, as described in local policies and procedures, may be offered to eligible participants to help them obtain (re)employment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include, for example, job search/job readiness activities, literacy instruction including English as a second language, occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries.

Participants must meet eligibility requirements and/or prerequisites detailed in WIOA and other USDOL guidance for accessing specific services. An Individual Employability Plan must detail the need for training services as well as certain individualized career services, such as work experiences, literacy/GED, prep/ESOL, short-term prevocational services, out-of-area job searches/relocation.

## **3. Supportive Services/Needs-Related Payments**

Supportive services are allowable to enable a participant's involvement in grant activities. Supportive services for a Disaster Recovery DWG must align with the CSH supportive service policy and be consistent with WIOA and state requirements. Transportation,

childcare, and dependent care are examples of allowable supportive services, as are tools, protective clothing, etc. Supportive services are available as funding allows.

Needs-Related Payments (NRP) may be made to those individuals enrolled in training services and must align with CSH Needs-Related Payments procedures and be consistent with WIOA and state Requirements as funding allows.

**Note:** Individuals who receive wages from disaster-relief temporary jobs are not eligible for NRPs.

#### **4. Program Outputs and Performance Outcomes**

CSH will provide measurable goals with milestones and timelines in the following areas:

- a) Planned number of participants to be served in temporary disaster-relief employment
- b) Planned worksite employers with description of worksites, tasks, length of time needed, and number of workers needed<sup>14</sup> (and, for modifications, percentage of work completed)
- c) Planned number of participants to be enrolled in training, including on-the-job training, targeted industries and occupations, anticipated length of training
- d) Planned number of participants to be enrolled in work experiences, types of work experience sites, anticipated length of activity
- e) Planned number of participants to receive supportive services, types of supportive services
- f) Planned number of participants to be placed in employment upon completion of grant activities
- g) Planned other outcomes, such as continuation in training/other WIOA services after the grant ends, credential attainment

#### **Eligible Employer Worksites**

Disaster-recovery worksites will be governmental agencies and community/faith-based organizations (CBO).

#### **Application as Disaster Employment Grant Worksite Employer**

Prior to being accepted as a Disaster Employment Grant site, the Employer must complete the National Emergency Dislocated Worker Worksite Agreement (Attachment D14-01a) for approval of services. The Business Operations Team representative will assist the Employer with the completion of this form. The CSH President/CEO then reviews and approves or denies the application.

The Agreement includes the begin date, maximum number of hours and the rate of pay. Payment to the DWG participant will be made by the Employer of Record.

A Statement of Work will be attached to the approved Agreement stating the DWG participants by name, job titles and entry level wages. A job description will be attached to the Statement of Work.

**DWG Referral Process – This process must be completed in one to two working days maximum.**

CareerSource Heartland (CSH) will utilize a staffing agency to serve as the employer of record for DWG temporary positions.

Customer is a walk-in or referred to us:

1. Front line staff will conduct an Initial Assessment with the customer and enter the Activity Code (102) and case note in Employ Florida.
2. Front line staff will instruct and assist the customer to complete their work history in Employ Florida and/or ensure their work history is up-to-date and current.
3. Front line staff will assist with the development of a resume.
4. If Front line staff feel the customer fits the eligibility criteria for the DWG program, they will discuss the job openings/descriptions available.
5. The customer will decide if they are interested in the jobs and choose the job opening/description they are interested in.
6. Front line staff will then conduct preliminary DWG eligibility with customer and assist customer with the completion of the WIOA packet while at the Career Center.
7. Once the WIOA packet is completed, front line staff will provide the WIOA packet to their Supervisor to review the file documentation for eligibility and completeness.
8. Supervisor will provide the eligibility/file documentation to the WIOA Career Specialist.
9. The WIOA Career Specialist will be responsible for entering the customer into Employ Florida using the special DWG codes provided.
10. The WIOA Career Specialist will be responsible for putting the customer's file together and following up with the customer as needed.
11. Once the eligibility process with CSH is completed and customer is determined eligible, the WIOA Career Specialist will email a copy of the CSH DWG Referral Form (Attachment D14-02a) to the designated staffing agency and provide a copy to the customer to take with them to the staffing agency.
12. Customer will be instructed to show up at the staffing agency location for employment process – morning or early afternoon so only one trip will be necessary (the day and time should be decided and documented)
13. Customer will be instructed to carry two forms of ID for I-9 verification; and a copy of their resume and/or work history from Employ Florida to use in completing employment application at staffing agency.
14. After staffing agency has completed their Pre-Screening and Hiring Processes and provided Safety Training, staffing agency will email the WIOA Career Specialist stating

that customer has completed all processes and will state the date the customer can begin their first day at the employer worksite.

15. Career Specialist will send an email to the worksite employer providing the names of the DWG employees and their start date.