**National dislocated Worker Grant (NDW) Guidance**

Workforce Solutions – Gulf Coast

March 7, 2023

**National Dislocated Worker Grant (NDWG) Guidance**

***Our service to customers impacted by a major economic disaster is the same type we offer to any customer: matching education and skills with open jobs, providing professional advice—including information about local labor markets and employers—on looking for work and applying for jobs, providing professional advice on education and training needed for good jobs, and finding financial assistance to support work search, work, or education.***

***Workforce Solutions helps each customer by listening to understand their needs and employment goals and advising them on how we can help . Customers eligible for service covered by National Dislocated Worker Grant (NDWG) funds may be individuals seeking employment and training who were affected by a major economic disaster. NDWG funds may be used for employment, training, and support services. In addition, NDWG funds may be used to place individuals in temporary employment and humanitarian positions which aid public agencies in responding to the covered disasters.***

***We are currently serving customers through following NDWG funds:***

* ***Covid-19 NDWG – funded through March 2023. This grant program provides temporary jobs related to COVID-19 recovery. The funds are being used to assist local health departments and public service agencies with jobs related to virus response and other humanitarian work. The grant funds support the delivery of career services, training, and supportive services including transportation and supplies to help support a successful return to work.***
* ***Winter Storms NDWG – funded through March 2023. This grant program provides temporary jobs related to 2021 Winter Storms recovery efforts. The funds are being used to subsidize employment, training, career services and supportive services, including transportation and supplies as needed, to help support a successful return to work.***

***A customer cannot be enrolled in more than one NDWG fund at the same time.***

# Priority of Service

## Priority – individuals laid off or unemployed as a result of the covered disasters, Covid-19 Pandemic and 2021 Winter Storms.

### Eligible veterans and spouses

### Foster youth or former foster youth

### All other individuals

## Second Priority – other NDWG eligible individuals

### Eligible veterans and spouses

### Foster youth or former foster youth

### All other individuals

# Career Office Responsibilities (Subsidized Employment)

## Identify temporary workers who may be eligible for the one of the NDWG funds.

## Screen interested individuals to the appropriate NDWG job postings or employment training opportunities. These customers should be assigned to a Career Advisor as appropriate.

## Determine eligibility for NDWG temporary work based on a completed Workforce Solutions Work Addendum.

## If interested in NDWG jobs, refer qualified NDWG-eligible individuals to the recruiter assigned to the NDWG job posting.

## If interested in training, the Career Advisor will complete needs assessment to determine the applicability of training. The Career Advisor will discuss long-term employment, training and support service needs.

## Provide monthly follow-up to temporary workers placed at worksites or in training programs and document fully in TWIST counselor notes.

# Eligibility

Refer to Workforce Solutions issued [NDWG Validating and Entering Qualifications](https://www.wrksolutions.com/documents/Staff/NDW/NDW-Eligibility-Checklist-VEQ.xlsx) documentation requirements. Exceptions will be identified below.

## Career Office staff will be responsible for determining eligibility for NDWG funding and any other funding for which the customer may be eligible.

## ***Customers affected by a major economic disaster must complete the Work Addendum for subsidized employment, training, or employment opportunities via on-the-job training (OJT).***

## ***If the customer only meets the NDWG eligibility criteria, staff should determine the customer eligible for NDWG funding using basic eligibility criteria:***

* ***customer 18 years of age or older;***
* ***citizen or noncitizen authorized to work in the United States, and***
* ***meet Military Selective Service registration requirements (males only).***

***To determine the customer for WIOA funding, staff must conduct full eligibility using the*** [***Validating and Entering Qualifications desk aid***](https://www.wrksolutions.com/documents/Staff/fin-aid-app-inst/helpful-desk-aids/Validating-Entering-Qualifications-for-Financial-Aid.pdf)***.***

***Temporary worker must complete the*** [***Work Addendum***](https://www.wrksolutions.com/Documents/Staff/Issuances/11-30Attachments/WFS-247-WorkAddendum-E-1111.pdf) ***(for subsidized employment, training, or employment opportunities via OJT.***

## Affected workers must meet the following eligibility requirements listed below:

### WIOA basic eligibility

### At least 18 years or older;

### Eligible to work in US;

### Registered for Selective Service when applicable, **and**

### Reside in the 13 county Gulf Coast region, and

### One the following NDWG eligibility criteria:

### Individuals who are temporarily or permanently dislocated from work because of the covered disaster (Self-attestation accepted and documented in TWIST counselor notes), **or**

### Dislocated Worker - Individuals who qualify as dislocated workers under WIOA

#### Laid off – all three elements below apply:

##### Terminated or laid off,

##### Eligible for or exhausted UI, and

##### Unlikely to return to industry or occupation, **or**

#### Lost job from permanent closure or substantial layoff of a plant, facility or enterprise, **or**

#### Was self-employed and now unemployed because of economic conditions or natural disaster; (please see section h for more information), **or**

#### Displaced Homemaker, **or**

#### Spouse of a member of Armed Forces who lost employment due to permanent change in duty station or is unemployed, underemployed and has difficulty finding or upgrading employment. (Reference: Validating and Entering Qualifications for Financial Aid for documentation), **or**

### Individuals who are long-term unemployed – (an individual who has been unemployed for 27 weeks or more. (This definition only applies to the NDWG funding), **or**

### Self-employed individuals who became unemployed or significantly underemployed because of the emergency or disaster. (Self-attestation accepted and documented in TWIST counselor notes). Examples of an underemployed individual include the following:

#### An individual employed less than full time who is seeking full-time employment

#### An individual who is employed in a position that is inadequate with respect to his or her skills and training

#### An individual who is employed but meets the definition of a low-income individual

#### An individual who is employed but whose current job earnings are well below the level of earnings from his or her previous employment

#### If a temporary worker does not have required documentation to support eligibility criteria (for example: photo id, social security card, birth certificate), the career office staff can accept self-attestation and assist the temporary worker to obtain the required documentation. When Workforce Solutions accepts self-attestation in lieu of required documentation, the temporary worker must provide the required documentation within 30 days.

# Filling Temporary NDWG Jobs

Temporary employees may perform job responsibilities remotely or on the employer’s worksite, and work location and conditions must be aligned with other worksite employees with the same title and job description.

## Staff develops worksite agreements and job descriptions and will request worksite codes to be used in TWIST.

## Employer Service enters the job orders into WorkInTexas

## Each posting will be assigned to a Recruiter

### Recruiter will:

#### Identify and refer qualified NDWG eligible individuals appropriate for NDWG job postings. May receive referrals from other recruiters or career office staff for NDWG job postings

#### Coordinate recruitment efforts, including scheduling virtual applicant interviews via TEAMS and/or hiring events with the work site

### **If a recruiter identifies a potential candidate, the candidate will need to be referred for an eligibility determination. Workforce Solutions, the external staffing agency, and the worksite, in collaboration, will:**

#### Select individuals from those referred by recruiter

#### Conduct background check and drug screening as required

#### Refer to training as required

#### Place selected applicants at worksites

#### Monitor worksites monthly

# Data Tracking

## TWIST Intake Common

### The following tabs must be completed/updated by the career office:

#### Identity

#### Contacts

#### Characteristics

#### Education

#### Military

#### Employment Status

#### Dislocated Worker, **if applicable**

#### Optional Questions

##### All NDWG grants

###### NDWG Eligible?

We will use the answer to this question to identify individuals determined eligible for NDWG funds. **It is critical that staff answer this question for temporary workers determined eligible for NDWG funds.**

##### COVID-19 NDWG

###### Are planned services due to COVID-19?

###### Will individual be performing Disaster Relief Employment?

###### Will Individual be co-enrolled with another TWC program?

###### If co-enrolled, please enter program name.

## Create a WIOA program detail.

## Create employment plan. Temporary workers may receive service in the form of a temporary job and career service or a temporary job and training for NDW temporary workers. An employment plan is not required for individuals enrolled in temporary work only. An employment plan must be developed for any other service than temporary work and the co-enrollment of a customer in other programs, it must be completed in TWIST.

## Enter support services if appropriate.

**Note:**  Workforce Solutions can provide support services to NDWG eligible temporary workers who need assistance such as transportation, tools, clothing or PPE. The Financial Aid Limits Chart can be used as a guide allowing for Office Management exceptions.

## Update TWIST counselor notes

## Service Tracking – Eligible individuals should be moved to an active service such as Job Search as soon as possible. One-day service such as Objective Assessment or Employability Development Plan should not be used beyond the initial assessment period.

### Fund codes:

* + 210 – COVID-19 – TX 34
	+ ***212 – Texas Winter Storms*** ***– TX 36***

### Enter the appropriate services each month the temporary worker is the activity:

* + 1 – Occupational and Vocational Training
	+ 8 – Objective Assessment
	+ 68 – Employability Development Plan
	+ 43 – Subsidized Work for Temporary Jobs (Service Tracking)
	+ 82 – Short-Term Educational Services for contact tracer training

### Training/Worksite Codes for Temporary Jobs:

|  |  |  |
| --- | --- | --- |
| Worksite Code | NDW Grant | Worksite Name |
| WKS0741 | COVID-19 | Brazoria County Health Department |
| WKS0743 | COVID-19 | City of Houston Health Department |
| WKS0744 | COVID-19 | City of Houston Department of Education |
| WKS0745 | COVID-19 | Galveston County Health Department |
| WKS0920 | COVID-19 | Houston Independent School District |

|  |  |  |
| --- | --- | --- |
| ***Worksite Code*** | ***NDW Grant*** | ***Worksite Name*** |
| ***WKS0668*** | ***Winter Storm Uri*** | ***City of Lake Jackson*** |
| ***WKS1041*** | ***Winter Storm Uri*** | ***Harris County Precinct 2*** |
| ***WKS1040*** | ***Winter Storm Uri*** | ***City of Hempstead*** |
| ***WKS1042*** | ***Winter Storm Uri*** | ***City of Eagle Lake*** |

### This is not an all-inclusive list; other worksites will be added as needed to meet the goals of the grant. Please contact board staff for additional worksite codes.

### TWIST Reports

Staff may use the following reports to track temporary workers in TWIST:

* + 1 – Active List
	+ 6 – Late Data Entry
	+ 19 – Exit List
	+ 35 – Inactive List
	+ 37 – Management Summary
	+ 76 – Case Load
	+ 134 – Customers Served Report

## DocuWare

Use “**Disaster Recovery – CO Eligibility”** to label the financial aid application and supporting documents.

## Contact with Temporary Workers and Worksite Supervisors

Workforce Solutions staff must have contact with worksites monthly including the supervisor and temporary worker, complete required documents and document visits in TWIST counselor notes. If any worksites have occupancy restrictions in place due to the pandemic response, and for the safety of staff, site visits may be conducted virtually. Virtual platforms for videoconferencing, such as FaceTime, Teams, and Zoom, are acceptable tools for the virtual visits.