

POLICY FOR PROVIDING INCENTIVES, NEED-RELATED PAYMENTS (NRP), AND SUPPORTIVE SERVICES

Amendment III

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I. Introduction

Alianza Municipal de Servicios Integrados, Inc. (AMSI), as a Local Workforce Development Board under the Workforce Innovation and Opportunity Act (WIOA), is responsible for developing and implementing the policies and procedures necessary to provide Supportive Services, including Needs-Related Payments (NRP) and Incentives, to eligible participants who are receiving services or participating in activities authorized under WIOA.

These services will be provided based on the availability of funds and the demonstrated need of the participant. When appropriate, supportive services may also be coordinated with required partners or other organizations with which AMSI has established partnerships.

The Job Career Coach may determine the need for these services during the initial contact with the participant, based on observed behaviors, attitudes, appearance, and identified barriers. These observations will serve as the basis for case management documentation and the development of the participant's Objective Assessment and Individual Service Strategy/Individual Employment Plan.

II. Purpose

The purpose of this policy is to establish uniform operational and administrative standards for the provision of Needs-Related Payments (NRP), Supportive Services, and Incentives to eligible participants in the Youth, Adult, and Dislocated Worker programs.

This policy ensures that Job Career Coaches within the American Job Center system apply consistent criteria when recommending and awarding these services.

III. Applicability

This policy applies to all AMSI staff, who are responsible for complying with its provisions.

IV. Legal basis

This policy is based on the following authorities:

- Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128
- 20 CFR Parts 680, 681, and 687
- TEGL 19-16

- TEGL 21-16
- TEN 12-21 (Supportive Services Guide)
- TEGL 21-22
- TEGL 9-22
- DDEC Policy on Supportive Services and Needs-Related Payments (2023)

V. Descriptions

A. Incentives

WIOA allows the use of funds to provide incentives to eligible youth participants as recognition for achieving milestones in workforce development activities.

AMSI establishes this policy to ensure that incentives:

- Are appropriate and necessary to support program goals
- Are tied to measurable outcomes and program elements (at least one of the 14 Youth Program Elements)
- Are properly documented in the participant's Individual Service Strategy/Individual Employment Plan

Incentives:

- Are NOT considered supportive services
- Cannot be used to encourage completion of eligibility documentation
- Are subject to funding availability
- Are NOT an entitlement

Maximum incentive per participant: **\$500**

B. Needs-Related Payments (NRP)

Needs-Related Payments are financial assistance provided directly to participants to support their participation in training activities.

These are applicable to Youth, Adult, and Dislocated Worker programs and are governed by:

- 20 CFR 680.930
- 20 CFR 681.570

C. Supportive Services

Supportive Services are assistance provided to enable participants to successfully engage in program activities.

These include, but are not limited to:

- Transportation
- Meals
- Childcare
- Dependent care
- Housing
- Medical services
- Psychological services
- Work-related clothing

These services are provided based on individual need and availability of funding.

VI. Payment Procedures

Payments will generally be issued on a biweekly basis; however, this may vary as needed.

A. Incentives – Youth Program

Examples of incentives include:

- High school diploma or equivalent: **\$200**
- Occupational training completion: **\$200**
- Licensure (if not included in training): **\$100**
- Employment placement:
 - 2nd quarter after exit: **\$250**
 - 4th quarter after exit: **\$250**
- Academic achievement (GPA $\geq$ 3.5): **\$200**

All incentives must be documented and aligned with program outcomes.

B. Needs-Related Payments (NRP)

1. Youth Program

Participants must:

- Meet eligibility requirements
- Be enrolled in training activities
- Not be employed

NRP

Amount:

👉 **\$20 per day of classroom participation**

2. Adult Program

Participants must:

- Meet eligibility requirements
- Be unemployed
- Not qualify for unemployment benefits (or have exhausted them)
- Be enrolled in training

NRP Amount:

 **\$20 per day**

3. Dislocated Worker Program

Participants must:

- Be unemployed
- Meet eligibility
- Be enrolled in WIOA training

NRP may not exceed:

- Weekly unemployment benefit level; OR
- Poverty level

 Daily rate calculation based on weekly benefits:

Weekly amount ÷ 5 days = Daily NRP

C. Supportive Services

Supportive services are only provided when:

- Participants are actively engaged in career or training services
- The service is not available through other programs

1. Transportation

- Provided when cost exceeds **\$1 daily**
- Mileage reimbursement: **\$0.75 per mile**
- Group transportation max: **\$160 daily**

2. Meals (Stipends)

- Provided when participation exceeds 5 hours per day
- Max: **\$12 daily**

3. Childcare

- Max: **\$25 per child per day**
- Must demonstrate lack of alternative care

4. Dependent Care

- Max: **\$25 daily**
- Requires documentation and verification

5. Housing

- Max: **\$325 monthly**
- Only when daily commuting is not feasible

6. Health Services

- Example: Eyeglasses
- Max: **\$500 annually**

7. Psychological Services

Provided when needed to support participation. Referral is determined by behavioral or emotional indicators and documented through case management.

8. Clothing/Uniforms

- Provided after training completion
- Max:
 - Female participants: **\$350**
 - Male participants: **\$300**

9. Special Assistance

- For Adult and Dislocated Worker participants not eligible for NRP
- Max: **\$15 daily**
- Must be justified and documented

VII. Requests and Documentation

Requests for services must follow established procedures and include required documentation and forms.

Forms include:

- Service Request Form (9-9.26)
- Participant Registry (9-9.46)

- Provider Certification (9-9.48)

Requests must be submitted at least five (5) days before service initiation.

VIII. Repeal

This revision repeals the Procedure for Granting Need-Related Payments, Support Services, and Incentives-Amendment II approved on January 26, 2023, and; any rules, circular letters, procedures, or regulations promulgated that conflict with the provisions hereof.

IX. Interpretation

In this policy, words or phrases used in masculine include the feminine. This style of writing is not intended to imply the supremacy of one sex over the other.

X. Digital Signature

The PARTIES agree that this document may be signed electronically, with digital signatures being equally valid as handwritten signatures in terms of validity, obligatory nature and consent. In addition, the PARTIES acknowledge their right to sign in handwriting, but accept the electronic signature.

XI. Review

I certify that this policy has been developed and reviewed in accordance with the principles and quality standards established by our organization.



Ana G. Arias-Villasuso
Assistant Administrator for Research and
Development

XII. Control and Monitoring

We certify that we have reviewed this policy and are committed to monitoring its implement

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ation, ensuring compliance, and monitoring as necessary to keep it up to date. In addition, we will discuss the policy with the collaborators responsible for the tasks described, who will sign the 9-9.82 Certification Orientation and Discussion form that will be attached to the original in the Research and Development Division.



Glorimar Cardona Pagán
AMSI Assistant Manager in Aguas Buenas



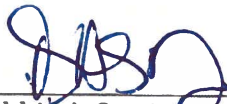
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Barbara E. Machuca Seda
Manager AMSI in Trujillo Alto

XIII. Recommendation

I recommend the adoption of this policy and certify that it meets the operational needs of our organization.



Dr. Joaquín Santiago Santos
Executive Administrator

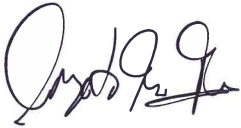
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XIV. Effective Date

This policy procedure will be effective upon approval and will remain in effect until process changes or new guidelines are required. At that time, it will be reviewed and updated in accordance with the new guidelines.

XV. Approval

This review to the Policy for Providing Incentives, Need-Related Payments (NRPs), and Support Services is approved today, June 30, **2026**.



Jorge L. Cosme Oyola
Secretary
AMSI, Inc.



Alberto R. Costa Berríos
President
AMSI, Inc.