

Attachment 1

COVID-19 Employment Recovery Dislocated Worker Grant (DWG)

POLICIES AND PROCEDURES

The Employment Recovery DWG provides resources to respond to major economic dislocations, such as large, unexpected layoff events that cause significant job losses. Employment Recovery DWGs provide employment and training assistance for dislocated workers and other eligible participants as described below.

The Local Workforce Development Boards shall ensure that participants are coming from qualifying layoff events as described under 20 CFR 687.110(a), and that such qualifying layoff events were affected by the novel Coronavirus (COVID-19) pandemic.

The AJC shall properly record, maintain, and store all Employment Recovery DWG participants' information in case files both in paper and electronic formats.

Eligibility Requirements for Enrollment in Employment Recovery DWG

The Local Workforce Development Boards shall ensure that participants are eligible to receive employment and training assistance. The following individuals are eligible to receive employment and training assistance:

1. a dislocated worker as defined in WIOA Section 3(15);
2. a civilian employee of the Department of Defense or the Department of Energy employed at a military installation that is being closed, or that will undergo realignment, within the next 24 months after the date of the determination of eligibility;
3. an individual who is employed in a non-managerial position with a Department of Defense contractor, who is determined by the Secretary of Defense to be at risk of termination from employment as a result of reductions in defense expenditures, and whose employer is converting operations from defense to nondefense applications in order to prevent worker layoffs; or
4. a member of the Armed Forces who:
 - a. was on active duty or full-time National Guard duty;
 - b. is involuntarily separated (as defined in section 1141 of title 10, United States Code) from active duty or full-time National Guard duty; or is separated from active duty or full-time National Guard duty pursuant to a special separation benefits program under 10 U.S.C. 1174a, or the voluntary separation incentive program under section 1175 of that title;
 - c. is not entitled to retired or retained pay incident to the separation described in Subclause b above; and
 - d. applies for employment and training assistance within 180 days of that separation.

Trade-affected workers may be served under the Employment Recovery DWG as applicable and must be co-enrolled with the Trade Adjustment Assistance (TAA) program. The TAA program, however, will be the primary source of assistance to trade-affected workers. Trade-affected workers may receive DWG-funded training if their required training is not covered by the TAA program.

Participants are eligible for assistance upon notification of layoff (receipt of an individual layoff notice or the date of the company's layoff announcement) or the date of the layoff itself.

Required Documentation from Participants

The process for enrolling participants in the Employment Recovery DWG is the same as enrolling Dislocated Worker (DW) participants. Documentation is required, including proof of layoff or termination. An Employment Recovery DWG participant must have documentation that shows that s/he was affected by a COVID-19 qualifying event. One of the following required documentation is required from each individual:

1. Letter of separation from employer due to the COVID-19 Pandemic, or
2. Verification of Pandemic Unemployment Assistance, or
3. Verification of Unemployment Insurance, or
5. Paystubs or other payroll records to validate previous employment prior to March 2020, or
6. Self -Attestation may be accepted, however, is an exception and should not be used as a regular method of determining eligibility.

The participant file must document participant's eligibility. Because of circumstances surrounding the disaster, documentation of eligibility may be difficult to obtain during the initial stages. The USDOL and WDC will accept an individual's signed certification that they meet the eligibility criteria. A self-attestation menu is accessible on HireNet. The AJC must verify eligibility once better data are available.

Self-employed individuals seeking assistance under the Employment Recovery DWG, must submit at least one of the following documents to the AJC within 45 days of their initial application:

- General Excise Tax (GET) forms; or
- Federal tax returns; or
- Federal agency declaration other than FEMA, such as Small Business Association (SBA), United States Department of Agriculture (USDA), or Department of Commerce; or
- Attachment 3, Self-Employed Attestation Form

Individual Enrollment into HireNet

To enroll an eligible individual into the Employment Recovery DWG via HireNet, AJC staff shall complete the standard WIOA application for DW program, with additional steps as outlined in WIOA Bulletin 41-20, "HireNet Hawaii National Dislocated Worker Grant Attachment," issued December 16, 2020.

Allowable Grant Activities

The Local Workforce Development Boards shall fulfill the Employment Recovery DWG to provide employment and training assistance to dislocated workers and other eligible participants, as described below, within the local area. The term "employment and training assistance" includes career services, training services, and supportive services, as described below.

Career Services. Career services as described in WIOA Section 134(c)(2), 20 CFR Part 680, and TEGL 16-16 Section C include services and activities to assist dislocated workers in making informed decisions on reemployment and educational needs based on area economic demand. Dislocated workers interested

in pursuing training will be referred to the apprenticeship program and WIOA Dislocated Worker program and other appropriate workforce partner programs.

Training Services. Training services as described in WIOA Section 134(c)(3)(D) include occupational training, on-the-job training (including apprenticeships), entrepreneurial training, and customized training. DWG funds may be used to reimburse up to 50 percent of the wage rate for on-the-job training. The use of DWG funds for training is subject to the limitations or requirements as applicable to the WIOA Dislocated Worker program delineated in 20 CFR part 680 and TEGL 19-16.

Supportive Services. 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. Supportive services must align with the Workforce Development Council and local board supportive service policies and must be consistent with WIOA.

Needs-Related Payments (NRPs). NRPs are a category of supportive services and are not allowable for Employment Recovery DWG participants.