

# Missouri Disaster Recovery Jobs Program (DRJP) Handbook



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# Table of Contents

<b>Overview .....</b>	<b>5-6</b>
Grant Request .....	5
Purpose .....	5
Determining Grant Request .....	5
County Opt-Out .....	5
Position Classifications .....	6
Adhering to DWG Policies .....	6
<b>Participants .....</b>	<b>6-14</b>
Eligible Workers .....	6
Recruiting Unemployed Persons .....	7
Requirements .....	8
Initial Job Center Process .....	8
Eligibility Documentation .....	8
Long-Term Unemployed & Documentation .....	10
Applicant Process .....	11
Enrolling .....	12
Length of Time .....	12
Wages and/or Promotions .....	12
Media Release .....	13
Emergency Contact .....	13
Medical Disclaimer .....	13
Transportation .....	13
Worksite Orientations & Policies .....	13
Complaint & Grievance Procedures .....	14
Reenrolling .....	14
<b>Supportive Services .....</b>	<b>14-20</b>
Needs-Based Analysis .....	15
Expendable vs. Non-Expendable .....	16
Individual Employment Plan .....	17
Supplies vs. Fitted Items .....	17
Transportation .....	17
Childcare .....	17
Emergency Aid .....	18
Needs-Related Payments .....	19
Post-Employment .....	20
Toolbox Service Notes .....	20
Responsibilities .....	20
<b>Worksites .....</b>	<b>21-24</b>
Eligibility .....	21
Unions .....	21
Private Property .....	21

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Job Descriptions / Job Orders .....	22
Worksite Closures .....	22
Disciplinary Action.....	22
First Aid Kits.....	22
Supplies, Equipment & Sensitive Items .....	23
Contracts .....	23
Accident Reports .....	23
Timesheets .....	23
Worksite Supervisor Orientations .....	24
Participant Worksite Orientations .....	24
<b>Toolbox .....</b>	<b>24-25</b>
<b>Employer of Record .....</b>	<b>25</b>
Fringe Benefits.....	26
Unemployment Insurance (UI).....	26
<b>US DOL Requests .....</b>	<b>26-28</b>
Heavy Equipment & Transportation.....	26
Wages over \$12,000.....	27
<b>FEMA Coordination .....</b>	<b>27</b>
Meetings .....	27
Expenses .....	27
<b>Responsibilities .....</b>	<b>28</b>
Local Workforce Development Boards(LWDB) .....	28
Missouri National Guard (MONG).....	28
<b>Monitoring &amp; Oversight .....</b>	<b>28-29</b>
<b>Fish &amp; Wildlife Service .....</b>	<b>29</b>
<b>Financial .....</b>	<b>29-30</b>
<b>US DOL Reports &amp; Grant Modifications .....</b>	<b>30</b>
<b>Workforce Development Component .....</b>	<b>30-32</b>
Career Services .....	31
Training Services .....	31
Education-Related Expenses .....	32
Pell Grant .....	32

## Forms Available

Worksite Worksheet .....	DRJP Form 1
Worksite Listing .....	DRJP Form 2
Budget .....	DRJP Form 3
Budget Instructions .....	DRJP Form 4
Participant Orientation .....	DRJP Form 5
Worksite Orientation .....	DRJP Form 6
Jobs Interest .....	DRJP Form 7
Missouri Job Center Checklist .....	DRJP Form 8
Self-Attestation .....	DRJP Form 9
Evaluation .....	DRJP Form 10
Media Consent.....	DRJP Form 11
Emergency Contact .....	DRJP Form 12
Medical Disclaimer.....	DRJP Form 13
Worksite Agreement .....	DRJP Form 14
Union Concurrence Statement .....	DRJP Form 15
Private Property Access .....	DRJP Form 16
Timesheet .....	DRJP Form 17
Worksite Supervisor Orientation .....	DRJP Form 18
Heavy Equipment (Examples) .....	DRJP Form 19
Wages Exceeding \$12,000 (Examples) .....	DRJP Form 20
Debris Worksite On-site Monitoring .....	DRJP Form 21
Humanitarian Worksite On-site Monitoring .....	DRJP Form 22
DRJP Participant File Review – Employed .....	DRJP Form 23
DRJP Participant File Review – Not Employed .....	DRJP Form 24
Checklist A – MO Identification .....	DRJP Form 25
Checklist B – DW Eligibility.....	DRJP Form 26
Bi-Weekly Report .....	DRJP Form 27

## **Overview**

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This handbook provides guidance for administering the Disaster Recovery Jobs Program (DRJP) as authorized under a Dislocated Worker Grant (DWG) awarded by the US Department of Labor (DOL).

### **Grant Request**

The Division of Workforce Development (DWD) has 15 calendar days to apply for a DWG after a disaster declaration is made by the Federal Emergency Management Agency (FEMA). The US DOL approves the application based upon regulations, project scope and funding availability. Work under the program is only allowable in the counties declared for public assistance that are included within the grant.

### **Purpose**

The purpose of the DRJP is to restore public infrastructure and services so that “normal” business and employment activities can be resumed through temporary employment of unemployed persons.

### **Determining Grant Request**

The DWD requests funding from the US DOL for natural disasters based on previous requests. The US DOL may or may not approve the fully requested amount. Applications must be submitted within 15 calendar days of the FEMA declaration. After the grant is awarded, the DWD, National Guard, local Workforce Development Boards (WDB) and FEMA hold meetings with various potential Worksites (depending on the disaster) including: Cities, Counties, Road and Bridge Districts, Levee Districts, State Parks, City Parks, non-profits, etc.

The Worksite’s summarized needs must be outlined in the “Worksite Worksheet” (DRJP Form 1) which must be given to the Grant Coordinator before funding may become available. No worksite will receive funds without this form that clearly shows equipment needs, timeframe for completion, projects to be completed and labor needs. The “Worksite Worksheet” (DRJP Form 1) must also show coordination with FEMA to ensure non-duplication and maintenance of effort. The local WDBs calculate the total need for labor and participants for all projects and submit these amounts to the Grant Coordinator. The Grant Coordinator allocates funding based on project completion dates and Region needs. Since the DWD must request the grant prior to these meetings, the total funding needed will often exceed the grant amount. The DWD will request additional funding from the US DOL once the statewide grant expenditures reach 70%. This additional funding is contingent upon availability and project scope.

After the Regions are allocated funding, the Region must decide which projects will begin first or what portion of the projects will be complete by DRJP participants. The Grant Coordinator will assist the Regions as necessary in making these determinations. When completing this analysis, the overall cost-per-participant and local economic impacts must be considered. The “Worksite Listing” (DRJP Form 2) and “Budget” (DRJP Form 3) forms are submitted to the Grant Coordinator.

### **County Opt-Out**

Counties declared for FEMA public assistance have sustained a substantial amount of damage to public properties to receive this declaration. As the intent of the program is to provide

temporary labor and equipment so normal business can resume, if a County chooses not to participate, the local WDB obtains an 'Opt Out' letter which either states the County does not need assistance as all clean-up has occurred or the County chooses not to accept assistance under this program. If the County (or a City/Township in the County) is a Worksite with any positions (i.e. clerk to process FEMA paperwork, etc.), an 'Opt Out' letter is not necessary. The Region must make every effort to ensure the Counties understand how valuable the program is in restoring the Community; however, if the County will not provide a letter, the Region maintains correspondence in the file.

### **Position Classifications**

***All work must be disaster-related only.*** All temporary work positions are classified as "debris" or "humanitarian" depending on the type of work that will be performed.

Debris positions provide labor in the devastated area or conduct oversight of such work and include things such as:

1. Operating equipment
2. Cleaning out and repairing culverts
3. Rake/shovel/wheelbarrow work
4. Repairing roads and levees
5. Removing sandbags
6. Restoring playgrounds and trails
7. Debris monitoring
8. Supervising crews

"Humanitarian" positions perform work to provide direct aid to victims of the disaster or work in the DRJP processes and include things such as:

1. Handing out food and water
2. Managing emergency supplies
3. Answering and routing disaster-related calls
4. Providing case management services to victims
5. Tracking DRJP equipment and supplies
6. Entering participant information in Toolbox
7. Working at warehouses to manage intake of supplies for victims

### **Adhering to DWG Policies**

All policies outlined within this "DRJP Handbook" must be adhered to by the Regions within the DWG even if local policies contradict certain portions. These policies were defined with local input and ensure the DWG is consistent statewide. This consistency will assist in US DOL, State and local monitoring processes.

## **Participants**

### **Eligible Workers**

DRJP gives first priority to workers who are laid off as a result of the disaster to work on disaster related projects at public and non-profit Worksites and in certain situations, work is allowable on private property if all of the conditions are met. If additional workers are needed,

other dislocated workers and long-term unemployed persons can also work on the projects. After the DRJP participant has completed the work assignment, (s)he may need training services. However, training services cannot be paid out of this funding until written in a grant; the US DOL approves the modification and the Region is notified by the DWD.

Priority of Eligible Workers:

1. Temporarily or permanently dislocated workers as a result of the disaster
2. Eligible Dislocated Workers as defined in the WIOA
3. Long-term\* unemployed enrolled in WIOA Adult Career

\*Missouri defines Long-term unemployed as any individual who is unemployed at the time of eligibility determination **and** has been unemployed for fifteen (15) or more of the twenty-six (26) weeks (30 hours or more constitutes a week) immediately prior to such determination, has made specific efforts to find a job throughout the period of unemployment, and is not classified as “Not in the Labor Force”.

### **Recruiting Unemployed Persons**

Central Office DWD has access to services through OneCall, a system that provides mass automated phone calls and texts. Phone calls and texts can be sent to unemployed persons based on selected criteria in Toolbox. Automated calls have been very successful in recruiting for temporary job placement. These calls can be generic for positions such as debris removal or tailored to meet specific position needs and matched to skill sets in Toolbox for positions such as a heavy equipment operator. When it is determined the Region needs these calls to begin, the Region sends the Grant Coordinator the criteria for the calls (i.e. all unemployed persons within a 50 mile radius of 65101; unemployed persons on weeks 19 and 20 of UI within 10 miles of 65403; etc.); the number of unemployed persons that need to be contacted (i.e. 500) and the script. The Grant Coordinator and Region will work together on the script. Email the script and call criteria to [dwdcommunications@ded.mo.gov](mailto:dwdcommunications@ded.mo.gov).

Call Script Examples:

“Your Missouri Job Center has a temporary job for you to help rebuild Holt County. Call (123) 456-7890 between 9 am and 4 pm, Monday through Friday. Thank you.”

“If you want a temporary outdoor labor job in Duquesne paying \$10 an hour and you have not worked in the DRJP, visit the Missouri Job Center at 123 S. Wall St. You must pass background check, physicals and drug screening.”

If public outreach is needed for recruitment, the DWD’s Communications Staff will procure newspaper ads, radio ads, etc. on an as-needed basis. DWD Communications will also make outreach materials available. The DRJP and Missouri Job Center (MJC) logos (various formats available) must be used on all local outreach and presentation materials. A repository of DRJP photographs is also available. Email [dwdcommunications@ded.mo.gov](mailto:dwdcommunications@ded.mo.gov) to request logos, photographs, materials, and other public outreach assistance. Local DRJP representatives are encouraged to coordinate with DWD Communications on DRJP outreach campaigns to ensure standard messaging, high quality materials, and consistency with state outreach efforts. (Please also reference and promote the DRJP write-up in the Annual Report, available on [jobs.mo.gov](http://jobs.mo.gov), and feel free to borrow this verbiage for consistency of messaging, modifying/updating outcome data as necessary.)

## **Requirements**

All DJRP participants must have the following:

- “Participant Orientation” form (DRJP Form 5)
- Properly Executed Membership Screens and WIOA Adult Career Enrollment
- Completed jobs.mo.gov Registration
- Priority of Eligible Worker Documentation
- Tetanus Shot, Physical Exam and Safety Course for Potential Debris Workers
- Other Worksite Requirements (i.e. drug testing, background checks, etc.)
- Service Notes on each Participant’s File including:
  - Any testing with the item received including: tetanus shots, drug testing, background checks, physicals and transportation reimbursement
  - Any Supportive Service payments received including: transportation to safety training, clothing for debris workers, etc.
- Match and Referral to a Disaster Job Order
- DWG (and Dislocated Worker if Eligible) Enrollments Properly Executed in Toolbox
- Accurate Posting of DRJP Services in Toolbox
- “Worksite Orientation” form (DRJP Form 6)

## **Initial Job Center Process**

Potential participants will go through the normal Job Center process; however, (s)he will not be required to complete the initial career services - as the DRJP is designed to provide immediate recovery through a jobs first approach. (Potential participants can be screened for program eligibility using the “Jobs Interest” (DRJP Form 7) which is an optional form.) After the temporary employment ends and the participant needs assistance with employment and training activities, these services will be funded through Dislocated Worker funding (or 25% pool funds if that funding is exhausted) or through the grant. The Regions will be notified of the funding of retraining services.

The “Missouri Job Center Checklist” form (DRJP Form 8) may be used through the process of determining if the individual is eligible to participate in the DRJP.

Prior to any next steps (i.e. checking eligibility, etc.), it is imperative the individual be told and understand the type of work (s)he is expressing interest in. (I.e. Debris worker position will work in 100 degrees plus temperatures and below freezing; lift 20 pounds, etc.) DRJP staff will then verify program eligibility based on the ‘Priority of Eligible Workers’.

## **Guidance for Disaster DWG Dislocated Worker Eligibility Documentation**

While the WIOA does not give a classification to the DWG activity of Disaster Recovery Assistance (DRJP Employment), DWD interprets this activity to be substantially equivalent to the Work Experience, and therefore requires full eligibility documentation.

Previous guidance allowed a Dislocated Worker Career enrollment to suffice as full documentation for the Disaster DWG. This rule changed in April of 2013.

DWD Issuance 22-2012, Change 1, Streamlined Documentation Allowable for Service Delivery Beyond the Automatic Career Enrollment Level contains the following rule:

## WIOA Dislocated Worker Documentation Requirements

Dislocated Worker program participants who enroll into the DRJP level must have their Dislocated Worker status fully documented in either an electronic or hard copy file. This rule replaces previous guidance allowing less detailed documentation. For those who meet the category A criteria defined at WIOA, required eligibility documentation includes proof of layoff or termination, Unemployment Insurance (UI) eligibility status, and evidence that the participant is “unlikely to return to a previous industry or occupation”.

Eligibility for UI is adequate proof that the individual was “terminated or laid off”.

A Dislocated Worker with a Missouri UI claim can print a copy of the Letter of Benefit Proof (B201) from the Division of Employment Security’s Online Claims Filing System to serve as documentation of Dislocated Worker status. Termination/layoff and eligibility for Unemployment Insurance is documented if there are payments in the “Gross Amount” column. If it also shows a zero dollar amount in the “Balance” field, this is proof of an exhausted claim and satisfies documentation for “unlikely to return”.

If the Letter of Benefit Proof is not available, or does not indicate a zero balance to document “unlikely to return”, refer to the current DWD Issuances regarding the Eligibility Technical Assistance Guide – WIOA for complete eligibility criteria and acceptable documentation.

### **Documentation for Employment Ended Due to the Disaster**

In order to give priority to an individual who can’t work because the employer was affected by the disaster, staff must collect documentation. A signed “Self –Attestation” (DRJP Form 9) from the applicant stating they are unemployed due to the disaster is sufficient initially, but staff must then attempt to secure valid documentation.

For documentation, individuals with a Disaster Unemployment Assistance (DUA) claim have the most solid documentation possible. This is ideal, and no other documentation of layoff from the disaster affected employer is required. If there is no DUA, but there is a regular Unemployment Compensation claim, staff must collect a signed attestation from the individual attesting to the fact that the layoff was due to the disaster. This is considered strong documentation and no other documentation of layoff from the disaster affected employer is required.

If there is no Unemployment Compensation claim, staff must secure documentation to support the fact that the applicant worked for the affected company. Ideally, this would be in the form of paystubs or other payroll records. A bank statement indicating direct deposit from the employer is also acceptable. A letter from the employer or a Toolbox Service note documenting phone verification of employment and layoff would also be acceptable. Any of these records must be accompanied by a signed attestation from the individual attesting to the fact that the layoff was due to the disaster.

If the individual is unable to provide identification or other required documentation due to the disaster, self-attestation is acceptable and the “Self –Attestation” (DRJP Form 9) must be completed. If the individual is hired at a Worksite, (s)he must provide proper identification within 30 days. If this documentation is not provided at that time, the participant will be granted

an additional 20 days. If such documentation is still not provided, the participant will be terminated from the DRJP. In extenuating circumstances, the participant can be granted an additional 10 days. If the documentation cannot be secured within 60 days, no further DWG-funded services are allowed. Staff should use the “Task” function in Toolbox or other reliable means to track the timing of self-attestation back-up documentation. (Note: If the participant completed a “Self –Attestation” (DRJP Form 9) and then was terminated from the program due to lack of identification or not qualifying for the program, these are NOT disallowed costs.)

If the individual cannot do this work or does not meet program eligibility requirements, (s)he will go through “normal” Job Center processes.

### **Long-Term Unemployed & Documentation**

An individual is long-term unemployed if at the time of eligibility determination (s)he has been unemployed for fifteen (15) or more of the twenty-six (26) weeks (30 hours or more constitutes a week) immediately prior to such determination, has made specific efforts to find a job throughout the period of unemployment, and is not classified as “Not in the Labor Force”. A participant can attest on the “Self –Attestation” (DRJP Form 9) that (s)he has been long-term unemployed. This definition must be explained to the participant and the weeks calculated by a Staff person. In all cases, the participant must print off MOClaims (if there is a claim within the last 3 years) and the Toolbox record should be reviewed. DUA claims and individuals not required to 4-week report will not be in Toolbox.

In rare cases, an individual can meet the definition of Dislocated Worker and Long-Term unemployed. If the individual is Dislocated Worker, (s)he qualifies for the DRJP and no additional eligibility criteria should be pursued. In this situation, long-term unemployed should not be noted in Toolbox and this must be lined through on the “Self –Attestation” (DRJP Form 9).

Examples:

1. Curtis indicates he has not worked for 5 years and will not have a claim in the system. The Staff person reviews Toolbox and finds no 4-week reporting. He qualifies as long-term unemployed.
2. Liz indicates she has not worked for 7 months (or the last 30 weeks). She prints out MOClaims and the staff person verifies this is correct. She qualifies for long-term unemployed.
3. Mary attests she has not worked for 6 months. She prints MOClaims and the staff person counts the weeks to verify there is no employment for 15 out of the last 26 weeks.
4. Bill marks the box for long-term unemployed, but he just lost his job. The staff person marks through that line on the form.
5. Jill marks the box for long-term unemployed, but the Dislocated Worker Career enrollment is already in Toolbox. The staff person marks through this line on the form.

If someone is long-term unemployed and not Dislocated Worker, (s)he cannot be enrolled in Dislocated Worker.

## **Applicant Process**

The participant must be given a “Participant Orientation” (DRJP Form 5) which explains the program. A copy of the “Participant Orientation” form (DRJP Form 5) is given to the participant and the original form is placed in the file. It is possible during this orientation process that individuals may decide they do not want to participate in the program. During this process, it is imperative to explain to the participants the job will end after 2,080 hours and they need to continue to seek other employment while in the position.

The individual must complete the “Membership Screens” including staff verification of Date of Birth. Upon completion of these screens, the WIOA Adult Career enrollment populates in Toolbox. The customer must have a jobs.mo.gov registration including the required fields and the Work History sections. If the individual is eligible to participate in the program, (s)he will be matched up with a Job Order in Toolbox. If (s)he doesn’t match a Job Order, ‘normal’ Job Center services will be provided.

During the Toolbox Job Order matching process, the Worksite may or may not be involved in the participant selection process. Depending on the number of DRJP potential participants and the Worksite’s capacity, there may not be time for traditional interviews. Some Worksites may just ask for a certain number of workers and the Job Center will make appropriate matches.

Pre-employment steps are to be followed in this order:

1. Background checks: If required of regular employees at the Worksite
2. Drug testing: If required of regular employees at the Worksite
3. Physical: Required for all debris positions
4. Tetanus shot: Required for all debris positions
5. Safety training: Required for all debris positions prior to any work on the Worksite

All participants matched with debris cleanup or restoration positions will be required to obtain a physical, tetanus shot and safety training. Many Worksites require background checks and drug testing and in these cases, the participant must also successfully complete these. A participant must not move on to the next step unless (s)he can obtain a position if a step is failed. (i.e. If (s)he fails background check and there are no other positions, it is not appropriate to pay for drug testing. If drug testing is failed and there are no other positions, it is not appropriate to pay for a physical.) (A participant must receive a tetanus shot unless (s) he can provide documentation this shot is up-to-date.)

If a background check is required by the Worksite, this will determine if (s)he can work at this Worksite. If a participant fails a background check (s)he may be able to be placed elsewhere. If another position is available, it is appropriate to go to the next step and if another position is not available, (s)he should be referred back to the Job Center. If drug testing is required by the Worksite, this will follow the same protocol as the background checks and the participant can only move to the next step if there is another position is available. If (s)he fails the drug test, the individual will be referred to the Job Center for services. A physical will determine if s(he) can work in debris cleanup and/or restoration. If the physical indicates (s)he is unable to do this type of work, the individual will be referred back to the Missouri Job Center and may be able to be matched with a Humanitarian position or receive other Job Center services. If

the physical indicates (s)he is able to do this type of work, then the individual will be given a tetanus shot unless (s)he has a record that indicates a tetanus shot was given recently. Next the participant will attend safety training. If (s)he is unable to successfully complete safety training, the individual will be referred back to the Missouri Job Center.

If the participant is matched with a Humanitarian position, (s)he will not be required to get a physical, tetanus shot or safety training, unless some of the work is in the “field” (i.e. collecting timesheets); the Region has other reason to believe this is necessary or the Worksite requires it. If the Humanitarian Worksite has additional requirements (i.e. background checks, drug testing, etc.), this must be successfully completed prior to the individual being hired. The bottom portion of the “Missouri Job Center Checklist” (DRJP Form 8) does not have to be completed for these positions unless one or more of those items are required by the Worksite.

### **Enrolling**

All costs prior to employment being obtained are considered ‘Project Operating’ costs by the US DOL and are categorized as ‘Pre-Employment’ costs on the Local and State budgets. Each of these items must be service noted on each individual record including: background checks, drug testing, physicals, tetanus shots and costs for the participant to attend pre-employment activities (i.e. transportation reimbursement). These Service Notes must include the date the participant was sent for the pre-employment activity and the date (s)he completed the activity. None of these are considered supportive, or any other service.

A participant cannot be enrolled in the DRJP until employment has been obtained. For debris positions, safety training is the first day of employment and this is when the participant must be enrolled. If the Region hired supervisors who were are planning with the Counties prior to field work, the safety training may be postponed until there is a large enough group to save funding. If this occurs, Service Notes must indicate the reason that safety training has not occurred. For humanitarian positions, the first day of employment is the first day at the Worksite.

### **Length of Time**

All participants will not work less than a “normal week” which is generally 40 hours, unless there are unforeseen circumstances (i.e. weather) that prohibits working a specific day. Part-time positions are acceptable only if this is needed by the Worksite. No participant shall work more than 2,080 hours, throughout the duration of their work experience. Participants in DRJP may work overtime provided that regular employees of the employer are also working overtime. A Toolbox report is generated with the information from the “Payroll” tab in Toolbox for Regions to track participants reaching their limitations.

All participants should get as close to 2,080 hours as possible if these hours are available at the Worksite; however, if (s)he has completed 2,050 hours, this is deemed as successfully completing the DRJP. Some Regions may find it necessary to make 2,050 hours the cutoff to ensure the timesheets are correct and the hours are not exceeded. If a participant exceeds the hours due to internal tracking processes, the Region must put processes in place to ensure this does not occur again.

### **Wages and/or Promotions**

Participants in DRJP will be paid the same wages as other employees in like positions at the

Worksite that commensurate with experience and skills. Raises that are extended to regular employees must also be extended to DRJP participants who are working within the same job class. State Prevailing Wage Law does not apply to the DRJP.

If a Worksite Supervisor position comes open during the DRJP, a fair and competitive process must be in place to ensure all DRJP participants have the same opportunity. The process and decision should be provided in a service note along with the participant's worksite performance information. An "Evaluation" (DRJP Form 10) must be used to track progress and promotion possibilities.

### **Media Release**

All participants must sign a "Media Consent" (DRJP Form 11) prior to their first day at the Worksite. This is a condition of employment and (s)he must sign it to be employed in the DRJP. This will allow permission to use participants' words, photographs, or recorded information for public awareness of the Workforce Innovation and Opportunity Act and its functions, activities and programs. The participant's signature is a waiver of any claim asserted against any official, employee, agent, or unit of the Workforce Innovation and Opportunity Act under the local service provider, arising from the release.

### **Emergency Contact**

Each participant will be required to complete an updated "Emergency Contact" form (DRJP Form 12) that will be retained at the Worksite for the purpose of designating a person of their choosing to call in case of an emergency. If the Worksite does not generally have employees complete this form, the "DRJP Emergency Contact" form is used.

### **Medical Disclaimer**

All participants must sign a "Medical Disclaimer" (DRJP Form 13) prior to the first day of employment (including Safety Training). This is a condition of employment and (s)he must sign it to be employed in the DRJP.

### **Transportation**

Transportation from a central location to and from the Worksite may be necessary due to safety and parking issues. Any other transportation needed by participants must meet all of the criteria of Supportive Services.

### **Worksite Orientation & Policies**

The Worksite must give the participant an orientation on policies contingent to the Worksite such as absences, supervisor, expectations, etc. just as the Worksite would do for any other employee. In addition, if the Worksite requires any training beyond the safety training, this must also be provided. If the DRJP participant is unable to successfully complete any Worksite training requirements or adhere to Worksite rules, (s)he is terminated and referred back to the Job Center for services. At a minimum, the Worksite Orientation must include the elements listed on the "Worksite Orientation" form (DRJP Form 6).

In cases where the Worksite does not have policies to address certain situations (i.e. sexual harassment or drug-free workplace), then the Employer of Record's policies must be followed.

All Employers of Record under the DWG must have policies in place to address these situations.

The Worksite must also provide information on the participant's performance at the worksite – both positive and negative. This information must be documented in service notes throughout the Temporary Employment phase of the DWG. The "Evaluation" (DRJP Form 10) may also be used to document this performance.

### **Complaint & Grievance Procedure**

The Complaint and Grievance Procedure follows the WIOA policy.

### **Reenrolling**

DRJP participants terminated from the program are not allowed to be reenrolled in the same DRJP. It may be acceptable to reenroll participants (back into the same DRJP) who were successful in the program and obtained other employment or had a temporary break due to medical reasons; however, (s)he must have provided appropriate notification. However, as a general rule, previous participants should not be reenrolled unless there are no other participants to fill the positions. In all cases, if the original enrollment was closed in Toolbox, a Change Request must be sent to remove the end date. More than one enrollment in the same DWG is not allowable as all services will not be reported to the US DOL.

DRJP participants may be enrolled into a different DWG after successful completion of the DRJP. This includes participating in a second DRJP. However, this should be a case by case decision based on the need of the worksite and if no other participants are available to fill the position. If the participant is enrolled into another DRJP, a service note must explain the situation and show that other participants were not available.

### **Supportive Services**

The Workforce Innovation and Opportunity Act (WIOA) defines Supportive Services as those services necessary to enable an individual to participate in activities authorized under WIOA, Title I. This Policy provides guidelines for administering Supportive Services to DRJP participants based on the WIOA. Supportive Services should be made available to assist customers in removing or reducing barriers to participate in WIOA activities.

Supportive Services may include transportation, child care, dependent care, needs-related payments and emergency housing. Assistive technology/equipment may be included in this definition if staff document the customer needs this technology/equipment in order to participate in the WIOA activity and are unable to obtain it from other resources. The extent of Supportive Services provided will vary based on the customer's needs and the Region's availability of funds and resources.

Supportive Services are only to be provided to DRJP participants who meet all of the following:

- Are in a temporary job assignment or have successfully completed the temporary job assignment and are receiving other services through the grant (if the grant allows training services);
- Are unable to obtain Supportive Services themselves or via their support network;
- Are unable to obtain Supportive Services through other programs including community

- agencies that provide these services; and
- Demonstrate a need for assistance to enable him/her to participate in Title I activities.

Supportive Service payments are authorized based on available funding and are limited to \$1,800 per participant. If a DRJP participant's need is above the maximum limit, an additional amount must be approved by the DWD. These requests are first reviewed by the Region to verify it is acceptable and then emailed to the State DWG Coordinator. **No Supportive Services can be authorized until (s)he has obtained DRJP employment and each Supportive Service payment must be individually documented in Toolbox. This must include justification, reason, date, and amount of the payment.**

### Needs-Based Analysis

Supportive Service payments are requested individually for specific needs. Because WIOA programs are not an entitlement, Supportive Service payments are made on a case-by-case basis only when determined necessary and reasonable. Payments must not be made for non-WIOA activities or for items that are not necessary for participation in the WIOA activity. A statement that a customer "needs" a Supportive Service will not justify the payment of these expenses. (I.e. Customer states he needs transportation reimbursement. The payment cannot be authorized on this statement alone; but instead, must be related to the WIOA activity; based on customer need and other resources must be sought first.). The determination of financial need must be documented at a minimum through Toolbox Service Notes.

The 'Financial Needs' tab in Toolbox is a good tool in determining customer need. This tab has a 'List of Values' for the types of "Monthly Household Resources" and "Monthly Household Expenditure". These resources and expenditures are automatically calculated and the "Net Difference" between the two displays. After completion of this information, the form can be printed and given to the customer. (Note: This tab will only help determine customer need, but all other resources must still be considered.)

Due to funding limitations, WIOA Supportive Services are the last resort. All other sources of funding must be sought first. All attempts to find other Supportive Service funding and the reasons for needing WIOA funding must be documented in Toolbox Service Notes. The availability of community resources will vary by region. The region should keep an up-to-date listing of these resources to make referrals to prior to paying Supportive Services.

Examples of possible community resources:

- Faith-based organizations;
- Non-profit organizations;
- Women's shelters;
- Clothes closets;
- Pro bono medical, dental, and legal services (may or may not need to be accessed through an organization);
- Government assistance such as: local health departments, WIC, assistive technology reimbursement programs, MO HealthNet, etc.;
- Local transportation programs; and
- Statewide/nationwide organizations such as: United Way, Goodwill, Salvation Army, etc.

When there is a concentrated workforce in one area and the same Community organizations will need to be contacted multiple times, the region must obtain a statement once a quarter that the organization is unable to provide the requested assistance.

### **Expendable vs. Non-Expendable**

Supportive Services that are expendable to work on debris removal positions do not count toward the participant's \$1,800 limit. These items must still be tracked per participant and service noted as expendable. (These are not entered on the Supportive Service tab in Toolbox.)

Examples:

Jeans are provided to participants in debris removal positions and after a short time they will be torn and of no value. These would be considered expendable.

Overalls are provided to warehouse workers sorting out donated items. These will likely still be in good condition after the temporary employment ends and could be considered non-expendable. Therefore, these would require a needs-based analysis and justification.

Pam is unemployed due to the disaster. She states she needs work attire for a humanitarian position at City Hall. She has no resources to pay for this and there are no other community resources, so it may be appropriate to pay this expense.

Mark states he needs mileage reimbursement to get to the DRJP Worksite. Staff reviewed his need and determined he currently rides with a family member who does not ask for reimbursement; therefore, it is not appropriate to pay this expense.

Tony, Marie and Scott completed safety training and will begin a position for DRJP debris removal at the City. To work in these positions, they will need work boots, jeans and shirts. These items are expendable due to the nature of the work and do not require justification or a needs based analysis. (Service notes must indicate these are expendable.)

Bill finished the DRJP position and obtained employment. Bill states he needs new tires for his truck to travel to the employer. Staff reviewed his need and determined that Bill's budget allows for him to pay these expenses himself as he is currently employed and has discretionary income; therefore, it is not appropriate to pay this expense. (In addition, this falls under "Emergency Aid" and all criteria would have to be met.)

Tom successfully completed the DRJP position and obtained employment. He states he needs mileage reimbursement to travel to employer. Staff reviewed his need and determined there are other community resources to pay for this expense; therefore, it is not appropriate to pay this expense.

John finished the DRJP position and obtained employment. He states he needs childcare while he is working. Staff reviewed his need and determined a portion of childcare is not paid for through federally funded childcare; therefore, it may be appropriate to pay this expense.

Jane states she needs new brakes for her car to travel to the DRJP position. Staff reviewed her need and determined that Jane's budget does not allow for her to pay these expenses and there are no other community resources; therefore, it may be appropriate to pay this expense after budget counseling and the Region ensures this will resolve her transportation issue. (See Emergency Aid criteria.)

Mary states she needs childcare to participate in a DRJP position. Staff reviewed her need and determined the childcare is completely paid for through federally funded childcare; therefore, it is not appropriate to pay this remaining portion of the expense.

### **Individual Employment Plan (IEP)**

The IEP is an ongoing strategy jointly developed by the customer and staff that identifies the customer's employment goals; the appropriate achievement objective(s); and the appropriate combination of services to achieve the employment goals. The Supportive Service(s) must be necessary for the customer to achieve the goals outlined in the IEP. Therefore, the goals listed on the IEP must be consistent with what the customer intends to achieve. The IEP must have both short-term and long-term goals.

During the temporary jobs component only, it is acceptable to list "To obtain DRJP employment" on the Employment Plan goal and justification. During training services, these goals must be updated appropriately.

### **Supplies vs. Fitted Items**

Supplies provided during debris cleanup and restoration for the participant to complete the disaster-related temporary job assignment are not considered Supportive Services and are not tracked per DRJP participant, but the overall quantity per Worksite. Items that are fitted to the individual such as boots, shirts, and pants are considered Supportive Services and are tracked per individual and recorded in Toolbox.

### **Transportation**

Transportation reimbursement of \$0.35 per mile is permissible for DRJP participants after the needs-based analysis and justification is completed. Mileage is determined using Map Quest or other standardized programs from the participant home address to the WIOA activity. A copy of the documentation for the initial determination of the ongoing need is placed in the participant's file. Upon changing WIOA activities or a change in the participant's financial circumstances, a needs-based analysis is completed again. (Any transportation reimbursement to attend pre-employment activities is not considered a Supportive Service, but all criteria must still be met and this must be service noted.)

### **Childcare**

Childcare is permissible for DRJP participants after a needs-based analysis and justification is completed. This Supportive Service is only available for participants **not eligible for assistance** through the Family Support Division (FSD). Childcare must be provided from a State Approved Day Care. If a family member wishes to provide childcare for a participant, this individual must obtain FSD approval. The DRJP participant must provide documentation that FSD would not pay the childcare expenses.

If FSD requires a co-payment, Supportive Services may be used to pay this expense. Childcare referrals and payments are available to WIOA participants with children under thirteen (13) years of age, children incapable of self-care, and/or children under court order who need care while participant is attending his/her authorized WIOA activity. Verification of emotional, mental or physical incapacity or court order must be provided if child is over 13 years of age. This verification must be kept in a separate secure location.

WIOA payment for childcare is based on the Regional Market Rates (RMR) provided by Department of Social Services (DSS) found at <https://dssapp.dss.mo.gov/ccrate/report.asp?county=049>.

### **Emergency Aid**

Emergency Aid is a one time or rare expense paid to allow a DRJP participant to participate in WIOA allowable activities. If the customer is having extreme financial difficulty, staff must be assisting him/her with needed financial information (development of a budget, credit counseling, debt management, etc.) and the assistance must be service noted in Toolbox. Emergency aid payments must be well documented in Service Notes.

Examples include:

- Payment of utility bills (electric, water, heating, etc.);
- A car insurance payment;
- A rent payment; and
- Vehicle repairs.

Rent can only be provided if the address is used as the primary residence and allows for the participant to take part in the allowable WIOA activities. The participant must provide appropriate documentation for proof of residency and proof of ownership by the landlord. A service note must be entered in Toolbox documenting approval. Any and all documentation must be kept in participant's file and must provide proof that the participant lives at the address, proof that the landlord owns the property, and the amount that is past due. The landlord is to be paid directly for the rent, not the participant. Allowable documentation to show proof of residency may include a lease, a phone bill, cable bill, voting registration card, driver's license, etc. Allowable documentation to show proof of ownership by the landlord may include a lease, a property tax receipt, a title, a trash or sewer receipt, etc.

Vehicle repairs can only be provided on the vehicle used as the primary transportation for the participant to take part in the allowable WIOA activities. The participant must provide appropriate documentation for proof of ownership or a service note must be entered in Toolbox documenting approval. Any and all documentation must be kept in participant's file. Repair costs must be directly linked to an authorized activity. The vendor is to be paid directly for the repair, not the participant.

As with all other WIOA funding, all other options must be sought first. For example, heating and cooling assistance could be pursued through resources such as: Low Income Home Energy Assistance Program (LIHEAP), Salvation Army's "Heat Share", local programs (e.g., Ameren UE's "Dollar More," Kansas City Power & Light's "Dollar Aide," etc.), and faith-based organizations. Rent assistance could possibly be obtained through the U.S. Department of Housing and Urban Development (HUD). The resources available for assistance will vary

depending on the region.

### **Needs-Related Payments**

Needs-related payments (NRP) are a type of Supportive Service and must meet all Supportive Service criteria. However, the number of participants receiving these payments and the amount of payments are tracked separately from Supportive Service. These payments are equal to \$175 a week or the previous amount of unemployment compensation, whichever is less. If there is no previous unemployment compensation, the amount is equal to the \$175 as this is below the poverty level analysis. These payments do not count toward the participant's \$1,800 Supportive Service limit and are not entered on the Supportive Service tab. A \$3 processing fee per NRP payment is tracked by the Region for each payment and charged to the grant.

All participants who need these payments must file for unemployment compensation and print out the MO-Claims showing \$0. Participants, who have an unresolved claim, do not qualify for these payments until it is confirmed they do not qualify for unemployment compensation. In addition, if the training is not being paid for through the grant, the participant does not qualify for these payments.

Needs-related payments are not allowable during the temporary employment phase of the grant. Needs-related payments are only available to DRJP participants who have successfully completed the work assignment and are in DWG-funded training. These payments will enable the participant to start or continue training; and may also be provided to a participant who will begin a training program within (30) calendar days.

Eligibility requirements for Adults:

- Must be unemployed;
- Not qualify for, or ceased qualifying for Unemployment Insurance (UI) compensation; and
- Be enrolled in an eligible WIOA training service.

Eligibility requirements for Dislocated Workers:

- Must be unemployed;
- Not qualify for, or ceased qualifying for UI compensation or Trade Readjustment Allowance under Trade Adjustment Assistance; and
- Be enrolled in an eligible WIOA training service by:
  1. The end of the thirteenth (13<sup>th</sup>) week after the most recent layoff that resulted in unemployment; or
  2. After the thirteenth (13<sup>th</sup>) week, but by the end of the eighth (8<sup>th</sup>) week after being informed the short-term layoff will exceed six (6) months.

When paying needs-related payments, the Region needs to verify the participant is currently attending classes. This can be in a variety of ways including: online grade printouts, emails between the instructor and student, a grade on a recent project or test, a signed statement from the instructor, etc.

Examples:

- John successfully completed the temporary employment in the DRJP. He was determined to be eligible for a training program per guidelines. He began a six (6) month training program. During the training program, his UI was exhausted and he

meets all other Supportive Service criteria. It may be appropriate to pay needs-related payments based on the weekly UI rate as needed.

- Bev successfully completed the temporary employment in the DRJP. She filed for UI and her MOClaims show \$0. She meets all other Supportive Service criteria. It may be appropriate to pay needs-related payments based on the weekly UI rate as needed.
- Sharon successfully completed the temporary employment in the DRJP. She filed for UI and her claim is currently being disputed. Until this is resolved, it is not appropriate to pay needs-related payments.

### **Post-Employment**

Participants may be paid Supportive Services for up to 30 days beginning the first day of employment with a non-DRJP position. The participant does not need to complete the program to get paid this expense as the intent is to move participants to full-time employment. However, the participant must have been successfully working in the DRJP and notified program Staff of obtaining other employment. All other Supportive Service guidelines of being reasonable, necessary and justified must be met.

Post-Employment supportive services can only be paid if the DRJP allows for the Workforce portion of the grant. The Temporary Employment and the Workforce portion are applied for separately.

### **Toolbox Service Notes**

All Supportive Services must be documented in Toolbox and include at a minimum all of the following:

- The type of Supportive Service paid (e.g., transportation, childcare, etc.);
- The amount of Supportive Service paid;
- The timeframe the Supportive Service was paid for;
- The justification of need for the Supportive Service (not required for expendable items); and
- Lack of other community resources.

In all cases, staff must review Service Notes prior to making any Supportive Service payments to avoid duplicate payments.

### **Responsibilities**

It is the responsibility of staff to provide accurate information to the customer including:

- If Supportive Services are requested or determined necessary, if he/she is eligible;
- If he/she is no longer eligible to receive the Supportive Service for any reason (i.e. cap met, no longer has a need, etc.);
- Verifying other region's Supportive Service payments in Toolbox to avoid non-duplication of Supportive Service payments;
- The requirements (e.g., paperwork, employment, etc.) to receive the Supportive Services.

Also, staff is required to maintain a file for each participant to include all required documentation (physical, tetanus shot, drug testing, etc.)-

## **Worksites**

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### **Eligibility**

Each Worksite must meet the eligibility requirements for disaster clean up. The work must be related to the damage declared in the DWG application. Each Worksite must complete a “Worksite Agreement” (DRJP Form 14). The Agreement indicates the employer name and address, title of positions, and number of positions available. Levee Districts are local units of government with taxing authority. Therefore, if there are projects with these districts, they must supervise the work.

Each worksite must have completed and submitted a “Worksite Worksheet” (DRJP Form 1) before funds can be spent.

### **Unions**

A “Union Concurrence Statement” (DRJP Form 15) must be signed before any Worksite can be activated where labor unions are represented.

### **Private Property**

If a Worksite requires passing through privately owned property, a “Private Property Access” form (DRJP Form 16) which gives permission to pass through private property must be signed prior to the work beginning by the property owner and kept in the Worksite’s files. If the Worksite already has a form with this information, then this is not required.

DRJP participants must be placed in temporary jobs in public or private non-profit agencies. DRJP must be located only where regular employees of the employing unit or state employees have the authority to do such work.

DRJP participants can only work on private property if:

- Workers from units of local governments are authorized to conduct such work and are performing such work; OR
- The private property of Economically Disadvantaged Individuals and meets all of the following:
  - ✓ Homes of economically disadvantaged are eligible for federally funded weatherization programs; and
  - ✓ Non-WIOA employees of the employing unit/state/local government workers are authorized to do the same work and are performing the work using non-WIOA funds; and
  - ✓ Health and safety hazards need to be removed for the larger community; and
  - ✓ Work is limited to returning a home to a safe and habitable level and this work is not to make home improvements; and
  - ✓ There is a priority of service to elderly and individuals with disabilities; and
  - ✓ The WIOA funds are not used for the cost of materials to do repairs; and
  - ✓ The work must be disaster related; and,
  - ✓ The work is coordinated with and supervised by the local federal weatherization program.

The DRJP Worksites, where participants will be entering or impacting natural areas must make the appropriate contact with the Department of Natural Resources to ensure that activities are not negatively affecting endangered species or their habitats.

### **Job Descriptions / Job Orders**

All DRJP participants must be given a job description prior to starting the temporary job assignment. Job descriptions must reflect only the disaster-related work to be completed and no “regular” Worksite duties. If Job Descriptions are used from the Worksite these must be modified to reflect the actual duties and no “normal Worksite duties”. When determining position names, there are times these may need to be titles that don’t exist with the Worksite, but it is rate of pay of other employees must be matched. If this position does not currently exist at the Worksite, local LMI data is used.

All DRJP temporary jobs will be Job Orders in Toolbox. These Job Orders will be posted internally only and not on MissouriCareerSource. A Toolbox “Register” with eligible participants and eligible job orders can be created to assist staff in matching the individuals who were temporarily or permanently displaced as a result of the disaster, or are otherwise eligible for DRJP employment.

### **Worksite Closures**

It is possible that during inclement weather or other unforeseen circumstances the Worksite could be closed for the day. In that case, the Worksite must follow the same protocol as they do with notifying other employees. All participants who are affected by the closure must record the day on their “Timesheet” (DRJP Form 17) as ‘Worksite Closed’.

There are two events which will cause a Worksite to be closed:

1. The project has been completed at the Worksite. OR
2. Upon the DRJP staff visit to the Worksite, it is found to be an invalid Worksite and participants have been found to be performing work beyond the guidelines of this grant and outside the Worksite agreement.

### **Disciplinary Action**

Any required disciplinary action or termination of a DRJP participant will follow the same rules and guidelines of the Worksite as these participants are to be treated as other employees. Termination of DRJP participants by the Worksite are reported to the “Employer of Record”.

All disciplinary action should also be documented on the “Evaluation” form (DRJP Form 10) and a copy given to the Local Workforce Development Board. A copy of that should be kept in the participant’s file.

### **First Aid Kits**

It is a requirement that all First Aid Kits be on site. This means that the kit needs to be within reach of the participants, not stored in an office located away from the actual Worksite. If a Worksite does not have a First Aid Kit that is transportable, Regions may provide such kits under this grant.

### **Supplies, Equipment & Sensitive Items**

The purpose of purchasing supplies and equipment is to complete the disaster projected. It is expected the majority of these items will have no useful life after the project ends. While supplies are generally not inventoried, the Region must maintain lists per Worksite to ensure that only the necessary items are purchased for the participants to use in the program and these items are in a secure location. It is the WDB's responsibility to have processes and procedures in place to verify all supplies and equipment are necessary and required for the participant to complete the temporary job assignment in disaster-related work.

Equipment is defined as the fair market value over \$5,000 per US DOL guidelines; however, local policies may define equipment as a different amount (i.e. \$1,000). When purchasing equipment, the rental versus purchasing cost must be documented and the need justified. All equipment purchases must first be approved by the DWD and the US DOL and requested in the same format as the "Heavy Equipment Request". Treatment and disposal of equipment and supplies must comply with the requirements of the Uniform Administrative Requirements as defined at 29 CFR, Part 95 or Part 97, as applicable.

Sensitive items are items considered attractive or easily pilfered that have a value over \$250 (i.e. audiovisual equipment, televisions, calculators, etc.). Sensitive items purchased by the grant must be returned to the WDB after completion of the Worksite project(s) and tracked as a fixed asset. Computers are sensitive items, regardless of the cost, and cannot be retained by the Worksite.

In all cases, until the grant ends, the title for all equipment vests with the WDB and must follow local inventory/fixed asset policies.

### **Contracts**

All contracts entered into by the WDB and subcontractors must include exit clauses and indemnifications to protect the Regions. In addition, all contracts should only be through the grant timeframe or when the funding will be expended, whichever is first.

### **Accident Reports**

In the event that injuries are sustained on the job, the law requires that a claim report of the injury be filed. Accidents or injuries should be reported immediately or within 24 hours to the Worksite Supervisor. The Worksite Supervisor must report the accident or injury to the DRJP staff so necessary paperwork can be completed.

### **Timesheets**

"Timesheet" (DRJP Form 17) is used to record the days and number of hours worked in each two-week period. The timesheet must be signed in ink by the participant and supervisor. It is the responsibility of both the participant and the supervisor to make sure the time sheet is submitted to the Worksite office by the designated time. A paycheck cannot be processed or paid until the timesheet with both the participant and supervisor signature has been submitted, reviewed, and reconciled.

Each and every paycheck must be documented in Toolbox on the "Payroll" tab. This must include payroll period, number of hours and gross wages. The "Payroll Date" is the last day on the timesheet OR the last date the participant worked on the timesheet.

## **Worksite Supervisor Orientations**

To ensure the DRJP guidelines are followed, the Worksite Supervisors must be given a program orientation delivered in the most efficient manner possible which may include going to the Worksite. At a minimum, the information outlined in the “Worksite Supervisor Orientation” (DRJP Form 18) must be covered. Depending on the Worksite and as the program evolves, it may be necessary to cover additional topics. The Worksite supervisor is required to sign this form and it must be kept in the Worksite file.

## **Participant Worksite Orientations**

To ensure the DRJP guidelines are followed, the Worksite Supervisors must given a program orientation delivered in the most efficient manner possible which may include going to the Worksite. At a minimum, the information outlined in the “Worksite Orientation” (DRJP Form 6) must be covered. Depending on the Worksite and as the program evolves, it may be necessary to cover additional topics. The Worksite supervisor is required to sign this form and it must be kept in the Worksite file.

## **Toolbox**

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Completing Toolbox accurately and in “real-time” is necessary for successful local, State and Federal monitoring reviews. In addition, the information contained in this database is essential for the participant’s success. Various Toolbox Desk Aids have been created by DWD Tech Support.

Following are some Toolbox reminders some are DWG-only and others are overall program:

- Real-time data entry must be completed.
- Long-term unemployed (which is allowable under this DWG) does not meet the definition of Dislocated Worker and therefore, an Eligibility for Dislocated Worker needs to be created in order to enroll the participant in the DWG, but the participant should not be enrolled in this (however, (s)he may qualify for Dislocated Worker upon the successful completion of the temporary job).
- Transportation provided prior to employment is not considered a Supportive Service and the Supportive Service should not be entered (however must still meet the criteria for Supportive Services and entered in Service Notes).
- A Supportive Service should not be entered in Toolbox until employment has been obtained.
- Transportation provided to safety training (which is employment) is a Supportive Service.
- Any Supportive Service for debris removal that is classified as expendable must be recorded as such in Service Notes.
- If a participant is enrolled in the DWG and then determined ineligible due to lack of documentation, this should not be closed as “Enrolled in Error” and the Outcome should be “Did Not Complete”. (“Enrolled in Error” will completely remove this person from reports.)
- “Outcomes” must be entered.
- The “Safety Training” service should be opened and closed the same day (when it was provided).
- “Supportive Services” should only be left open as appropriate (i.e. a one-time payment for clothing would be open and closed the same day as provided; transportation reimbursement that spans a couple of weeks would be left open during that timeframe;

- etc.).
- The “Did Not Enroll” button must be checked for individuals that didn’t pass certain pre-employment services or chose not to participate prior to employment and if this button is not checked, it will be automatically checked and closed in 30 days.
  - “Enrolled in Error” is only used when there are no pre-employment costs.
  - When the participant will no longer receive DRJP services (i.e. obtained full-time employment and is not getting post-employment Supportive Services; was terminated from the program; finished training; etc.), the DWG enrollment and all DRJP services must be closed after the final payroll has been entered.
  - The “Payroll Tab” must be completed as this is the tracking system for hours and wages. This tab is only available while the Employment Service and Enrollment is open; therefore, these cannot be closed/ended until the final paycheck has been entered.
  - Services entries must match the Toolbox Service Note entries.
  - If an enrollment was closed in error or needs to be reopened due to reemployment in the program, a second enrollment must not be created. The first enrollment must be reopened with a Change Request. (Only one file must be created per participant.)
  - DRJP Supportive Services for Expendable Items:
    - Service notes must include each item purchased, cost and date participant received item(s).
    - The Supportive Service must be opened during the timeframe the participant received item(s).
    - If a voucher was used, the service note must indicate the voucher amount; the date the items would be purchased and the items to be purchased. After invoiced, the cost per item must be entered and reference the previous.
  - The Eligibility Record tied to the DWG Enrollment must be correct and cannot be “fixed” by adding another Eligibility record. If there is an error with the Eligibility record tied to the DWG Enrollment, this requires a change request.
  - If a Service Note was not entered on time, “LATE” must be in the note with the date referenced. (I.e. Supportive services paid to the participant on 1/1/12.)
  - Service notes and service dates must match.
  - Job Orders in Toolbox can be searched from other Regions.
  - Service Notes must indicate worksite observations or evaluations to ensure the participant is receiving regular contact and assistance from the case manager and the worksite supervisor.
  - Change Requests:
    - The person who signs the form is responsible for verifying it is accurate and (s)he needs to review the form and the entire record prior to submission.
    - A duplicate form should not be sent, but instead an email requesting the status should be sent.

## **Employer of Record**

The “Employer of Record” will depend on the contractual agreement within the region. The I-9 and W-4 must be completed. In addition, all participants must be checked through E-Verify before starting work (or within 3 days of the start date). All of these forms must be retained by the Employer of Record.

### **Fringe Benefits**

At minimum, each participant in DRJP will be covered by Workers' Compensation in accordance with State law through the program funding. All participants shall be provided fringe benefits according to the Employer of Record's temporary employee policy.

### **Unemployment Insurance**

Participants in DRJP will be covered by unemployment insurance compensation.

### **US DOL Requests**

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The DWG Coordinator sends requests to the US DOL for approval per regulatory guidelines. The forms created for the requests must be used at the local level as this is the process that has been approved by the US DOL for submissions.

### **Heavy Equipment & Transportation**

FEMA has extensive experience in obtaining and/or leasing heavy equipment in the aftermath of disasters, and provides such equipment for a limited period of time to permit clean-up, reconstruction and other allowable activities following a disaster. State and local governments may also lease or obtain heavy equipment for worksites where Disaster Grant participants are employed. Generally, Disaster Grant funds will not be authorized for the purchase or lease of heavy equipment for disaster relief work.

In certain situations, the Worksite may need heavy equipment they do not have and cannot afford to complete certain work (i.e. Grader to repair County Roads washed out from the flood in the affected County). These requests are not guaranteed to be approved, but are sent to the US DOL. This heavy equipment is procured through the WDB and/or its subcontractors and not by the City/County and reimbursed. The "Heavy Equipment" (DRJP Form 19) Excel document (a sample form is attached) which is available from the DWG Coordinator must be completed.

This form must include justification of the equipment including: needed to do necessary projects; the City/County does not have the equipment available; the City/County cannot pay for the equipment themselves even with FEMA reimbursement and this equipment was not requested to be reimbursed through FEMA. The form must also include the local procurement process. The form must also include the Worksite; the work that will be completed by the project; the item needed and the item cost with estimated fuel and maintenance. (This form must match the "Budget" (DRJP Form 3.)) All Regions must ensure they have adequate insurance.

This equipment can only be used by the DRJP participant to do the job they were hired for. The initial requests are sent to the US DOL for approval and no heavy equipment can be leased unless and until the US DOL approves the request. All modification requests are sent to the State DWG Coordinator for review. Modifications to this request where the Region's total Heavy Equipment budget will not be increased including: changing items (i.e. bobcat for excavator); deleting items and increasing the cost per item must be approved by the State DWG Coordinator. Modifications to the request where the total budget amount will increase may require approval by the US DOL depending on the overall grant impact to this budget line item. In addition, it is recommended that equipment be leased where the leasing company can quickly repair so progress and employment is minimally impacted.

Many Worksites will also require transportation from a Central location or the need for leased vehicles to haul equipment. This is only allowable when needed by the Worksite due to parking availability; hauling equipment; etc. Due to the immediate need, the Regions can procure this transportation prior to approval, but this must be included in the request.

Any equipment purchases (defined locally or when there is not a local policy, defined as over \$5,000) must be approved prior to the purchase by the US DOL.

Regions have listed other items on the requests (i.e. portable toilets, purchases not defined as equipment, etc.). If these were previously on the form, they must be left on the form. Any “new” requests should not include these items.

### **Wages over \$12,000**

In certain positions, the DRJP participant will not reach the full 2,080 hours due to the \$12,000 wage cap (which is equal to \$11.53 an hour). Per regulatory guidelines, these wages can be requested to be extended. The US DOL may or may not approve the request and participants must be informed there is no guarantee this will be approved. When a certain position will exceed the \$12,000 wage cap, the “Wages over \$12,000” (DRJP Form 20) Excel document (a sample form is attached) which is available from the DWG Coordinator must be completed. This document must include: Worksite, position, wage, quantity of positions and justification. No wages can extend past the \$12,000 wage cap until approved by the US DOL; therefore, any time there is a position added, a new form must be submitted highlighting the addition.

## **FEMA Coordination**

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### **Meetings**

Per DWG requirements, FEMA coordination is required to ensure non-duplication of efforts. If possible, local WDBs should be at the initial FEMA meetings after public assistance is declared. In addition, FEMA must be invited to the DRJP meetings when determining Worksites as this coordination will ensure projects have the best possible outcomes. If a Region needs a local FEMA contact, the State DWG Coordinator can be contacted. If FEMA coordination has not occurred prior to the DRJP project determinations, FEMA must be sent the Project Scope to ensure there has not been payment for the DRJP requested items (i.e. labor).

### **Expenses**

DRJP expenses are generally paid directly by the WDB or its subcontractor which means the City/County will not have an invoice to submit to FEMA for reimbursement and there cannot be payment duplication. On heavy equipment, this cost is paid directly to the vendor and the heavy equipment listings have been sent to FEMA who then distributes the lists to local FEMA representatives. On wages, this is paid directly by the Employer of Record to the participant. Due to the immediate need of fuel, some WDB Regions are reimbursing the City/County for this expense. DWG funds cannot pay the FEMA match.

In all instances, any expenses incurred that are reimbursed to the City/County must be coordinated with FEMA. The City/County procuring items and being reimbursed by the WDB should be avoided if at all possible. Following is the protocol for those expenses:

- The City/County must release the original invoices to the WDB upon payment

- A tracking system must be in place to verify these expenses were DRJP only (i.e. fuel is only for heavy equipment, leased vehicles, etc. and not any City/County vehicles)
- The City/County must sign a statement that these expenses will not be reimbursed by FEMA and these costs are only for the DRJP and not any City/County equipment, personnel, etc.
- The local FEMA representative must be contacted to determine if the entity needs copies of the receipts/invoices.

## **Responsibilities**

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### **Local Workforce Development Board (LWDB)**

The LWDB and/or its subcontractor are responsible for administering the grant at the local level. This includes, but is not limited to the following:

- Verifying staff are enrolling participants in the DWG in Toolbox
- Verifying staff are entering appropriate services in Toolbox
- Retaining “Worksite Agreements” (DRJP Form 14)
- Internal monitoring of 100% of files
- Verifying state and local policies are adhered to
- Reconciling local records and Toolbox records
- Verifying only eligible expenses are paid
- Verifying Supportive Services are paid according to policy
- Providing information to the DWD for daily, bi-weekly (DRJP Form 27), monthly, and quarterly reports
- Assessing the need for additional Worksites and workers and reporting this to the DWD on the “Worksite Listing” (DRJP Form 2)
- Directing any programmatic questions not addressed in policy to the DWD
- Verifying workers are following the required processes
- Entering Job Orders
- Provide DRJP “Participant Orientation” (DRJP Form 5) and Employer Orientations
- Provide photographs of Worksites before and after work is completed
- Recruiting Worksites and workers
- Procuring physicals, tetanus shots, and safety training

### **Missouri National Guard (MONG)**

The Missouri National Guard is involved in various DRJP processes depending on the need of the WDB. The DWD may contract with the MONG to provide certain services after State Emergency Duty (SED) has expired. The MONG can provide valuable insight on inventory processes, routing participants through processes, safety training, etc.

## **Monitoring & Oversight**

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Monitoring must be conducted by the WDB to ensure that the participants, Worksites, and related activities are consistent with the provisions of applicable Federal statutes, regulations, and the terms and conditions of this grant award letter.

The monitoring must include a review of all of the WDB responsibilities listed above. In addition, the on-site monitoring process must include questionnaires and procedures for interviewing participants, Employer of Record, and Worksite supervisors, and must include on-site visits to Worksites. At each review, it must be verified that every Worksite is conducting disaster-related work only. It is recommended the “Debris Worksite On-Site Monitoring” (DRJP

Form 21) and “Humanitarian Worksite On-Site Monitoring” (DRJP Form 22) forms be used. (These forms are to be retained locally and not sent to the DWD.) The Worksite monitoring must be conducted monthly and the first review must begin within two weeks of the first participant beginning employment at the job.

After each review cycle where all Worksites have been monitored, a report must be compiled and maintained locally. This report must include:

1. Name of Reviewer(s)
2. Date(s) of Visit
3. Listing of Counties and City/Town’s Monitored
4. Worksite Locations Monitored and Number of Participants at Each Site
5. Verification all Worksite Agreements are in place and understood by the Worksite
6. Verification all work is disaster-related only
7. Success stories and program progress
8. Any items found not in compliance with the DRJP (i.e. no Worksite orientation, no supervision on-site, lack of safety equipment, etc.) by Worksite
9. Corrective action necessary
10. Follow-up necessary

If there are any items not in compliance at the Worksite (#8 from above), the region must forward this report to the State DWG Coordinator and QA Unit.

It is imperative the regions maintain regular contact with the State DWG Coordinator. At the beginning of the project and during the planning phase, this contact may be daily. At any point there are changes to the project (i.e. number of Worksites/participants changed), a new “Worksite Listing” must be emailed.

The “DRJP Participant File Review - Employed” (DRJP Form 23) or “DRJP Participant File Review – Not Employed” (DRJP Form 24) is required to be in each new participant file with the first 30 days of the temporary employment.

## **Fish & Wildlife Service (FWS)**

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In order to ensure compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) and to protect valuable habitats and endangered species, all disaster projects where participants will be entering or impacting natural areas must ensure that activities are not negatively affecting endangered species or their habitats. NEPA and ESA require DWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or protected habitats before beginning any work in those areas. For more information, contact a local FWS field office visit [www.fws.gov/offices/](http://www.fws.gov/offices/).

## **Financial**

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Budgets are developed and updated on the “Budget” (DJRP Form 3). The initial budgets are often underestimated as the work is just developing. The local budgets are rolled into the total State budget. In addition, all line items on this form are reported on the CPR to the DWD Financial Unit. The DWD uses this budget form to complete all of the required items in the grant modifications (including requests for additional funding) and contract with local WDBs.

Therefore, it is imperative that these are kept up-to-date as the Worksite's needs develop.

Accruals must be reported on the CPR. Calculating accruals will include contacting vendors who have not submitted invoices to verify what the costs are and/or extrapolating the costs based on the agreement. In addition, the payroll costs must be reported each time. Accrual reporting is required by US DOL and failure to report accruals could result in the DWD not requesting additional funding in a timely manner.

The DWD will conduct monitoring visits at least quarterly. Prior to the visit, the Region will be requested to produce payroll and other records. If costs that are not associated with DRJP are identified at that time, these will have to be reallocated to the appropriate funding source and/or repaid to the grant.

## **US DOL Reports & Grant Modifications**

The US DOL requires bi-weekly, monthly and quarterly reports. The Regions within the DWG are required to compile and report information for these reports.

Regions will provide the "Bi-Weekly Reports" (DRJP Form 27) to the State DWG Coordinator beginning from the time the grant is awarded through the first three months of the project. After the completion of three months, the regions will then provide monthly reports through the end of the temporary job component of this grant. Regions will provide accrued expenditures to DWD Financial on a bi-weekly basis until notified differently.

For quarterly reports, the DWD must report Fiscal expenditures and participants. For Fiscal expenditures, all information required is reported on the CPR and the DWG Coordinator will use this information.

The US DOL requires grant modifications for a variety of reasons including: changing the number of participants; adding a Workforce Development component (Career and Training Services); requesting additional time; requesting additional funding; adding a Project Operator; etc. The modifications are very detailed to the participant level. The Regions are requested to provide information very quickly to the DWD as the DWD must review, edit and compile multiple Regions information and submit in the modification according to US DOL requests.

## **Workforce Development Component**

This grant is funded through Workforce Innovation and Opportunity Act (WIOA) funding; therefore, WIOA criteria apply to training services. These services may be paid through the grant or Dislocated Worker funding depending on the grant. If these services were written into the grant for the entire population and there is adequate funding, this grant is the funding source that must be utilized. If these services were only written for the long-term unemployed in the grant, then Dislocated Worker funding (or 25% pool funds which are requested in writing) must be utilized. Long-term unemployed do not qualify for Dislocated Worker funding, unless (s)he meets the definition after the temporary employment ends. If a participant will not receive training services through the grant, the DWG enrollment is ended when the final payroll has been entered.

Training Services paid through the grant are not allowable during the temporary employment phase of the grant; however, are allowable during the "Workforce Development" component after the US DOL approves the modification and the Regions are notified. To be eligible for

Training Services paid for through the DWG, (s)he must have successfully completed the temporary job assignment, except in rare cases where documented health reasons prohibit this and (s)he cannot be reassigned to other temporary work assignments.

Training Services funded by the grant are only available to DRJP participants who have successfully completed the work assignment.

### **Career Services**

Career Services are available to unemployed persons who are unable to obtain employment. Allowable Services as defined in DWD Issuance 03-2000, Change 1 includes: Comprehensive Assessment, Full Development of an Individual Employment Plan, Group Counseling, Individual Counseling, Short-Term Prevocational Services and Internships. DRJP employment is not defined as Work Experience.

It is highly recommended that a Job Center Services are provided for participants prior to them moving to training which includes: a resume with the most recent temporary employment; interview preparation and the basics of online job searching.

Because the goal of Workforce Development is to move participants into self-sufficient employment, the Job Center Services can be provided during the Temporary Jobs portion of the grant.

### **Training Services**

Training Services are allowable after (s)he has met the eligibility requirements for Career Services and is unable to obtain or retain employment through such services and after an interview, evaluation, or assessment, and case management it has been determined (s)he is in need of Training Services and has the skills and qualifications to successfully participate in the selected program. Allowable Training Services as defined in DWD Issuance 03-2000, Change 1 includes: Occupational Skills Training, On-the-Job Training, Workplace Training and Cooperative Education, Entrepreneurial Training, Job Readiness Training, Adult Education and Literacy, private Sector Training Programs and Customized Training. The Program must be directly linked to employment opportunities in the local area or in another area in which the Adults or Dislocated Workers receiving such services are willing to relocate. Employment opportunities in the area are determined using local (not State) Labor Market Information (LMI). If an employer agrees to hire the participant, a letter to this affect is acceptable.

The training provided to DRJP participants should be short-term in nature as the grant is only “guaranteed” through the date on the approval letter from the US DOL. All participants must be assessed to verify (s)he can sustain their household while in the program. In addition, whenever possible, the skills learned in the program should be “built on” in this training program. All training for DRJP participants paid through DWG funding is capped at \$10,000 per participant as this is in-line with the grant application and US DOL guidance.

Reminders on specific services:

- GED Classes are eligible under Adult Education and Literacy. The class cannot be paid for through the grant as this is paid for through another agency; however, supportive services including needs-related payments can be paid if all criteria are met.
- Having a degree does not mean (s)he cannot obtain training through the grant as this

depends on employment available in the area (can be determined through LMI) and all other criteria must be met.

- ❑ OJT follows the same rules as WIOA

There is no “actual” timeframe on when the participant must begin a training program, but it should be as quickly as possible to ensure it is completed prior to the grant ending and to engage as many participants as possible. In addition, long-term unemployed do not have other funding sources for retraining services.

### **Education-Related Expenses**

Education-related expenses to enable DRJP participants to participate in training after (s)he has successfully completed the temporary job are permissible after a needs-based analysis is completed. This could include testing fees, items required for the training program (i.e. stethoscope), etc. (This is not allowable until the Regions have been notified by the DWD that the US DOL approved the training component.)

### **Pell Grant**

DWD Issuance 12-1999 addresses the “Coordination of all Workforce Innovation and Opportunity Act (WIOA) Title I-B programs with programs under Title IV of the Higher Education Act including the Pell Grant Program”. This Issuance must be adhered to when determining funding including Supportive Services.

Highlights of the Issuance include:

- Duplicate payments must be avoided when the customer is eligible for both WIOA and other assistance.
- The mix of funds should meet the needs of the customer and be determined based on the availability of funding for either training costs or Supportive Services so that the training can be completed successfully.
- Simply reducing the amount of WIOA funds by the amount of Pell Grant funds is not permitted.

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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