



OWD Issuance 01-2020

Release Number—Program Year

Release Date:
July 28, 2020
Effective Date:
July 28, 2020
Expiration Date:
Continuous, until further notice

SUBJECT:

Statewide Long-Term Unemployed Policy

ATTACHMENTS: None

This Issuance is Official Policy of the Missouri Office of Workforce Development

ISSUING AUTHORITY:

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Missouri Office of
Workforce Development
(OWD)

THIS ISSUANCE DOES NOT REQUIRE CREATION OR ALTERATION OF A CORRESPONDING LOCAL POLICY

KEYWORDS:

National Dislocated Worker Grant; NDWG; Long-term unemployed, Category 12

THIS ISSUANCE AFFECTS:

Missouri One-Stop Delivery System (MJC/AJCs)
WIOA Title I Local Areas/Local Boards/Local Plans
WIOA Title I In-State Funding
WIOA Title I Performance/Accountability
WIOA Title I One-Stop Delivery/Service Providers
WIOA Dislocated Worker Employment/Training
National/Statewide Programs/Grants
State of Missouri Workforce System Procedures

FOR THE ATTENTION OF:

OWD State Professional Staff
One-Stop frontline staff
Local WDB Directors
Local WDB Members
One-Stop Operators
One-Stop Functional Leaders
Service Providers
Local Equal Opportunity Officers
Local Quality Assurance Monitors
Missouri One-Stop Delivery System (MJC/AJCs)
WIOA Title I Local Areas/Local Boards/Local Plans
WIOA Title I One-Stop Deliver/Service Providers
State of Missouri Workforce System Procedures

RESCISSIONS:

None.

REFERENCES:

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL No. 12-19](#)), “National Dislocated Worker Grant Program Guidance”, March 18, 2020.
[20 CFR 687.170\(b\)](#), “Who is eligible to be served under National Dislocated Worker Grants?”
[OWD Issuance 08-2018](#), “Workforce Opportunity and Innovation Act Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance”, September 19, 2019.

SUMMARY:

The Office of Workforce Development often applies for and receives funding assistance from the U.S Department of Labor Employment and Training Administration (DOLETA) in aide in the recovery from major disasters affecting the workforce system in Missouri in the form of Disaster Recovery National Dislocated Worker Grants (NDWG). Eligible participants under Disaster Recovery NDWGs include long-term unemployed individuals. Each state creates its own definition for “long-term unemployed.” The purpose of this policy is to provide Missouri’s long-term unemployed definition and acceptable source documentation to determine eligibility for its NDWGs.

BACKGROUND:

Guidance provided from DOLETA indicates that states are responsible for setting appropriate policies and procedures for determining participant eligibility¹. All NDWGs awarded to the Office of Workforce Development operate and provide guidance to staff through various means, including OWD Issuances, grant policies and procedures manuals, and all federal guidance. Disaster Recovery NDWGs specifically allow Missouri and its Workforce Development Boards to serve long-term unemployed individuals, but the definition for long-term unemployed has varied throughout the years. OWD has committed to utilizing one standard definition to apply to all Disaster Recovery NDWGs, unless a specific grant's terms and conditions mandate a different eligibility definition.

SUBSTANCE:

OWD's long-term unemployed definition seeks to include individuals who have had a chronic history of unemployment, even though the individual may be employed at time of eligibility but is considered significantly underemployed. This definition also provides what OWD defines as significantly underemployed for the purposes of its NDWGs.

The definition of long-term unemployed is a person who is:

- Unemployed at time of eligibility determination; *and*
- Has been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; *and*
- Has made specific efforts to find a job

OR

- Is significantly underemployed at time of eligibility determination; *and*
- Has been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; *and*
- Has made specific efforts to find a job with self-sustaining wages/hours.

30 hours or more constitutes a week and does not include individuals who have held part-time jobs on a regular basis during the last 26 weeks.

An individual being determined as significantly underemployed must meet one of the below categories:

- Individual employed less than full-time who is seeking full-time employment;
- Individual who is employed in a position that is inadequate with respect to their skills and training;
- Individual who is employed but meets the definition of a low-income individual in WIOA sec. 3(36); and
- Individual who is employed but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment.

Eligibility documentation must be collected at time of enrollment and must be maintained in the participant's file.

¹ [TEGL12-19](#)

ELIGIBILITY DOCUMENTATION FOR LONG-TERM UNEMPLOYED

ELIGIBLE CATEGORY	REQUIRED SOURCE DOCUMENTATION
Long-Term Unemployed (unemployed at time of eligibility determination)	<ul style="list-style-type: none"> Completed and signed grant designated Self-Attestation form only indicating that individual has been unemployed for 15 nonconsecutive weeks and has made specific efforts to find a full-time employment
SIGNIFICANTLY UNDEREMPLOYED	
Individual employed less than full-time who is seeking full-time employment;	<ul style="list-style-type: none"> Completed and signed designated Self-Attestation form only indicating that individual has been unemployed for 15 nonconsecutive weeks and has made specific efforts to find a full-time employment
Individual who is employed in a position that is inadequate with respect to their skills and training	<ul style="list-style-type: none"> Self-Attestation form; and Documentation in the electronic case management system showing the higher skills and training. Documentation could be listed on: <ul style="list-style-type: none"> Participant's profile page; Participant's resume; Employment History on the WIOA Application; <i>or</i> Documented within case notes.
Individual who is employed but meets the definition of a low-income individual in WIOA sec. 3(36)	<ul style="list-style-type: none"> Self-Attestation form; and Allowable source documentation for low-income status per the current OWD Adult and Dislocated Worker Technical Assistance Guide.
Individual who is employed but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment	<ul style="list-style-type: none"> Self-Attestation form; and Supporting documentation to document the difference in wages from previous employment and current employment. Appropriate documentation could be: <ul style="list-style-type: none"> previous and current check stubs, bank statements to show direct deposit differences, or as a last resort, an applicant statement

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

All Local Workforce Development Board Directors, Functional Leaders, and Supervisors should immediately inform frontline workforce system staff of the rules in the referenced online document.

All frontline workforce system staff handling enrollments and posting services to the State electronic case-management system (MoJobs) should immediately apply these rules as described to determining eligibility for all current and future Disaster Recovery NDWGs.

TIMELINE:

All Missouri Workforce System Staff – Implementation of these rules.....**Immediate and Continuous**

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

For information about [Missouri Office of Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627).

Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.