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### **National Dislocated Worker Grant (NDWG) Policy**

#### **PURPOSE**

The purpose of this policy is to assist local areas in the use of National Dislocated Worker Grants to help participants who meet eligibility requirements for these grants, in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB) and Arkansas Workforce Connection (AWC).

By establishing a clear framework, this policy supports timely, coordinated, and compliant workforce interventions that help dislocated individuals return to employment and training in the aftermath of disaster and economic related disruptions.

#### **REFERENCE:**

WIOA §3(15-16)  
WIOA § 170  
20 CFR 687.170  
20 CFR 687.180  
TEGL 12-19, Change 1  
TEGL 09-24  
WIOA Policy No. – 2.1 (Eligibility Determination)  
WIOA Policy No. 1.2 (Definitions)  
AWC Issuance PY 24-05 (Poverty Guidelines)

TEGL 2-15 (July 17, 2015) was rescinded by TEGL 12-19 (March 18, 2020); TEGL 12-19 (March 18, 2020) was rescinded by TEGL 16-21 (June 16, 2022); and TEGL 16-21 (June 16, 2022) and TEGL 04-18 (Sept 14, 2018) were rescinded by TEGL 09-24 (Dec. 17, 2024). No rescinded TEGLs may be used as references concerning National Dislocated Worker Grants. TEGL 12-19, Change 1 (November 2, 2020) and TEGL 09-24 (December 17, 2024) are still in effect.

#### **POLICY:**

What is a National Dislocated Worker Grant (NDWG)?  
NDWGs are discretionary grants awarded by the Secretary of Labor under WIOA §170 to provide employment-related services for dislocated workers and other eligible individuals in response to the

need for employment recovery and/or disaster recovery. NDWGs enable states and communities to respond to and recover from large, often, unexpected dislocation and disaster events and their associated impacts. The grants provide employment-related and training services for dislocated workers and other eligible individuals when there is a shortage of existing WIOA Dislocated Worker formula funds and other relevant resources. [TEGL 09-24].

#### **WHAT TYPES OF NDWGS MAY BE AVAILABLE?**

##### **Disaster Recovery**

Disaster Recovery NDWGs include emergencies and major disasters, emergencies or disaster situations of national significance, and relocation of a substantial number of individuals to outside the disaster or emergency area [TEGL 12-19, Change 1]. Disaster Recovery NDWGs are awarded to help communities address and recover from the impacts of a disaster or emergency, including public health emergencies, and to help develop a workforce better equipped for disaster events in the future.

##### **Employment Recovery**

Employment Recovery NDWGs are a powerful tool for supporting economic and employment-related recovery after mass layoffs (including mass layoffs preceded by Worker Adjustment and Retraining Notification (WARN) Act notices) or other instances of large-scale job loss and the associated employment impacts that these losses may generate. Employment Recovery NDWGs enable the delivery of critical career, training, and other resources to support reemployment efforts. Such projects funded with NDWG resources should align with existing state and local strategic priorities and focus on preparing dislocated workers and other eligible individuals for good jobs. Early intervention or layoff aversion activities are expected. The use of resources from other WIOA programs, from federal state and local economic development agencies, and from other agencies is expected. Local workforce development boards and Arkansas Workforce Center partners are also expected to assist with their formula-funded resources as appropriate [TEGL 09-24].

Employment Recovery NDWGs provide resources for eligible applicants to respond to major economic dislocations and their associated impacts, which include plant closures and mass layoffs, closures and realignments of military installations and other events that cause large scale job losses.

#### **WHO IS ELIGIBLE TO BE SERVED BY AN NDWG?**

##### **Disaster Recovery NDWGs**

The following individuals are eligible to receive disaster-relief employment as well as employment and training activities provided through a Disaster Recovery NDWG under WIOA § 170(b)(1)(B)(i); 20 CFR 687.170(b); TEGL 09-24]:

1. A dislocated worker, as defined in WIOA § 3(15)(A) and Arkansas Policy No. WIOA I-B - 2.4, Change 1. For the purposes of determining eligibility as a dislocated worker, Arkansas defines “attachment to the workforce” as having wages in at least one (1) quarter during the last year immediately prior to eligibility determination [Policy No. WIOA 1-B – 1.2, Change 1]).
2. A long-term unemployed individual: For the purposes of eligibility for the WIOA Disaster Recovery NDWGs, Arkansas defines “long-term unemployed individuals” as individuals, who at the time of eligibility determination, have been unemployed for at least 13 weeks, in aggregate, during the

past 26 weeks, or not in the labor force for at least 13 weeks, in aggregate, during the past 26 weeks. (Note that there is no previous work history requirement for this definition.) [Arkansas Issuance 18-19; WIOA Policy No.1.2 (Definitions)]

3. An individual who is temporarily or permanently laid off as a consequence of the emergency or disaster.
4. An individual who is self-employed and becomes unemployed or significantly underemployed as a result of the emergency or disaster.

Please note: Arkansas defines “underemployed individual” as someone who meets one of the following criteria:

- a. Employed less than full-time and seeking full-time employment.
- b. Employed in a position that is inadequate with respect to their skills and training.
- c. Employed and meets the definition of a low-income individual.
- d. Meets the definition of a dislocated worker and is currently employed, but whose earnings in the current job are less than the earnings in the job from which the individual was terminated. The State does not set a time limit for the time between termination and eligibility determination for Dislocated Worker services, but the individual must have been unemployed or underemployed during this entire interval

**Note:** Enrollment in a Disaster Recovery NDWG is not restricted to individuals impacted by the qualifying event. Enrollment is only limited by eligibility as defined above. That is, grant recipients can enroll individuals who meet the definition of “dislocated worker” in WIOA, and long-term unemployed individuals, even if the dislocation or the unemployment is not a result of the qualifying event.

As in other WIOA programs, self-attestation is an acceptable way of validating eligibility when other documents are not easily available. When self-attestation is an acceptable source of documentation for an eligibility element, no additional documentation is required to validate the self-attestation for those elements [TEGL 09-24].

### **Employment Recovery NDWGs**

The following individuals are eligible to receive employment and training assistance:

1. Dislocated workers as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16), dislocated members of the Armed Forces (services members who are transitioning to the civilian workforce) and recently separated veterans who are dislocated. This includes all members of the Armed Forces who were discharged under conditions other than dishonorable. See TEGL 19-16 for more specific information on the flexibilities that WIOA provides to Governors with regard to establishing procedures for interpreting and applying the definition of dislocated worker to individuals.
2. Other members of the Armed Forces.
3. An individual who is employed in a non-managerial position with a Department of Defense contractor, who is determined by the Secretary of Defense to be at risk of termination from employment as a result of reductions in defense expenditures, and whose employer is converting operations from defense to nondefense applications in order to prevent worker layoffs.

4. 4. In the case of the passage of a formal Base Realignment and Closure (BRAC) law, additional Employment Recovery NDWG participant eligibility may exist. ETA will issue special program guidance in such cases.

Local workforce development boards must develop and follow written policies and procedures for determining participant eligibility for the NDWG. These policies must address terms such as laid-off as a consequence of the emergency or disaster, long-term unemployed, and underemployed. Additionally, local policies must include a procedure for verifying eligibility.

## **ALLOWABLE ACTIVITIES AND SERVICES**

### **Disaster-Relief Employment**

Allowable activities for Disaster Recovery NDWGs include temporary disaster-relief employment such as providing food, clothing, shelter, and other humanitarian assistance for disaster victims as well as projects regarding demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed structures, facilities, and lands located within the disaster area in coordination with FEMA [20 CFR 687.180]. However, the NDWG funds may not be used to purchase the material goods for humanitarian assistance to be delivered to individuals impacted by the disaster. The funds may be expended through public and private agencies and organizations engaged in such projects [WIOA § 170(d)(1)(A); 20 CFR 687.180(c)].

While Disaster Recovery projects generally carry out work on public property, work may also be conducted on private property when the following conditions are met:

1. The work must be intended to remove health and safety hazards to the larger community or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations;
2. The activities are necessary to remove health and safety hazards on private lands or around homes, businesses or other structures and may only return the land or structure(s) to a safe and habitable level, or operational status, and will not improve the original land or structure(s); and
3. Disaster Recovery DWG funds cannot be used to cover the cost of materials to do repairs.

Participants in disaster-relief employment positions are limited to 12 months or 2,080 hours per participant, whichever is longer.

### **Participant Wages**

In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, shift differential, benefits, or overtime pay, as any employees who are similarly situated working in similar positions at the same employer and who have similar training, experience, and skills. In cases where the Disaster-Relief Employer does not have any other temporary employees working in similar positions with similar training, experience and skills as the grant participants, DOL interprets this section to require that the employer pay the disaster-relief employees the same as the employer's permanent employees who are working in similar positions. Such rates must be in accordance with applicable laws but must not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage law. Where applicable, fringe benefits should be paid in accordance with the benefits that the Disaster-Relief Employer offers its own employees.

In cases where the Disaster-Relief Employer does not have other employees doing the same or similar work and with similar training, experience, and skills, grant recipients must ensure that the wages that they will pay to participants:

1. Are in alignment with the industry standard for that type of work in the area where the work is to be performed, supported by documentation in the application; or,
2. In the absence of a determinable industry standard, are at least \$15 per hour.

### **Health and Safety Standards**

Local boards must ensure that participants are afforded the same health and safety standards established under Federal and State law applicable to working conditions of permanent employees. NDWG participants must also be provided with workers' compensation on the same basis as individuals in similar employment, as required by WIOA. Additionally, local boards must ensure that project participants receive appropriate safety training and safe working conditions in accordance with the Occupational Safety and Health (OSH) Act of 1970.

### **Employment and Training Activities**

For both Disaster Recovery and Employment Recovery NDWGs, employment and training activities should be designed to allow participants to obtain unsubsidized, sustainable, and quality employment following the conclusion of grant-supported activities. This includes career services, training services, and supportive services as described below.

Career services are activities designed to help support dislocated workers in making informed decisions for the purpose of achieving reemployment and education goals. Career services may include, but are not limited to outreach, intake, labor exchange services, initial and comprehensive assessments, development of an individual employment plan, referral, provision of labor market information, work experience, and information on eligible training providers and supportive services available.

Training services may include occupational training, work-based learning such as on-the-job training and Registered Apprenticeships, entrepreneurial training, and customized training. The use of NDWG funds for training is subject to the limitations or requirements as applicable to the WIOA Dislocated Worker formula program delineated in 20 CFR part 680 and TEGL 19-16.

For Disaster Recovery NDWGs, local workforce development boards may enroll participants in disaster-relief employment only; employment and training activities only; or both disaster-relief employment and employment and training activities [TEGL 12-19, Change 1]. For specific details concerning allowable activities, refer to TEGL 12-19, Change 1 and TEGL 09-24. These activities may occur concurrently, or one may occur before the other. Grant recipients should consider the needs of each participant as well as the needs and priorities created by the declared disaster event in order to determine the appropriate activity in which to enroll them.

Local workforce development boards must also develop and follow written policies and procedures to effectively carry out employment and training activities.

### **Supportive Services**

Supportive Services are allowable under Disaster Recovery NDWGs when needed for individuals to maintain participation in grant activities. Supportive Services may be utilized in two ways:

- To enable a participant to participate in disaster-relief employment, and to safely and effectively carry out the job with which they have been hired; or
- To enable a participant to engage in grant-funded employment and training activities or obtain unsubsidized employment.

Disaster Recovery NDWG grant recipients are encouraged to design and offer supportive services for disaster-relief employment participants that are customized to the specific needs created by the declared disaster event. Any supportive service provided must be consistent with WIOA, applicable federal and state regulations, and local board policies.

**Follow-Up Services**

Follow-up is required to be provided to participants following placement into unsubsidized employment. [TEGL 14-18] (PIRL#1503)

***WHAT ARE THE PERFORMANCE, REPORTING, AND OVERSIGHT REQUIREMENTS?***

**Monitoring**

Local Workforce Development Boards must conduct ongoing monitoring of the NDWG activities to ensure compliance with all applicable federal and state regulations. It is essential that worksite monitoring begins early in the project to identify any compliance concerns, safety standards, or unauthorized activities. Early detection allows both the local board and participating employers to address issues promptly, implement corrective actions, and reduce the risk of disruptions or safety concerns. Local boards are required to maintain documentation of all monitoring activities for state and federal monitors to review.

**Data Validation**

Data Validation will be required for all NDWG participants. NDWG grant recipients are encouraged to fully implement data validation policies and procedures. Data reviews should identify and correct errors to improve performance reporting, as well as ensure the data accurately reflects the program participants, services, and outcomes.

**Reporting**

All required fields in AJL must be completed.

Local boards must submit a quarterly narrative as outlined in TEGL 14-18. Please submit reports to [WIOA@arkansas.gov](mailto:WIOA@arkansas.gov). The narrative report template can be found at: [www.dol.gov/agencies/eta/performance/reporting](http://www.dol.gov/agencies/eta/performance/reporting)

**WIOA Joint Quarterly Narrative Progress Report and Supporting Documents:  
OMB Control No. 1205-0448**

Approved through 7/31/2027

Title	PDF	DOC
<b>Quarterly Narrative Report (ETA-9179)</b>	<a href="#">PDF</a>	<a href="#">DOC</a>

Quarterly narrative reports are due to Arkansas Workforce Connections (AWC) within 20 days after the end of each quarter. Example due dates are listed below. Please email reports to AWC using the email address provided in the preceding paragraph.

Quarter Ending Dates	Due to Arkansas Workforce Connections
September 30, 2025	October 20, 2025
December 31, 2025	January 20, 2026
March 31, 2026	April 20, 2026
June 30, 2026	July 20, 2026

### **Performance Measures**

Performance measure outcomes will be measured based on participants who participated in career or training services only, or received Disaster Relief Employment in addition to participating in career or training services. This means if the participant only receives participant-level services of disaster-relief temporary employment, safety orientation, and a supportive service they will not be included in performance measures because those services are not career or training services. Also, if a participant receives eligibility determination and information services, which are not participant-level services, they will not be included in performance measures.

NOTE: “Performance Measures” means: employment 2<sup>nd</sup> quarter after exit, employment 4<sup>th</sup> quarter after exit, credential rate, median earnings, measurable skill gains, and retention with the same employer 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit (employer effectiveness). Wages from the WIOA Details page in Arkansas JobLink (AJL) will be used for employer effectiveness. There are no goals specifically negotiated for the NDWG. However, the negotiated performance goals for the WIOA Title I Dislocated Worker program will be utilized for the NDWG performance goals. [TEGL 09-24, I-30-31] Goals have not been negotiated for employer effectiveness.

An initial assessment (basic career service) and an individual employment plan (IEP) (individualized career service) are participant-level career services. Participants with these services in the Service and Training (S&T) section in AJL will be included in the performance measures. These two services are not generally necessary for participants unless they receive training. Local boards must use the application and interview to determine if career or training services are needed for participants who are receiving Disaster Relief Employment only. This information must be entered into AJL with a case note. An assessment and IEP will be necessary for participants who receive career and/or training services.

Outreach, Intake, & Orientation (basic career service) and any of the information-only services are not participant-level services; therefore, participants will not be included in performance measures. These services may be provided to any NDWG participant when appropriate. Information services will be available in AJL for participants and reportable individuals. NDWG reportable individuals must be entered into AJL.

**NOTE:** A reportable individual is an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:

- 1) Individuals who provide identifying information;
- 2) Individuals who only use the self-service system; or
- 3) Individuals who only receive information-only services or activities that do not require an assessment by a staff member of the individual’s skills, education, or career objectives.

**Information Services available in AJL include the following:**

Information on available Supportive Services

Information on In-Demand Occupations

Information on Non-Traditional Employment

Provision of Info on Local Performance

Provision of Performance & Program Cost for Educational/Training Providers

Workforce Information Services (DWG)

**Supplemental Wages**

If there are no UI wages on a participant record in AJL, then supplemental wages, if available, must be entered in AJL. Supplemental wages will be used for the NDWG quarterly performance report and for the Annual Employer Effectiveness report. [TEGL 14-18]

**EO Data**

Equal Opportunity (EO) data must be collected on all who submit personal information whether eligible or not eligible. EO data is defined at 675.300 and includes race and ethnicity, age, sex, and disability. [§680.110] (DWS Issuance 15-05)

**Tableau Reports**

The following reports will be available in Tableau:

- DWG Quarterly Performance
- Exit Warning
- Recently Exited
- Service & Grant Info
- Service Info
- Employer Effectiveness