



WIOA Adult, Dislocated Worker and Youth Eligibility & Documentation Policy Handbook

**Pierce County
Workforce Development Council
WorkForce Central**

Revision 5

Effective May 4, 2020

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INTRODUCTION

The content of this WIOA Adult, Dislocated Worker and Youth Eligibility and Documentation Policy Handbook (Eligibility Handbook) supports WFC WIOA Adult, Dislocated Worker, and Youth Eligibility Guidance and Documentation Policy #1005 Revision 5 and serves as the vehicle for implementing and managing WIOA Title I eligibility procedures and documentation requirements.

This Eligibility Handbook provides guidance to WFC and Service Providers staff concerning eligibility requirements for the WIOA Title I Adult, Dislocated Worker, and Youth programs. Specific components of this handbook provide guidance and minimum requirements for local parameters and definitions as outlined in Section 3.d (Local Responsibilities) of WorkSource System Policy 1019, Revision 4.

This Eligibility Handbook is based on the best information available at this time per WIOA laws and rules, DOL ETA (DOL) guidance and Washington State Employment Security (ESD) policies. This Eligibility Handbook will be revised as relevant DOL and ESD policy and guidance is issued.

Compliance with the WFC WIOA Adult, Dislocated Worker, and Youth Eligibility Guidance and Documentation Policy #1005 Revision 5 and this Eligibility Handbook will be based on the version of the policy and handbook in effect at the time of the action or activity under review.

REFERENCES

- Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) of 2014
- WIOA Final Rule; 20 CFR Parts 676, 677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016
- WIOA Final Rule; 20 CFR Parts 603, 651,652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016
- Public Law 107-288, Jobs for Veterans Act (JVA) of 2002
- TEGL 22-04
- TTEGL 22-04, Change 1
- TEGL 10-09
- TEGL 11-11, Change 2
- TEGL 09-12
- TEGL19-13
- TEGL 19-13, Change 1
- TEGL 19-13, Change 2
- TEGL 23-14
- TEGL 08-15
- TEGL 10-16
- TEGL 10-16, Change 1
- TEGL 19-16
- TEGL 21-16
- TEGL 7-18
- Veterans Program Letter (VPL) 03-14
- Veterans Program Letter (VPL) 03-14, Change 1
- Veterans Program Letter (VPL) 03-14, Change 2
- Veterans Program Letter (VPL) 04-14
- WorkSource System Policy 1009, Revision 2

- WorkSource System Policy 1019, Revision 4
- WIOA Title I Policy 5403
- WIOA Title I Policy 5602, Revision 1
- WIOA Title I Policy 5607, Revision 3
- WIN 0027, Rev 4
- WIN 0078, Rev 1
- WIN 0082
- WIN 0084, Change 1
- WIN 0107

CHAPTER 1 – DEFINITIONS

Announcement of a Plant Closing within 180 Days - Dislocated Worker Program - WIOA Section 101(9)(B)(ii): Plant status as confirmed by written notice from the employer, or layoff or termination; WARN notice; newspaper article; documentation that a disaster necessitated business closure or layoff; business foreclosure notice; self-attestation in absence of other documents (must include the reason why other documentation is not available).

Assessment, Adult and Dislocated Worker - CFR 663.160(a) and (b): An initial assessment provides preliminary information about the individual's skill levels, aptitudes, interests, and supportive service needs. A determination of need for individualized career services, as established by the initial assessment or the individual's inability to obtain employment through the career services provided, must be contained in the participant's case file.

A comprehensive assessment must include the following:

- Participant's employment and training service needs and goals;
- Academic levels;
- Prior work experience;
- Occupational skill levels, abilities and aptitudes;
- Supportive service needs;
- Barriers and strengths; and
- Employability potential and developmental needs.

The result of an assessment is the Individual Employment Plan (IEP).

Case Notes - TEGL 7-18, Attachment I: Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.

Covered Person (for Priority of Service) - WorkSource System Policy 1009, Rev. 2: A veteran or their eligible spouse.

Data Element Validation (DEV) - WorkSource System Policy 1003, Rev. 1: The federally mandated process by which the state annually assesses the accuracy of reported participant data.

Eligible Spouse (of a Veteran) - (Jobs for Veterans Act Section 2(a)): The spouse of any of the following:

- (i) Any veteran who died of a service-connected disability;
- (ii) Any member of the Armed Forces serving on active duty who, at the time of application for the Priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - missing in action,
 - captured in line of duty by a hostile force, or
 - forcibly detained or interned in the line of duty by a foreign government or power;
- (iii) Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs;
- (iii) Any veteran who died while a disability, as indicated in paragraph (3) of this section was in existence.

Employment that Leads to Self-Sufficiency- Dislocated Worker Program - WorkSource System Policy 1019, Rev. 4: Employment that meets the financial needs of an individual without the support of public or private assistance, or the individual has earned income equal to or exceeding 80% of the media family income limit based on the U.S. Dept. of Housing and Urban Development (HUD) Median Family Income Guidelines.

General Announcement - Dislocated Worker Program - WorkSource System Policy 1019, Rev. 4: For the purpose of Dislocated Worker Program career and training eligibility purposes, “general announcement” refers to an individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. Acceptable documentation of a general announcement may include a written notice from the employer, a newspaper article or self-attestation.

Long-term Unemployed Individual - TEGL 19-16, Attachment III (see also Bureau of Labor Statistics definition): A person who has been unemployed for 27 or more consecutive weeks.

Low Income - WIOA Sec. 3(36)(A): The term “low income individual” means an individual who:

- (i) Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance.
- (ii) Is in a family with total family income that does not exceed the higher of:
 - a. The poverty line; or
 - b. 70 percent of the lower living standard income level;
- (iii) Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434(2)));
- (iv) Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- (v) Is a foster child on behalf of whom state or local government payments are made; or
- (vi) Is an individual with a disability whose own income meets the income requirements clause of (ii), but who is a member of a family whose income does not meet this requirement.

Natural Disasters - Includes hurricanes, tornados, storms, floods, high water, wind driven water, tidal wave or tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other natural catastrophes.

Participant – TEGL 10-16, Change 1:

1. For Youth, a participant is an individual who:
 - (i) Meets the definition of a reportable individual;
 - (ii) Has satisfied all applicable programmatic requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received one or more of the 14 WIOA Youth program elements.
2. For Adults and Dislocated Workers:
 - (i) Meets the definition of a reportable individual;
 - (ii) Has received services other than the services described in 20 CFR 677.150(a)(3) (i.e., individuals who only use the self-service system); and
 - (iii) Has satisfied all applicable programmatic requirements for the provision of services.

Reportable Individual-TEGL 10-16, Change 1:An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:

- (i) Individuals who provide identifying information;
- (ii) Individuals who only use the self-service system; or
- (iii) Individuals who only receive information-only services or activities.

Self-Attestation - WorkSource System Policy 1019, Rev. 4: Self-attestation occurs when a participant (applicant) states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) a participant (applicant) identifying his or her status for a permitted data element and (b) signing and dating a form attesting to this self-identification (with a disclaimer concerning the self-identification). WorkForce Central Service Providers will use either the paper WIOA Application included in this handbook or the ETO WIOA Eligibility Application as forms of self-attestation.

Self-employed Farmers, Ranchers, or Business Operations - Dislocated Worker Program - These are operations likely to terminate as evidenced by one or more of the following conditions:

- (i) Business foreclosure or notice of intent to foreclose;
- (ii) Inability of farm/ranch or business to turn a profit during the preceding 12 months;
- (iii) Entry of a self-employed person into bankruptcy proceedings;
- (iv) Inability to make four payments on loans secured by tangible business assets resulting in a loss that directly affects closure;
- (v) Inability to obtain capital necessary to continue operations;
- (vi) Debt-to-asset ratio is sufficiently high to indicate the likely insolvency of the farm/ranch or business; or
- (vii) Other events indicated by likely insolvency of the farm, ranch or business.

Self-sufficiency - Self-sufficiency is defined as having family income equal to or exceeding 80% of the median family income limit based on the U.S. Dept. of Housing and Urban Development (HUD) Median Family Income Guideline.

State Management Information System (MIS): MIS refers to Washington State Employment Security Department's management information system in which all WIOA Title I participant data is recorded and used for DOL ETA performance reporting.

Substantial Layoff - Dislocated Worker Program – WorkSource System Policy 1019, Rev. 4: Notice of termination or layoff of a minimum of 25% of the company's workforce, or fifty (50) workers of a company's workforce which is not the result of a plant closing but results in an employment loss at a single site of employment during any 30-day period.

Unemployed as a Result of General Economic Conditions – Dislocated Worker Program - WorkSource System Policy 1019, Rev. 4: Individuals who are now unemployed, including self-employed, due to economic conditions in the community in which she or he resides or because of a natural disaster. General economic conditions can include, but is not limited to, the failure, closure or substantial layoffs in one or more businesses in the community that had a direct effect on the individual's unemployment, such as:

- (i) Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services;
- (ii) Failure of one or more businesses from which the self-employed individual obtained substantial proportion of products or services;
- (iii) Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the state or local economy; or

(iv) Depressed prices or markets for articles produced by the self-employed individual.

Unlikely to Return to Previous Industry or Occupation - Dislocated Worker Program - WorkSource System Policy 1019, Rev. 4: Status of an unemployed worker or military spouse as having limited opportunities for employment or re-employment. Examples include but are not limited to:

- (i) The industry and/or occupation are in decline on the Washington State Demand/Decline list.
- (ii) The individual is not able to re-locate to an area that has jobs in demand for which he/she is qualified.
- (iii) The individual is not able to work in another capacity in the occupational area from which he/she was dislocated because of physical or mental limitations. An individual may have started out in an industry performing physically or mentally demanding jobs but is no longer capable of performing the essential requirements of the job.
- (iv) A military spouse who leaves his/her job to follow his/her spouse to a new duty assignment.

Veteran - For the purpose of providing Priority of Service (using the broad definition) and Dislocated Worker eligibility, veteran means a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service also includes full-time duty in the National Guard or a Reserve component, other than full time duty for training purposes.

CHAPTER 2 – ALIGNMENT OF WAGNER-PEYSER AND WIOA TITLE I SERVICES

According to Training and Employment Guidance Letter (TEGL) 04-15, the overarching vision for the One-Stop system is the coordination of fully integrated programs, services and governance structures so job seekers have access to a seamless system of workforce investment services. This intent is accomplished by establishing career services that are consistent across federally-funded workforce development programs. In addition, the U.S. Department of Labor (DOL) has furthered its integration efforts by establishing common performance metrics (TEGL 10-16, Change 1 and TEGL 7-18) and developing an integrated performance reporting system (Participant Individual Record Layout or PIRL) for DOL-funded workforce programs.

States and local areas are encouraged to utilize common intake, case management, and job development systems in order to take full advantage of the One-Stop potential for efficiency and effectiveness. WIOA Title I programs and Wagner-Peyser are mandated to provide the same set of career services described at WIOA Section 134(c)(2)(A). There is a natural alignment of service delivery under Wagner-Peyser since all individuals legally entitled to work in the U.S. are eligible for these services.

NOTE: Personal records of WIOA registrants are private and confidential and not disclosable to the public. Refer to WIOA Title I Policy 5403 and RCW 50.13 for additional guidance on data privacy and security.

2.1 CAREER SERVICES

There are three types of career services: basic, individualized, and follow-up. There is no sequence requirement for basic and individualized services which can be provided in any order to provide flexibility in targeting services to the needs of the customer. Follow-up, however, can only be provided after exit. Section 4 of TEGL 19-16 identifies the services that fall under the basic, individualized and follow-up services.

Per 20 CFR 680.120 and 680.130 and TEGL 19-16, individuals 18 years of age or older who are registered, meet the eligibility criteria for, and are enrolled in the WIOA Adult program are eligible to receive career services. Per 20 CFR 680.130, individuals who meet the WIOA Dislocated Worker program criteria are also eligible to receive career services.

Staff-assisted Wagner-Peyser employment services fall under the category of basic career services and must be provided in coordination with other one-stop center partners. Wagner-Peyser staff can also provide individualized career services in coordination with other One-Stop center partners. Although Wagner-Peyser employment services are available to all individuals, only those who are legally entitled to work in the U.S. can obtain employment. To ensure that individuals who apply, or are referred, are legally entitled to work in the U.S., WorkSourceWA.com registration requires customer attestation to legal entitlement to work in the U.S.

In addition to universal access under Wagner-Peyser, basic career services can be provided with WIOA Title I funding. Individuals must be registered, determined eligible and enrolled to receive WIOA Title I funded, staff-assisted career services beyond self-service or informational activities. These services are offered under WIOA Title 1 (in addition to Wagner-Peyser) to ensure seamless service delivery in the One-Stop Center to minimize referrals and to ensure leveraging of resources between programs.

Per 20 CFR 680.110, Adults and Dislocated Workers who receive services funded under WIOA Title I other than self-service or information-only activities must be registered and must be a participant.

2.2 TRAINING SERVICES

Training services are funded and provided to jobseekers under the WIOA Title I programs. Participants receiving training services funded under WIOA Title I must be registered, determined eligible and in need of additional service, beyond career services in order to obtain or retain employment per 20 CFR 680.210.

As part of the aforementioned eligibility process, individuals must receive, *at a minimum*, an interview, evaluation or assessment and career planning or other means by which eligibility for WIOA-funded training services can be determined (20 CFR 680.220 and TEGL 19-16).

Per WIOA Section 134(c)(3)(A)(iii), 20 CFR 680.220, and TEGL 19-16, there is no requirement that career services first be provided as a condition of receiving training services. However, if career services are not provided before training, WFC and Service Provider staff must document the circumstances justifying their course of action.

DOL encourages the referral of Wagner-Peyser recipients to WIOA Title I programs for training services when appropriate (TEGL 11-12).

2.3 SUPPORTIVE SERVICES

Per TEGL 19-16, WIOA Title I Policy 5602 Revision 1, and WIN 0078 Change 1, supportive services can be provided to WIOA Title I Adults and Dislocated Workers during participation (not during follow-up or after exit) subject to having also received a career or training service (i.e., supportive services cannot be the only service in a participant record). The supportive service can be recorded in the State's MIS (ETO) on or after the date of the career or training service and must include a case note explaining how the supportive service connects to the career or training service recorded in MIS.

Per TEGL 21-16 and WIN 0084, supportive services for WIOA Title I Youth can be provided either during participation or after exit during follow-up.

Per TEGL 10-16 and TEGL 19-16, Attachment II, individuals in incumbent worker training are not eligible to receive supportive services unless they meet eligibility for and are co-enrolled in either the WIOA Title I Adult or Dislocated Worker programs and receive a qualifying career or training service. In other words, supportive services cannot be provided to individuals who are in incumbent worker training only.

Note: Food and groceries are prohibited as supportive services as DOL has determined that they are beyond the scope of WIOA (see supportive services definition in WIOA Title I Policy 5602, Revision 1).

CHAPTER 3 – YOUTH PROGRAM

Youth program requirements are distinguished by In-School youth (ISY) and Out-of-School youth (OSY), which have different eligibility requirements. WorkForce Central prioritizes the delivery of WIOA services to Out-of-School Youth.

WIOA regulations Subpart B describes eligibility requirements for youth seeking services funded by WIOA.

Youth must be determined eligible prior to program enrollment and eligibility documentation must be maintained in the participant file.

3.1 IN-SCHOOL YOUTH (ISY):

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Attending school as defined by state law¹;
- Age 14 through 21;
- Selective Service Registration (males age 18 or older unless an exception is justified);
- Low income individual; *and*
- Meets one or more of the following categories (not in priority order; each barrier should receive equal weight during the eligibility determination process):

Category 1	<p>Basic skills deficient:</p> <ul style="list-style-type: none">• WIN 0107, Effective April 17, 2020: Due to COVID-19, ESD issued WIN 0107 temporarily suspending policy 1011, Rev. 6 that requires the CASAS test be administered for determining BSD. Other documentation may be used to validate BSD for eligibility purposes. This WIN is effective for six (6) months (10-17-20) or until WTECB determines by an earlier date that CASAS is available.• Per WIN 0107, in lieu of a CASAS pre-test, documentation to validate BSD may include:<ul style="list-style-type: none">○ Transcript with a failing grade in math or reading using the most recent academic year (or a detailed case note if verified verbally with appropriate entity)○ School records showing test scores from a generally accepted standardized test within the last year showing grade level below 9th grade (grade 8.9 or lower) (or a detailed case note if verified verbally with appropriate entity).
Category 2	<p>English language learner: WIOA Sec. 3(21), WIOA Title II Sec. 203(7); DOL ETA PIRL:</p> <ul style="list-style-type: none">• An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and-<ul style="list-style-type: none">○ Whose native language is a language other than English; or○ Who lives in a family or community environment where a language other than English is the dominant language.

Category 3	<p>Offender: WIOA Sec. 3(38): An adult or juvenile who-</p> <ul style="list-style-type: none"> • Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or • Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. <p>ETO 9170 (PIRL): If the participant, at program entry who either:</p> <ul style="list-style-type: none"> • Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. <p>WIN 0084 & ESD WS System Policy 1019, Rev. 4:</p> <ul style="list-style-type: none"> • An individual who has been charged with an offense, but subsequently directed to a community-based diversion program rather than the formal court system meets the definition of having been “subject to any stage of the criminal justice process” due to having been <i>charged</i> with an offense, even though that individual has not been remanded to the court system.
Category 4	<p>Homeless or Runaway: 20 CFR 681.210(5) and .220(4):</p> <ul style="list-style-type: none"> • A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994; a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act; or a runaway.
Category 5	<p>Foster Care Youth: 20 CFR 681.210(6) and .220(5); and ETA 9170: At program entry, an individual aged 24 or under who is in foster care or who:</p> <ul style="list-style-type: none"> • Has aged out of the foster care system, or • Who has attained 16 years of age and left foster care for kinship guardianship or adoption, or • A child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or • In an out-of-home placement.
Category 6	<p>Pregnant or Parenting TEGL 21-16:</p> <ul style="list-style-type: none"> • An individual who is parenting can be a mother or father, custodial or non-custodial. • As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor in to the definition of parenting. • <u>A pregnant individual can only be the expectant mother.</u> <p>ESD WS System Policy 1019, Rev. 4:</p> <ul style="list-style-type: none"> • One important distinction is that the father <u>does not</u> attain to parenting status under WIOA until the child is born; that status does not convey to the father during pregnancy. • To be clear, only the expectant mother can be a pregnant individual. <p>Single Parent ETA 9170 (PIRL):</p> <ul style="list-style-type: none"> • If the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).

<p>Category 7</p>	<p>Individual with a Disability: WIOA Sec. 3(25); DOL ETA PIRL:</p> <ul style="list-style-type: none"> • An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C. 12102) means, with respect to an individual – <ul style="list-style-type: none"> ○ A physical or mental impairment that substantially limits one or more *major life activities of such individual; ○ A record of such an impairment; or ○ **Being regarded as having such an impairment. <p>*Major life activities include but are limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.</p> <p>Major life activities also includes the operation of a major bodily function, including but not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.</p> <p>**Being regarded as having such an impairment means the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.</p>
<p>Category 8</p>	<p>Youth Who Needs Additional Assistance to enter or complete an educational program or to secure or hold employment: WFC defines youth who need additional assistance as youth who meet one or more of the following criteria:</p> <ul style="list-style-type: none"> • May be involved with drug and/or alcohol (personally or live with family members with this issue). • Reside in a household with abuse issues. • Is a victim of domestic violence or sexual child abuse. • Is gang affiliated. • Is in a grade level one or more below what is appropriate for the youth’s age. • Has significant geographical barriers to accessing youth development services. • Is a member of a migrant family. <p>*Limitation on ISY Who Need Additional Assistance: Per WIOA Section 129(a)(3)(B), in any single program year, no more than 5% of a local area’s total ISY participants can be those who require additional assistance to complete an educational program or to secure or hold employment.</p>

¹ Section 4 of TEGL 21-16 conditions the designation of home-schooled individuals as In-School Youth (ISY) or Out-of-School Youth (OSY) based on state and/or local education agency policies. In Washington, state statutes for the Office of Superintendent of Public Instruction ([RCW 28A.200, 28A.225.010\(4\)](#)) articulate the requirements for being recognized as home-schooled individuals. Individuals whose home-schooling activity meets those requirements can seek eligibility as ISY; if not, they need to meet OSY eligibility criteria.

3.2 OUT-OF-SCHOOL YOUTH (OSY):

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Not attending school as defined by state law¹;
- Age 16 through 24;
- Selective Service Registration (males age 18 or older, unless an exception is justified); and
- Meets one or more of the following categories (not in priority order; each barrier should receive equal weight during the eligibility determination process):

Category 1	<p>School Dropout WIOA Sec. 3(54); ESD Policy 1019, Rev. 4:</p> <ul style="list-style-type: none"> • The term “school dropout” means an individual who is <u>no longer attending any school</u> and who has not received a secondary diploma or its recognized equivalent. <p>TEGL 21-16:</p> <ul style="list-style-type: none"> • An individual who has dropped out of postsecondary education is not a “school dropout” for purposes of youth program eligibility. • A dropout only includes an individual who is currently a secondary school dropout and does not include a youth who previously dropped out of secondary school but subsequently returned. <p>ETA 9170:</p> <ul style="list-style-type: none"> • At program entry, is not within the age of compulsory school attendance and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.
Category 2	<p>Within the Age of Compulsory School Attendance², But Has Not Attended School for at Least the Most Recent Complete School Year Calendar Quarter:</p> <ul style="list-style-type: none"> • Evan Rosenberg, Division of Youth Services, DOL ETA, “WIOA Youth Eligibility Live Q&A Session” on WorkforceGPS October 24, 2017: <i>Evan explained that this category refers to youth who have not attended school during the most recent school quarter and have not been officially identified as “dropped out” by the school (still on the rolls).</i>
Category 3	<p>Recipient of a High School Diploma or GED <u>and</u> Low-Income <u>and</u> is Basic Skills Deficient (BSD) <u>or</u> English Language Learner (ELL)</p> <p>Basic skills deficient:</p> <ul style="list-style-type: none"> • WIN 0107, Effective April 17, 2020: Due to COVID-19, ESD issued WIN 0107 temporarily suspending policy 1011, Rev. 6 that requires the CASAS test be administered for determining BSD. Other documentation may be used to validate BSD for eligibility purposes. This WIN is effective for six (6) months (10-17-20) or until WTECB determines by an earlier date that CASAS is available. • Per WIN 0107, in lieu of a CASAS pre-test, documentation to validate BSD may include: <ul style="list-style-type: none"> ○ Transcript with a failing grade in math or reading using the most recent academic year (or a detailed case note if verified verbally with appropriate entity) ○ School records showing test scores from a generally accepted standardized test within the last year showing grade level below 9th grade (grade 8.9 or lower) (or a detailed case note if verified verbally

	<p>with appropriate entity).</p> <p>English language learner: WIOA Sec. 3(21), WIOA Title II Sec. 203(7); DOL ETA PIRL:</p> <ul style="list-style-type: none"> • An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and- <ul style="list-style-type: none"> ○ Whose native language is a language other than English; or ○ Who lives in a family or community environment where a language other than English is the dominant language.
Category 4	<p>Offender: WIOA Sec. 3(38): An adult or juvenile who-</p> <ul style="list-style-type: none"> • Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or • Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. <p>ETO 9170 (PIRL): If the participant, at program entry who either:</p> <ul style="list-style-type: none"> • Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. <p>WIN 0084 & ESD WS System Policy 1019, Rev. 4:</p> <ul style="list-style-type: none"> • An individual who has been charged with an offense, but subsequently directed to a community-based diversion program rather than the formal court system meets the definition of having been “subject to any stage of the criminal justice process” due to having been <i>charged</i> with an offense, even though that individual has not been remanded to the court system.
Category 5	<p>Homeless or Runaway: 20 CFR 681.210(5) and .220(4):</p> <ul style="list-style-type: none"> • A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994; a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act; or a runaway.
Category 6	<p>Foster Care Youth: 20 CFR 681.210(6) and .220(5); and ETA 9170: At program entry, an individual aged 24 or under who is in foster care or who:</p> <ul style="list-style-type: none"> • Has aged out of the foster care system, or • Who has attained 16 years of age and left foster care for kinship guardianship or adoption, or • A child eligible for assistance under sec. 477 of the Social Security Act (42 US.C. 677), or • In an out-of-home placement.

<p>Category 7</p>	<p>Pregnant or Parenting TEGL 21-16:</p> <ul style="list-style-type: none"> • An individual who is parenting can be a mother or father, custodial or non-custodial. • As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor in to the definition of parenting. • <u>A pregnant individual can only be the expectant mother.</u> <p>ESD WS System Policy 1019, Rev. 4:</p> <ul style="list-style-type: none"> • One important distinction is that the father <u>does not</u> attain to parenting status under WIOA until the child is born; that status does not convey to the father during pregnancy. • To be clear, only the expectant mother can be a pregnant individual. <p>Single Parent ETA 9170 (PIRL):</p> <ul style="list-style-type: none"> • If the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).
<p>Category 8</p>	<p>Individual with a Disability: WIOA Sec. 3(25); DOL ETA PIRL:</p> <ul style="list-style-type: none"> • An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C. 12102) means, with respect to an individual – <ul style="list-style-type: none"> ○ A physical or mental impairment that substantially limits one or more *major life activities of such individual; ○ A record of such an impairment; or ○ **Being regarded as having such an impairment. <p>*Major life activities include but are limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.</p> <p>Major life activities also includes the operation of a major bodily function, including but not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.</p> <p>**Being regarded as having such an impairment means the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.</p>
<p>Category 9</p>	<p>A Low-Income Youth Who Needs Additional Assistance to enter or complete an educational program or to secure or hold employment. WFC defines youth who need additional assistance as youth who meet one or more of the following criteria:</p> <ul style="list-style-type: none"> • May be involved with drug and/or alcohol (personally or live with family members with this issue). • Reside in a household with abuse issues. • Is a victim of domestic violence or sexual child abuse. • Is gang affiliated. • Is in a grade level one or more below what is appropriate for the youth’s age. • Has significant geographical barriers to accessing youth development services. • Is a member of a migrant family.

¹ The state’s dropout reengagement program authorized under [RCW 28A.175.100](#) provides educational opportunities and access to services to older youth ages 16 to 21 who have dropped out of high school or are not accumulating sufficient credits to reasonably complete a high school diploma in a public school before the age of 21 and are *unlikely to re-engage in education by re-enrolling in a traditional or even alternative high school*. [RCW 28A.175.110](#) states that youth in this program are regularly enrolled students of the school district in which they are enrolled.

Section 4 of TEGL 21-16 on high school equivalency programs and dropout re-engagement programs states that “Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the public K–12 school system that are classified by the school system as still enrolled in school are considered ISY.” Because Washington’s Open Doors program, which is cited in state RCW and WAC, recognizes a range of models or approaches with varying degrees of school or school district engagement, DOL acknowledges that Washington’s In-School Youth (ISY) and Out-of-School Youth (OSY) determination is situational and depends on the degree to which schools and school districts are service providers and funders in dropout re-engagement programs. If schools or school districts, despite having enrolled the youth into school, largely cede service provision to other entities (e.g., WIOA Title I youth providers, community-based organizations, non-profits), have minimal financial investment, and require little or no district-based accountability of participants, youth in those programs can be designated OSY. Conversely, if schools or school districts are substantially directive, invested, and accountable (e.g., WIOA Title I Youth program only provides supportive services to participants), those youth should be designated ISY. This also applies to dropout re-engagement programs not connected to Open Doors. Based on these guidelines, local areas must thoroughly document OSY designation when youth participants in dropout re-engagement programs are enrolled in school.

² Per RCW 28A.225.010, the age of compulsory school attendance in Washington is eight (8) years of age to under 18 years of age. For the purpose of WIOA Title I Out-of-School Youth, that encompasses 16-17-year-old.

3.3 NOTE REGARDING LOW INCOME DEFINITION

High Poverty Areas: WIOA Section 129(a)(2) states that low-income includes youth living in high-poverty areas with 20 CFR 681.260 defining a high-poverty area as a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 25 percent as set every five years using [American Community Survey](#) data.

Free or Reduced Lunch: 20 CFR 681.250 and 681.270 allow that low-income for ISY further includes youth who receive (or are eligible to receive) free or reduced-price lunches under the Richard B. Russell National School Lunch Act. Per Section 4 of TEGL 21-16, however, if schools offer all students with free or reduced-price lunches, this criterion cannot be used to determine individual low-income eligibility for ISY. Also, with that same qualifier, OSY who are parents of children living in the same household who receive (or are eligible to receive) free or reduced-price lunches meet low-income criteria based on their children’s qualification.

Youth with Disabilities: WIOA Section 3(36)(A)(vi) and 20 CFR 681.280 allow that the income eligibility level for youth with disabilities is based on the disabled youths’ own income rather than their family income.

3.4 EXCEPTIONS TO LOW INCOME REQUIREMENT

Per WIOA Section 129(a)(3)(B) and 20 CFR 681.250, in any single program year, no more than five percent (5%) of a local area's total youth participants can be those who are not low-income despite the low-income eligibility requirement (applicable to all ISY or OSY in categories 3 or 9). Calculation is based on the percent of newly enrolled youth in a program year who would ordinarily be required to meet the low-income eligibility criteria.

Service Providers must receive permission from WFC to enroll youth into the WIOA OSY programs (categories 3 or 9) who otherwise would have to meet the low-income eligibility criteria. The youth must meet one or more of the barriers listed above, the barriers must impede the youth's ability to complete education and/or obtain employment and be clearly documented in the participant file. The request submitted to WFC and approval to enroll also be documented in the participant file.

3.5 YOUTH 14 PROGRAM ELEMENTS

WFC or service provider, as direct services or through system partnerships, must make the following fourteen (14) program elements available to WIOA youth:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences.
 - Summer employment opportunities and other employment opportunities available throughout the school year.
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
4. Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors of occupations in the local area involved.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive services.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
9. Follow-up services of not less than 12 months after the completion of participation.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help young adult prepare for and transition to post-secondary education and training.

3.6 CONCURRENT ENROLLMENT

Under WIOA, eligible Adults are defined as individuals 18 or older and eligible youth are 14 through 24 years of age. Thus, youth who are age 18 through 24 at program enrollment may be eligible for both the WIOA Adult and WIOA Youth programs and may be enrolled in the Adult and Youth programs concurrently. Youth must meet the eligibility criteria for both the WIOA Youth and WIOA Adult Programs.

Participant files must clearly document the justification for concurrent enrollment and coordination between programs for services provided. Service Providers must identify and track the funding streams which pay the costs of services provided to individuals who are participating in both WIOA Youth and WIOA Adult programs concurrently and ensure that services are not duplicated.

3.7 PARTICIPANT FILE DOCUMENTATION

The participant file must contain the following documentation at program enrollment; applicable forms must be signed and dated on or before the date of program enrollment. Paper forms must be uploaded into ETO:

- A complete paper WIOA Registration Form.
- Documentation validating the youth's WIOA OSY Program eligibility.
- Documentation of Pierce County and/or City of Tacoma residency.
- Education status at program enrollment.
- Objective Assessment.
- Individual Service Strategy (ISS).
- Equal Opportunity-Notice of Right to File a Discrimination Complaint.
- Authorization to Release Confidential Information.
- Date and type of first qualifying youth service (one of the 14 Elements) that triggers participation.
- Date of program enrollment.
- Case notes in compliance with WFC Case Note Policy.

3.8. MIS (ETO) TIMELY AND ACCURATE DATA ENTRY

20 CFR 677.235 and .240 require states to submit to the Secretary of Labor "individual records that include demographic information, information on services received, and information on resulting outcomes for each reportable individual" and that states submit complete, "valid and reliable performance reports". To meet this requirement, demographics of youth participants, services provided to youth and outcomes of services must be entered into the State's MIS (Management Information System, currently "ETO") accurately and timely.

ESD's WIN 0082 requires services be entered into ETO within fourteen (14) calendar days of service delivery. However, **WorkForce Central requires that services be recorded in ETO within seven (7) calendar days of service delivery.** If a service must be recorded in ETO beyond the seven (7) day requirement, the reason for the late entry must be documented in case notes. Services recorded in ETO must be attached to the correct program of enrollment, align with the objectives, outcomes and deliverables associated with the program of enrollment, and be documented in case notes.

Dates of services recorded in MIS must reflect the date of actual service. Services recorded in MIS must align with the services defined in the WorkSource Service Catalog. Case notes must support the demographics, services and outcomes recorded in MIS. MIS and case notes will be monitored to ensure compliance with these requirements.

CHAPTER 4 – ADULT PROGRAM

Adults must be determined eligible prior to program enrollment and eligibility documentation must be maintained in the participant file (hard copy or electronic).

WIOA regulations 20 CFR 680.120 describes eligibility requirements for adults seeking services funded by WIOA.

4.1 ELIGIBILITY

- U.S. citizen or otherwise legally entitled to work in the United States;
- Age 18 or older; and
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified .

4.2 PRIORITY OF SERVICES UNDER THE ADULT PROGRAM

Priority of services for WIOA Adults is established in WIOA Section 134(c)(3)(E), 20 CFR 680.600, and 20 CFR 680.640. Priority populations must first meet the eligibility requirements for the Adult Program. Priority selection for the WIOA Adult does not apply to individuals served through the WIOA Dislocated Worker or WIOA Youth programs.

First Priority - Veterans and eligible spouses (covered persons) who are low income [as defined in WIOA Sec. 101(25)] or recipients of public assistance or basic skills deficient.

Second Priority - Individuals (non-covered persons) who are low income [as defined in WIOA Sec. 101(25)] or recipients of public assistance or basic skills deficient.

Third Priority - Veterans and eligible spouses who are not low income and are not recipients of public assistance and not basic skills deficient.

Fourth Priority - Adults who do not meet the three priorities described above and who have one or more significant barriers to full-time employment that leads to self-sufficiency. Such barriers could include, but are not limited to: having a disability, homelessness, offender status, lacking a high school diploma or GED, a poor work history, or lack occupational skills that will provide for a self-sufficient family wage.

The request for fourth priority of service must be submitted in writing using the attached “WorkForce Central WIOA Adult Fourth Priority Enrollment Authorization Request” form (Attachment A). The authorization request form must be completed and include an estimated total amount of WIOA Adult grant funds that will be used. The authorization request form must be signed by the authorized Service Provider representative and a copy of the authorization must be in the participant file.

Priority for Pierce County Residents

Pierce County residents who meet the Priority of Service categories listed above will receive priority for enrollment into the WIOA Adult Program. Non-Pierce County residents may be enrolled on a case-by-case only if approved by WorkForce Central Contract Manager or designee. Enrollment of non-Pierce County residents will require coordination with the WDC of residency. Management approval

and coordination with the WDC of residency must be documented in case notes.

Priority Selection for Services Funded with WIOA Statewide Activities Funds

For purposes of WIOA Title I statewide activities funds, the Governor has determined that these funds will be prioritized as follows:

1. Eligible veterans and spouses;
2. Unemployed individuals;
3. Low-income individuals;
4. Other Washington job seekers.

As indicated by the first priority, recipients of WIOA statewide activities funds must continue to provide priority selection of veterans for career and training services as required under Public Law 107- 288 “Jobs for Veterans Act” and in alignment with [WorkSource System Policy 1009, Revision 2](#). In applying this policy to such projects, veterans who are unemployed and/or low-income have priority over all other individuals served under these projects.

4.3. PARTICIPANT FILE DOCUMENTATION

The participant file must contain the following documentation at program enrollment; applicable forms must be signed and dated on or before the date of program enrollment. Paper forms must be uploaded into ETO:

- A complete paper WIOA Registration Form.
- Documentation validating the participants WIOA Adult Program eligibility.
- Documentation of Pierce County and/or City of Tacoma residency.
- Comprehensive Assessment.
- Individual Employment Plan (IEP).
- Equal Opportunity-Notice of Right to File a Discrimination Complaint
- Authorization to Release Confidential Information.
- Employment status at program enrollment.
- Veteran status at program enrollment.
- Date of first qualifying service that triggers participation.
- Date of program enrollment.
- Case notes in compliance with WFC Case Note Policy.

4.4 MIS (ETO) TIMELY AND ACCURATE DATA ENTRY

20 CFR 677.235 and .240 require states to submit to the Secretary of Labor “individual records that include demographic information, information on services received, and information on resulting outcomes for each reportable individual” and that states submit complete, “valid and reliable performance reports”. To meet this requirement, participant demographics, services provided and outcomes of services must be entered into the State’s MIS (Management Information System, currently “ETO”) accurately and timely.

ESD’s WIN 0082 requires services be entered into ETO within fourteen (14) calendar days of service delivery. However, **WorkForce Central requires that services be recorded in ETO within seven (7) calendar days of service delivery**. If a service must be recorded in ETO beyond the seven (7) day requirement, the reason for the late entry must be documented in case notes. Services recorded in ETO must be attached to the correct program of enrollment, align with the objectives, outcomes and

deliverables associated with the program of enrollment, and be documented in case notes.

Dates of services recorded in MIS must reflect the date of actual service. Services recorded in MIS must align with the services defined in the WorkSource Service Catalog. Case notes must support the demographics, services and outcomes recorded in MIS. MIS and case notes will be monitored to ensure compliance with these requirements.



Attachment A

WorkForce Central WIOA Adult Fourth Priority of Service Enrollment Authorization Request

Fourth Priority of Service is a category of enrollment for WIOA eligible adults who do not meet the WIOA Adult Program Priority of Service categories one, two or three. Fourth Priority of Service Adults will be served on a case-by-case basis and upon approval by WorkForce Central (WFC) for individuals whose barriers selected below present a barrier to obtaining employment that leads to self- sufficiency:

- Disability
- Homelessness
- Offender status
- High school dropout, no diploma or GED
- Poor work history
- Lack of occupational skills
- Other: _____

Fourth Priority Enrollment Request

I, _____, am requesting enrollment into the WIOA Adult Program
(Counselor Name)

Fourth Priority of Service category for _____ who does not meet the
(Applicant Name)

eligibility criteria for Priority of Service categories one, two and three, and whose barrier(s) identified above pose a significant barrier to obtaining employment that leads to self-sufficiency. Services to be provided to address these barriers are documented on the IEP.

Estimated amount of WIOA Adult funds to be used: \$ _____

WIOA Service Provider Signature Date

WFC Authorized Signature Date

A copy of the approved WIOA Adult Fourth Priority of Service Enrollment Authorization Request must be placed in the participant record.

CHAPTER 5 – DISLOCATED WORKER PROGRAM

Dislocated Workers must be determined eligible prior to program enrollment and eligibility documentation must be maintained in the participant file (hard copy or electronic).

WIOA regulations 20 CFR 680.130 describes eligibility requirements for Dislocated Workers seeking services funded by WIOA.

5.1. ELIGIBILITY

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960), unless an exception is justified; and
- One of the Dislocated Worker categories (see the table below).

Dislocated Worker Eligibility Criteria	
Category	Criteria
1. General Dislocation	<ul style="list-style-type: none"> • An individual who was terminated, laid off, or received a notice of termination or layoff, <u>AND</u>,
	<ul style="list-style-type: none"> • Is determined unlikely to return to previous industry or occupation, defined as an unemployed worker or military spouse who has limited opportunities for employment or re-employment. Examples include but are not limited to: <ul style="list-style-type: none"> ○ The industry and/or occupation are in decline on the Washington State Demand/Decline list. ○ The individual is not able to re-locate to an area that has jobs in demand for which he/she is qualified. ○ The individual is not able to work in another capacity in the occupational area from which he/she was dislocated because of physical or mental limitations. An individual may have started out in an industry performing physically or mentally demanding jobs but is no longer capable of performing the essential requirements of the job. ○ A military spouse who leaves his/her job to follow his/her spouse to a new duty assignment. <p><u>AND</u>,</p>
	<ul style="list-style-type: none"> • Is eligible for or has exhausted entitlement to unemployment compensation. <p><u>OR</u>,</p> <ul style="list-style-type: none"> • Is not eligible for unemployment compensation but has performed work for a non-covered employer and/r has been employed for a duration to show attachment to the workforce.

<p>2. Dislocation from Facility Closure/ Substantial Layoff</p>	<ul style="list-style-type: none"> • An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: <ul style="list-style-type: none"> ○ Permanent closure; or ○ Substantial layoff, meaning the dislocated worker is part of the 25% of the company’s workforce being laid off, or is one of fifty (50) workers of a company’s workforce being laid off, not as a result of a plant closing but as a result of employment loss at a single site of employment during any 30-day period. <p><u>OR,</u></p> <ul style="list-style-type: none"> • An individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. “General announcement” refers to an individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. Acceptable documentation of a general announcement may include a written notice from the employer, a newspaper article or self-attestation.
<p>3. Self-employed Dislocation</p>	<ul style="list-style-type: none"> • An individual who was self-employed but is unemployed as a result of: <ul style="list-style-type: none"> ○ General economic conditions in the WDA where the individual resides. Unemployed as a Result of General Economic is defined as individuals who are now unemployed, including self-employed, due to economic conditions in the community in which she or he resides. General economic conditions can include, but is not limited to, the failure, closure or substantial layoffs in one or more businesses in the community that had a direct effect on the individual’s unemployment, such as: <ul style="list-style-type: none"> ○ Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services; ○ Failure of one or more businesses from which the self-employed individual obtained substantial proportion of products or services; ○ Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the state or local economy; or ○ Depressed prices or markets for articles produced by the self-employed individual. <p><u>OR,</u></p> <ul style="list-style-type: none"> ○ A natural disaster.

<p>4. *Displaced Homemaker</p> <p>*Per TEGL 26-13, individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.</p>	<ul style="list-style-type: none"> • An individual who was dependent on the income of another family member and is no longer supported by the income of another family member. <p>OR,</p> <ul style="list-style-type: none"> • Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service-connected death or disability of the member. <p>AND,</p> <ul style="list-style-type: none"> • Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
<p>5. Dislocated/ Separating Military Service Members</p>	<ul style="list-style-type: none"> • A non-retiree military service member who was discharged or released from service under <u>other than dishonorable discharge</u> or has received a notice of military separation. Per 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance. Designated timeframe in which transitioning service members may begin receiving services is 180 days prior to planned separation.
<p>6. Spouses of Military Service Members</p>	<ul style="list-style-type: none"> • The spouse of a member of the armed forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; <p>OR</p> <ul style="list-style-type: none"> • The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. <p>Note: A military spouse may also qualify as a Displaced Homemaker.</p>

5.2 Priority for Pierce County Residents

Pierce County residents who meet the Priority of Service categories listed above will receive priority for enrollment into the WIOA Adult Program. Non-Pierce County residents may be enrolled on a case-by-case only if approved by WorkForce Central Contract Manager or designee. Enrollment of non-Pierce County residents will require coordination with the WDC of residency. Management approval and coordination with the WDC of residency must be documented in case notes.

5.3 SERVING MILITARY SERVICE MEMBERS

A military service member who is separated from military service under conditions other than dishonorable, or, who receives a notice of future separation, may be eligible under the WIOA Dislocated Worker Program based on the “termination” criteria. This may include National Guard or

Reserve members who have been discharged from active duty service, but not necessarily from other reserve commitments, such as training.

Veterans and other covered persons determined eligible for the Dislocated Worker Program are given priority for services according to the Jobs for Veterans Act and WorkSource System Policy #1009 Rev. 2 – Priority of Service for Veterans and Eligible Spouses.

The following serves as an outline of Dislocated Worker Program eligibility criteria as it applies to military service members:

- Sec. 101(9)(A)(i) - Has been terminated or laid off or received notice of termination or layoff.
- TEGl 22-04 states that a discharge from the military under honorable circumstances meets the “termination” criterion. A DD-214 form is the most common documentation used to determine discharge status. A DD-214 is not required to prove the WIOA enrollee is a veteran for the purposes of general program eligibility. A veteran can be enrolled in a WIOA program without any documentation or record of veteran status. However, a DD-214 must be on file establishing eligibility for priority of service for every veteran receiving WIOA career or training services. (See ESD Workforce Information Notice (WIN) #0044, Veteran Status Validation and Documentation Requirements, released July 26, 2013.)
- Washington State has determined that still active, transitioning military service members may also qualify for Dislocated Worker Program services. While these individuals may be eligible to receive WIOA Dislocated Worker Program services and funds, they would not be considered ‘veterans’ for the purposes of DOL reporting.
- For the purposes of serving still-active transitioning service members under the “notice of termination or layoff” eligibility criterion, documentation must align with the DOL Data Element Validation (DEV) requirement for “Date of Actual Qualifying Dislocation”.
- Military personnel are eligible to begin receiving Dislocated Worker Program services upon receipt of discharge or retirement orders (Effective Termination of Service “ETS” Orders or DD-2648-ACAP Transition Checklist). Length of service to qualify an individual for such discharges or separations under WIOA guidance may be as few as one day of service. Qualified individuals can receive services up to 180 days prior to discharge.

WIOA Sec. 101(9)(A)(ii)(I-II) - Is eligible for unemployment insurance (UI) benefits or has exhausted UI entitlement; or has had an employment duration that shows attachment to the workforce but is not eligible for UI due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law. Individual circumstances affect whether a returning Military Reserve or National Guard member is eligible for UI benefits. For example, the Uniformed Services Employment and Reemployment Rights Act (USERRA) provides reemployment rights to many veterans who left their civilian jobs to serve. UI state law (RCW 50.04.075) has slight differences in the definition of a dislocated worker, but UI recognizes that a discharge from the military under honorable circumstances meets the “termination” component of state law.

- WIOA Sec. 101(9)(A)(iii) - Is unlikely to return to a previous industry or occupation. Generally, overall work history of a Military Reserve or National Guard member is taken into account, which could include most recent and past industries and occupations. Length of time in the military may also be relevant to make this determination since that would also be the previous industry.

5.4 SPOUSES OF MILITARY SERVICE MEMBERS

TEGL 22-04 Change 1 provides clarification and flexibility to serve spouses of military service members (military spouses) under the Dislocated Worker Program. DOL affords local areas significant flexibility to serve military spouses. TEGL 22-04 clarifies that the term “military spouse” includes individuals who are married to active duty service members (including National Guard or Reserve personnel on active duty) and surviving spouses of active duty service members who lost their lives while on active duty service in combat-related areas (e.g. Afghanistan or Iraq).

When the spouse is unable to continue an employment relationship due to the service member’s permanent change of military station, or the military spouse loses employment as a result of the spouse’s discharge from the military, then the separation from employment meets the termination component of the WIOA definition of dislocated worker. Eligibility determinations must align with UI policy regarding “good cause” for voluntary quits. Below are two common scenarios that would qualify:

- The spouse of a military service member voluntarily quits because he/she is relocating with the service member to a new duty location.
- The spouse of a military service member is no longer eligible to work on the base as a result of the (military service member’s) discharge.

NOTE: Good cause is not found when a claimant quits work to relocate someplace other than the military spouse's or domestic partner's new duty location, including relocation to the home of record or elsewhere.

As provided in TEGL 22-04 and TEGL 22-04 Change 1, “termination” of military spouses based on the circumstances described above can be considered to meet the “unlikely to return to a previous industry or occupation” in order to qualify as a dislocated worker. Determination is a matter of judgment based on relevant circumstances, but in most cases, military spouses impacted by a service member’s duty reassignment or discharge will meet the “unlikely to return to a previous industry or occupation” criterion of WIOA and could be served as dislocated workers.

A military spouse can also be served as dislocated worker if he/she meets the definitional requirements for displaced homemaker at WIOA Section 3(15)(A)(ii).

5.5 ELIGIBILITY FOR EMPLOYED INDIVIDUALS

Under-Employed Workers: Per Section 11 of TEGL 19-16, the State allows under-employed workers to qualify for the WIOA Dislocated Worker program if they have been dislocated from full-time employment and meet one of the following eligibility criteria:

1. Employed less than full-time but actively seeking full-time employment, or
2. Employed in a position that is inadequate with respect to documented skills and training, or
3. Employed but meet the definition of “low-income” in WIOA Section 3(36), or
4. Employed but current earnings are insufficient compared to earnings from previous employment.

Note: Underemployed workers may also qualify for the WIOA Adult Program, and those who meet the low income” definition receive priority of service.

“Stop-Gap” Employment: Stop-gap employment is temporary work an individual accepts only because they have been laid off from the customary work for which their training, experience or work history qualifies them. Stop-gap employment must be temporary in nature with the intent to end employment upon completion of training, obtaining self-sufficient employment or as specified in the Individual Employment Plan (IEP).

Typically, stop-gap employment will pay less than the individual’s wage of self-sufficiency; however, there may be specific circumstances where stop-gap employment does provide a sufficient wage temporarily but is not considered permanent employment that leads to self-sufficiency. This stop-gap employment would not change the individual’s Dislocated Worker status if it meets WorkForce Central’s criteria. WFC defines employment that leads to self-sufficiency as employment that meets the financial needs of an individual without the support of public or private assistance, or the individual has earned income equal to or exceeding 80% of the media family income limit based on the U.S. Dept. of Housing and Urban Development (HUD) Median Family Income Guidelines

An otherwise eligible Dislocated Worker remains eligible if either prior to, or during Dislocated Worker Program participation, stop-gap employment is obtained for the purpose of income maintenance. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the self-sufficient income. If, at any time, an individual obtains employment that meets WorkForce Central’s definition of self-sufficiency, then that position would be considered the self-sufficient job of dislocation in the event of a future dislocation.

5.6 PARTICIPANT FILE DOCUMENTATION

The participant file (hard copy or electronic) must contain the following documentation at program enrollment; applicable forms must be signed and dated on or before the date of program enrollment. Paper forms must be uploaded into ETO.

- A complete paper WIOA Registration Form.
- Documentation validating the participant’s WIOA Dislocated Worker program eligibility.
- Documentation of Pierce County and/or City of Tacoma residency.
- Comprehensive Assessment.
- Individual Employment Plan (IEP).
- Equal Opportunity-Notice of Right to File a Discrimination Complaint
- Authorization to Release Confidential Information.
- Employment status at program enrollment.
- Veteran status at program enrollment.
- Date of first qualifying service that triggers participation.
- Date of program enrollment, and
- Case notes in compliance with WFC Case Note Policy.

5.7 USE OF UNEMPLOYMENT INSURANCE SELF-SERVICE (eServices) WEBSITE

[WorkSource Information Notice \(WIN\) 0027, Change 3](#) provides information on the use of data accessible to Unemployment Insurance (UI) claimants through the Unemployment Insurance Self Service web site to secure information that can assist in determining Dislocated Worker program eligibility. Staff can use printouts of UI information provided by UI claimants who have Secure Access Washington (SAW) accounts that allow them to access and view and print their on- line UI claim information.

5.8 MIS (ETO) TIMELY AND ACCURATE DATA ENTRY

20 CFR 677.235 and .240 require states to submit to the Secretary of Labor “individual records that include demographic information, information on services received, and information on resulting outcomes for each reportable individual” and that states submit complete, “valid and reliable performance reports”. To meet this requirement, participant demographics, services provided and outcomes of services must be entered into the State’s MIS (Management Information System, currently “ETO”) accurately and timely.

ESD’s WIN 0082 requires services be entered into ETO within fourteen (14) calendar days of service delivery. However, **WorkForce Central requires that services be recorded in ETO within seven (7) calendar days of service delivery**. If a service must be recorded in ETO beyond the seven (7) day requirement, the reason for the late entry must be documented in case notes. Services recorded in ETO must be attached to the correct program of enrollment, align with the objectives, outcomes and deliverables associated with the program of enrollment, and be documented in case notes.

Dates of services recorded in MIS must reflect the date of actual service. Services recorded in MIS must align with the services defined in the WorkSource Service Catalog. Case notes must support the demographics, services and outcomes recorded in MIS. MIS and case notes will be monitored to ensure compliance with these requirements.

CHAPTER 6 – ADDITIONAL PROGRAM GUIDANCE

6.1 U.S. CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE U.S.

Service Providers are required to verify U.S. citizenship or legal right to work in the U.S. for all applicants to WIOA Title I program services. Washington State ESD allows for the use of self-attestation as the minimum documentation requirement to validate eligibility to work in U.S. However, WFC requires the collection of commonly used I-9 documentation such as driver's license or ID cards along with Social Security cards to validate eligibility to work in the U.S. WFC will allow for the use of self-attestation only if the collection of I-9 documentation poses a hardship for the applicant. Reason for using self-attestation must be documented in case notes. Copies of I-9 documentation, such as driver's license/ID card along with Social Security card must be placed in the participant file.

6.2 SELECTIVE SERVICE REQUIREMENTS

To be eligible to receive WIOA Title I-funded services, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirements or exceptions, or WFC must determine that the failure to register was not knowing and willful. Complete Selective Service registration requirements and exceptions are found in [TEGL 11-11, Change 2](#), including acceptable documentation to determine registration status and procedures for determining whether or not failure to register was knowing and willful.

Men born on or after January 1, 1960, are required to register with Selective Services within 30 days of their 18th birthday (e.g., 30 days before or 30 days after their birthday). This includes males who are:

- Citizens of the U.S.;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers and refugees, who take up residency in the U.S. before their 26th birthday; and/or
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military or attending the service academies on a full-time active duty. *(If a young man leaves the military before turning age 26, he must register. Males not attending the Reserves or National Guard on a full-time active duty must register.)*
- Disabled men who are continually confined to a residence, hospital or institution; or
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
 1. Date of entry stamp in his passport;
 2. I-94 with date of entry stamp on it; or
 3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the man's age.
- Non-U.S. male who enters the U.S. illegally after his 26th birthday. He must provide proof

- that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirements at www.sss.gov. The Selective Service System also provides a quick reference chart showing who must register. This chart is located at: <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

Acceptable documentation to determine a person's Selective Service registration status includes:

- Selective Service Acknowledgement letter;
- DD Form 214 "Report of Separation";
- Screen printout of the Selective Verification site. For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration. By entering a last name, Social Security Number, and date of birth: <https://www.sss.gov/RegVer/wfVerification.aspx>;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); and/or
- Stamped Post Office Receipt of Registration.

Males Under 26 Years of Age

Before being enrolled in WIOA Title I services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service System Website at www.sss.gov. or provide documentation indicating they are covered by an exception (i.e., serving in the military on full-time active duty or a non-U.S. male on a valid non-immigrant visa). Males turning 18 while participating in WIOA Title I services must complete their Selective Service registration no later than 30 days after turning 18 to continue to receive WIOA funded services. Males between 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOA Title I services until registered.

If a youth has failed to provide verification of Selective Service registration within 30 days of his 18th birthday, services must be suspended. WorkForce Central and WIOA service providers must stop providing services to a participant who has not met the Selective Service registration requirement until the requirement is met.

Males 26 Years of Age and Older

Before enrolling in WIOA funded services, all males 26 years of age or older must provide:

1. Documentation of compliance with the Selective Service registration requirement;
2. Documentation showing, they were not required to register; or
3. If they were required to register but did not register, documentation establishing that their failure to register was not knowing and willful.

If individuals cannot provide proof of registration, there are two methods case managers can use to obtain a Status Information Letter from Selective Service. The first method is for the individual to request the letter directly from Selective Service if he:

1. Believes he was not required to register; or

2. Did register but cannot provide any of the documentation noted above.

The Request for Status Information Letter form and instructions can be accessed at www.sss.gov.

The second method is for the case manager to request the letter. This method is preferred when time limits for enrollment exist. This second method is expressed in the TEGL #11-11, Change 2, dated May 16, 2012.

Case managers will take one of two actions based on results in the Status Information Letter:

- If the Status Information Letter indicates that the male individual was not required to register for Selective Service, then he is eligible to enroll in WIOA funded services.
- If the Status Information Letter indicates that the male individual was required to and did not register, he is presumed to be disqualified from participation in WIOA activities until it can be determined that his failure to register was not knowing and willful.

Note - All costs associated with WIOA funded activities and services provided to non-eligible individuals may be disallowed.

Determining “Knowing and Willful” Failure to Register

The Service Provider is responsible for approving whether the failure of a male to register with the Selective Service was knowing and willful. If the individual was required but failed to register with the Selective Service, the individual may only receive services if he can establish by a “preponderance” of evidence that the failure to register was not knowing and willful. The Service Provider must develop internal procedures for determining the reasons for failure to register, including identifying personnel authorized to approve requests to enroll applicants who have provided the “preponderance of evidence” that the failure to register was not knowing and willful.

The WIOA applicant will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. The documentation must be specific as to the dates of the circumstances. Evidence presented must include the individual’s written explanation and supporting documentation of his circumstances at the time of the required registration and reasons for failure to register. The WIOA applicant is encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination:

- Served in Armed Forces. Evidence that the individual has served honorably in the U.S. Armed Forces such as a DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
- Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering may also help determine if the individual’s failure to register was willful and knowing.

In determining whether the failure to register was “knowing,” the Service Provider should ask the WIOA applicant:

- Was he aware of the requirement to register?
- If the applicant knew about the requirement to register, was he misinformed about the applicability of the requirements to him (e.g. veterans who were discharged before their 26th birthdays were occasionally told that they did not need to register)?
- On which date did the applicant first learn that he was required to register?
- Where did the applicant live when he was between the ages of 18 and 26? Does the Status Information Letter indicate that Selective Service mailed letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful,” the case manager should ask the individual:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

If the authorized Service Provider staff determines the applicant did not knowingly and willfully fail to register with Selective Service, and the applicant is otherwise WIOA eligible, services may be approved. If the authorized Service Provider staff determines that evidence presented reflects the individual’s failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of all available WIOA grievance procedures. The evidence presented in determinations related to Selective Service Registration must be stored in the participant’s record.

6.3 ASSISTING VICTIMS OF HUMAN TRAFFICKING

This guidance is appropriate for One-Stop center staff, especially intake workers and frontline staff who may encounter individuals they believe to be possible victims of human trafficking. **If an individual is under immediate threat or states that they are in danger, staff should call 911.**

On October 24, 2012, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) released Training and Employment Guidance Letter (TEGL) 9-12. TEGL 9-12 provides additional information and updates to previous guidance on the importance of providing workforce training and referral services to victims of human trafficking. Below are instructions and guidelines for staff:

Recognizing the Characteristics of Victims and Referring Individuals to Proper Authorities and Resources

Many victims of trafficking do not self-identify. A role for staff is to recognize the characteristics of potential victims of trafficking and refer them to the proper authorities and resources. For information on how to identify potential victims of trafficking and a current list of hotlines see TEGL 9-12 Attachments A and B.

Providing Employment and Training Services

U.S. citizens or lawful residents who are victims of trafficking can receive the same services that are provided to the general public under WIOA. In addition, under the Traffic Victims Protection Act, certain foreign nationals are also eligible for WIOA services. This includes victims of a severe form of trafficking of persons and individuals granted a non-immigrant “T” visa.

For the purposes of being eligible for WIOA services as a victim of a severe form of trafficking:

- Individuals 18 years of age or older must have been subjected to an act or practice described in the definition of “severe forms of trafficking in persons” and have received a letter of certification issued by the Department of Health and Human Services (HHS).
- Children under 18 years old who have been subjected to a severe form of trafficking need not be certified by HHS to be eligible for services; instead, HHS issues Letters of Eligibility to minor victims of trafficking. As with any participant, they must meet all applicable program eligibility requirements to receive WIOA services.

Individuals who are granted “T” visas from the Department of Homeland Security are also eligible for WIOA services. The “T” non-immigrant Status (T visa) is available to individuals who are or have been victims of human trafficking and protects these victims of human trafficking by allowing them to remain in the United States to assist in an investigation or prosecution of human trafficking.

Employment and training services should be provided to victims of trafficking to the same extent and following the same procedures and case management processes as for other One-Stop customers. However, services to victims of trafficking may need to be tailored and adapted to match the needs of this population. For instance, victims of trafficking may have Limited English Proficiency (LEP), criminal records (including from being forced into prostitution), or limited resumes.

Offering Information and Referrals to Other Wrap-around Services and/or Law Enforcement

In most cases, victims of trafficking will approach One-Stop Centers towards the end of their rehabilitation process and will have already been working with other federal, state, local or nonprofit organizations and agencies. If the victim has not yet received services, it is important for staff to be aware of and utilize local resources and service providers, particularly non-profit organizations that provide services to trafficking victims. Service providers for trafficking victims can also refer or accompany their clients to the nearest One-Stop Center when they are ready for employment and training services.

A description of available services for victims of trafficking offered either directly by federal agencies or provided by local service providers with funding from the U.S. Government can be found in the document “Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers”.

CHAPTER 7- INCOME VERIFICATION AND FAMILY SIZE

Unemployed individuals do not automatically meet WFC's low-income criteria. Family size is included in the determination of a WIOA applicant's income level when income is used for determining eligibility for WIOA Title I programs.

7.1 DETERMINING FAMILY SIZE

"Family" under WIOA is defined as two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

Defining Dependent: WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, the State has identified examples in which a youth must be considered as a dependent of parent(s) or guardian(s) for the purpose of determining family size for WIOA Youth and Adult Program eligibility. These instances are:

Example 1	Youth not yet 18, who are not emancipated youth or runaway youth, living "at home" with their parents or guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
Example 2	Youth age 18-19 who are full-time students in a secondary school or equivalent and are living "at home" with their parents or guardians.
Example 3	Youth age 18-21 who are not full-time students and are living "at home" with their parents or guardians, and who are primarily supported by their parents.

A legal guardian is a blood relative (e.g., grandparent, aunt or uncle) or another legally recognized relative (e.g., decree of court) who claims the youth as a dependent. The key factors are:

- Relationship by blood or decree of court;
- Living in a single residence; and
- The youth is claimed as a dependent.

WDCs have the authority to identify instances in which youth age 18-21 and "living at home" with their parents or guardians are to be considered as independents and not dependents. WorkForce Central has determined youth age 18-21 who reside with their parents or guardians and who fall into one or more of the following categories can be considered independent for income eligibility determination:

- Youth age 18-21 who are personally receiving TANF, food stamps or Social Security Benefits;
- Youth age 18-21 who are attending post-secondary education and who qualify as an independent student on the Free Application for Federal Student Aid (FAFSA); or
- Youth age 18-21 who are supporting their parents or other family members who are unemployed or unable to work.

Individuals with Disabilities: Based on 20 CFR 663.640 and 664.250, even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria of WIOA Section 101(25)(A) or 101(25)(B). The disabled individual would be considered a family of one and only the individual's income would be considered when determining low-income.

7.2 WASHINGTON'S MARRIAGE EQUALITY ACT

Washington's Marriage Equality Act (RCW 26.60) expands the definition of a "married couple" beyond that of a male and female couple. The US Department of Justice will no longer defend the federal "Defense of Marriage Act" as a number of courts have held it is unconstitutional, including the 1st and 2nd Circuit Court of Appeals. Accordingly, in relation to this policy, the definition of marriage has been expanded to include marriages, domestic partnerships, or other legal unions equivalent to a domestic partnership, between two persons.

This expanded definition applies to all WIOA policy guidance and specifically impacts the following sections within this policy: family size, eligible spouses (Priority of Service), military spouses (Dislocated Worker Program eligibility), and displaced homemakers (Dislocated Worker Program eligibility).

7.3 INCLUDABLE AND EXCLUDABLE INCOME

The following is a list of income to be included or excluded when a WIOA applicant's income must be considered for program eligibility purposes:

Examples of Includable Income	Examples of Excludable Income
<ul style="list-style-type: none"> • Alimony • Child Support • College or University grants, fellowships, and assistantships • Dividends, interest, net rental income, net royalties, periodic receipts from estates and trusts • L & I paid on monthly basis • Money, wages and salaries before any deductions • Net gambling or lottery winnings • Net receipts from non-farm self-employment • Net receipts from farm self-employment • Pensions whether private, government employee (including military retirement pay), law enforcement firefighters (LEF) disability income • Regular insurance or annuity payments received by individual or family member • Regular payments from railroad retirement, strike benefits from union funds, and worker's compensation (not lump sum training stipends) • Severance Payments • Terminal Leave Pay • Unemployment Compensation 	<ul style="list-style-type: none"> • Wages from WIOA participation (e.g., OJT; 20 CFR 683.275) • Any assets drawn down from bank, sale of property, house, or a car • Capital Gains • Financial Assistance under Title IV i.e. Pell grants, federal work study and federal supplemental educational opportunity grants • Foster Child Care Payments • Job Corps, WorkForce Training Assistance • Military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not includable income (TEGL 19-16; 20 CFR 683.230) • Needs-based Scholarship Assistance • Non-cash benefits such as employer fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance • Old Age and Survivors Income (OASI) • One-time lump sum payment • Public Assistance (TANF, SSI, SSA, RCA, GA) • Social Security Disability Insurance (SSDI) • Tax refunds, gifts, loans, lump-sum inheritance, one-time insurance payments, or compensation for injury (lump sum) • Income earned while a veteran was on active duty/Veteran Benefits

CHAPTER 8 - DVOP AND TRADE ACT

8.1 DISABLED VETERAN'S OUTREACH PROGRAM (DVOP)

Eligibility for the Disabled Veterans' Outreach Program (DVOP) under the Jobs for Veterans State Grant (JVSG) is separate and distinct from consideration of either veterans' and eligible spouses' priority of service under the WIOA Title I Adult program or Dislocated Worker program eligibility for transitioning military service members and eligible spouses.

Individuals eligible for case managed DVOP employment and training services include the following:

1. Special disabled veterans and other disabled veterans as defined by 38 U.S.C. 4211, with an emphasis on those who are economically or educationally disadvantaged.
2. Veterans discharged under other than dishonorable conditions who do not meet the criteria in subsection (1), but attest to meeting at least one of the following criteria representing Significant Barriers to Employment (SBE):
 - Being homeless or in danger of becoming homeless, to include those fleeing or attempting to flee a hostile home environment;
 - Receiving/pending U.S. Department of Veterans Affairs compensation for a disability;
 - Currently or has previously been incarcerated;
 - Receiving or eligible for public assistance;
 - Being discharged in the past three years and unemployed for 27 weeks or longer in the past 12 months;
 - Lacking a high school diploma or high school equivalency degree;
 - Being between the ages of 18 and 24 inclusive;
 - Being a Wounded Warriors or caregiver for Wounded Warriors;
 - Separated from the military under other than dishonorable conditions and being discharged due to forced downsizing; or
 - Having a Department of Defense (DD) Form 2648 (Pre-separation Counseling Checklist) on which they have been deemed "not career status ready".

8.2 TRADE ADJUSTMENT ASSISTANCE (TAA) ELIGIBILITY

Eligibility for Trade Adjustment Assistance (TAA) is based on an affirmative decision by the DOL's Office of Trade Adjustment Assistance (OTAA) to certify a TAA petition that covers a defined worker group. To that end, OTAA issues to the worker group a decision titled, "Certification Regarding Eligibility to Apply for Worker Adjustment Assistance" that covers all members of the worker group who are separated or threatened with separations during the period beginning one year before the petition was filed and ending two years after the date of the certification. Each certification describes the worker group and specifies the beginning and ending dates.

Certified TAA petitions in Washington, including the "Certification Regarding Eligibility to Apply for Worker Adjustment Assistance," can be found on-line on the DOL's searchable web page for listings of petitions and determinations or by contacting ESD's State TAA Program Operator.

CHAPTER 9 – ELIGIBILITY DOCUMENTATION REQUIREMENTS

The following matrix provides a comprehensive look at program eligibility criteria and documentation requirements.

9.1 INSTRUCTIONS FOR THE ELIGIBILITY AND DOCUMENTATION CROSSWALK

Criteria

This column represents all eligibility components for WIOA Title 1 Youth, Adult and Dislocated Worker (DW) categories, in addition to the components that apply to multiple programs.

Eligibility Requirement

This column includes each program with an indicator in each row if the eligibility criteria applies to the specific program as outlined in the Youth, Adult and Dislocated Worker Program eligibility sections of this handbook and local eligibility policies.

Documentation Requirement

The corresponding eligibility documentation requirements to the right align with DEV documentation requirements for each eligibility criteria/category. The Enterprise Data Reporting and Validation System (EDRVS) number (if the criteria is included under DEV) or other source (if not included under DEV) is listed above each list of documentation. Note: EDRVS numbers reflected are subject to change based on issuance of DOL/ETA guidelines for DEV applicable to WIOA.

One document in this column is required for each relevant eligibility criteria/category. Each criteria is connected to one or more potential DRVS lists, but only one document (from the relevant list) is necessary.

Self-attestation

The self-attestation column indicates whether or not the corresponding documentation list allows for the use of a self-attestation. As noted in the “Definition” section of WorkSource System Policy 1019, Revision 4, self-attestation can include a signed and dated paper WIOA eligibility application or the signed WIOA Eligibility Application in ETO. Therefore, **WFC will allow the use of the signed and dated paper WIOA Application attached to this Handbook or the signed ETO WIOA Eligibility Application as a form of self-attestation when the collection of documentation that otherwise would be required poses a hardship for the WIOA applicant.**

- WFC requires Service Providers to document the reason for using self-attestation at program enrollment in case notes.
- After program enrollment, Service Providers must document attempts to collect documentation that was unavailable but otherwise required for enrollment purposes.

Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or guidance or this policy may result in disallowed costs. Properly documented self-attestation serves as documentary evidence of eligibility determination and does not, by itself, warrant disallowed cost findings. At the same time, properly documented self-attestation does not, by itself, preclude disallowed cost findings if it is determined during monitoring, reviews, or audits that the attestation was false.

ELIGIBILITY DOCUMENTATION REQUIREMENTS

Criteria	Eligibility Requirements for:					Documentation Requirement	Self-Attestation
	W-P	ISY	OSY	Adult	DW		
Legally Entitled to Work in the U.S.	✓	✓	✓	✓	✓	<ul style="list-style-type: none"> Accepted I-9 Documentation such as a driver's license/ID card along with a Social Security Card Self-attestation <p>Note: For more information on employment eligibility guidance and alignment with I-9 documentation see M-274, Instructions for Completed Form I-9.</p>	Yes
Age	N/A	✓	✓	✓	N/A	<p><u>EDRVS 8 – Date of Birth:</u></p> <p>Note: Documents must include date of birth</p> <ul style="list-style-type: none"> Driver's license Baptismal record Birth certificate DD-214 Report or Transfer or Discharge paper Federal, State, or Local ID card Passport Hospital record of birth Public assistance/social service records School records or ID cards Work permit Cross match with Department of Vital Statistics (Department of Health's Center for Health Statistics) Tribal records Case notes noting that staff had visual proof of age document-BASIC SERVICES ONLY 	Yes, Basic Services Only
Selective Service Registration	N/A	✓	✓	✓	✓	<p><u>TEGL 11-11, Change 2:</u></p> <ul style="list-style-type: none"> Selective Service acknowledgement letter DD-214 "Report of Separation" Screen printout of the Selective Service Verification site Selective Service Registration Card; Selective Service Verification Form 3A Stamped Post Office Receipt of Registration 	Yes, Basic Services Only
<p>Low Income</p> <ul style="list-style-type: none"> ISY OSY: <ul style="list-style-type: none"> Who need additional assistance, or HS grad/GED who are BSD or ELL Adults: <ul style="list-style-type: none"> Priorities 1 and 2 	N/A	✓	✓	N/A	N/A	<p><u>EDRVS 43, 38, or 40 for Adult</u></p> <p><u>EDRVS 43-Low Income:</u></p> <ul style="list-style-type: none"> Alimony Statement Award letter from Veteran's Administration Bank statements Compensation award letter Court award letter Pension statement Employer statement/contact Family or business financial records Housing authority verification Pay stubs Public assistance records Quarterly estimated tax for self-employed persons 	Yes, Basic Services Only

Criteria	Eligibility Requirements for:					Documentation Requirement	Self-Attestation
	W-P	ISY	OSY	Adult	DW		
<p>Low Income, continued</p> <ul style="list-style-type: none"> • ISY • OSY: <ul style="list-style-type: none"> ○ Who need additional assistance, or ○ HS grad/GED who are BSD or ELL • Adults: <ul style="list-style-type: none"> ○ Priorities 1 and 2 	N/A	✓	✓	N/A	N/A	<ul style="list-style-type: none"> • Social Security benefits • UI documents • State MIS (Signed WIOA Eligibility Application in ETO and at least one uploaded document from the EDRVS 43-low income list) • Self-attestation -BASIC SERVICES ONLY • Case notes noting that staff had visual proof of age document-BASIC SERVICES ONLY <p><u>EDRVS 38-TANF:</u></p> <ul style="list-style-type: none"> • Cross-match with TANF public assistance records • Self-attestation -BASIC SERVICES ONLY • Case notes noting that staff had visual proof of age document-BASIC SERVICES ONLY <p><u>EDRVS 40 – Other Public Assistance (State/Local Government General Assistance, Refugee Cash Assistance, or Food Stamp Assistance) Recipient:</u></p> <ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Cross-match with public assistance database • State MIS-BASIC SERVICES ONLY • Self-attestation -BASIC SERVICES ONLY • Case notes noting that staff had visual proof of age document-BASIC SERVICES ONLY 	<p>Yes, Basic Services Only</p>

Criteria	Eligibility Requirements for:	Documentation Requirement	Self-Attestation
Youth Program, ISY & OSY	School Status at Participation	EDRVS 35-School Status at Participation: <ul style="list-style-type: none"> • Self-attestation • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, dropout letter, school documentation) • WIOA intake or registration form • State MIS 	Yes
	Basic Skills Deficient (BSD)	EDRVS 50 – Basic Literacy Skills Deficient: <ul style="list-style-type: none"> • Standardized assessment test (CASAS pre-test- *WIN 01017 CASAS requirement temporarily waived) • School records • Case notes 	No
	English Language Learner (ELL)	EDRVS 50 (refer to list above)	No
	Offender	EDRVS 42 - Offender: <ul style="list-style-type: none"> • Self-attestation • Documentation from juvenile or adult criminal justice system • Documented phone call with court or probation representative • WIOA intake or registration form. 	Yes
	Homeless/Runaway	EDRVS 41- Homeless/runaway youth: <ul style="list-style-type: none"> • Self-attestation • Written statement from an individual providing residence, shelter or social service agency • WIOA intake or registration form 	Yes
	Foster Care	EDRVS 51- Foster Care: <ul style="list-style-type: none"> • Written confirmation from social service agency • Case notes 	No
	Pregnant or Parenting	EDRVS 48-Pregnant or Parenting Youth: <ul style="list-style-type: none"> • Self-attestation • Copy of child's birth certificate • Baptismal record • Observation of pregnancy status • Doctor's note confirming pregnancy 	Yes
	Disability	EDRVS 49-Youth with a Disability <ul style="list-style-type: none"> • Self-attestation 	Yes
	Youth who Needs Additional Assistance	EDRVS 49- Youth Who Needs Additional Assistance: <ul style="list-style-type: none"> • Self-attestation • ISS • Case notes • WIOA intake or registration form • State MIS • Low income verification for OSY only 	Yes, except low income for OSY

Criteria	Eligibility Requirements for:	Documentation Requirement	Self-Attestation
Youth Program, OSY Only	Dropout	<u>EDRVS 35-School Status at Participation:</u> <ul style="list-style-type: none"> • Self-attestation • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, dropout letter, school documentation) • WIOA intake or registration form • State MIS 	Yes
	Within the age of compulsory school attendance but has not attended school for at least the most recent complete school calendar quarter	<u>EDRVS 35-School Status at Participation:</u> <ul style="list-style-type: none"> • Self-attestation • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, dropout letter, school documentation) • WIOA intake or registration form • State MIS 	Yes
	A recipient of a HS diploma or GED who is low income and BSD or ELL	<u>EDRVS 50 – Basic Literacy Skills Deficient:</u> <ul style="list-style-type: none"> • Standardized assessment test (CASAS pre-test) • School records • Case notes • Low income verification 	No
Dislocated Worker Program	General Dislocation	<u>EDRVS 47-Date of Actual Qualifying Dislocation:</u> <ul style="list-style-type: none"> • Self-attestation (to include signed WIOA eligibility application) • Verification from employer • Rapid Response list • Notice of layoff • Public announcement with cross-match with UI 	Yes
	Dislocation from Facility Closure/Substantial Layoff		
	Self-employed		
	Displaced Homemaker	<u>EDRVS 46-Displaced Homemaker:</u> <ul style="list-style-type: none"> • Self-attestation • Public assistance records • Court records • Divorce papers • Bank records • Spouse’s layoff notice • Spouse’s death record 	Yes
	Dislocated Separating Military Service Members	<u>EDRVS 47-Date of Actual Qualifying Dislocation:</u> <ul style="list-style-type: none"> • Self-attestation (to include signed WIOA eligibility application) • Verification from employer • Rapid Response list • Notice of layoff • Public announcement with cross-match with UI • DD-214 • Effective Termination of Service “ETS” Orders 	Yes
Military Spouse			

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
APPLICATION FOR SERVICE**

APPLICANT INFORMATION				
First Name:	MI:	Last Name:		
Address:	City:	State:	Zip:	
Primary Contact Phone:	Emergency Phone:	Email:		
DEMOGRAPHICS				
Intake Date:	*Date of Birth (M/D/Y):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
(Check one only) U.S. Citizen or Legally Entitled to Work in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No		Card Expiration Date:		
Eligible Non-Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		*Ethnicity: (Hispanic or Latino): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Status at Enrollment: (Check one only)		*Race: (More than one race can be checked)		
<input type="checkbox"/> Employed If employed, hours per week		<input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian		
<input type="checkbox"/> Employed (stop gap employment-Dislocated Workers only)		<input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander		
<input type="checkbox"/> Employed w/Military Separation		<input type="checkbox"/> Information Not Provided		
<input type="checkbox"/> Employed w/Notice of Termination				
<input type="checkbox"/> Not Employed				
<input type="checkbox"/> Long-term Unemployed				
Unemployment Compensation (UC) Eligible Status:		*Individual with Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Disclosed		
<input type="checkbox"/> UC Claimant <input type="checkbox"/> Exhausted <input type="checkbox"/> Not Applicable				
VETERAN INFORMATION/SELECTIVE SERVICE				
Served in the U.S. Military <input type="checkbox"/> Yes <input type="checkbox"/> No		*Disabled Veteran (if yes - Percent: %) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Active Duty Dates From: To:		*Special Disabled Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No		
Transition Service Member <input type="checkbox"/> Yes <input type="checkbox"/> No		Recently Separated Veteran (within last 48 months) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Expiration Term of Service:		Selective Service: (Males 18 or older; born on or after Jan. 1, 1960)		
*Campaign Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required		
Campaign Name:		If yes, Selective Service Number:		
		If younger than age 18, date of 18 th birthday:		
EDUCATION INFORMATION				
Highest Grade Completed:		In School: (Currently attending) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		(High school, alternative school (excluding Open Doors), post-secondary college bearing-courses, vocational technical)		
<input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Other:				
Highest Level of Education (Check only if attained)		School Currently Attending:		
<input type="checkbox"/> High School <input type="checkbox"/> GED		Dropped out of High School <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD		(Do not have a diploma, GED or certificate of completion)		
<input type="checkbox"/> Certification:		Last Date Attended School:		

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) APPLICATION FOR SERVICE

PUBLIC ASSISTANCE (Are you currently or within the last 6-months received any of the following?)				
Assistance Type:	Check all that apply:			Monthly Total:
Temporary Assistance for Needy Families-TANF	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Supplemental Security Income-SSI	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Refugee Cash Assistance-RCA	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
General Assistance-GA (ABD/MCS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Supplemental Nutrition Asst. Program (SNAP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Social Security Disability Insurance-SSDI	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
FAMILY SIZE/FAMILY INCOME (Adult & Young Adult Program Only) (If you are currently receiving Public Assistance you do not have to complete this section.)				
<p>Definition of Family under WIOA: Means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one of the following categories: (Check one only)</p> <p><input type="checkbox"/> Single</p> <p><input type="checkbox"/> Married couple and dependent children</p> <p><input type="checkbox"/> Parent or guardian and dependent children</p> <p><input type="checkbox"/> Married couple as defined within the Washington Marriage Equality Act (RCW 26.60)</p> <p><input type="checkbox"/> Individual with a disability If the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria of WIOA. The disabled individual would be considered a family of one and only the individual's income would be considered when determining low-income.</p>				
INCOME RECEIVED FROM: Beginning Date: (M/D/Y) Through Ending Date: (M/D/Y)				
<i>EXAMPLE: If the Intake Date is 7/1/2019, include gross income received from January 1st through July 1st for the entire six-month period.</i>				
Family Member Name	Relationship	Age	Income Source	Total Gross Amount received during last 6 months
	Applicant			
Record the total gross amount income received for the last six months for each family member . If there are more than six family members use an additional form.				

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
APPLICATION FOR SERVICE**

EMPLOYMENT INFORMATION			
<u>CURRENT OR MOST RECENT EMPLOYMENT</u>			
Employer Name:			
Address:		Start Date:	End Date: _
City:		State:	Zip Code:
Job Title:		Hourly Wage: \$	Hours Per Week:
Job Duties:			
Reason for Leaving:			Skill Level:
<input type="checkbox"/> Discharged	<input type="checkbox"/> Labor Dispute	<input type="checkbox"/> Illness	<input type="checkbox"/> Entry Level
<input type="checkbox"/> Military Notice	<input type="checkbox"/> Retired	<input type="checkbox"/> Lack of Work	<input type="checkbox"/> Semi-skills
<input type="checkbox"/> Voluntary Quit	<input type="checkbox"/> Still Employed	<input type="checkbox"/> Other	<input type="checkbox"/> Skilled
<u>PREVIOUS EMPLOYMENT</u>			
Employer Name:			
Address:		Start Date:	End Date: _
City:		State:	Zip Code:
Job Title:		Hourly Wage: \$	Hours Per Week:
Job Duties:			
Reason for Leaving:			Skill Level:
<input type="checkbox"/> Discharged	<input type="checkbox"/> Labor Dispute	<input type="checkbox"/> Illness	<input type="checkbox"/> Entry Level
<input type="checkbox"/> Military Notice	<input type="checkbox"/> Retired	<input type="checkbox"/> Lack of Work	<input type="checkbox"/> Semi-skills
<input type="checkbox"/> Voluntary Quit	<input type="checkbox"/> Still Employed	<input type="checkbox"/> Other	<input type="checkbox"/> Skilled
<i>For other employment history attach another form</i>			

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) APPLICATION FOR SERVICE

PROGRAM ELIGIBILITY		
<input type="checkbox"/> WIOA ADULT <input type="checkbox"/> WIOA DISLOCATED WORKER <input type="checkbox"/> WIOA OUT OF SCHOOL YOUTH <input type="checkbox"/> SPECIAL FUND SOURCE:		
WIOA ADULT ONLY	WIOA DISLOCATED WORKER ONLY	WIOA YOUTH ONLY
<p>Priority Service Groups (Check one only)</p> <p>Priority 1 <input type="checkbox"/> Veteran <input type="checkbox"/> Eligible Spouse Covered persons (veterans & eligible spouses) who are low income (may include unemployed persons) or recipients of public assistance or basic skills deficient.</p> <p>Priority 2 <input type="checkbox"/> Low Income Individuals (non-covered persons) who are low income (may include unemployed persons) or recipients of public assistance or basic skills deficient.</p> <p>Priority 3 <input type="checkbox"/> Veteran <input type="checkbox"/> Eligible Spouse Covered persons (veterans and eligible spouses) who are <u>not</u> low income and <u>are not</u> recipients of public assistance.</p> <p>Priority 4 <input type="checkbox"/> Authorized by WIOA Program Operator Adults who do not meet the three priorities described above and who have one or more significant barriers to full-time employment that leads to self-sufficiency. Such barriers could include, but are not limited to: having a disability, homelessness, offender status, lacking a high school diploma or GED, a poor work history, or lack occupational skills that will provide for a self-sufficient family wage. Barrier</p>	<p>Job of Dislocation/Employer Name:</p> <p>Date of Actual Qualifying Dislocation:</p> <p>Job Title:</p> <p>Hourly Wage: \$</p> <hr/> <p>Dislocated Worker Eligibility: (Check one only)</p> <input type="checkbox"/> General Dislocation <input type="checkbox"/> Facility Closure or Substantial Layoff <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Dislocated Military Service Members <input type="checkbox"/> Self Employed Dislocation <input type="checkbox"/> Spouses of Military Service Members	<p>CATEGORY</p> <p>Program eligibility, select all that apply:</p> <input type="checkbox"/> School Dropout <input type="checkbox"/> Basic Skills Deficient & LI <u>BSD Score</u> : <input type="checkbox"/> English Language Learner & LI <input type="checkbox"/> Offender/Ex-offender <input type="checkbox"/> Homeless/Runaway <input type="checkbox"/> Foster Care Youth <input type="checkbox"/> Pregnant or Parenting <input type="checkbox"/> Individual with a Disability <input type="checkbox"/> Requires Additional Assistance & LI <input type="checkbox"/> Exception to Low Income Requirement <hr/> <p>Out of School</p> <input type="checkbox"/> Age requirement (16-24) at enrollment <input type="checkbox"/> Out of School, Attending Open Doors Program; Not Enrolled in College-Bearing Courses <input type="checkbox"/> Out of School, Not Attending HS School or High School Dropout <input type="checkbox"/> Out of School, Not Attending Any School, High School Graduate/GED/Certificate of Attendance/Completion <hr/> <p>Income Eligibility-BSD/ELL or Requires Additional Assistance Only:</p> <input type="checkbox"/> Public Assistance <input type="checkbox"/> Low Income <input type="checkbox"/> Exception to Low Income Requirement

CERTIFICATION AND ACKNOWLEDGEMENT

I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification and I may have to provide documentation to support this form. I allow release of this information for verification purposes and understand that it will be used to determine eligibility. I understand that receiving services is subject to availability of federal funds.

Click or tap here to enter text.

Signature of Applicant

_____/_____/_____
Month-Day-Year

Click or tap here to enter text.

Signature of Parent or Legal Guardian (if applicant is under 18 years of age)

_____/_____/_____
Month-Day-Year

Click or tap here to enter text.

Signature of WIOA Program Representative

_____/_____/_____
Month-Day-Year