



SPOKANE  
**WORKFORCE  
COUNCIL**



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Attachment A  
WorkSource Services & Program  
Eligibility Handbook

SWC Eligibility & Documentation Requirements  
Policy #WS816

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## Introduction

The content of this procedural handbook is equivalent to SWC Policy WS816 and serves as the vehicle for implementing and managing eligibility policy guidance and changes.

This handbook provides guidance to WorkSource System staff concerning services and program eligibility requirements for the youth, adult and dislocated worker programs under WIOA Title I and Wagner-Peyser employment service programs under WIOA Title III. This handbook provides guidance and minimum requirements for service providers as outlined in SWC Policy WS816.

Sections 2, 3 and 4 cover program eligibility requirements for the WIOA Title I youth, adult and dislocated worker programs. Specific parameters and guidance are provided in the subsequent sections under each program. Section 5 covers additional guidance that applies to multiple (though not necessarily all) programs.

The Eligibility Matrix in Section 6 serves as a tool to review eligibility requirements for each program, including the corresponding documentation requirements.

This handbook is based on the best information available at this time per WIOA law and rules, DOL guidance, and state policies and guidance. The handbook will be revised as relevant DOL and State guidance is issued. Compliance with the SWC's eligibility and documentation requirements policy will be based on the version of the policy and handbook in effect at the time of the action or activity under review.

## Common Acronyms

- **BSD** – Basic Skills Deficient
- **CFR** – Code of Federal Regulation
- **DEV** – Data Element Validation
- **DOL** – Department of Labor
- **DOLETA** – Department of Labor – Employment and Training Administration
- **ESD** – Employment Security Department
- **SWC** – Spokane Workforce Council
- **TEGL** – Training and Employment Guidance Letter
- **WIOA** – Workforce Innovation and Opportunity Act
- **WST** – WorkSource System Tools

## Definitions

- **Applicant statement** – Applicant statement, which is acceptable for low-income documentation when providing individualized career services and training services, is not synonymous with self-attestation. Though generally similar, applicant statement is distinguished from self-attestation in that the former requires a signed and dated statement that is prepared (either handwritten or typed) by the individual whereas the latter is documented through a signed and dated form with pre-posed yes/no checkboxes.
- **Attachment to workforce** – An individual is considered to have attachment to the workforce when they have been employed for 6 months or longer but are not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law (WIOA Sec 3(15)(A)(ii)(II)).
- **Basic Skills Deficient (BSD)** – an individual is considered basic skills deficient when the individual:
  - Is a youth that has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
  - Is a youth or adult that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

- **Career planning:** The term “career planning” means the provision of a client-centered approach in the delivery of services, designed to:
  - Prepare and coordinate comprehensive employment plans (such as service strategies, individual employment plans, training plans, etc.) for individuals to ensure access to necessary workforce investment activities, using, where feasible, computer-based technologies; and
  - Provide job, education, and career counseling, as appropriate, during program participation and after job placement.

**Note:** Career Planning is an individual career service that requires registration and enrollment in a WIOA Title I and/or WIOA Title III program.

- **Case notes** – For the purpose of Data Element Validation (DEV), case notes refer to either paper or electronic statements by staff that identify, at a minimum, the following: a participant’s status for a specific data element, the date on which the information was obtained, and the staff who obtained the information ([TEGL 22-15 – Attachment A](#)).
- **Code of Federal Regulations (CFR)** – A CFR is a codification of general and permanent rules published in the Federal Register by executive departments and agencies of the Federal Government (<https://gov.ecfr.io/cgi-bin/ECFR>).
- **Covered person (for priority of service)** – A veteran or their eligible spouse (see Section 5.2 for more information on Veteran’s Priority of Service).
- **Cross-match** – For the purpose of Data Element Validation, a cross-match requires validating staff to find detailed supporting evidence for the data element in a database ([TEGL 22-15 – Attachment A](#)).
- **Data Element Validation (DEV)** – The federally mandated process by which the state annually assesses the accuracy of reported participant data (refer to [WorkSource System Policy 1003, Revision 1](#); [TEGL 22-15 – Attachment A](#)).
- **Demand-decline list** – A list that identifies occupations that are "in demand, "balanced" and "not in demand" across a state and within individual workforce development areas. In Washington state, this list is located at [ESD Learn about an occupation](#).
- **Eligible spouse (of a veteran)** – The spouse of any of the following (Jobs for Veterans Act Section 2(a)):
  - (1) Any veteran who died of a service-connected disability;
  - (2) 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:
    - (i) missing in action;
    - (ii) captured in line of duty by a hostile force; or
    - (iii) forcibly detained or interned in the line of duty by a foreign government or power;
  - (3) Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs; or
  - (4) Any veteran who died while a disability, as indicated in paragraph (3) of this section, was in existence.
- **Employment Security Department (ESD)** – Washington State Employment Security Department - The department that administers the federal Workforce Innovation and Opportunity Act (WIOA) funds

at the state level; one of the primary sources of funds for employment training in Washington (<https://wpc.wa.gov>).

- **Individuals with barrier(s) to employment:** Individuals who are included in one or more of the following categories:
  - Displaced homemakers
  - Low-income individuals
  - Indians, Alaska Natives, and Native Hawaiians
  - Individuals with disabilities
  - Older individuals
  - Ex-offenders
  - Homeless individual or runaway youth – defined as an individual who ([TEGL 19-16 Attachment III](#)):
    - Lacks a fixed regular, and adequate nighttime residence; this includes an individual who:
      - Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
      - Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; Is living in an emergency or transitional shelter;
      - Is abandoned in a hospital; or
      - Is awaiting foster care placement;
    - Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
    - Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or
    - Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (runaway youth).

**Note:** A participant imprisoned or detained under an Act of Congress or State law does not meet the definition of homeless individual. Additionally, a individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be considered a homeless individual.

  - Youth who are in or have aged out of the foster care system
  - Individuals who are English language learners, have low levels of literacy, and/or facing substantial cultural barriers
  - Eligible migrant and seasonal farmworkers
  - Individuals within two years of exhausting lifetime eligibility under TANF
  - Single-parents, including single pregnant women
  - Long-term unemployed individuals
  - Any other group determined by State policy not listed above
- **Job of dislocation** – The most recent position held by a job seeker, excluding stop-gap employment, used as the basis for a determination of eligibility in the Dislocated Worker program.
- **Management Information System (MIS)** – A management information system (MIS) provides information that organizations require to manage themselves efficiently and effectively. Management information systems are typically computer systems used for managing five primary components: 1.) Hardware, 2.) Software, 3.) Data (information for decision making), 4.) Procedures (design, development and documentation), and 5.) People (individuals, groups, or organizations).

- **Offender** – The term “offender” means an individual who:
  - Is or has been subject to any stage of the criminal justice process; or
  - Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- **Rapid response list** – A list of attendees at a Rapid Response event created by WorkSource staff hosting the event. Rapid Response encompasses the strategies and activities necessary to plan for and respond as quickly as possible following an announcement or notification of a permanent closure or mass layoff, a mass job dislocation resulting from a natural or other disaster, or the filing of a Trade Adjustment Assistance (TAA) petition. Rapid Response delivers services to enable dislocated workers to transition to new employment as quickly as possible ([TEGL 19-16](#)).
- **Self-attestation** – Self-attestation occurs when an individual states his or her status for a particular data element, such as date of birth or selective service status, using pre-posed questions with yes/no or multiple-choice options (including date pickers) and then signs and dates a form acknowledging this status. Forms are available in Section 9 of this handbook ([ESD WorkSource System Policy 1019, R3](#); [ESD WorkSource System Policy 1023, R1](#); [TEGL 22-15 – Attachment A](#)).
- **Service provider:** a provider of workforce development services in Spokane County, such as the local one-stop center or other entity designated by the Spokane Workforce Council (SWC), that is responsible for determinations of program eligibility, documentation, self-attestation guidelines, and other eligibility and documentation requirements as defined by the SWC.
- **State MIS** – For the purpose of DEV, State MIS refers to specific, detailed information that is stored in the state’s information system that supports a data element ([TEGL 22-15 – Attachment A](#)).
- **Stop-gap employment** – See Section 4.3 for the definition of stop-gap employment.
- **Substantial layoff** - Notice of termination or layoff of at least 25%, or 50 staff, of a company's workforce which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30-day period ([ESD WorkSource System Policy 1019, R3](#)).
- **Underemployed** - Underemployed means an individual who meets WIOA Title I eligibility requirements for employed individuals as defined in Section 5.6 below.
- **Unemployed as a result of general economic conditions** - Individuals who are now unemployed, including from self-employment, due to economic conditions in the community in which he or she resides or because of natural disasters. General economic conditions can include the failure, closure or substantial layoffs in one or more businesses in the area that had a direct effect on the individual's employment ([ESD WorkSource System Policy 1019, R3](#)).
- **Unlikely to return to a previous industry or occupation** - Status of an unemployed worker as having limited opportunities for employment or re-employment. This could include personal and/or confidential information and needs to be determined on a case-by-case basis. Any of the following criteria can be used to establish an individual as unlikely to return to a previous industry or occupation ([ESD WorkSource System Policy 1019, R3](#)):
  - (1) The industry and/or occupation is balanced or in decline based on local labor market information or the job has become obsolete.
  - (2) The individual lacks required education, credentials, and/or experience based on local labor market information;
  - (3) The individual's wage from their job of dislocation is significantly higher than local labor market information indicates.
  - (4) The individual is considered long-term unemployed, defined as 27 or more consecutive weeks of being unemployed.

- (5) The individual is not able to work in another capacity in the occupation or industry from which s/he 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 or is no longer able to report to work due to the environment of the industry
- (6) The individual is not able to work in another capacity in the occupation or industry from which he or she was dislocated because of a legal issue that creates a barrier to employment specifically in that occupation or industry.
- **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. A recently separated veteran is any veteran who applies for participation under this title within 12 months after the discharge or release from active military, naval or air service.
  - **WorkSource System Tools (WST):** Washington State’s management information system for WIOA programs.

## 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](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-04](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-04, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 17-05](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-09](#)
- [Training and Employment Guidance Letter \(TEGL\) 11-11, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 09-12](#)
- [Training and Employment Guidance Letter \(TEGL\) 11-12](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 08-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-16, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [WorkSource System Policy 1003, Revision 1 - Data Element Validation](#)
- [WorkSource System Policy 1009, Revision 2 - Priority of Service for Veterans and Eligible](#)



## Spouses

- [WIOA Title I Policy 1019, Revision 3 – Eligibility Guidelines and Documentation Requirements](#)
- [WIOA Title I Policy 5403 - Records Retention and Public Access](#)
- [WIOA Title I Policy 5607, Revision 3 – Employer Criteria and Cost Sharing for Training Provided to Incumbent Workers](#)
- [WorkSource Information Notice \(WIN\) 0027, Change 3 - Use of UI Claimant Web Site in Place of WIA001 Report](#)
- [WorkSource Information Notice \(WIN\) 0041 - Address Confidentiality Program](#)
- [WorkSource Information Notice \(WIN\) 0084, Change 1 – Supplemental State Guidance for the WIOA Title I Youth Program](#)

# 1. Alignment of WIOA Title I and WIOA Title III Program Services

## 1.1. Purpose

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 and developing an integrated performance reporting system (Participant Individual Record Layout or PIRL) for DOL-funded workforce programs.

The SWC and Washington State encourage the utilization of 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 WIOA Title III programs (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.

This section covers guidelines and requirements for providing career, training, and supportive services funded by WIOA Title I Adult, Dislocated Worker, and Youth and WIOA Title III Employment Service (Wagner-Peyser) programs.

To ensure seamless service delivery, minimize referrals, and leverage resources between programs, the provision of career, training, and supportive services to individuals under WIOA Title I Adult and Dislocated Worker and WIOA Title III Employment Service programs must align with SAWDC Policy WS815 – Co-enrollment and Integrated Service Delivery.

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

## 1.2. Career Services

There are three types of career services: basic, individualized, and follow-up. There is no sequence requirement for these services. They can be provided in any order to provide flexibility in targeting services to the needs of the customer. Section 4 in [TEGL 19-16](#) identifies the services that fall under the basic, individualized, and follow-up categories.

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 either the WIOA adult or dislocated worker programs are eligible to receive career services.

Staff-assisted WIOA Title III employment services fall under the category of basic career services and must be provided in coordination with other one-stop center partners. Employment services staff can also provide individualized career services in coordination with other one-stop center partners. Although 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., registration in WST requires customer attestation to legal entitlement to work in the U.S.

In addition to universal access under WIOA Title III employment services, basic career services can be provided with WIOA Title I funding. However, 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 I and WIOA Title III 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, self-service and informational activities are services made available and accessible to the general public that are designed to inform and educate individuals about the labor market and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual in terms of resources or time. Both can be provided before

registration and neither constitutes enrollment as neither is formally recognized as a staff-assisted WIOA service. [TEGL 17-05](#) clarifies that “significant staff involvement” includes staff’s assessment of a participant’s skills, education or career objectives to assist the participant in making a decision or accessing information as opposed to staff providing a participant with readily-available information that does not require an assessment.

NOTE: This policy covers basic eligibility requirements for Wagner-Peyser, including priority of service requirements for Covered Persons (using the broad definition of veteran – see Section 5.3). For verification of veteran status, the Wagner-Peyser program has specific requirements. For a complete overview of services for veterans (using the standard definition) under Wagner-Peyser, including verification of eligibility for these services, please refer to [Wagner-Peyser Employment Service Policy 4030 - Services for Veterans](#).

All Wagner-Peyser funded services must be provided by state merit staff as per 20 CFR 652.215 and [TEGL 11-12](#).

### 1.3. Training Services

Training services are funded and provided to job seekers under the WIOA Title I programs. Individuals provided training services funded by WIOA Title I must be registered, determined eligible and in need of additional service beyond career services 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), p 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, local recipients must document the circumstances justifying their course of action.

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

## 2. Youth Program

### 2.1. Youth Program Requirements

Youth program requirements are distinguished by In-School youth and Out-of-School youth, which have different eligibility requirements.

#### 2.1.1. In-School Youth

Individuals must meet the following eligibility guidelines to be In-School youth:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Attending school as defined by state law<sup>1</sup>;
- Age 14 through 21;
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960), unless an exception is justified (see Section 5.2 for guidance on Selective Service registration).
- Low income individual (see Section 2.3 for guidance on exceptions); and
- One or more of the following:

Category 1	Basic skills deficient (see Definitions above).
Category 2	An English language learner
Category 3	An offender <sup>2</sup>

Category 4	A homeless individual or runaway youth (see Definitions above).
Category 5	An individual in foster care, who has aged out of the foster care system, an individual who has attained 16 years of age and left foster care for kinship guardianship or adoption, who is eligible for assistance under the Foster Care Independence Program (Section 477 of the Social Security Act), or in an out of home placement.
Category 6	Pregnant or parenting <sup>3</sup>
Category 7	A youth who is an individual with a disability
Category 8	<p>An individual who requires additional assistance to complete an educational program or to secure or hold employment.</p> <p>SWC locally defines additional assistance as:</p> <ol style="list-style-type: none"> <li>a. Personal/family substance abuse</li> <li>b. Gang involved/affiliated/affected</li> <li>c. Lacking affordable housing</li> <li>d. Victim of domestic violence/sexual or child abuse</li> <li>e. Identified social adjustment or mental health issue(s)</li> <li>f. Lacking a significant or positive work history</li> <li>g. Individual or member of a family that recently exhausted TANF benefits</li> <li>h. Individual who is at-risk of dropping out of school, defined as: <ul style="list-style-type: none"> <li>• One or more grade levels below the age-appropriate grade;</li> <li>• Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age;</li> <li>• Has at any time been a school dropout or is not attending school consistently; or</li> <li>• Determined to be at-risk by school staff based on an assessment that health, social or family problems are impairing the student's ability to succeed in school.</li> </ul> </li> </ol> <p>OTHER additional assistance for education or employment not listed can be submitted to the Spokane Area Workforce Development Council (SWC) for consideration of approval prior to program participation.</p>

1. 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.

2. The term "offender" means an individual who:

- Is or has been subject to any stage of the criminal justice process; or
- Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. Youth who have been charged with an offense, but subsequently directed to community-based diversion programs rather than the formal court system, meet the definition of having been "subject to any stage of the criminal justice process" due to having been charged with an offense, even though they have not been remanded to the court system.

3. An individual who is parenting can be a mother or father, custodial or non-custodial, and that the age the youth becomes a parent does not factor into this definition as long as the youth is within the WIOA youth age eligibility. One important distinction is that the father does not attain 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.

### 2.1.2. Out-of-School Youth

Individuals must meet the following eligibility guidelines to be Out-of-School youth.

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Not attending school as defined by state law<sup>1</sup>;
- Age 16 through 24;
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960), unless an exception is justified (see Section 5.2 for guidance on Selective Service registration); and
- One or more of the following:

Category 1	A school dropout <sup>2</sup>
Category 2	A youth who is within the age of compulsory school attendance <sup>3</sup> , but has not attended school for at least the most recent complete school year calendar quarter
Category 3	A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual (see Section 5.7) <u>and</u> is basic skills deficient (see Definitions above) <u>or</u> an English language learner
Category 4	An individual who is subject to the juvenile or adult justice system <sup>4</sup>
Category 5	A homeless individual or runaway youth (see Definitions above).
Category 6	An individual in foster care, who has aged out of foster care system, an individual who has attained 16 years of age and left foster care for kinship guardianship or adoption, is a child eligible for assistance under the Foster Care Independence Program (Section 477 of the Social Security Act), or in an out of home placement.
Category 7	Pregnant or parenting <sup>5</sup>
Category 8	A youth who is an individual with a disability
Category 9	<p>A low-income individual (see Section 5.7) who requires additional assistance to enter or complete an educational program or to secure or hold employment.</p> <p>SWC locally defines additional assistance as:</p> <ol style="list-style-type: none"> <li>Personal/family substance abuse</li> <li>Gang involved/affiliated/affected</li> <li>Lacking affordable housing</li> <li>Victim of domestic violence/sexual or child abuse</li> <li>Identified social adjustment or mental health issue(s)</li> <li>Lacking a significant or positive work history</li> <li>Individual or member of a family that recently exhausted TANF benefits</li> </ol> <p>OTHER additional assistance for education or employment not listed can be submitted to the Spokane Area Workforce Development Council (SWC) for consideration of approval prior to program participation.</p>

<sup>1</sup>. Under WIOA, Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, that are funded by the public K–12 school system and that are classified by the school system as still enrolled in school are considered ISY. However, 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, service providers must thoroughly document OSY designation when youth participants in dropout re-engagement programs are enrolled in school.

2. The term "School Dropout" means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
3. In Washington State, the age of compulsory school attendance 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 olds.
4. The term "offender" means an individual who:
  - Is or has been subject to any stage of the criminal justice process; or
  - Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.Youth who have been charged with an offense, but subsequently directed to community-based diversion programs rather than the formal court system, meet the definition of having been "subject to any stage of the criminal justice process" due to having been charged with an offense, even though they have not been remanded to the court system.
5. An individual who is parenting can be a mother or father, custodial or non-custodial, and that the age the youth becomes a parent does not factor into this definition as long as the youth is within the WIOA youth age eligibility. One important distinction is that the father does not attain 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.

## 2.2. Additional Definitions of Low Income

WIOA Section 129(a)(2) states that low-income additionally 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 30 percent as set every 5 years using American Community Survey 5-year data.

20 CFR 681.250 and 681.270 allow that low-income further includes youth who receive (or are eligible to receive) free or reduced-price lunches under the Richard B. Russell National School Lunch Act.

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.

## 2.3. Exceptions to Youth Eligibility Requirements

Exemption from low-income requirement. In any single program year, no more than 5 percent of a local area's total youth participants can be those who have a low-income eligibility requirement (in-school youth or out-of-school youth in Category 3 or 8) but are not low income. [WIOA Section 129(a)(3)(A)(ii) and 20 CFR 681.250]

Limitation on in-school youth requiring additional assistance. In any single program year, no more than 5 percent of a local area's total in-school youth participants can be those who require additional assistance to complete an educational program or to secure or hold employment (Category 7). [WIOA Section 129(a)(3)(B)]

## 3. Adult Program

### 3.1. Adult Program Requirements

Individuals must meet the following eligibility criteria for the adult program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- 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 (see Section 5.2 for guidance on Selective Service registration).

### 3.2. Priority Selection for Adult Programs

Before using WIOA Adult funds to provide individualized career services, supportive services, and/or training services, priority must be given to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient (including English language learners), and other individuals as established by the Governor or SWC. In addition to the statutory priority for WIOA Adult funds, priority for Veterans and eligible spouses must also be considered. The SWC considers

supportive services subject to this priority requirement. There are no priority restrictions to provide basic career services; they may be provided to any eligible adult.

When seeking individualized career, training, or supportive services, individuals must be assessed to determine their priority level. Individuals must be given priority to these services in order of their priority level. The matrix below describes the order and rationale for prioritization. For purposes of this section, the term “covered persons” refers to veterans and eligible spouses as defined in Section 5 of this handbook.

Priority requirements for enrollment and service delivery in an adult program are as follows:

Priority	Mandatory Priority Group
First	Covered persons (veterans and eligible spouses) who are recipients of public assistance, other low-income individuals <sup>1</sup> , or are basic skills deficient.
Second	Non-covered persons who are recipients of public assistance, other low-income individuals <sup>1</sup> , or are basic skills deficient.
Third	Covered persons (veterans and eligible spouses) who are not recipients of public assistance, other low-income individuals, or basic skills deficient.
Fourth	Non-covered persons who are not recipients of public assistance, are not other low-income individuals, and are not basic skills deficient, but who’s income is under 175 percent of poverty as indicated in SWC Policy WS816 Attachment B – Income Guidelines <b>and</b> for whom a WIOA Adult program operator determines that the individual has a barrier to employment. The program operator must document the barrier to employment on the Eligibility Criteria Form.

<sup>1</sup> An individual with a disability can be considered a family of one for low-income determinations (refer to Section 5.6.2).

### 3.3. Priority Selection for Career Services and Training Services Funded with WIOA Statewide (15%) Discretionary Grants/Contracts

For purposes of WIOA statewide (15%) discretionary 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 15% discretionary 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 15% funded projects, veterans who are unemployed and/or low-income have priority over all other individuals served under these projects.

NOTE: WIOA 15% discretionary grants may contain additional eligibility requirements as defined by the grant.

## 4. Dislocated Worker Program

### 4.1. Dislocated Worker Program Requirements

Individuals must meet the following eligibility guidelines for the Dislocated Worker Program:

- 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 (see Sec. 5.2 for guidance on Selective Service registration); and
- One of the Dislocated Worker categories (see table below).

NOTE: The categories below apply to the seeker’s “job of dislocation” (see Definitions section above). For an overview of documentation requirements refer to Section 6. The matrix on the following page is meant to provide clarity on the requirements within each Dislocated Worker category of eligibility. Military Service Members (Category 5) has been included as an individual category to allow for

specificity, though it is commonly understood that this category falls under the General Dislocation category (1). Refer to Section 5.7 for guidance related to the impact of Washington's Marriage Equality Act.

Dislocated Worker Eligibility Criteria	
Category	Criteria
<b>1. General Dislocation</b>	<input type="checkbox"/> 1.1 An individual who was terminated, laid off, or received a notice of termination or layoff. <b>AND</b>
	<input type="checkbox"/> 1.2 Is determined unlikely to return to previous industry or occupation (see <a href="#">Definitions</a> above); <b>AND</b>
	<input type="checkbox"/> 1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; <b>OR</b>
	<input type="checkbox"/> 1.3.2 Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration (see <a href="#">Definitions</a> above).
<b>2. Dislocation from Facility Closure / Substantial Layoff</b>	<input type="checkbox"/> 2.1 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: Permanent closure or Substantial layoff; <b>OR</b>
	<input type="checkbox"/> 2.2 An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days.
<b>3. Self-employed Dislocation</b>	<input type="checkbox"/> 3. Was self-employed (including employment as a farmer, rancher or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
<b>4. Displaced Homemaker</b> <small>* 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.</small>	<input type="checkbox"/> 4.1.1. An individual who was dependent on the income of another family member and is no longer supported by the income of that family member; <b>OR</b>
	<input type="checkbox"/> 4.1.2. 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 <b>AND</b>
<input type="checkbox"/> 4.2 Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	
<b>5. Dislocated / Separating Military Service Members</b>	<input type="checkbox"/> 5. A non-retiree military service member who was discharged or released from service under <u>other than dishonorable</u> or has received a notice of military separation (defined by SWC (see Section 4.2.1)). 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. <b>Note:</b> Dislocated military service members, veterans and other covered persons are eligible for Priority of Service (POS) as described in POS Policy 1009, Revision 1.
<b>6. Spouses of Military Service Members</b>	<input type="checkbox"/> 6.1 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; <b>OR</b>
	<input type="checkbox"/> 6.2 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. <b>Note:</b> a military spouse may also qualify as a displaced homemaker (Category 4).



## 4.2. Serving Non-Retiree Military Service Members and their Spouses

### 4.2.1. Non-Retiree 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 for dislocated worker programs based on the “termination” criteria under Category 1 – General Dislocation, criterion 1.1. 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. Note: Retirement orders do not qualify as “terminated” or “laid off.”

Veterans and other covered persons determined eligible for dislocated worker programs are given priority for services according to the Jobs for Veterans Act and WorkSource ([WorkSource System Policy 1009 Revision 2 – Priority of Service; SAWDC Policy: Priority of Service](#)).

The following serves as an outline of dislocated worker eligibility criteria under Category 1 – General Dislocation, as it applies to discharged and separating military service members:

- **1.1 – Has been terminated or laid off or received notice of termination or layoff.**

[TEGL 22-04](#) states that 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.

Washington has determined that still-active, transitioning military service members may also qualify for dislocated worker services. While these individuals may be eligible to receive dislocated worker services, they are not ‘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 DEV requirement for “Date of Actual Qualifying Dislocation” (refer to Section 6).

The SWC has established a designated timeframe of up to 12 months prior to planned separation during which still-active, transitioning service members are eligible to receive Dislocated Worker services. Length of service to qualify an individual for such discharges or separations may be as few as one day of service.  
one day of service.

### 4.2.2. Spouses of Military Service Members

WIOA allows for significant flexibility to serve military spouses. 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, Iraq, Syria). Washington’s Marriage Equality Act expands the definition of a “married couple” beyond that of a male and female. Refer to Section 5.7 for guidance related to Washington’s Marriage Equality Act. A military spouse can be determined eligible as a displaced homemaker under category 4 or a dislocated military spouse under category 6.

A military spouse is eligible as a dislocated worker when (20 CFR 680.630 and TEGL 19-16):

- The spouse’s family income is significantly reduced because of a deployment, a call or order to active duty under a provision of law, a permanent change of station, or service-connected death or disability (Category 4);
- The spouse has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station (Category 6); or
- The spouse is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment (Category 6).

### 4.3. Stop-Gap Employment

Stop-gap employment is temporary work an individual accepts only because they have been laid off or terminated from the customary work for which their training, experience, and/or work history qualifies them. Stop-gap employment must be temporary in nature with the intent to end employment upon completion of training, obtaining employment with comparable wages from previous employment, or as specified through career planning.

Typically, stop-gap employment will pay a wage that is not comparable to wages earned from previous employment. Comparable wages are defined by the SWC as gross income that is at least 90% of their monthly gross income from previous employment. Stop-gap employment also covers temporary work that may or may not provide a comparable wage, such as contract employment or employment obtained through a temporary employment services agency. Temporary employment is defined as employment that lasts 6 months or less, regardless of wage. Additionally, the special needs of individuals with disabilities or other barriers to employment (such as displaced homemakers) may be taken into account when determining if employment leads to comparable wages. These circumstances should be looked at on a case-by-case basis and documented clearly in the participant's physical or electronic file.

Otherwise eligible dislocated workers remain eligible if either prior to or during dislocated worker program participation, stop-gap employment is obtained. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the comparable income. If, at any time, an individual obtains employment that meets the definition of comparable wages or exceeds the criteria for temporary employment, then that position would be considered the job of dislocation in the event of a future dislocation.

## 5. Additional Program Guidance

### 5.1. U.S. Citizenship or Legal Right to Work in the U.S.

As outlined in sections 2.1, 3.1 and 4.1, verification of U.S. citizenship or legal right to work for all WIOA Title I programs is required. The SWC allows for self-attestation as a minimum documentation requirement, but service providers may choose to require commonly used [I-9 documentation](#) (such as driver's license or ID cards along with Social Security cards) for individuals seeking services under WIOA Title I programs. Other documentation may only be used to supplement self-attestation or accepted I-9 documentation.

### 5.2. Selective Service Requirements

To be eligible to receive WIOA Title 1-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 the SWC 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.

**Note:** The SWC utilizes the Integrated Service Delivery (ISD) Model as described in ESD WorkSource System Policy 1023, R1 – Co-enrolled Integrated Service Delivery Policy and Operations Manual and SWC WorkSource System Policy WS815 – Co-enrollment and Integrated Service Delivery Policy. Under this model, Washington state has expanded the allowable forms of documentation of registration status to include self-attestation when determining eligibility to receive WIOA Title I-funded basic career services only. Self-attestation is not an allowable form of documentation when determining eligibility to receive WIOA Title-I funded individualized career, training, supportive, and youth services.

The [Selective Service System Website](#) provides additional information about registration requirements, including the [Who Must Register Quick Reference Chart](#).

#### 5.2.1. Selective Service Requirements for Males 25 Years and Under

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](#) 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. citizen male on a valid non-immigrant visa). Males turning 18 while participating in WIOA Title I-funded services must complete Selective Service registration no later than 30 days after becoming 18 in order to continue to receive WIOA Title I 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.

### **5.2.2. Selective Service Requirements for Males 26 Years and Over**

Before enrolling in WIOA Title I 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, documentation establishing that their failure to register was not knowing and willful.

### **5.2.3. Determining Knowing and Willful Failure to Register**

[TEGL 11-11, Change 2](#) provides the SWC with detailed information about requesting a Status Information Letter and the process for determining knowing and willful failure to register. The intent of the TEGL is to provide a framework for the SWC to make determinations through a local process where determinations are based on the individual circumstances (e.g. questions, considerations, statements, Status Information Letter) and relevant documentation (i.e. documentation that supports the reason for not registering or further supports the belief that it was not knowing or willful). Because circumstances will vary and need to be considered, there isn't an established, proven list of acceptable documentation.

In regard to requesting a Status Information Letter, the SWC has chosen to initiate the process to determine if the potential participant's failure to register was knowing and willful without first requesting a Status Information Letter as allowed under Section 1 of [TEGL 11-11, Change 2](#).

## **5.3. Priority of Service for Veterans and Eligible Spouses**

All WIOA programs and service delivery must align with federal law, regulations, and guidance on Priority of Service for Veterans. Priority of service entitles eligible veterans or spouses to enrollment and services before eligible non-covered persons. Refer to [WorkSource System Policy 1009 – Priority of Service for Veterans and Eligible Spouses](#) and [TEGL 19-16](#) for additional guidance on Priority of Service. Refer to [Section 3.2](#) for specific guidance on priority for service under the Adult program.

## **5.4. 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 [TEGL 9-12](#) which provides additional information and updates earlier guidance on the importance of providing workforce training and referral services to victims of human trafficking. Below are instructions and guidelines for staff.

### **5.4.1. 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. See [TEGL 9-12](#) Attachments A and B for information on how to identify potential victims of trafficking and a current list of hotlines that one-stop staff can call to get help for potential victims.

### **5.4.2. Employment and Training Services for Victims of Human Trafficking**

U.S. citizens or lawful residents who are victims of trafficking can receive the same services provided to the general public under WIOA. In addition, under the Traffic Victims Protection Act, certain foreign

nationals are also eligible for WIOA Title I services. This includes victims of both a severe form of trafficking in persons and individuals granted a nonimmigrant “T” (trafficking) visa.

To be eligible for WIOA Title I 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 Title I services.

Individuals who are granted “T” visas from the Department of Homeland Security (DHS) are also eligible for WIOA Title I services. The “T” nonimmigrant 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 individuals. However, services to victims of trafficking may need to be tailored and adapted to match the particular 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.

#### **5.4.3. 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 non-profit organizations and agencies. In the event that the victim has not yet received services, it is important for staff to be aware of and utilize local resources and service providers, particularly nonprofit 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 federal government can be found in the document, [Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers.](#)

### **5.5. Use of Unemployment Insurance Self Service Website**

[WorkSource Information Notice \(WIN\) 0027, Change 4](#) provides information on the use of data accessible to Unemployment Insurance (UI) customers. Customers should be encouraged to access their own wage and claim data through the [eServices website](#) using their SAW accounts. Through the eServices site, customers select “Look at your past wages” and can print information on:

- Hours and wages as reported by Washington employers.
- Limited information about their most recent unemployment claim, such as:
  - Claim status;
  - Weekly benefit amount (if applicable)

Customers must establish a SAW account to access their information. Some customers may already have a SAW account if they signed up for WorkSourceWA.com or with another state agency such as the Department of Licensing or Department of Labor and Industries.

WorkSource Staff may not access customers’ unemployment insurance (UI) data through the eServices site. However, staff can assist customers with:

1. Creating or accessing their SAW account;
2. Contacting the SAW Enabled Agency Program (SEAP)/SAW help desk (1-855-682-0785) for support with eServices SAW account issues;

3. Navigating the eServices website; or
4. Accessing and printing information that customers need through the “Wage Page” after all self-service options have been exhausted, or if the customer is under severe time constraints. The “Wage Page” is an ESD Intranet site that staff can access to print customers’ wage and basic claim information.

**Note:** Only ESD Employment Connections (EC) staff can access the “Wage Page.” After EC staff verify customers’ identities, they enter customers’ Social Security numbers (SSN). Staff then specify the number of calendar quarters the customer’s request to get their employer-reported hours and wages and the most recent unemployment claim information (if any is available). Staff then print the information and provide it directly to customers.

## **5.6. Eligibility for Employed Individuals under WIOA Adult and Dislocated Worker Programs**

In addition to providing career and training services to individuals who are unemployed, a significant number of job seekers are underemployed. An individual who is employed may be served in the Adult or Dislocated Worker program provided they meet the eligibility criteria for that program. When an individual is seeking individualized career or training services, an underemployed individual’s need for these services must be established for both Adult and Dislocated Worker programs. Examples of need for underemployed individuals include, but are not limited to, the following:

- Employed less than full-time but actively seeking full-time employment;
- Employed in a position that is inadequate with respect to their skills and training;
- Employed but meets the definition of a low-income individual (see Section 6.7 below); or
- Employed but whose current earnings are not sufficient compared to the local self-sufficiency standard, the individual’s income adequacy, or comparable earnings from previous employment (see Policy W406 – Self Sufficiency for more information).

Individuals who are underemployed may qualify for the Adult program and those who meet the definition of a low-income individual may receive career and training services on a priority basis under the Adult program per Section 3.1 above.

Individuals who are underemployed may qualify for the Dislocated Worker program when their current employment does not lead to self-sufficiency and/or is temporary in nature per Section 5.6 above.

These guidelines do not apply to WIOA Youth programs ([ESD WorkSource System Policy 1019, R3](#) and [TEGL 19-16](#)).

## **5.7. Income Status, Verification, and Family Size**

### **5.7.1. Income Status**

The SWC maintains guidelines that are used to evaluate income status. These guidelines, as well as determining includable income over the last 6 months, family size, and dependents, are used to determine income status for relevant WIOA Title I programs. Income status includes low-income and 175% of poverty, each of which are defined as follows:

- **Low-income:**
  1. An individual who 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:
    - a. the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.),
    - b. the program of block grants to States for temporary assistance for needy families (TANF) program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.),
    - c. the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or
    - d. State or local income-based public assistance;



2. An individual who's total includable gross family income (see family size below) over the past 6 months does not exceed the higher of either the Federal poverty guidelines or 70% of the Lower Living Standard Income Level (LLSIL). Federal poverty guidelines and the LLSIL guidelines by family size are available in Attachment B of this policy.
  3. 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. 11434a(2)));
  4. An individual who 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.);
  5. A foster child on behalf of whom State or local government payments are made; or
  6. An individual with a disability whose own gross includable income over the past 6 months does not exceed the higher of either the Federal poverty guidelines or 70% of the Lower Living Standard Income Level (LLSIL), but who is a member of a family whose income does not meet this requirement. Federal poverty guidelines and the LLSIL for a family size of one are available in Attachment B of this policy.
- **175% of Poverty (4<sup>th</sup> Priority Adult only):** an individual who's total includable family income (see family size below) over the past 6 months does not exceed 175% of Federal poverty guidelines. Federal poverty guidelines by family size are available in Attachment B of this policy.

## Verification of Family Income

When income status is being determined by comparing an individual's family income to either the poverty level or the lower living standard income level, income status is based on an individual's gross family income received for the 6-month period prior to the date eligibility is being determined. The SWC has established what is included or excluded as income in Section 8 of this handbook. While the SWC has defined these includable and excludable income lists, it is not all-inclusive. For income not on the list, service providers may contact the SWC for guidance. To determine whether an individual is low-income or meets 175% of poverty, it is also necessary to consider family size (see Section 5.7.3 below) and family income.

Verification of family income is not required when an individual qualifies as low-income due to:

- Receipt of SNAP assistance, TANF, and/or Supplemental Security Income;
- Being a youth living in a high-poverty area or who receives or is eligible to receive free or reduced-price lunch;
- Being a homeless individual; or
- Being a foster child.

**Note:** Unemployed individuals do not automatically meet SWC parameters regarding income status.

### 5.7.2. Determining Family Size

For these purposes, "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 or more of the following categories:

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

Refer to Section 5.8 for guidance related to the impact of Washington's Marriage Equality Act.

NOTE: Based on WIOA Section 3(36)(vi) and 20 CFR 681.280, an individual with a disability may be considered a family of one, regardless of their actual family size, and they may consider only their income when determining low-income or 175% of poverty status. It is not a requirement that an individual with a disability be considered a family of one or that they consider only their own income.

### 5.7.3. Defining Dependent

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, the state has identified three circumstances where youth must be considered as dependents of parents or legal guardians for the purpose of determining family size for WIOA Title I Youth and Adult Program eligibility.

1	Youth not yet 18, who are not emancipated youth nor runaway youth, living “at home” with their parents or legal guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
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 legal guardians.
3	Youth age 18-24 who are not full-time students and are living “at home” with their parents or legal guardians and who are primarily supported by their parents or legal guardians.

A legal guardian is a blood relative (e.g., grandparent, aunt, or uncle) or another legally recognized relative (e.g., by 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.

The following are exceptions to the family size and defining dependents criteria as identified by the SWC:

- (1) **Independent Individual:** A individual 18 years or older who resides in the family and who, within the last six months, has had any income (includable or excludable) totaling more than 30 percent of the SWC income guidelines for a family of one may be considered a family of one.
- (2) **Married or living with a dependent child:** If a married individual’s family (spouse and/or dependent) resides with that individual; and as a unit, they are living within the household of other family members, they are determined to be a family living within a family. The individual’s married family (not extended family) is used to establish family size. Example – An individual, his/her spouse, and their child are living with that individual’s parents. The individual, spouse and child would be a family size of three (3) for determining eligibility, regardless of the dependent status of the individual.

## 5.8. 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. Furthermore, in June 2013, the U.S. Supreme Court ruled unconstitutional Section 3 of the federal Defense of Marriage Act. Accordingly, with respect to this policy, the State’s definition of a married couple extends beyond that of a male and female.

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

## 5.9. Incumbent Workers

WIOA directs states and local areas to establish policies and definitions to determine which workers, or groups of workers, are eligible for incumbent worker training services. Refer to [SWC Policy W414 – Incumbent Worker Training](#) for eligibility guidelines for incumbent workers and employers as well as definitions related to incumbent worker training.

## 6. Eligibility Documentation Requirements

The matrix below provides a comprehensive overview of program eligibility criteria and documentation requirements. The requirements in this matrix outline eligibility criteria and utilize Data Element Validation (DEV) requirements for alignment purposes. There are, however, additional DEV requirements beyond the eligibility documentation requirements described in this matrix, including different DEV requirements for career services. Refer to [WorkSource System Policy 1003 Revision 1](#)

and [TEGL 22-15](#) for comprehensive information on the Data Reporting and Validation System (DRVS) and Data Element Validation (DEV) requirements.

**Instructions for the eligibility and documentation matrix:**

**Criteria**

This column represents all eligibility components for WIOA Title 1 Youth, Adult and Dislocated Worker programs, 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 apply to the specific program as outlined in Sections 2, 3 and 4 of this handbook.

**Documentation Requirement**

The corresponding eligibility documentation requirements to the right align with DEV documentation requirements for each eligibility criteria/category. The DRVS number (if the criteria is included under DEV) or other source (if not included under DEV) is listed above each list of documentation.

NOTE: DRVS 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 in most circumstances (i.e., low-income and youth category 3 include multiple “options” but only one option is necessary). In regard to income, multiple income documents may be needed to establish low-income status for the Adult program. In regard to self-employment, self-attestation is the only allowable form of documentation.

**Self-attestation**

The self-attestation column indicates whether or not the corresponding documentation list allows self-attestation. To ensure properly documented individual self-attestation, the SWC strongly encourages local recipients to use the self-attestation forms provided in Section 9 of this Handbook or the self-attested data provided by an individual through WST.

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.

[Under SWC Policy WS815 – Co-enrollment and Integrated Service Delivery](#), service providers can utilize self-attestation to document participant age and registration for Selective Service (as applicable) for the purposes of eligibility determinations for WIOA Adult and Dislocated Worker programs so long as those individuals are provided basic career services only. If those participants subsequently pursue individualized career, training, or supportive services, these data elements must be validated using the corresponding DRVS list of criteria prior to service delivery.

Criteria	Eligibility Requirement For:					Documentation Requirement	Self-Attestation
	W-P	ISY	OSY	Adult	DW		
<b>Legally Entitled to Work in the U.S.</b>	✓	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Self-attestation</li> <li>Accepted <a href="#">I-9 Documentation</a>, such as: driver’s license / ID card along with Social Security card.</li> </ul>	Yes
<b>Age</b>	N/A	✓	✓	✓	N/A	<u>EDRVS 8 - Date of Birth:</u> <ul style="list-style-type: none"> <li>Driver’s license</li> <li>Baptismal record</li> <li>Birth certificate</li> <li>DD-214</li> </ul>	Yes (basic career services only)



						<ul style="list-style-type: none"> <li>• Report of Transfer or Discharge paper;</li> <li>• Federal, state or local ID card</li> <li>• Passport</li> <li>• Hospital record of birth</li> <li>• Public assistance/social service records</li> <li>• School records or ID cards</li> <li>• Work permit</li> <li>• Cross match with Department of Vital Statistics (Department of Health's Center for Health Statistics)</li> <li>• Tribal records</li> </ul> <a href="#">ESD WS System Policy 1023, R1</a> <ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>	
<b>Selective Service Registration</b> <sup>1</sup>	N/A	✓ <sup>2</sup>	✓ <sup>2</sup>	✓	✓	<a href="#">TEGL 11-11 Change 2:</a> <ul style="list-style-type: none"> <li>• Selective Service acknowledgement letter</li> <li>• Form DD-214 "Report of Separation"</li> <li>• Screen printout of the <a href="#">Selective Service Verification site</a></li> <li>• Selective Service Registration Card</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> </ul> <a href="#">ESD WS System Policy 1023, R1</a> <ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>	Yes (basic career services only)
<b>Low Income</b> <sup>3</sup>	N/A	✓	✓	✓	N/A	<a href="#">EDRVS 43 - Low Income:</a> <ul style="list-style-type: none"> <li>• Alimony Agreement</li> <li>• Applicant Statement</li> <li>• Award letter from veteran's administration</li> <li>• Bank statements</li> <li>• Compensation award letter</li> <li>• Court award letter</li> <li>• Pension statement</li> <li>• Employer statement/contact</li> <li>• Family or business financial records</li> <li>• Housing authority verification</li> <li>• Pay stubs</li> <li>• Public assistance records</li> <li>• Quarterly estimated tax for self-employed persons</li> <li>• Social Security benefits</li> <li>• UI documents</li> </ul>	No

<sup>1</sup> Refer to Section 5.2 and [TEGL 11-11 Change 2](#) for additional guidance on determining whether or not failure to register was knowing / willful.

<sup>2</sup> Selective Service Registration applies to youth who are 18 years of age or older, either at the time of enrollment or during participation (Refer to Section 5.2).

<sup>3</sup> Income as an eligibility requirement for the Adult program is not required for Adults who receive only basic career services. Income as an eligibility requirement for all other Adult services is determined by the SWC in alignment with Section 3.2 of this handbook. Income as an eligibility requirement for youth does not apply to youth enrolled in the 5% window.

<b>Youth Program – Out-of-School</b>	Category 1	<u>EDRVS 35 - School Status at Participation:</u> <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</li> <li>• WIOA intake or registration form</li> <li>• State MIS</li> </ul>	Yes
	Category 2	EDRVS 35 (refer to list above)	Yes
	Category 3	<u>EDRVS 50 - Basic literacy skills deficiency:</u> <ul style="list-style-type: none"> <li>• Standardized assessment test(s)</li> <li>• School records</li> <li>• Case notes</li> </ul>	No
	Category 4	<u>EDRVS 42 - Offender:</u> <ul style="list-style-type: none"> <li>• Self-attestation;</li> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Documented phone call with court or probation representatives</li> <li>• WIOA intake or registration form</li> </ul>	Yes
	Category 5	EDRVS 41 (homeless / runaway youth) or DRVS 51 (foster care) <u>EDRVS 41 - Homeless individual and/or runaway youth:</u> <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Written statement from an individual providing residence, shelter or social service agency</li> <li>• WIOA intake or registration form</li> </ul> <u>EDRVS 51 - Foster Care Youth:</u> <ul style="list-style-type: none"> <li>• Written confirmation from social services agency</li> <li>• Case notes</li> </ul>	Yes (only for 41)
	Category 6	<u>EDRVS 48 – Pregnant or Parenting Youth:</u> <ul style="list-style-type: none"> <li>• Self- attestatio</li> <li>• Copy of child's birth certificate</li> <li>• Baptismal record</li> <li>• Observation of pregnancy status; or Doctor's note confirming pregnancy</li> </ul>	Yes
	Category 7	<u>EDRVS 49 - Youth who needs additional assistance:</u> <ul style="list-style-type: none"> <li>• Self- attestation</li> <li>• Individual service strategy</li> <li>• Case notes</li> <li>• WIOA intake or registration form</li> <li>• State MIS</li> </ul>	Yes
	Category 8	<ul style="list-style-type: none"> <li>• EDRVS 49 (refer to list above)</li> </ul>	Yes

<b>Youth Program – In-School</b>	Category 1		<u>EDRVS 50 - Basic literacy skills deficiency:</u> <ul style="list-style-type: none"> <li>Standardized assessment test</li> <li>School records</li> <li>Case notes</li> </ul>	No
	Category 2		EDRVS 50 (refer to list above)	Yes
	Category 3		<u>EDRVS 42 - Offender:</u> <ul style="list-style-type: none"> <li>Self-attestation</li> <li>Documentation from juvenile or adult criminal justice system</li> <li>Documented phone call with court or probation representatives</li> <li>WIOA intake or registration form</li> </ul>	Yes
	Category 4		EDRVS 41 (homeless / runaway youth) or EDRVS 51 (foster care) <u>EDRVS 41 - Homeless individual and/or runaway youth:</u> <ul style="list-style-type: none"> <li>Self-attestation</li> <li>Written statement from an individual providing residence, shelter or social service agency</li> <li>WIOA intake or registration form</li> </ul> <u>EDRVS 51 - Foster Care Youth:</u> <ul style="list-style-type: none"> <li>Written confirmation from social services agency</li> <li>Case notes</li> </ul>	Yes (only for 41)
	Category 5		<u>EDRVS 48 – Pregnant or Parenting Youth:</u> <ul style="list-style-type: none"> <li>Self-attestation</li> <li>Copy of child’s birth certificate</li> <li>Baptismal record</li> <li>Observation of pregnancy status</li> <li>Doctor’s note confirming pregnancy</li> </ul>	Yes
	Category 6		<u>EDRVS 49 - Youth who needs additional assistance:</u> <ul style="list-style-type: none"> <li>Self-attestation</li> <li>Individual service strategy</li> <li>Case notes</li> <li>WIOA intake or registration form</li> <li>State MIS</li> </ul>	Yes
	Category 7		<ul style="list-style-type: none"> <li>EDRVS 49 (refer to list above)</li> </ul>	Yes
<b>Dislocated Worker Program</b>	General Dislocation (Category 1)	Layoff / Termination (1.1)	<u>EDRVS 47 - Date of Actual Qualifying Dislocation:</u> <ul style="list-style-type: none"> <li>Self-attestation</li> <li>Verification from employer - verbal or e-mail, including: name, title, phone, &amp; date of dislocation; documented in case notes</li> <li>Rapid Response list</li> <li>Notice of layoff</li> <li>Public announcement with cross-match with UI</li> </ul>	Yes

<b>Dislocated Worker Program</b>	General Dislocation (Category 1)	Unlikely to Return (1.2)		<ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• LMI showing occupation in decline or lack of required education</li> <li>• Wage analysis –wage of previous occupation is significantly higher than local LMI indicates</li> <li>• Job postings showing lack of education / experience (minimum of 3 postings required)</li> <li>• Long-term unemployed – 27+ weeks dislocation (see criteria 1.1 for acceptable documentation)</li> <li>• Physical/mental restriction – medical records or physician’s statement</li> <li>• Legal restriction – WIA application indicating criminal history</li> </ul>	Yes
		UI Eligibility	Eligible For / Exhausted (1.3.1)	<ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Official report from a state UI system displaying benefits paid</li> <li>• UI Stub</li> <li>• Print out of UI direct deposit</li> </ul>	Yes
			Attachment to Workforce (1.3.2)	<ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Official report from a state UI system displaying wages</li> <li>• UI Determination Letter showing lack of hours worked to be eligible</li> <li>• Verification from employer that business is exempt from UI</li> </ul>	Yes
	Dislocation from Facility Closure / Substantial Layoff (Category 2)		EDRVS 47 (refer to list above)		Yes
	Self-Employed Dislocation (Category 3)		EDRVS 47 (self-attestation only)		Yes
			<ul style="list-style-type: none"> <li>• Self-attestation</li> </ul>		
	Displaced Homemaker (Category 4)		<u>EDRVS 46 - Displaced Homemaker:</u> <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Public assistance records</li> <li>• Court records showing separation or divorce proceedings</li> <li>• Divorce or separation papers</li> <li>• Bank records</li> <li>• Spouse’s layoff or termination notice</li> <li>• Spouse’s death certificate or public record of spouse’s death</li> </ul>		Yes
	Dislocated Military Service Member (Category 5)		EDRVS 47 <sup>4</sup> (refer to list above) or a DD-214		Yes
	Spouse of Military Service Member (Category 6)		EDRVS 47 (refer to list above) or spouse’s DD-214		Yes

<sup>4</sup> Per Section 4.2, transitioning service members may qualify under the Dislocated Worker program even if a DD-214 has not yet been obtained. While these individuals may be *eligible* to receive WIOA Dislocated Worker services and funds, they would not be considered ‘veterans’ for the purposes of DOL reporting.

## **7. SWC WIOA Title I & Title III Program Registration and Enrollment Procedures**

### **7.1. WIOA Adult, Dislocated Worker, and Employment Service Registration and Enrollment Requirements**

When an individual seeks more than informational services and self-services from Adult, Dislocated Worker, and/or Employment Service-funded staff, the person must be registered and eligibility for a WIOA program must be determined. Registration is the process for collecting information to support a determination of eligibility for WIOA Title I and/or WIOA Title III programs. This information may be collected electronically, through interviews, or through an application. In addition to information collected for eligibility purposes, EO data must be collected on every individual who is interested in being considered for a WIOA-funded program.

Participation in a WIOA program officially begins when an individual has received or is receiving a WIOA service, other than self-services or informational services, and is the point at which an individual is to be included in performance calculations for the primary indicators of performance described in WIOA Section 116. The Washington State MIS is utilized as the local record keeping system. Registration and enrollment data shall be documented in individual participant files and/or the State MIS for WIOA programs.

### **7.2. WIOA Youth Program Registration and Enrollment Requirements**

There is no self-service concept for the WIOA youth program and to receive services funded by WIOA Youth an individual must be eligible for, and enrolled in, an In-School or Out-of-School Youth program. Enrollment into a WIOA Youth program requires the following, in the order presented:

1. Being determined to be in need of youth services through an objective assessment which must include a review of: service needs, basic skills, occupational skills, prior work experience, employability, interests, aptitudes, and developmental needs. This assessment must also identify the individual's strengths in addition to focusing on areas of improvement;
2. Development of an individual service strategy based on needs identified in an objective assessment that:
  - a. Is directly linked to one or more indicators of performance,
  - b. Identifies career pathways that include education and employment goals,
  - c. Considers career planning, and
  - d. Prescribes achievement objectives and service strategy;
3. Being determined eligible using an In-School Youth or Out-of-School Youth eligibility determination;  
and
4. Receipt of at least one WIOA Youth program element.

### **7.3. SWC Eligibility Documentation Procedure**

WIOA Title I service providers shall complete a 100% verification of eligibility. Each criterion and each eligibility requirement must be supported by a verifying document as listed in the matrix above. Documentation can be a self-attestation form, electronically-signed statements, case notes, or any other item listed as an appropriate source of documentation in the matrix above.

For the purposes of providing individualized career services, training services, supportive services, and/or WIOA Youth services, an eligibility criteria form must be filled out for the appropriate program and be reviewed by someone other than the individual who originally determined eligibility for the applicant. Prior to enrolling these individuals, service providers shall follow these steps to ensure that a correct determination has been:

1. Gather applicant's information, supporting documentation, and signatures as appropriate;
2. Complete the *Eligibility Criteria Form* for the appropriate program (see attachments) and sign;
3. A staff person, other than the one who determined initial eligibility, reviews the applicant's information, supporting documentation, and the Eligibility Criteria Form to validate whether a correct determination has been made. This reviewer verifies eligibility and signs; and

4. Copies of supporting documentation and the signed eligibility criteria form must be included in the applicant's physical and/or electronic file, regardless of the results of the eligibility determination.

NOTE: Documents used for eligibility for co-enrolled participants may be shared and photocopied from another program between partners within the WorkSource System in order to document eligibility for a WIOA program.

An applicant' participant's file is not required to be all inclusive of documentation when the following situations occur. However, these files should be available for review of that documentation.

- A separate file must be maintained for medical and disability information. Please refer to SWC Management of Medical and Disability Related Information Policy.
- Other confidential information not related to medical or disability information must be maintained in another separate file.

#### **7.4. Program Exit**

Once an individual is enrolled in a WIOA program, the individual remains classified as a participant until 90 days have elapsed without receiving a service from any program, WIOA or otherwise, and regardless of employment status or earnings. If a participant becomes employed in a full-time, permanent job that pays a wage defined by the local board as self-sufficient or leading to self-sufficiency, the participant may continue to be served in the program as long as they are actively participating in a qualifying service and are continuing to work towards established goals. After program exit occurs, an individual may be provided follow-up services for twelve months following completion of the program. While beneficial to employment or educational retention, follow-up services do not count as a service that extends the participation period.

#### **7.5. Participant File Eligibility Documents List**

This list was created locally as a tool for Program Operators to ensure documents for enrollment required by various policies, guidelines and laws are placed in the participant's physical and/or electronic file.

The following documents for enrollment are required to be placed in each WIOA Title I participant's physical or electronic file:

- WIOA Registration Form signed by applicant and staff (from State MIS)
- Copies of all supporting documentation used for eligibility determination
- DD-214 or other documentation used for Priority of Service determination (if applicable)
- Eligibility Criteria Form, signed by staff and eligibility reviewer

## 8. Forms of Includable and Excludable Income

The SWC has established income verification and defined what is included or excluded as income. While the SWC has defined these included and excluded income lists, it is not all-inclusive and may be added to as necessary. For items not on the list, contact the SWC for guidance on any additional income sources.

(If the income cannot meet one of the excludable criteria, then the payment will be includable income).

### Included Income

1.	Gross wages and salaries before deductions, including wages earned while in OJT, on reserve duty in the Armed Forces and severance pay. Total money earnings received from work performed as an employee. If a family's only source of income was from wages and salary payments, family income would be equal to gross wages and salary received.
2.	Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise or partnership after deductions for business expenses). If the business or enterprise has suffered a loss, this loss will be allowed to off-set wage earnings.
3.	Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses). If the farm has suffered a loss, this loss will be allowed to off-set wage earnings.
4.	Regular payments from railroad retirement benefits, strike benefits from union funds, worker's compensation (not lump sum) and training stipends.
5.	Alimony.
6.	Military family allotments or other regular support from an absent family member or someone not living in the household, except child support payments and military payments indicated below which are excluded from family income calculations.
7.	Pensions whether private or government employee (including military retirement pay).
8.	Regular insurance or annuity payments received by the individual or family member.
9.	College or university grants or scholarships based on merit, fellowships and assistantships (other than needs-based scholarships).
10.	Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts and net gambling or lottery winnings.
11.	Regular payments from Social Security Disability (SSDI), old-age, and survivors insurance received under the Social Security Act (TEGL 19-16).
12.	Unemployment insurance payments (TEGL 19-16).
13.	Child support payments (TEGL 19-16).

## Excluded Income

1.	Supplemental Security Income Insurance (SSI), Title XVI of the Social Security Act, for the Aged, Blind, and Disabled. SSI is an income supplement program funded by general tax revenues and pays benefits based on financial need (not Social Security taxes). SSI is designed to help aged, blind and disabled people who have little or no income and provides cash to meet basic needs for food, clothing and shelter.
2.	Public cash assistance, e.g., TANF, emergency assistance, general relief, supplemental security income-SSI.
3.	<b>Needs-based</b> scholarship assistance, and financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS (Stafford and Perkins loans, like any other kind of loans, are debt and not income).
4.	Non-cash benefits such as employer-paid or union-paid portion or health insurance or other employee fringe benefits, Medicare, Medicaid, food stamps, school meals, food or housing received in lieu of wages and housing assistance.
5.	Allowance, earnings and payments made to individuals participating in WIA programs or any other workforce development program (except OJT participants) for which eligibility is based upon a needs and/or income test.
6.	Certain one-time cash payments including: tax refunds; one-time gifts; loans, which are debt and not income; assets from the sale of a home, property or car; one-time insurance settlements; lump-sum inheritances; one-time compensation for injury; etc.
7.	Capital gains and losses.
8.	Assets drawn down as withdrawals from a bank and IRA withdrawals.
9.	Pay and allowances received under U.S.C. Titles 37 and 38, (includes service while active in the National Guard or Reserves), pay and allowances received while serving on active military duty, compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, education assistance and active duty pay for reservists called to active military duty. NOTE: This should be ex-service personnel who did not receive veteran 1 status, i.e., discharged other than honorable status. Section 4213 goes on to tell us to disregard benefits received by ex-service personnel who have veteran status. These benefits can only be received if the person has not been discharged under honorable, general, unsuitable, etc. The six specific benefits are: CH 11 - Compensation for Service connected Disability or death CH 13 - Dependency and indemnity compensation for service-connected death CH 31 - Vocational rehabilitation CH 34 - Veteran's education assistance CH 35 - War orphans and widows education assistance CH 36 - Administration of Educational
10.	Cash welfare payments under a Federal, state, or local income-based public assistance program (e.g., Temporary Assistance for Needy Families (TANF), Emergency assistance money payments, Refugee Cash Assistance (PL 97-212)).
11.	Cash payments received under Title V of the Older American's Act.
12.	Payments received under the Trade Readjustment Act of 1974.
13.	Job Corps payments.
14.	U. S. Housing and Urban Development (HUD) rental assistance subsidies.
15.	Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparent Program, YouthWorks/AmeriCorps Programs and Retired Senior Volunteer Program.
16.	Foster child care payments.
17.	When a federal statute specifically provides that income or payments received under the statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIOA eligibility determination.



## 9. Self-Attestation and Applicant Statement Forms

You can download these forms on the SWC website under WorkSource System Policies.

### WIOA Title I Youth Self-Attestation & Applicant Statement Form

#### Applicant Information:

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

**Individuals applying for WIOA services may provide a statement explaining their family size and income over the previous 6 months for use in determining their status as low-income.**

1. Are you low-income? (please explain below)  
*Note: The SWC makes local determinations regarding income verification and what is included or excluded as income (see SWC Policy WS816 Attachment A – Services and Program Eligibility Handbook).*

Yes  No

Applicant Statement:

#### Individuals applying for WIOA services may self-attest to the information below:

2. Have you dropped out of school? Yes  No

3. Are you homeless or did you run away from home? Yes  No

4. Are you pregnant or currently parenting a child? Yes  No

5. Are you an offender? Yes  No

6. Are you an individual with a disability? Yes  No

7. Do you require additional assistance due to a reason not listed above?  
*Note: Locally established criteria for "Requires Additional Assistance" may allow for self-attestation (see SWC Policy WS816 Attachment A – Services and Program Eligibility Handbook).*

Yes  No

Explanation:

#### Applicant Certification:

*I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.*

**SIGNATURE OF APPLICANT**

**DATE**

X

#### Staff Verification Statement:

*I certify that the individual whose signature appears above provided the information recorded on this form.*

**SIGNATURE OF STAFF**

**DATE**

X

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

## WIOA Title I Adult Applicant Statement Form

### Applicant Information:

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

**Individuals applying for WIOA services may provide a statement explaining their family size and income over the previous 6 months for use in determining their status as low-income.**

Are you low-income? (please explain below)

*Note: The SWC makes local determinations regarding income verification and what is included or excluded as income (see SWC Policy WS816 Attachment A – Services and Program Eligibility Handbook).*

Yes  No

Applicant Statement:

### Applicant Certification:

*I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.*

**SIGNATURE OF APPLICANT**

**DATE**

X

### Staff Verification Statement:

*I certify that the individual whose signature appears above provided the information recorded on this form.*

**SIGNATURE OF STAFF**

**DATE**

X

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

## WIOA Title I Dislocated Worker Self-Attestation Form

### Applicant Information:

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

### Individuals applying for WIOA Dislocated Worker services may self-attest to the information below:

1.	Have you been terminated or laid off or have you received a notice of termination or layoff?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
2.	Are you eligible for or have you exhausted unemployment compensation since termination or layoff?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
3.	Are you <b>not</b> eligible for unemployment compensation since termination or layoff due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
4.	Are you unlikely to return to your previous industry or occupation due to one or more of the following reasons (check all that apply)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Lack required education or skills <input type="checkbox"/></td> <td style="width: 33%;">Lack required experience <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Disability <input type="checkbox"/></td> <td>Unemployed for 27+ weeks <input type="checkbox"/></td> <td>(excluding temp work lasting 6 months or less)</td> </tr> </table>	Lack required education or skills <input type="checkbox"/>	Lack required experience <input type="checkbox"/>		Disability <input type="checkbox"/>	Unemployed for 27+ weeks <input type="checkbox"/>	(excluding temp work lasting 6 months or less)				
Lack required education or skills <input type="checkbox"/>	Lack required experience <input type="checkbox"/>										
Disability <input type="checkbox"/>	Unemployed for 27+ weeks <input type="checkbox"/>	(excluding temp work lasting 6 months or less)									
5.	Are you a military service member who was discharged or released from service (under conditions other than dishonorable) or has received a notice of military separation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
6.	Were you unable to continue employment due to your spouse's permanent change of military station, or did you lose employment as a result of your spouse's discharge from the military?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
7.	Were you self-employed, but are unemployed as a result of general economic conditions in the community in which you reside?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
8.	Are you a displaced homemaker – an individual who was dependent on the income of another family member but is no longer supported by that income?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						

	Dislocation Information	Current Employment Information (If applicable)
<b>Date</b>	Separation Date:	Start Date:
<b>Job Title</b>		
<b>Business Name</b>		
<b>Address</b>		
<b>City, State, Zip</b>		

### Applicant Certification:

*I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.*

<b>SIGNATURE OF APPLICANT</b>	<b>DATE</b>
X	

### Staff Verification Statement:

*I certify that the individual whose signature appears above provided the information recorded on this form.*

<b>SIGNATURE OF STAFF</b>	<b>DATE</b>
X	

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