Spokane WorkSource System Policies and Procedures
POLICY #WS816 Revision 1   **Effective Date:** March 2019

1. Background

This integrated eligibility policy communicates guidelines and documentation requirements for Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker programs and WIOA Title III Employment Service programs (Wagner-Peyser). This policy includes an eligibility and documentation handbook that details specific guidance and requirements for various programs operated within the Spokane WorkSource System.

The handbook also identifies acceptable documentation of eligibility criteria for WIOA Title I and WIOA Title III programs that align with WIA/WIOA data element validation (DEV) requirements as of the issuance of Training and Employment Guidance Letter (TEGL) 22-15 and 07-18. The handbook will be updated and revised accordingly when WIOA Title I DEV requirements are issued by the U.S. Department of Labor (DOL).

2. Definitions

For a complete list of definitions, refer to Attachment A – Services and Program Eligibility Handbook.

- **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, TEGL 07-18).

- **Self-attestation –** Self-attestation occurs when an individual, using pre-posed questions with yes/no or multiple-choice options (including date pickers), identifies his or her status for a particular data element and then signs and dates a form acknowledging this status. The form and signature can be on paper or in the state management information system, with a date-stamped electronic signature. For more information, see Self-attestation in section 6 of this handbook. Forms are available at the end of this handbook (TEGL 07-18 – 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.

- **WorkSource System Tools (WST):** A management information system that workforce development organizations in Washington State use to collect data and manage themselves efficiently and effectively.

3. Policy

a. Service provider accountability
Service providers will only be held accountable to the laws, rules, and guidance in effect at the time decisions are made on eligibility, documentation, self-attestation, and local responsibilities.

b. Program eligibility
This policy addresses eligibility requirements for WIOA Title I Adult, Dislocated Worker, and Youth and WIOA Title III Employment Services (Wagner-Peyser). This policy also contains supplemental guidance for Jobs for Veterans State Grant and Trade Adjustment Assistance programs. Program eligibility requirements are detailed in the attached handbook.

c. Data Element Validation (DEV) and documentation requirements
Service providers are required to maintain adequate documentation to ensure credibility of eligibility determinations and support DEV requirements in alignment with this policy and WorkSource System Policy 1003, Revision 1 – Data Element Validation.

DOL mandates annual DEV to assess the accuracy of reported participant data through specific documentation requirements. A number of the data elements validated through this process pertain to program eligibility.

It is the policy of the State of Washington (state) and the SWC to align WIOA program eligibility documentation with existing DEV documentation requirements for any eligibility components included under DEV (refer to Section 6 of the handbook). Aligning these requirements increases efficiencies and ensures DEV requirements are met for eligibility components at the time of participant enrollment.

The handbook identifies acceptable documentation of eligibility criteria that align with WIA DEV requirements as per the issuance of TEGL 22-15 and WIOA DEV requirements as per the issuance of TEGL 07-18. The handbook will be further updated and revised when DEV requirements for WIOA are issued by DOL. Until such time as WIOA-specific guidance is available for elements within TEGL 22-15, service providers are directed to cross-match WIA-based DEV requirements in TEGL 22-15 with WIOA eligibility components to the extent possible.

Other eligibility components not addressed by DEV are addressed in this policy. The SWC has included additional eligibility and documentation requirements provided by the State and DOL, as well as eligibility and documentation requirements not addressed by the State or DOL, in this policy and the attached handbook.

d. Self-attestation
It is the policy of the state and the SWC to allow service providers to utilize self-attestation as a minimum documentation requirement where allowed by federal guidance (i.e., DEV requirements in TEGL 22-15 or Selective Service documentation requirements in TEGL 11-11, Change 2) or state law (i.e., the requirements governing Unemployment Insurance (UI) eligibility determination). The SWC will allow the use of self-attestation only as outlined in the attached handbook.

To ensure properly documented self-attestation, the SWC requires service providers to use the self-attestation forms provided at the end of this handbook or through the self-attested data provided by an individual through a signed and dated electronic form in the state's MIS. 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 evidence of eligibility determination and does not, by itself, warrant disallowed cost findings. 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, R2 – 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. ESD WS System Policy 1019, R4 allows service providers to utilize self-attestation for low-income status 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 list of criteria prior to service delivery.

e. Local program and documentation requirements
    i. Local program definitions and requirements are contained within the attached handbook for:
- A. Dependents
- B. Family size
- C. Income
- D. Youth who require additional assistance
- E. Priority of service
- F. Unlikely to return to a previous industry or occupation
- G. Substantial layoff
- H. General announcement of plant closure
- I. Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters
- J. The designated timeframe prior to planned separation during which military service members can receive Dislocated Worker services

    ii. The SWC has identified local documentation requirements in addition to what is required by state and federal guidance for unemployment compensation eligibility and for determining "unlikely to return to a previous industry or occupation." Specific documentation requirements are provided in the attached eligibility handbook.

f. Local responsibilities
Service providers are responsible for establishing local policies and procedures that align with this policy and the attached handbook. Service providers must also address the following components at the local level:

    i. **Record keeping system:** Service providers must utilize WST as the local record keeping system used to access and manage records of WIOA Title I eligibility determinations and DEV, including applicants who are determined not eligible for WIOA Title I services. This system can be electronic or paper-based or a combination of both. The SWC encourages service providers to utilize electronic record keeping systems wherever possible; and

    ii. **Supplemental documentation requirements:** Service providers who require supplemental documentation beyond what is required for eligibility criteria in the attached handbook must identify these requirements in their policies.

4. <u>Action Required</u>

Service providers are required to implement and comply with the requirements contained within this policy and its attachments within 90 days of publication. Together, the policy and attachments represent the minimum federal, state, and local requirements.

Providers of WIOA Title I and Title III services, Jobs for Veterans State Grant programs, and Trade Adjustment Assistance programs, must distribute this policy broadly throughout the system to ensure WorkSource System staff are familiar with its content and requirements.

5. <u>References</u>

- WorkSource System Policy 1019, Revision 4 - Eligibility Guidelines and Documentation Requirements
- WorkSource System Policy 1003, Revision 1 - Data Element Validation
- Training and Employment Guidance Letter (TEGL) 07-18 – Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)
- Training and Employment Guidance Letter (TEGL) 22-15 – Program Year (PY) 2015/Fiscal Year (FY) 2016 and PY 2014/FY 2015 Data Validation and Performance Reporting Requirements and Associated Timelines
- Training and Employment Guidance Letter (TEGL) 11-11, Change 2 – Selective Service Registration Requirements for Employment and Training Administration Funded Programs

6. <u>Supersedes</u>

- SWC Policy #WS816

7. <u>Attachments</u>

- Attachment A – WorkSource System Services and Program Eligibility Policy Handbook
- Attachment B – SWC Income Guidelines
- Attachment C – Spokane WorkSource Services Catalog

Revision History:
#WS816 – Nov 2018
#W401, R2 – Feb 2016
#W401, R1 – Jun 2015
#W401 – Mar 2014