



Spokane Area
Workforce Development Council

Attachment A Eligibility Policy Handbook

WIOA Eligibility & Documentation Requirements
Policy #W401 Revision 3

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Introduction

This handbook is the attachment to the Spokane Area Workforce Development Council's (SAWDC) WIOA Eligibility and Documentation Policy #W401R2. As defined in SAWDC policy #W401R2, this handbook provides instruction concerning registration and eligibility requirements for the youth, adult and dislocated worker programs under WIOA Title I and Wagner-Peyser Act under WIOA Title III.

Sections 2, 3, and 4 cover program eligibility requirements for WIOA Title 1-B Youth, Adults, and Dislocated Workers. Specific parameters and instruction are provided in the subsequent sections under each program. Section 5 covers additional instructions that applies to multiple (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.

NOTE: The Eligibility Policy Handbook is being issued at this time in order to provide system partners with information needed to make eligibility determinations. The information is based on the best information available at this time per WIOA law and proposed rules, DOL/ETA guidance, and State policy and guidance. The handbook will be revised and reissued after the WIOA final rules are issued, as relevant DOL/ETA guidance is received, and as State policy and guidance is received.

Acronyms

- **CFR** – Code of Federal Regulations
- **DOL** – Department of Labor - Employment and Training Administration. <http://www.doleta.gov>
- **ESD** – Washington State Employment Security Department - The department that administers the federal Workforce Innovation and Opportunity Act (WIOA) funds; one of the primary sources of funds for employment training in Washington. <http://wdr.doleta.gov/directives/>.
- **IEP** – Individual Employment Plan
- **ISS** – Individual Service Strategy
- **ITA** – Individual Training Account
- **LWDB** – Local Workforce Development Board: A group of community leaders appointed by local elected officials and charged with planning and oversight responsibilities for workforce programs and services in their area. The board is made up of a majority from the private sector, as well as leaders from labor groups, youth and adult education, and state and local government agencies.
- **MIS** – Management Information System: 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).
- **SKIES** – Services, Knowledge & Information Exchange System: WorkSource Washington's current management information system.
- **SSMS** – Self-Service Membership System (SSMS): A data collection system installed on WorkSource resource room computers to collect job seeker self-service activity statewide; to enable seekers to self-register (or with minimal staff assistance) only once into SSMS which would also create a SKIES record and a Go2WorkSource account.
- **TEGL** – Training and Employment Guidance Letter: Information released by DOLETA.
- **WDA** – Workforce Development Areas: Each state's Governor establishes a designated local workforce investment area in the state to receive funding under WIOA.
- **WISPR** – Workforce Investment Streamlined Performance Reporting (WISPR) System. Used in Washington State for reporting and record keeping instructions for use by all grantees administering Wagner-Peyser, Jobs for Veterans State Grants, Workforce Investment Act (WIA) Title IB, National Emergency Grants, and Trade Adjustment Assistance programs funded by the United States Department of Labor.
- **WIT** – WorkSource Integrated Technology: WorkSource Washington's upcoming MIS.

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 (WorkSource System Policy 1019, Rev 1 and WIOA Sec 3(15)(A)(ii)(II)).
- **Authorization to work** - As specified on the Form I-9, staff must accept as evidence of employment authorization any of the documents listed on the last page of Form I-9. Individuals may present any List A document **or** a combination of a List B and a List C document. Self-attestation is not allowed.
- **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 06-14 – Attachment A](#)).
- **Covered Person (for Priority of Service)** – A veteran or their eligible spouse.
- **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 06-14, Attachment A](#)).

- **Data Element Validation** – The federally mandated process by which the state annually assesses the accuracy of reported participant data (refer to [WorkSource System Policy 1003, Revision 1](#) and [TEGL 06-14 – Attachment A](#)).
- **Demand-Decline List** - This list distinguishes among occupations that are "in demand, "balanced" and "not in demand" across the state and within individual workforce development areas. The list consists only of occupations that have 50 or more jobs within a designated geographic area. Each local workforce development board, in cooperation with ESD and its Labor Market Information Division, must identify occupations and skill sets that are declining and occupations and skill sets that are in high demand.
- **Eligible Spouse (of a Veteran)** – The spouse of any of the following (JVA 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.
- **Individual Employment Plan (IEP)** - Adult/Dislocated Worker Programs: Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
- **Individual Service Strategy (ISS)** - Youth Program: Development of individual service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives and appropriate services for the participant taking into account the assessment conducted.
- **Individual Training Account (ITA)** - Eligible Adults and Dislocated Workers are given financial power to use ITA's at qualified institutions. These ITA's supplement financial aid already available through other sources. The SAWDC #408 defines funding limits.
- **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.
- **Rapid Response** - The Workforce Innovation and Opportunity Act requires statewide rapid response activities to assist employers and impacted workers as quickly as possible following the announcement of either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. Rapid response layoff orientations are informational sessions for impacted employees where they can learn about unemployment benefits, job search assistance, and training opportunities. ESD Policy #5604 <http://www.wa.gov/esd/1stop/policies/title1b.htm>
- **Rapid Response List** – List of attendees at a Rapid Response event created by the WorkSource staff member(s) hosting the event. The use of this list aligns with the intent for 'verification from the employer' or 'notice of layoff', all of which provide an actual name connected to a dislocation. Can be used to document Dislocated Worker eligibility.
- **Self-Attestation** – Self-attestation occurs when an individual states his or her status for a particular data element, such as pregnant or parenting youth, using pre-posed questions with yes/no or multiple choice checkboxes and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) an applicant identifying his or her status for a permitted data element in Section 6 and (b) signing and dating a form attesting to this self-identification (with a disclaimer concerning the self-identification). Refer to Section 9 of this handbook for self-attestation forms for each program.
- **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 06-14, Attachment A](#)).
- **Stop-gap employment** – See Section 4.4 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.
- **Underemployed** - Underemployed means an individual who is (1) working part time but desires full-time employment; or (2) working in employment not commensurate with the individual's demonstrated level of educational attainment ([TEGL 14-00 Change 1](#)).

- **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 unemployment.
- **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.
 - (1) The industry and/or occupation is in decline based on local labor market information or the job has become obsolete.
 - (2) The individual's wage from their job of dislocation is significantly higher than local labor market information indicates.
 - (3) The individual is considered long-term unemployed, defined as 27 or more consecutive weeks of being unemployed.
 - (4) 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
 - (5) 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.
- **Wagner-Peyser/Labor Exchange** - The Wagner Peyser Act: a nationwide system of public employment offices known as the Employment Service which is part of the One-stop services delivery system.

References

- [Workforce Innovation and Opportunity Act of 2014](#)
- [WIOA Notice of Proposed Rule Making: Joint Rulemaking on Unified and Combined Plan, Performance and Accountability, and One-Stop Delivery Center](#)
- [WIOA Notice of Proposed Rule Making: Notice of Proposed Rulemaking on Title I and Title III programs](#)
- [Jobs for Veterans Act \(JVA\)](#)
- [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 \(TEGL\) 9-12](#)
- [Training and Employment Guidance Letter \(TEGL\) 11-12](#)
- [Training and Employment Guidance Letter \(TEGL\) 06-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 03-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 08-15](#)
- [WorkSource System Policy 1003 Revision 1 - Data Element Validation](#)
- [WorkSource System Policy 1009 Revision 1 - Priority of Service for Veterans and Eligible Spouses](#)
- [WorkSource System Policy 1019, Revision 2 - Eligibility Guidelines and Documentation Requirements](#)
- [WIOA Title I Policy 5403 - Records Retention and Public Access](#)
- [WorkSource Information Notice \(WIN\) 0027 Change 2 - WIA001 Report and Discontinued Use of UI Guide Screens](#)

- [WorkSource Information Notice \(WIN\) 0041 - Address Confidentiality Program](#)
- [SAWDC Policy: WIOA Eligibility & Documentation Requirements](#)
- [SAWDC Policy: Management of Medical and Disability-Related Information](#)
- [SAWDC Policy: Priority of Service for Veterans and Eligible Spouses](#)

1. Alignment of Wagner-Peyser and WIOA Title 1 Services

1.1. Purpose

The underlying notion for the One-Stop system is the coordination of fully integrated programs, services and governance structures so that a job seeker has access to a seamless system of workforce investment services. This intent is accomplished through the establishment of common services that are consistent across federally funded workforce development programs. In addition, DOL/ETA has furthered its integration efforts by establishing common performance metrics ([TEGL 17-05](#)) and developing an integrated performance reporting system (WISPR).

The SAWDC and Washington State encourage the utilization of a common intake, case management, and job development system in order to take full advantage of the One-Stop potential for efficiency and effectiveness. WIOA Title I programs and Wagner-Peyser are mandated to provide the same set of career services found at WIOA Section 134(c)(2)(A). There is a natural alignment of service delivery under Wagner-Peyser since all individuals are eligible for these services.

NOTE: Personal records of WIOA registrants will be private and confidential, and will not be disclosed to the public. Refer to 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 03-15](#) identifies the services that fall under the basic, individualized, and follow-up categories.

Per proposed 20 CFR 680.120 and 680.130 and TEGL 03-15, 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 Wagner-Peyser labor exchange services fall under the category of Basic Career Services and must be provided in coordination with other one-stop center partners. Wagner-Peyser staff can also provide Individualized Career Services in coordination with other one-stop center partners. Although Labor Exchange 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., SKIES and SSMS (or their successors) registration require customer attestation to legal entitlement to work in the U.S.

In addition to universal access under Labor Exchange, basic self-service and informational career services can be provided universally 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 (in addition to Wagner-Peyser) to ensure seamless service delivery in the One-Stop Center to minimize referrals and to ensure leveraging of resources between programs.

Per proposed 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 [Services for Veterans – 4030](#).

All Wagner-Peyser funded services must be provided by state merit staff as per proposed 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 proposed 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 (proposed 20 CFR 680.220 and TEGL 03-15).

Per WIOA Section 134(c)(3)(A)(iii), proposed 20 CFR 680.220, and TEGL 03-15, 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;
- 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
Category 2	An English language learner
Category 3	An offender
Category 4	A homeless individual (as defined in Section 41403(6) of the Violence

	Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement.
Category 5	Pregnant or parenting
Category 6	A youth who is an individual with a disability
Category 7	<p>An individual who requires additional assistance to complete an educational program or to secure or hold employment.</p> <p>SAWDC locally defines additional assistance as:</p> <ol style="list-style-type: none"> a. Personal/family substance abuse b. Gang involved/affiliated/affected c. Lacking affordable housing d. Victim of domestic violence/sexual or child abuse e. Identified social adjustment or mental health issue(s) f. Lacking a significant or positive work history g. Individual or member of a family that recently exhausted TANF benefits h. Individual who is at-risk of dropping out of school, as defined as: <ul style="list-style-type: none"> • One or more grade levels below the age-appropriate grade; • Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age; • Has at any time been a school dropout or is not attending school consistently; or • 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. <p>OTHER additional assistance for education or employment not listed can be submitted to the Spokane Area Workforce Development Council (SAWDC) for consideration of approval prior to program participation.</p>

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 law¹;
- 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 ²
Category 2	A youth who is within the age of compulsory school attendance ³ , 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 <u>and</u> is basic skills deficient <u>or</u> an English language learner
Category 4	An individual who is subject to the juvenile or adult justice system
Category 5	A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement
Category 6	Pregnant or parenting
Category 7	A youth who is an individual with a disability
Category 8	<p>A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment</p> <p>SAWDC locally defines additional assistance as:</p> <ol style="list-style-type: none"> a. Having one or more disabilities, including learning disabilities b. Personal/family substance abuse c. Gang involved/affiliated/affected d. Lacking affordable housing e. Victim of domestic violence/sexual or child abuse f. Identified social adjustment or mental health issue(s) g. Lacking a significant or positive work history h. Individual or member of a family that recently exhausted TANF benefits <p>OTHER additional assistance for education or employment not listed can be submitted to the Spokane Area Workforce Development Council (SAWDC) for consideration of approval prior to program participation</p>

¹ The state's dropout reengagement program authorized under [RCW 28A.175.100](#) provides educational opportunities and access to services to older youth ages 16 to 21 who have dropped out of high school or are not accumulating sufficient credits to reasonably complete a high school diploma in a public school before the age of 21 and are *unlikely to re-engage in education by re-enrolling in a traditional or even alternative high school*. While related [RCW 28A.175.110](#) states that youth in this program are regularly enrolled students of the school district in which they are enrolled, the State finds that the intent of enrollment was to allow schools with dropout reengagement programs authorized under RCW 28A.175.100 to use basic education funds to serve dropouts and that youth in this program are not attending school as defined under state law for the purposes of WIOA eligibility determinations.

² Per WIOA Section 3(54), 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 Per RCW 28A.225.010, the age of compulsory school attendance in Washington is eight (8) years of age to under 18 years of age. For the purpose of WIOA out of school youth, that encompasses 16-17 year olds.

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 proposed 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.

Proposed 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 proposed 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.

Refer to Section 5.6 and SAWDC Income Policy W400 for more information.

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 proposed 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).

For an overview of eligibility criteria and documentation requirements refer to Section 6.

3.2. Priority for Services under the Adult Program

Priority selection is established for, and the SAWDC targets, certain populations in accordance with WIOA Section 134(c)(3)(E) and proposed 20 CFR 680.600 and 20 CFR 680.640. These targeted populations must first meet the eligibility requirements for the adult program.

The matrix below describes the order and rationale for prioritization based on the requirements in WIOA Section 134(c)(3)(E), proposed 20 CFR 680.600, proposed 20 CFR 680.640, [TEGL 10-09](#), and WorkSource System Policy 1009 Revision 2 – Priority of Service. For purposes of this section, the term “covered person(s)” refers to veterans and eligible spouses per priority of service for veterans.

Priority requirements for the WIOA Title I adult program are as follows:

Priority	Mandatory Priority Group	Explanation
First	Covered persons (veterans and eligible spouses) who are low-income, recipients of public assistance, or basic skills deficient.	Guidelines for serving covered persons (SAWDC Policy: Priority of Service for Veterans and Eligible Spouses) apply within the mandatory priority criteria of low-income, public assistance, or basic skills deficient.
Second	Individuals (non-covered persons) who are low-income (may include unemployed individuals), recipients of public assistance, or basic skills deficient.	The mandatory priority criteria (low-income / public assistance / basic skills deficient) have preference over covered persons (veterans and eligible spouses) who do not meet the mandatory priority criteria.
Third	Covered persons (veterans and eligible spouses) who are <u>not</u> low-income and <u>not</u> basic skills deficient.	Guidelines for serving covered persons SAWDC Policy: Priority of Service for Veterans and Eligible Spouses apply in the third category (individuals who are not low-income / public assistance recipients / basic skills deficient).
Fourth	The SAWDC gives fourth priority to individuals with income under 175 percent of poverty as indicated in the SAWDC Income Guidelines policy #W400 and 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.	LWDBs (in consultation with Chief Elected Officials) may establish additional priority groups for priority for services beyond minimum adult eligibility (WorkSource Policy 1019, Revision 1 - Section 3.e – Local Responsibilities).

NOTE: An adult with a disability can be considered a family of one for low-income determinations (refer to Section 5.6.2).

According to proposed 20 CFR 680.120, 680.130, and 680.210, the above priority requirements do not necessarily mean that only the recipients of public assistance and other low-income individuals can receive WIOA adult funded career and training services. The SAWDC may choose to serve other eligible individuals who are not recipients of public assistance, other low-income, or basic skills deficient after first serving eligible individuals who meet the established priority selection criteria.

Priority Selection for Career Services and Training Services Funded with WIOA Statewide (10%) Discretionary Grants/Contracts

For purposes of WIOA statewide (10%) 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 above, recipients of WIOA 10% discretionary grants and contracts will continue to provide priority selection of veterans for career and training services as required under P.L. 107-288 “Jobs for Veterans Act” and in alignment with WorkSource Policy 1009 Revision 2. In applying this policy to 10% funded projects, veterans who are unemployed and/or low-income, have priority over all other individuals served under these projects.

NOTE: WIOA 10% 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 eligibility criteria and 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. 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	
1. General Dislocation	<input type="checkbox"/>	1.1 An individual who was terminated, laid off, or received a notice of termination or layoff. AND
	<input type="checkbox"/>	1.2 Is determined unlikely to return to previous industry or occupation (see Definitions above); AND
	<input type="checkbox"/>	1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; OR
	<input type="checkbox"/>	1.3.2 Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration (see Definitions above).
2. Dislocation from Facility Closure / Substantial Layoff	<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; OR
	<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.

[TEGL 22-04](#) states that a discharge from the military under honorable circumstances meets the “termination” criterion. A DD-214 form is the most common documentation used to determine discharge status.

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 WIOA Dislocated Worker services and funds, they would not be considered ‘veterans’ for the purposes of DOL reporting.

For the purposes of serving still-active transitioning service members under the “notice of termination or layoff” eligibility criterion, documentation must align with the DEV requirement for “Date of Actual Qualifying Dislocation” (refer to Handbook Section 6).

The SAWDC has established a designated timeframe of up to 12 months prior to planned separation during which 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.

4.2.2. Spouses of Military Service Members (Dislocated Worker - Category 6)

Refer to Section 6 for an overview of eligibility criteria and documentation requirements. [TEGL 22-04 Change 1](#) provides clarification and flexibility to serve spouses of military service members (military spouses) under the Dislocated Worker Program. DOL affords the SAWDC significant flexibility to serve military spouses. [TEGL 22-04](#) clarifies that the term “military spouse” includes individuals who are married to active duty service members, including National Guard or Reserve personnel on active duty, and surviving spouses of active duty service members who lost their lives while on active duty service in combat-related areas (e.g. Afghanistan or Iraq). Refer to Section 6.7 for guidance related to Washington’s Marriage Equality Act.

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

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

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

A military spouse can also be served as Dislocated Worker if he/she meets the definitional requirements for Displaced Homemaker (see definition).

4.3. [Reserved]

4.4. 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 self-sufficient employment, or as specified in the individual employment plan (IEP).

Typically, stop-gap employment will pay less than the individual's wage of self-sufficiency. Self-sufficiency for Dislocated Workers is defined by the SAWDC as employment which provides the worker a wage that is equal to or greater than 90% of his/her wage at the time of separation. However, there may be specific circumstances where stop-gap employment does provide a self-sufficient wage but is not considered permanent employment that leads to self-sufficiency, e.g. contract employment or employment obtained through a temporary employment services agency. Additionally, the special needs of individuals with disabilities or other barriers to employment should be taken into account when determining if employment leads to self-sufficiency. These circumstances should be looked at on a case-by-case basis.

An otherwise eligible dislocated worker remains eligible if either prior to or during DW participation, stop-gap employment is obtained for the purpose of income maintenance. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the self-sufficient income. If, at any time, an individual obtains employment that meets the SAWDC's definition of self-sufficiency, including a scenario where the employment period exceeds SAWDC-established criteria for temporary employment, then that position would be considered the self-sufficient 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 1 programs is required. The SAWDC requires 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 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 SAWDC 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.

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

Males 25 Years and Under

Before being enrolled in WIOA Title 1 services, all males who are not registered with the

Selective Service and have not reached their 26th birthday must register through the [Selective Service 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. male on a valid non-immigrant visa). Males turning 18 while participating in WIOA Title 1-funded services must complete Selective Service registration no later than 30 days after becoming 18 in order to continue to receive WIOA Title 1 services. Males between 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOA Title non-immigrant services until registered.

If a youth has failed to provide verification of Selective Service registration within 30 days of his 18th birthday, **services must be suspended** (i.e. on the 31st day after his 18th birthday). The SAWDC

must stop providing services to a participant who has not met the Selective Service registration requirement until the requirements are met.

Males 26 Years and Over

Before enrolling in WIOA Title 1 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.

Determining Knowing and Willful Failure to Register

[TEGL 11-11, Change 2](#) provides the SAWDC 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 SAWDC 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.

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. Priority of service entitles eligible veterans or spouses to enrollment and services before eligible non-covered persons. For additional guidance on Priority of Service refer to the SAWDC WorkSource System Policy: Priority of Service for Veterans and Eligible Spouses and [TEGL 3-15](#). 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.

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.

Providing 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 customers. 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.

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. WIA001 Report and Disallowed Use of UI GUIDE Screen Prints

[WIN 0027 Change 1](#) provides information on the use of the *WIA001 – For WIA Eligibility and Claims Data* report and to further clarify that, effective July 15, 2011, unemployment insurance claim screens (UI GUIDE screen prints) should no longer be used to determine program eligibility. Note: This information will be available in Unemployment Tax and Benefit (UTAB) system, which is being developed as the successor to GUIDE. Staff can use printouts of unemployment insurance information provided by UI claimants who have Secure Access Washington (SAW) accounts that allow them to access and view their UI claim information on-line.

5.6. Income Guidelines, Verification and Family Size

5.6.1. Income Guidelines

The SAWDC maintains an Income Guidelines Policy (W400 – Income Guidelines) to evaluate income status as compared to the Federal Poverty Guidelines and Lower Living Standard Income Levels (LLSIL). This tool, as well as determining includable income over the last 6 months, family size, and

dependent status (defined below), is used to help determine income status for relevant WIOA Title I programs. Income status is defined as follows:

- Low-income: an individual whose includable family income (see family size, below) is less than the higher of the two income guidelines, either the Federal Poverty Guideline or 70% of the LLSIL.
- 175% of Poverty (4th Priority Adult only): an individual whose includable family income (see family size, below) is less than 175% of the Federal Poverty Guideline.

NOTE: Income verification 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.

5.6.2. Income Verification

Using the definition of low-income at WIOA Section 3(36), the SAWDC has established what is included or excluded as income in Section 8 of this handbook. While the SAWDC has defined these includable and excludable income lists, it is not all-inclusive and may be added to as necessary. For items not on the list, contact the SAWDC for guidance on any additional income sources. To determine whether an individual is low-income under the definition at WIOA Section 3(36), it is also necessary to consider family size and family income.

NOTE: Unemployed individuals do not automatically meet SAWDC parameters regarding low-income. The intent is to prioritize services to individuals based on family income.

5.6.3. 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 5.7 for guidance related to the impact of Washington’s Marriage Equality Act.

NOTE: Based on WIOA Section 3(36)(vi) and proposed 20 CFR 681.280, an individual with a disability whose own income meets the income criteria of WIOA section 3(36)(A)(ii)(I) or 3(36)(A)(ii)(II) may be considered low-income even if the family of the disabled individual does not meet the income eligibility criteria.

5.6.4. 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”
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	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 dependants criteria as identified by the SAWDC:

- (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 SAWDC 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 dependant status of the individual

5.7. 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).

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 06-14](#) 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 regards to income, multiple income documents may be needed to establish low-income or 4th priority status for the Adult program. In regards to self-employment, self-attestation in addition to one other verification document is required.

Self-attestation

The self-attestation column indicates whether or not the corresponding documentation list allows self-attestation. To ensure properly documented customer self-attestation, the SAWDC strongly encourages local recipients to use the self-attestation forms provided in Section 9 of this Handbook. The SAWDC and DOL further recommends that staff document the reason for using self-attestation in case notes.

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.

Criteria	Eligibility Requirement For:					Documentation Requirement	Self-Attestation
	W-P	ISY	OSY	Adult	DW		
Citizen / Legally Entitled to Work in the U.S.	N/A	✓	✓	✓	✓	<ul style="list-style-type: none"> Accepted I-9 Documentation, such as: driver’s license / ID card along with Social Security card. Note: for more information on employment eligibility guidance and alignment with I-9 documentation please see M-274, Instructions for Completing Form I-9	No
Age	N/A	✓	✓	✓	N/A	DRVS 3 - Date of Birth: <ul style="list-style-type: none"> Driver’s license; Baptismal record; Birth certificate; DD-214; Report of Transfer or Discharge paper; Federal, state or local ID card; 	No

						<ul style="list-style-type: none"> • Passport; • Hospital record of birth; • Public assistance/social service records; • School records or ID cards; • Work permit; • Cross match with Department of Vital Statistics (Department of Health's Center for Health Statistics); or • Tribal records. 	
Selective Service Registration ¹	N/A	✓ ²	✓ ²	✓	✓	<p>TEGL 11-11 Change 2:</p> <ul style="list-style-type: none"> • Selective Service acknowledgement letter; • Form DD-214 "Report of Separation"; • Screen printout of the Selective Service Verification site; • Selective Service Registration Card; Selective Service Verification (Form 3A); or • Stamped Post Office Receipt of Registration. 	No
Low Income ³	N/A	✓	✓	N/A	N/A	<p>DRVS 20, 21, or 22 for Adult.</p> <p><u>DRVS 20 - Low Income:</u></p> <ul style="list-style-type: none"> • Alimony Agreement; • Applicant Statement; • Award letter from veteran's administration; • Bank statements; • Compensation award letter; • Court award letter; • Pension statement; • Employer statement/contact; • Family or business financial records; • Housing authority verification; • Pay stubs; • Public assistance records; • Quarterly estimated tax for self-employed persons; 	Yes (only for 20)

¹ 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.

² 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).

³ Income as an eligibility requirement for the Adult program is determined by the SAWDC 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.

					<ul style="list-style-type: none"> • Social Security benefits, or • UI documents (including WIA001 Report) <p><u>DRVS 21 - TANF:</u></p> <ul style="list-style-type: none"> • Cross- match with TANF public assistance records <p><u>DRVS 22 - Other Public Assistance Recipient:</u></p> <ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check; • Medical card showing cash grant status; • Public assistance records; • Refugee assistance records; or • Cross- match with public assistance database 	
Youth Program – Out-of-School	Category 1				<p><u>DRVS 35 - School Status at Participation:</u></p> <ul style="list-style-type: none"> • Self-attestation; • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation); • WIOA intake or registration form; or • State MIS 	Yes
	Category 2				DRVS 35 (refer to list above)	Yes
	Category 3				<p><u>DRVS 50 - Basic literacy skills deficiency:</u></p> <ul style="list-style-type: none"> • Standardized assessment test(s); • School records; or • Case notes 	No
	Category 4				<p><u>DRVS 42 - Offender:</u></p> <ul style="list-style-type: none"> • Self-attestation; • Documentation from juvenile or adult criminal justice system; • Documented phone call with court or probation representatives; or • WIOA intake or registration form. 	Yes
	Category 5				<p>DRVS 41 (homeless / runaway youth) or DRVS 51 (foster care)</p> <p><u>DRVS 41 - Homeless individual and/or runaway youth:</u></p> <ul style="list-style-type: none"> • Self-attestation; • Written statement from an individual providing residence, shelter or social service agency; or 	Yes (only for 41)

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

				services agency, or	
				<ul style="list-style-type: none"> Case notes 	
		Category 5		<u>DRVS 48 – Pregnant or Parenting Youth:</u> <ul style="list-style-type: none"> Self- attestation; Copy of child's birth certificate; Baptismal record; Observation of pregnancy status; or Doctor's note confirming pregnancy. 	Yes
		Category 6		DRVS 49 (refer to list below)	Yes
		Category 7		<u>DRVS 49 - Youth who needs additional assistance:</u> <ul style="list-style-type: none"> Self- attestation; Individual service strategy; Case notes; WIOA intake or registration form; or State MIS 	Yes
Dislocated Worker Program	General Dislocation (Category 1)	Layoff / Termination (1.1)		<u>DRVS 47 - Date of Actual Qualifying Dislocation:</u> <ul style="list-style-type: none"> Self-attestation; Verification from employer; Rapid Response list; Notice of layoff; or Public announcement with cross-match with UI (WIA001 Report) 	Yes
		Unlikely To Return (1.2)		<ul style="list-style-type: none"> Self-attestation LMI showing occupation in decline or lack of required education; Wage analysis –wage of previous occupation is significantly higher than local LMI indicates Job postings showing lack of education / experience (minimum of 3 postings required); Long-term unemployed – 27+ weeks dislocation (see criteria 1.1 for acceptable documentation); Physical/mental restriction – medical records or physician's statement; or Legal restriction – WIA application indicating criminal history; 	Yes
Dislocated Worker Program	General Dislocation (Category 1)	UI Eligibility	Eligible For / Exhausted (1.3.1)	<ul style="list-style-type: none"> Self-attestation WIA001 report showing earnings; UI Stub; Print out of UI direct deposit; or 	Yes

			Attachment to Workforce (1.3.2)	<ul style="list-style-type: none"> • Self-attestation • WIA001 Report displaying monetarily ineligible or lack of hours; • UI Determination Letter showing lack of hours worked to be eligible; • Verification from employer that business is exempt from UI; 	Yes
	Dislocation from Facility Closure / Substantial Layoff (Category 2)			DRVS 47 (refer to list above)	Yes
	Self-Employed Dislocation (Category 3)			DRVS 47 (self-attestation only) <ul style="list-style-type: none"> • Self-attestation 	Yes (self-attestation is required)
	Displaced Homemaker (Category 4)			<u>DRVS 46 - Displaced Homemaker:</u> <ul style="list-style-type: none"> • Self-attestation; • Public assistance records; • Court records; • Divorce Papers; • Bank records; • Spouse's layoff notice; or Spouse's death record 	Yes
	Dislocated Military Service Member (Category 5)			DRVS 47 ⁴ (refer to list above) or a DD-214	Yes
	Spouse of Military Service Member (Category 6)			DRVS 47 (refer to list above) or spouse's DD-214	Yes

⁴ 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. SAWDC WIOA Title I Program Registration and Enrollment Procedures

7.1. General WIOA Registration and Enrollment Requirements

When an individual seeks more than minimal assistance in taking the next step towards self-sufficient employment, the person must be registered and eligibility must be determined. Registration is the process for collecting information to support a determination of eligibility for WIOA Title I 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 WIOA title I financially assisted aid, benefits, services, or training, and who has signified that interest by submitting personal information in response to a request from the service provider.

To receive staff-assisted services, beyond self-service or informational activities, an individual must be registered, determined eligible, and enrolled in a WIOA Title I program.

Participation in a WIOA Title I program officially begins when the individual has been determined eligible for program services and has received or is receiving a WIOA service, such as a career service, other than self-service or informational service, 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 (SKIES or its successor) is utilized as the local record keeping system. Registration and enrollment data shall be documented in individual participant files and the State MIS for WIOA programs.

7.2. Youth Program Registration and Enrollment Requirements

There is no self-service concept for the WIOA youth program and every individual receiving services under WIOA youth must meet ISY or OSY eligibility criteria and formally enroll in the program. WIOA defines enrollment as the collection of information to support an eligibility determination and participation in any one of the 14 program elements. Additionally, WIOA Youth program participation requires the following:

- an objective assessment that includes a review of the academic and occupational skill levels of the individual, as well as the service needs, for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy;
- An individual service strategy that is directly linked to one or more indicators of performance described in WIOA sec. 116(b)(2)(A)(ii), that identifies appropriate career pathways that include education and employment goals, that considers career planning and the results of the objective assessment, that prescribes achievement objectives and services for the participant, and that is updated as needed;
- Case management of the participant, including follow-up services.

7.3 Adult and Dislocated Worker Program Registration and Enrollment Requirements

Registration and Enrollment for Adults and Dislocated Workers occurs when a individual seeks staff-assisted services beyond self-service or informational activities. Additionally, WIOA Adult and Dislocated Worker program participation requires an Individua Employment Plan that identifies the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services, and career pathways to attain career objectives.

7.4. SAWDC Eligibility Documentation Procedure

WIOA program operators 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 below.

To enroll an individual into a WIOA funded activity, program operators shall follow these steps to ensure that a correct determination has been:

1. Gather application, supporting documentation, and obtain signatures as appropriate.
2. Complete a Self-Sufficiency Calculator report, including a test wage based on occupational goal (Adult and Dislocated Worker applicants residing in Washington State only).

3. Complete the *Eligibility Criteria Form* for the appropriate program (see attachments), check eligibility status and sign.
4. A staff person, other than the one who determined initial eligibility, reviews the application, supporting documentation, self-sufficiency calculator report (if applicable) and the Eligibility Criteria Form to validate whether a correct determination has been made. This reviewer verifies eligibility and signs.

The signed application, copies of supporting documentation, the self-sufficiency calculator report (if applicable), and the signed eligibility criteria form must be included in a participant's physical and/or electronic file.

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.

The 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 SAWDC 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.

7.5. Program Exit

Once an individual is enrolled in a WIOA Title I 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 goals established in their IEP or ISS. 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.

7.6. 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 file:

- WIOA Application for Services, signed by applicant
- WIOA Registration Form, signed by applicant and staff (from State MIS)
- Copies of all supporting documentation used for eligibility determination
- Self-Sufficiency Calculator report (Adult & Dislocated Worker only)
- Equal Employment Opportunity Participant Form
- Summary of Rights and Complaint and Grievance Procedures
- 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 SAWDC has established income verification and defined what is included or excluded as income. While the SAWDC 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 SAWDC 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.	Social Security Disability (SSDI) Insurance payments (Title II of the Social Security Act, Federal Old-Age, Survivors and Disability Insurance). SSDI pays benefits to individuals that have worked in the past, paid Social Security taxes and are currently unable to work for a year or more because of a disability. SSDI is considered income replacement.

Excluded Income

1.	Regular payments from Old-Age, Survivors and Disability Insurance (OASI) benefits received under Section 202 of the Social Security Act.
2.	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.
3.	Public cash assistance, e.g., TANF, emergency assistance, general relief, supplemental security income- SSI.
4.	Needs-based 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).
5.	Child support payments.
6.	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.
7.	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.
8.	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.
9.	Capital gains and losses.
10	Assets drawn down as withdrawals from a bank and IRA withdrawals.
11.	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
12	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)).
13	Cash payments received under Title V of the Older American's Act.
14.	Payments received under the Trade Readjustment Act of 1974.
15	Job Corps payments.
16	U. S. Housing and Urban Development (HUD) rental assistance subsidies.
17.	Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparent Program, YouthWorks/AmeriCorps Programs and Retired Senior Volunteer Program.
18	Foster child care payments.
19	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 WIA eligibility determination.

9. Self-Attestation and Applicant Statement Forms

You can download these forms on the SAWDC website under WIOA Title I policies.

WIOA Title I Youth Self-Attestation & Applicant Statement Form			
Applicant Information:			
Last Name:	First Name:	Middle Initial:	
Address:	City:	State:	Zip:
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)			
1. Note: The SAWDC makes local determinations regarding income verification and what is included or excluded as income (see SAWDC Policy W401 Rev 3, Attachment A – Eligibility Policy Handbook).		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Applicant Statement:			
Individuals applying for WIOA services may self-attest to the information below:			
2. Have you dropped out of school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you homeless or did you run away from home?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you pregnant or currently parenting a child?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you an offender?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you an individual with a disability?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require additional assistance due to a reason not listed above? (Locally established criteria for "Requires Additional Assistance" may allow for self-attestation, see SAWDC Policy W401 Rev 3, Attachment A – Eligibility Policy Handbook).			
7.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explanation:			
Applicant Certification:			
<i>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.</i>			
SIGNATURE OF APPLICANT		DATE	
X			
Staff Verification Statement:			
<i>I certify that the individual whose signature appears above provided the information recorded on this form.</i>			
SIGNATURE OF STAFF		DATE	
X			

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WIOA Title I Adult Applicant Statement Form

Applicant Information:

Last Name:	First Name:	Middle Initial:	
Address:	City:	State:	Zip:

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 SAWDC makes local determinations regarding income verification and what is included or excluded as income (see SAWDC Policy W401 Rev 3, Attachment A – Eligibility Policy 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

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WIOA Title I Dislocated Worker Self-Attestation Form

Applicant Information:

Last Name:	First Name:	Middle Initial:	
Address:	City:	State:	Zip:

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 No
2. Are you eligible for or have you exhausted unemployment compensation since termination or layoff? Yes No
3. Are you **not** 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 No
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 No

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 No
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 No
7. Were you self-employed, but are unemployed as a result of general economic conditions in the community in which you reside? Yes No
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 No

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

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	

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