



WIOA ELIGIBILITY DOCUMENTATION REQUIREMENTS

Workforce Innovation and Opportunity Act Policies and Procedures

POLICY #: W401, Revision 2

Effective Date: March 1st, 2016

Purpose

To communicate revised eligibility guidelines and documentation requirements for the Wagner-Peyser and Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker programs.

Note: This policy and attached Handbook may be revised subject to additional DOL guidance, WIOA Final Rules and WIOA-compliant Data Element Validation (DEV) requirements.

Background

This integrated WIOA eligibility policy includes an eligibility and documentation “Handbook” that details specific WIOA Title I Youth, Adult, and Dislocated Worker program eligibility criteria and incorporates supplemental guidance specific to WIOA Title I programs.

The Handbook identifies acceptable documentation of various eligibility criteria that align with WIA data element validation (DEV) requirements as of the issuance of TEGL 06-14. The Handbook will be updated and revised accordingly when DEV requirements for WIOA are issued by the U.S. Department of Labor (DOL).

Policy

Program Eligibility

This policy addresses eligibility requirements for Wagner-Peyser and WIOA Title I Adult, Dislocated Worker, and Youth programs. Program eligibility requirements are detailed in the attached handbook.

Data Element Validation and Documentation Requirements

Workforce development boards are required to maintain adequate documentation to ensure credibility of eligibility determinations and to support DEV requirements in alignment with this policy and WorkSource Policy 1003 – Data Element Validation.

DOL/ETA 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 Employment Security Department (ESD) to align WIOA program eligibility documentation with existing DEV documentation requirements for any eligibility components that are included under DEV (refer to handbook Sec. 6). Aligning these requirements will increase efficiencies and ensure DEV requirements are met (for eligibility components) at the time of participant enrollment. In this way, eligibility documentation will support future data validation efforts.

In addition to the alignment described above, there are other eligibility components not addressed by DEV. ESD has aligned its policy with additional documentation requirements provided by DOL (e.g., Selective Service Registration) and the State (e.g., Unemployment Insurance), and ESD has established eligibility documentation requirements for additional eligibility components that are not addressed by DOL (e.g., citizenship / legally entitled to work).

Self-Attestation

It is the policy of ESD to allow workforce development boards to utilize self-attestation as a minimum documentation requirement for where permissible per federal guidance (i.e., DEV requirements in [TEGL 06-14](#) or Selective Service documentation requirements in [TEGL 11-11](#) Change 2) or state law (e.g., the requirements governing Unemployment Insurance eligibility determination). The SAWDC will allow the use of self-attestation only as outlined in the attached handbook.

The SAWDC and its subcontractors will use the self-attestation forms provided in the attached handbook. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or this policy will result in potential disallowed costs. Properly documented self-attestation will serve as documentary evidence of eligibility determination and will not, in and of itself, warrant disallowed cost findings through annual program monitoring.

DEFINITIONS:

For a complete list of definitions, refer to the Eligibility Policy Handbook listed as Attachment A.

ATTACHMENTS:

- Eligibility Policy Handbook (Attachment A)
- SAWDC Income Guidelines (Attachment B)
- Eligibility Criteria Forms (for Adult, or Dislocated Worker, and Youth)

REFERENCE:

- WorkSource System Policy 1019, Revision 2 - Eligibility Guidelines and Documentation Requirements
- 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

SUPERSEDES:

- Spokane Workforce Development Council Policy #W401

Revision History: New policy March 2014; updated June 2015; updated February 2016