The Spokane WorkSource System is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
DOL mandates annual DEV to assess the accuracy of reported participant data through specific documentation requirements. A number of the data elements validated through this process pertain to program eligibility.

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

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

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

d. **Self-attestation**

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

To ensure properly documented self-attestation, the SWC requires service providers to use the self-attestation forms provided at the end of this handbook or through the self-attested data provided by an individual through a signed and dated electronic form in the state's MIS. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or guidance, or this policy, may result in disallowed costs. Properly documented self-attestation serves as evidence of eligibility determination and does not, by itself, warrant disallowed cost findings. Properly documented self-attestation does not, by itself, preclude disallowed cost findings if it is determined during monitoring, reviews, or audits that the attestation was false.

**Under SWC Policy WS815, R2 – Co-enrollment and Integrated Service Delivery**, service providers can utilize self-attestation to document participant age and registration for Selective Service (as applicable) for the purposes of eligibility determinations for WIOA Adult and Dislocated Worker programs so long as those individuals are provided basic career services only. **ESD WS System Policy 1019, R4** allows service providers to utilize self-attestation for low-income status so long as those individuals are provided basic career services only. If those participants subsequently pursue individualized career, training, or supportive services, these data elements must be validated using the corresponding list of criteria prior to service delivery.

e. **Local program and documentation requirements**

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

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

f. **Local responsibilities**

Service providers are responsible for establishing local policies and procedures that align with this policy and the attached handbook. Service providers must also address the following components at the local level:
i. **Record keeping system:** Service providers must utilize WST as the local record keeping system used to access and manage records of WIOA Title I eligibility determinations and DEV, including applicants who are determined not eligible for WIOA Title I services. This system can be electronic or paper-based or a combination of both. The SWC encourages service providers to utilize electronic record keeping systems wherever possible; and

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

### 4. Action Required

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

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

### 5. References

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

### 6. Supersedes

- SWC Policy #WS816

### 7. Attachments

- Attachment B – SWC Income Guidelines
- Attachment C – Spokane WorkSource Services Catalog

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Revision History:

- #WS816 R1 – Mar 2019
- #WS816 – Nov 2018
- #W401, R2 – Feb 2016
- #W401, R1 – Jun 2015
- #W401 – Mar 2014