

Dislocated Worker Eligibility Criteria Guide for Individualized Career and Training Services

A. General Eligibility Requirements

Requirement	Criteria	Source Documentation
1. Eligible to Work	<input type="checkbox"/> An individual legally entitled to work in the United States.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> I-9 or accepted I-9 documentation combinations. See I-9 handbook for guidance.
2. Selective Service Registration	<input type="checkbox"/> Must be registered, or exempt from registering, with the U.S. Selective Service system. With only a few exceptions, the Selective Service Registration requirement applies to all male U.S. citizens and male aliens living in the U.S. who are 18 through 25. All men born <u>on or after</u> January 1, 1960 are required to register. Not applicable to females or males born prior to 1960.	<input type="checkbox"/> Selective Service acknowledgement letter <input type="checkbox"/> Form DD-214 "Report of Separation" <input type="checkbox"/> Selective Service Verification site <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> SWC Selective Service exception letter <input type="checkbox"/> Not applicable. Reason: _____

B. Dislocated Worker Eligibility (choose only one category)

Category	Criteria	Source Documentation
1. General Dislocation	<input type="checkbox"/> 1.1 An individual who has been terminated or laid off, who has received a notice of termination or layoff, or who is the spouse of a member of the Armed Forces and who has lost employment as a result of the spouse's discharge from the military; AND	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Verification from employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of layoff UI good cause voluntary quits only <input type="checkbox"/> Separation determination letter <input type="checkbox"/> UI correspondence from ESD
	<input type="checkbox"/> 1.2 Is determined unlikely to return to previous industry or occupation as defined in SWC Policy WS816 R3, Attachment A – WorkSource Services & Program Eligibility Handbook; AND	<input type="checkbox"/> Self-attestation <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> Labor market information <input type="checkbox"/> Wage analysis <input type="checkbox"/> Job postings
	<input type="checkbox"/> 1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; OR <input type="checkbox"/> 1.3.2 Has performed labor in any occupation working two full pay periods or one month but is 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.	Use the following list for Criteria 1.3.1 and 1.3.2 <input type="checkbox"/> Self-attestation <input type="checkbox"/> State MIS <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> Official report from a state UI system <input type="checkbox"/> UI stub <input type="checkbox"/> Print out of UI direct deposit
2. Dislocation from Facility Closure / Substantial Layoff	<input type="checkbox"/> 2.1 An individual who has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise as defined in SWC Policy WS816 R3, Attachment A – WorkSource Services & Program Eligibility Handbook; OR	Use the following list for Criteria 2.1 and 2.2 <input type="checkbox"/> Self-attestation <input type="checkbox"/> Verification from employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of layoff Note: documentation of substantial layoff must include percentage or number of employees laid off within 30 days of dislocation.
	<input type="checkbox"/> 2.2 An individual who is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.	
3. Self-employed Dislocation	<input type="checkbox"/> An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters as defined in SWC Policy WS816 R3, Attachment A – WorkSource Services & Program Eligibility Handbook.	<input type="checkbox"/> Self-attestation

4. Displaced Homemaker	<input type="checkbox"/>	<p>4.1 An individual who has been dependent on the income of another family member and is no longer supported by the income of that family member and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment;</p> <p>OR</p>	<input type="checkbox"/> Self-attestation <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> Divorce or applicable court records <input type="checkbox"/> Spouse's layoff or termination notice <input type="checkbox"/> Spouse's death record <input type="checkbox"/> Bank records showing financial dependence of spouse
	<input type="checkbox"/>	<p>4.2 Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service connected death or disability of the member and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<input type="checkbox"/> Self-attestation
5. Dislocated Military Service Member	<input type="checkbox"/>	<p>A non-retiree military service member who was discharged or released from service under other than dishonorable or has received a notice of military separation as defined in SWC Policy WS816 R3, Attachment A – WorkSource Services & Program Eligibility Handbook.</p>	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Notice of separation (notice of layoff) <input type="checkbox"/> Rapid Response list <input type="checkbox"/> DD-214 (notice of layoff)
6. Spouse of Military Service Member	<input type="checkbox"/>	<p>6.1 The spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;</p> <p>OR</p>	<input type="checkbox"/> Self-attestation <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> Verification from employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Spouse's permanent change of station orders
	<input type="checkbox"/>	<p>6.2 The spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<input type="checkbox"/> Self-attestation

C. Required Registration Documents

Requirement	Source Documentation
1. Nondiscrimination – Notice of Rights & Complaint Process - Equal Opportunity is the law Form	<input type="checkbox"/> Documented that participant has been notified of rights and process
2. Summary of Rights and Complaint and Grievance Procedures Form	<input type="checkbox"/> Documented that participant has been notified of rights and process
3. Veteran Priority (if applicable) – Dislocated military service members, veterans and other covered persons are eligible for Priority of Service (POS) as described in WorkSource System Policy 1009 Rev 1.	<input type="checkbox"/> DD-214 for veteran or veteran of eligible spouse <input type="checkbox"/> Crossmatch with Department of Defense records <input type="checkbox"/> Cross match with Veteran's service database <input type="checkbox"/> A letter from the Veteran's Administration