



1. Background

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

2. Definitions

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

3. Policy

a. Service provider accountability

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

b. Program eligibility

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

c. Self-attestation

It is the policy of the Spokane Workforce Council (SWC) for service providers to utilize self-attestation as the primary method of documentation for all WIOA programs where allowed by federal guidance or state law ([Employment Security Department \(ESD\) Policy 1023 R1](#) and [SWC Policy WS815 R2](#)). The acceptable uses of self-attestation are outlined in the attached handbook.

To ensure properly documented self-attestation, the SWC requires service providers to use the self-attestation forms provided with this policy or through the self-attested data provided by an individual through a signed and dated electronic form in the state's management information system (MIS). Improperly documented self-attestation, or the use of self-attestation for 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.

As permitted in [ESD WS System Policy 1023, R1](#), 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. 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.

d. Local program and documentation requirements

i. Local program definitions and requirements are contained within the attached handbook for:

- A. Youth who require additional assistance (Section 2.1 & 2.2)
- B. Priority of service for adult programs (Section 3.2)
- C. Unlikely to return to a previous industry or occupation (Section 4.1)
- D. Substantial layoff (Section 4.1)
- E. General announcement of plant closure (Section 4.1)
- F. Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters (Section 4.1)

- G. The designated timeframe prior to planned separation during which military service members can receive dislocated worker services (Section 4.2)
 - H. Stop-gap employment (Section 4.3)
 - I. Selective Service requirements (Section 5.2)
 - J. Employment that leads to self-sufficiency for adults and dislocated workers (Section 5.6)
 - K. Determining income status, dependents, & family size (Section 5.7)
 - L. Assessing basic skills (Section 5.8)
- ii. The SWC has identified local documentation requirements in addition to what is required by state and federal guidance for unemployment compensation eligibility, for determining “unlikely to return to a previous industry or occupation,” and for eligibility verification. Specific documentation requirements are provided in the attached eligibility handbook.

e. 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 Washington state’s MIS as the local record keeping system used to access and manage records of WIOA Title I and Title III eligibility determinations, service delivery, and documentation, 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 6 - Eligibility Policy and Handbook](#)
- [WorkSource System Policy 1023, Revision 1 - Integrated Service Delivery Policy](#)
- [SWC Policy WS815, Revision 2 - Co-enrollment and Integrated Service Delivery Policy](#)

6. Supersedes

- SWC Policy #WS816, R2

7. Attachments

- [Attachment A – WorkSource System Services and Program Eligibility Policy Handbook](#)
- [Attachment B – SWC Income Guidelines](#)
- Attachment C – [Spokane WorkSource Services Catalog](#) & [Next Generation Zone Services Catalog](#)
- [Self-Attestation Form – Youth](#)
- [Self-Attestation Form – Adult](#)
- [Self-Attestation Form – Dislocated Worker](#)
- [Eligibility Criteria Guide – In-School Youth](#)
- [Eligibility Criteria Guide – Out-of-School Youth](#)
- [Eligibility Criteria Guide – Adult Full Eligibility](#)
- [Eligibility Criteria Guide – Dislocated Worker Eligibility](#)
- [Eligibility Criteria Guide – Adult/DW Eligibility Combined](#)
- [NGZ Complaint – EO Notice](#)
- [WorkSource Complaint – EO Notice](#)

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