



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 – WorkSource System 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 veteran's 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.

Self-attestation must occur utilizing the state MIS system's WIOA registration form. Any variables within an element must be identified within the case notes section of the WIOA registration form. In the event that the state MIS is not available, or staff are unable to access it in a timely manner, self-attestation forms are available on the SWC website for temporary use. All self-attested data collected on these forms must be entered into a WIOA registration form as soon as possible and the forms uploaded to a case note in the state's MIS.

Under SWC Policy WS815, R2 – Co-enrollment and Integrated Service Delivery, service providers can utilize self-attestation to document 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 or training 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 8 - 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, R3

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](#)
- [Registration and Eligibility Criteria Guide for Basic Eligibility](#)
- [Registration and Eligibility Criteria Guide for Comprehensive Eligibility](#)
- [Registration and Eligibility Criteria Guide for In-School Youth Eligibility](#)
- [Registration and Eligibility Criteria Guide for Out-of-School Youth Eligibility](#)
- [Self-Attestation Form – Basic Eligibility](#)
- [Self-Attestation Form – Comprehensive Eligibility](#)
- [Self-Attestation Form – Youth Eligibility](#)
- [WorkSource Spokane Complaint – EO Notice](#)
- [RCSC Complaint – EO Notice](#)
- [Next Generation Zone Complaint – EO Notice](#)

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