

# Registration and Eligibility Criteria Guide for Basic Career Services

## A. Information Required for Registration

Element	Definition	Source Documentation
1. <b>Date of Birth</b>	An individual's date of birth.	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
2. <b>Work Authorization</b>	An individual's status as eligible to work in the U.S. <u>Source documentation is required only when providing job placement services.</u>	<p><b>Case notes must state that the appropriate documentation from the following list were verified:</b></p> <ul style="list-style-type: none"> <li>▪ Accepted <a href="#">I-9 Documentation</a>, including documents presented by green card holders</li> <li>▪ Employment Authorization Documents (EADs) held by individuals including refugees, asylees, parolees, and other immigrants with work authorization, including individuals with deferred action</li> <li>▪ Deferred Action for Childhood Arrivals (DACA) protection</li> <li>▪ Individuals who have work authorization while their applications for asylee, parolee, or other status (such as TPS or other) are pending</li> <li>▪ U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements (SAVE) system</li> </ul>
3. <b>English Language Learner</b>	An individual whose native language is a language other than English, or who lives in an environment where a language other than English is the dominant language, and who has limited ability in speaking, reading, writing, or understanding the English language.	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
4. <b>Disability</b>	An individual with a disability, defined as a physical or mental impairment that substantially limits one or more of a person's major life activities?	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
5. <b>School Status</b>	An individual's status as either not attending school or attending secondary school, alternative school, or post-secondary school.	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
6. <b>Selective Service Registration</b>	An individual's status as being registered, or exempt from registering, with the U.S. Selective Service system. Not applicable to females or males born prior to 1960.	<ul style="list-style-type: none"> <li>• Signed WIOA eligibility application touchpoint or uploaded self-attestation form</li> </ul>
7. <b>Veteran Status</b>	<ol style="list-style-type: none"> <li>1. An individual who served in the active U.S. military, naval, or air service, including as a member of the U.S. national guard or reserves under an order to active duty, who was not dishonorably discharged, or</li> <li>2. The spouse of:               <ol style="list-style-type: none"> <li>a. An individual who died on active duty or of a service-connected disability;</li> <li>b. An individual on active duty classified as missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power; or</li> <li>c. An individual who has a permanent, total disability resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
8. <b>Long Term Unemployed</b>	An individual currently unemployed who has been unemployed, consecutively, for 6 months (180 days) or more.	<ul style="list-style-type: none"> <li>• Uploaded self-attestation form</li> </ul>
9. <b>Date of Actual Dislocation</b>	The last day of employment at an individual's job of dislocation, if applicable.	<ul style="list-style-type: none"> <li>• Signed WIOA eligibility application touchpoint or uploaded self-attestation form</li> </ul>
10. <b>Migrant and Seasonal Farmworker Designation</b>	An individual who is employed, or was employed in the past 12 months, in farmwork of a seasonal or other temporary nature who travels to the job site and cannot reasonably return to their permanent residence within the same day.	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
11. <b>Migrant and Seasonal Farmworker Status</b>	<p>An individual who:</p> <ol style="list-style-type: none"> <li>1. Is a low-income individual who has been employed for 12 consecutive months within 24 months prior to application to the program, in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment and faces multiple barriers to economic self-sufficiency.</li> <li>2. Is employed, or was employed in the past 12 months, in farmwork of a seasonal or other temporary nature and is not required to be absent overnight from your permanent place of residence.</li> <li>3. Is a migrant or seasonal farmworker aged 14 – 24.</li> <li>4. Is an adult or youth program participant and is a dependent of an individual described in #1 - #3.</li> </ol>	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>

<b>12. Homeless Individual or Runaway Youth</b>	An individual who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime residence that is in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
<b>13. Ex-offender</b>	An individual who has been subject to any stage of the criminal justice process or requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	<ul style="list-style-type: none"> <li>• WorkSourceWA account</li> </ul>
<b>14. Single Parent</b>	A single, separated, divorced, or widowed individual who has primary responsibility for one or more dependent children under age 18 (including a single pregnant woman).	<ul style="list-style-type: none"> <li>• Uploaded self-attestation form</li> </ul>

**B. Dislocated Worker Eligibility (choose only one category)**

Category	Criteria	Source Documentation
<b>1. General Dislocation</b>	<b>1.1</b> 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; <u>AND</u>	<ul style="list-style-type: none"> <li>• Case notes</li> </ul>
	<b>1.2</b> Is determined unlikely to return to previous industry or occupation as defined in SWC Policy WS816 R5, Attachment A – WorkSource Services & Program Eligibility Handbook; <u>AND</u>	<ul style="list-style-type: none"> <li>• Case notes</li> </ul>
	<b>1.3.1</b> Is eligible for or has exhausted entitlement to unemployment compensation; <u>OR</u>	<ul style="list-style-type: none"> <li>• Case notes</li> </ul>
	<b>1.3.2</b> 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.	
<b>2. Dislocation from Facility Closure / Substantial Layoff</b>	<b>2.1</b> 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 R5, Attachment A – WorkSource Services & Program Eligibility Handbook; <u>OR</u>	<ul style="list-style-type: none"> <li>• Case notes</li> </ul> <p><b>Note:</b> documentation of substantial layoff must include percentage or number of employees laid off within 30 days of dislocation.</p>
	<b>2.2</b> 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.	
<b>3. Self-employed Dislocation</b>	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 R5, Attachment A – WorkSource Services & Program Eligibility Handbook.	<ul style="list-style-type: none"> <li>• Case notes</li> </ul>
<b>4. Displaced Homemaker</b>	<b>4.1</b> 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; <u>OR</u>	<ul style="list-style-type: none"> <li>• Signed WIOA eligibility application touchpoint or uploaded self-attestation form</li> </ul>
	<b>4.2</b> 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.	<ul style="list-style-type: none"> <li>• Signed WIOA eligibility application touchpoint or uploaded self-attestation form</li> </ul>
<b>5. Dislocated Military Service Member</b>	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 R5, Attachment A – WorkSource Services & Program Eligibility Handbook.	<ul style="list-style-type: none"> <li>• Case notes</li> </ul>

<b>6. Spouse of Military Service Member</b>	<b>6.1</b> 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;	• Case notes
	<b>OR</b> <b>6.2</b> 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.	• Case notes

**C. Other Registration Requirements**

<b>Requirement</b>	<b>Source Documentation</b>
<b>1. Nondiscrimination – Notice of Rights &amp; Complaint Process - Equal Opportunity is the law Form</b>	• Documentation that participant has been notified of rights and process
<b>2. Summary of Rights and Complaint and Grievance Procedures Form</b>	• Documentation that participant has been notified of rights and process
<b>3. Registration Signatures from Applicant and WorkSource Staff Completing Registration</b>	• Signature and signature date (electronic or physical)