



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: September 21, 2018

Number: 2018-06

WIOA ADULT AND DISLOCATED WORKER ENROLLMENT AND ELIGIBILITY POLICY

INTRODUCTION

The policy on eligibility ensures that every Workforce Innovation and Opportunity Act (WIOA) participant who receives WIOA Program funded services is eligible and registered to receive those services.

WIOA provides resources, services, and leadership tools for the workforce system to help individuals find and maintain good jobs and improves employer prospects for success in the global marketplace. WIOA Title I provides authority for three programs: Adult, Dislocated Worker, and Youth programs. This policy defines WIOA Adult and Dislocated Worker eligibility. WIOA focuses effort on targeted populations and expands the priority of service requirements.

Enrollment in WIOA Individualized Career Services are provided after staff determine that such services are required to retain or obtain employment. Staff may use recent previous interviews, evaluations, or assessments by partner programs to determine if individual career services would be appropriate. Individualized career services include specialized assessments, developing an individual employment plan, career counseling, training services, work experiences, and more. Local Workforce Boards must identify the assessments to be used to determine eligibility.

WIOA focuses on serving “individuals with barriers to employment,” defined in WIOA section 3(24) and seeks to ensure access to quality services for these populations.

QUESTIONS

Questions relating to this policy should be directed to the Tracy White, One-Stop Manager, at twhite@solanowdb.org or at 707.863.3594.

ATTACHMENTS

- Attachment A: Required Documentation for All WIOA Participants
- Attachment B: Allowable Eligibility and Data Verification Sources
- Attachment C: Eligibility Checklist for WIOA Adult Programs
- Attachment D: Definitions of Key Terms

WIOA ELIGIBLE INDIVIDUALS

To participate in the WIOA Adult or Dislocated Worker program, an individual must meet basic eligibility requirements as defined by federal mandate, California Unemployment Insurance Code Section 9601.5, and the local plan to participate in WIOA adult programs.

To be eligible for WIOA Adult or Dislocated Worker funding, an individual must:

- be 18 years of age or older;
- be authorized to work in the U.S.; **and**
- meet Military Selective Service registration requirements, if applicable.

Additional eligibility or priority of service requirements apply depending on the WIOA funding source.

Solano County residents receive priority for enrollment into WIOA programs, with the exception of On-the-Job Training (OJT) and Rapid Response enrollments, whose enrollment may be based on the location of the business. Non-Solano County residents may be enrolled on a case-by-case if approved by a WIOA Program Manager. Enrollment of non-Solano County residents may require coordination with the Workforce Development Board (WDB) of residency. Management approval is required and must be documented in the participant's file.

Underemployed individuals are eligible to receive employment and training services under WIOA as either Adult or Dislocated Workers per guidance below.

WIOA Dislocated Worker Eligibility

The WIOA Dislocated Worker program offers employment and training services for eligible workers who are unemployed through no fault of their own or who have received an official layoff notice.

To be eligible to receive WIOA services as a dislocated worker as defined in WIOA Sec. 3(15), an individual must meet at least one of the following six criteria:

1. *General Dislocation* – The individual:
 - has been terminated or laid off, or has received a notice of termination or layoff, from employment;
 - is eligible for or has exhausted entitlement to unemployment compensation OR has been employed for a duration sufficient to demonstrate attachment to the workforce, 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's Unemployment Insurance law; **and**
 - Is "unlikely to return to a previous industry or occupation" as defined.

2. *Dislocation from Facility Closure* – The individual:
 - 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; **or**
 - is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;

3. *Self-Employment Dislocation* – The individual 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.

4. *Displaced Homemaker* – The individual as defined in WIOA Sec. 3(16) was providing unpaid services to family members in the home and:
 - has been dependent on the income of another family member but is no longer supported by that income; **or**
 - 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, a permanent change of station, or the service-connected death or disability of the member; **and**
 - is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

5. *Dislocated/Separating Military Service Members* – The individual is a separated service member with a discharge other than dishonorable, who has received a notice of separation from the Department of Defense and is unlikely to return to a previous industry or occupation.

6. *Dislocated Spouse of a Military Service Member* – The individual is the spouse of a member of the Armed Forces on active duty as defined in Sect. 10(d)(1) of Title 10, U.S. Code, and who:
 - has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such members; **or**
 - is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

For employed individuals seeking WIOA-funded services, dislocated workers must meet one of the following two criteria:

1. Employment is “interim,” identified as:
 - Employment less than full-time if the individual desires full-time employment
 - Short-term contract-based employment, **or**
 - Employment through a temporary or staffing agency.

2. Employment is at a level below the self-sufficiency standard or below a level commensurate with previous experience, identified as:

- A level not commensurate with the individual’s demonstrated level of education and/or skill achievement;
- A wage that is less than the self-sufficiency standard, **or**
- Current job earnings that are less than 80% of their previous job earnings.

Workers who have received a notice of layoff, but who have not yet been laid off and have no other sources of employment are not subject to a review of underemployment status.

WIOA Adult Priority of Service Requirements

WIOA Adult services should be focused on serving “individuals with barriers to employment.”

Individualized career services and training services under WIOA Adult funding must be given on a priority basis, regardless of funding levels, as outlined in WIOA Sec. 134(c)(3)(E) and Sec. 133(b)(2)(A). The WDB will ensure that participants in the WIOA Adult program meet the federal, state, and local priority of service guidelines, and as such, that the targeted Adult populations can access the WIOA system on a priority basis.

WIOA law has identified the following populations as targeted under Adult priority of service:

- public assistance recipients,
- low-income adults; **and/or**
- individuals who are basic skills deficient.

The local board may add additional populations due to changes in economic or county conditions if based on local demographic data and a vote by the WDB.

Priority to targeted populations will be given in the following order for services under WIOA Adult funding:

First Priority	Veterans and eligible spouses who are also low-income, recipients of public assistance and/or basic skills deficient
Second Priority	Individuals who are recipients of public assistance, other low income individuals, and/or individuals who are basic skills deficient
Third Priority	Veterans and eligible spouses who are not included in WIOA’s priority groups
Fourth Priority	Individuals who are not veterans and do not meet criteria to be considered part of a WIOA priority groups

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. For the purposes of program eligibility, priority of service will be implemented through priority of intake and enrollment. Out of a

group of individuals who have applied for WIOA enrollment, individuals who are eligible for first priority must be served and processed first, followed by individuals who are eligible for second priority, and so forth. In addition, targeted programs and initiatives operated through WIOA Adult funding may be focused on priority populations where feasible.

Staff are encouraged to identify barriers to obtaining and retaining employment of customers to inform service delivery and to effectively track individuals. Any barriers identified for priority of service purposes must be verified through allowable documentation outlined in Attachment B. Participant files must show indication of priority status on the outside of the file.

For employed Adult individuals seeking WIOA-funded services, employment status must meet one of the following criteria:

1. Less than full-time if the individual desires full-time employment,
2. A position that is inadequate with respect to their skills and training, **or**
3. Wages are below the self-sufficiency standard or are less than 80% of previous wages.

Individuals who are underemployed and meet the definition of a low-income individual or other state-identified barrier may receive career and training services under the Adult program on a priority basis.

VETERAN PRIORITY OF SERVICE

The Jobs for Veterans Act (JVA) of 2008 and the Veterans' Benefits, Health Care, and Information Technology Act of 2006 provides that covered veterans and eligible spouses receive "Priority of Service." Staff must give first consideration for program participation to covered veterans and eligible spouses who meet the eligibility criteria of a U.S. Department of Labor (DOL) training, employment, or placement service in any workforce preparation program.

Veterans' priority is required under federal law; however, it is not intended to displace existing eligibility requirements for WIOA. An individual must first qualify for WIOA before a priority of service can be applied. Staff must use the following guidelines when determining priority for DOL-funded services:

- If the existing provisions are mandatory, a veteran must meet both the existing provisions and the veterans' provisions to receive priority. A non-veteran receives priority over a veteran who does not meet the mandatory provisions.
- If the existing provisions are optional, a veteran receives priority.

At the point of entry, staff will inform covered persons that by identifying as a veteran or an eligible spouse, they are entitled to Priority of Service. In addition, staff must inform covered persons of the full array of employment training and placement services available, as well as the applicable eligibility requirements for programs and services.

Verifying Veteran Status

Any individual self-identifying as a covered person should be provided immediate priority in the delivery of employment and training services. No covered person should be denied access on a priority basis to any services provided by program staff in order to verify covered person status.

It is neither necessary nor appropriate for any staff to require verification of the status of a veteran or eligible spouse at the point of entry, unless the individual who self-identifies as a covered veteran or eligible spouse:

1. Is to immediately undergo eligibility determination and must be registered or enrolled in a program; **or**
2. The applicable federal program rules require verification of covered Veteran or eligible spouse status at that time.

When a veteran does not have verifying documentation of veteran or eligible veteran status, the veteran or eligible spouse should be enrolled (providing other required documentation is provided) and provided immediate priority. They should be permitted to follow-up subsequently with any required verification of covered status. To receive training services under WIOA, veteran status must be verified.

Processes to identify veterans and eligible spouses who access service delivery points in order to provide veterans and eligible spouses with timely and useful information on priority of service at point of entry must be outlined in procedural documents. Point of entry may include entry into an American Job Center, as part of an application process for an employment and training program, or other methods either physically or virtually.

Exemption of Military Service-Related Income

Many types of income related to military service should not be included when determining if a veteran or eligible spouse meets “low income” eligibility standards.

Forms of exempted military service-related income per Title 38 U.S.C. 4213:

- Pay and/or financial allowances earned while a veteran was on active duty
- Any financial benefits received by a covered person under the following Chapters of Title 38 of the U.S. Code:
 - 11. Compensation for service-connected disability or death
 - 13. Dependency and indemnity compensation for service-connected deaths
 - 30. All-volunteer force educational assistance program
 - 31. Training and rehabilitation for veterans with service-connected disabilities
 - 35. Survivors’ and dependents’ educational assistance
 - 36. Administration of educational benefits
- Benefits received under Chapter 106 of Title 10 U.S. Code, Educational assistance for members of the selected reserve

Pension payments authorized by Title 10 U.S. Code, such as those received by military retirees whether or not their retirement was based on disability, are not exempt and are to be included in “low income” calculations. Also, not exempt are pension benefits paid under Chapter 15 of Title 38 U.S. Code.

Veterans Assistance (VA) benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements.

SELECTIVE SERVICE REQUIREMENTS

The law requires males born on or after January 1, 1960 and residing in the U.S. to register with Selective Service within 30 days of their 18th birthday. For WIOA eligibility, every applicable male must be registered with the Selective Service.

This includes males who are:

- Citizens of the U.S.;
- Non-citizens, including undocumented individuals, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; **and/or**
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital or institution; **and/or**
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26th birthday with documentation;
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25; **and/or**
- Non-U.S. male on a valid non-immigrant visa.

Before being enrolled in WIOA Title I-funded services, all males who have not registered with the Selective Service and have not yet reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a man under the age of 26 refuses to register with the Selective Service, WIOA Title I-funded services must be suspended until he registers.

If a male over 26 that was required to register failed to register, they must show documentation establishing that their failure to register was not knowing and willful as outlined in Department of Labor Training and Employment Guidance Letter (TEGL) No. 11-11, Change 2. Documentation may include:

- Service in the Armed Forces – Evidence that a male has served honorably in the U.S. Armed Force, such as a Form DD-214 or Honorable Discharge Certificate.
- Third Party Affidavits – Affidavits concerning reasons for not registering from parents, teachers, employers, doctors and others.
- Self-Attestation that explains why the individual's failure to register was not knowing and willful.

Individuals who are born female and changed their gender to male are not required to register. U.S. citizens or immigrants who are born male and changed their gender to female are still required to register.

CO-ENROLLMENT IN WIOA CORE PROGRAMS

The WDB allows co-enrollment in youth and adult programs (Title I) and across all WIOA core programs where appropriate. Individuals who meet the respective program eligibility requirements may participate in core WIOA programs concurrently. (20 CFR 681.430) Such individuals must be eligible under the respective program's eligibility criteria applicable to the services received.

Staff may determine, for these individuals, the appropriate level and balance of services under the youth and adult programs. Staff must identify and track the funding streams which pay the costs of services provided to individuals who are participating in youth and adult programs concurrently, and ensure no duplication of services. When determining in which program(s) to enroll a participant, the decision must be based on the service needs of the participant.

ELIGIBILITY VERIFICATION

When registering a for WIOA services, staff must ensure that the individual is eligible in accordance with the eligibility requirements for WIOA (age, selective service registration, and citizenship). Each file must include a completed application for each applicant, equal opportunity information, and documentation that confirms general WIOA eligibility and any additional Dislocated Worker eligibility or WIOA Adult Priority of Service data elements. All questions on the intake form must be answered, and both the applicant and intake staff must sign the intake form.

For Adult and Dislocated Workers, registration occurs the first day on which the individual actually begins receiving staff-assisted core, intensive, training services, or subsidized employment. The point of registration is where performance accountability information begins to be collected.

For an individual to be registered and enrolled into WIOA Adult or Dislocated Worker programs, the following must occur:

1. The individual must complete the application/eligibility determination process;
2. The individuals must provide the documentation required to substantiate his/her eligibility; **and**
3. Staff must enter the appropriate activity code for the individual into the CalJOBS system.

Determining Low-Income Status

The following income sources should be included in an individual's income calculation:

- Alimony, military family allotments, or other regular support from an absent family member or someone not living in the household;
- Child support payments (including foster care child payments);
- College or university scholarships (not needs-based), grants, fellowships, and assistantships;
- Monetary compensation for services, including wages, tips, salary commissions, or fees before any deductions;
- Net gambling or lottery winnings;
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense);
- Private pensions, government employee pensions (including military retirement pay);
- Regular insurance or annuity payments (including state disability insurance);
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., wages from the California Conservation Corp);
- Severance payments;
- Social Security Disability Insurance payments;
- Social Security old age and survivors' insurance benefit payments;
- Terminal leave pay; **and**
- Unemployment insurance compensation.

The following income sources should not be included in an individual's income calculation:

- Need-based public assistance payments (including Temporary Assistance for Needy Families, supplemental security income, emergency assistance money payments, and non-federally-funded general assistance or general relief money payments);
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants;
- Supplemental Educational Opportunity Grants and Federal Work Study;
- Needs-based scholarship assistance;
- Loans;

- Veterans benefits;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Capital gains;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages;
- The value of food and fuel produced and consumed on farms;
- The imputed value of rent from owner occupied nonfarm or farm housing;
- Medicare, Medicaid, food stamps, school meals, and housing assistance; **and**
- Allowances, earnings and payments to individuals participating in programs under WIA (except on-the-job training wages).

Methods for calculating income must be outlined in procedural documents.

DOCUMENTS FOR VERIFYING WIOA ELIGIBILITY

Required WIOA eligibility documentation must be in every participant's file. Required documentation sources for general WIOA eligibility are included in Attachment A; at least one document from every applicable category must be provided. Documentation sources for all data verification elements that may be used to verify Dislocated Worker eligibility or Adult priority of service elements are included in Attachment B. A WIOA Eligibility Checklist is included in Attachment C. The applicant must be informed that all information is subject to verification and that false information is grounds for termination and possible prosecution under the law.

The order of priority for methods of verification is:

1. Documentary evidence identified in Attachment B.
2. Self-Attestation, where allowable.
3. Telephone Verification, where allowable.
4. Case Notes in CalJOBS by WIOA staff, where allowable.

Procedural documents must outline the process for documenting and verifying eligibility for WIOA-funded programs, using the acceptable source documentation outlined in this policy. The procedures should be customer friendly and not add to the frustrations already experienced by individuals who are out of work. It is not the intention of WIOA to discourage participation by imposing difficult documentation and verification requirements.

Self-Attestation

Self-attestation is allowed as a viable source for documenting eligibility for certain WIOA Title I data elements. Self-attestation should not be the first avenue for verification of data elements but may be used if documentary evidence is not available or if it cannot be provided when time is of the essence. The WIOA Intake or Registration Form can also count as a self-attestation form as long as the individual identifies his or her status for the permitted criteria and signs and dates the registration form attesting to this self-identification.

The applicant's difficulty in obtaining documentation does not need to entail hardship or suffering to justify using an applicant statement. In taking an applicant's statement, it is not necessary to obtain corroboration unless there is reason not to believe the applicant. WDB procedures must provide guidance to case managers about how to take acceptable applicant statements.

The WIOA Intake or Registration Form may be used for the following eligibility elements:

- Basic Skills Deficiency
- Disability
- Displaced Homemaker
- Ex-Offender
- Family Size
- Homeless Individual
- Layoff or Notice of Layoff
- Underemployed at Time of Dislocation

To qualify as self-attestation on the WIOA intake and registration, the applicable section must be completed and signed.

Self-attestation forms may be used for the following eligibility elements:

- Dislocated by Ineligible to Receive UI Payments
- Dislocation from Facility Closure
- Self-Employment Dislocation
- Unlikely to Return to Previous Industry/Occupation
- Low-income Status

Documentation through WIOA Intake and Registration/self-attestation should not be overused. U.S. Department Of Labor and California Employment Development Department will monitor for overuse of self-attestation when determining program eligibility.

For low-income status, individuals must outline the sources and amount of family income by month on a self-attestation worksheet or show documentation outlined in Attachment B.

Telephone Documentation

For cases where documentation cannot or may not be copied, and/or is not readily obtainable, documents may be inspected or information verified by telephone.

Telephone documentation should not be the first avenue for verification of data elements but may be used for the following eligibility elements:

- Disability
- Ex-Offender
- Underemployed at Time of Participation

To qualify as telephone verification, verification must be documented in the case notes and must include contact information and specific details. For example, “August 15, 2013. Called Dept. of Corrections, spoke with Sgt. X who verified that Mr. Y was incarcerated between January 25 and March 16, 2013.” WDB procedures must outline guidance to case managers regarding what information must be included in a participant’s case notes.

Case Notes

Case notes in CalJOBS by staff are allowed as a viable source for documenting eligibility for certain WIOA Title I data elements. Case notes should not be the first avenue for verification of data elements but may be used for the following eligibility elements:

- Basic Skills Deficiency
- Employed at Time of Participation
- Foster Care Youth
- Unemployed at Time of Participation
- Unlikely to Return to Previous Industry or Occupation

To qualify as case notes for eligibility documentation, case note must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant’s case file. Case notes must identify at a minimum:

1. A participant’s status for a specific data element
2. The date on which the information was obtained, **and**
3. The case manager who obtained the information.

Documentation case note example: A case manager verified an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and date of enrollment, which could allow an auditor/monitor

to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file.

Primary Eligibility Review

It is staff's responsibility to ensure all registration paperwork is complete and accurate prior to WIOA enrollment. Staff must maintain a secured file for each program applicant and registrant which contains copies of all documents collected. If individuals are not enrolled in WIOA, files must be maintained for six months.

There is no limit on how much time is allowed between application date and enrollment date, but enrollment should be completed within 90 days. Once the enrollment process is started, it is the responsibility of the sub-recipient to enter the appropriate eligibility data into CalJOBS within 30 calendar days.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act, Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- [Workforce Innovation and Opportunity Act of 2014 \(WIOA\)](#).

Federal Guidance

- [Workforce Innovation and Opportunity Act Labor Only Final Rule: 20 CFR Part 680-681](#).
- Training and Employment Guidance Letter WIOA (TEGL) 05-08 – [Policy for Collection and Use of Workforce System Participants' Social Security Numbers](#).
- TEGL 10-09 – [Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor \(DOL\)](#).
- TEGL 11-11 and Changes 1 and 2 – [Selective Service Registration Requirements for Employment and Training Administration Funded Programs](#).
- TEGL 03-15 – [Operating Guidance for the Workforce Innovation and Opportunity Act](#).
- TEGL 19-16 – [Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Services \(ES\)](#)
- TEGL 22-04 – [Serving Military Spouses as Dislocated Workers Under the Workforce Investment Act Dislocated Worker Formula Grant](#).
- 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](#).

State Guidance

- Workforce Service Directive (WSD) 08-14 – [Final Rule on Priority of Service for Veterans and Eligible Spouses](#)
- WSD13-11 – [CalJOBS Participant Reporting](#)
- WSD14-4 – [WIA Title I Eligibility](#)
- WSD15-14 – [WIOA Adult Program Priority of Service](#)
- WSD16-18 – [Selective Service Registration](#)

Approved by

Workforce Development Board of Solano County

ATTACHMENT A: Required Documentation for WIOA Participants

WIOA Documentation Requirements & Sources

- ✓ Before enrollment, eligibility criteria must be met and documented.
- ✓ You only need to show **one** form of documentation for each **category**.

Eligibility Category	Common Acceptable Documentation <i>(Only one per category is required, preferred document is highlighted)</i>
Birth Date/Age	<ul style="list-style-type: none"> • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card • Public Assistance/Social Service Records • School Records/Identification Card • U.S. Passport or U.S. Passport Card (unexpired) • Work Permit
Social Security Number <i>(Selected documents must include a full social security number to be accepted as WIOA documentation)</i>	<ul style="list-style-type: none"> • DD-214, Report of Transfer or Discharge Paper • Employment Records • IRS Form Letter 1722 • Military ID • Passport • Pay Stub • Social Security Card or Social Security Benefits • W-2 Form
Selective Service Registration <i>Required for male applicants</i>	<ul style="list-style-type: none"> • DD-214, Report of Separation • Print-Out, Check Status or Register on-line at: www.sss.gov • Selective Service Registration Card
Authorization to Work*	<p>I-9 Form List A Documents:</p> <ul style="list-style-type: none"> • Employment Authorization with Photograph (Form I-766) • Foreign Passport with I-155 or Form I-94 or I-94A • Permanent Resident Card or Alien Receipt Card (Form I-551) • U.S. Passport or U.S. Passport Card <p>OR a Document from I-9 Form List B and C:</p> <ul style="list-style-type: none"> • List B Documents: <ul style="list-style-type: none"> ○ Driver's License ○ Federal, State, or Local Government ID ○ Voter's Registration Card ○ U.S. Military, Merchant Mariner, or Dependent Card • List C Document: <ul style="list-style-type: none"> ○ U.S. Citizen or Resident Citizen ID Card ○ Social Security Account Number Card ○ Valid Birth Certificate
Additional documentation may be needed to determine eligibility or priority of service.	

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

ALLOWABLE ELIGIBILITY AND DATA VERIFICATION SOURCES
WIOA Adult Programs

Eligibility Criteria	References	Acceptable Documentation
Authorization to Work	<ul style="list-style-type: none"> • WIOA Section 188(a)(5) • WSD14-4 	<p>I-9 Form List A Documents:</p> <ul style="list-style-type: none"> • Employment Authorization Document with Photograph (Form I-766) • Foreign Passport and Form I-94 or I-94A with status endorsement and matching names • Foreign Passport with I-551 stamp or notation • Micronesia or Marshall Islands Passport with Form I-94 or I-94A indicating nonimmigrant admission • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • U.S. Passport or U.S. Passport Card <p>OR a Document from I-9 Form List B and C:</p> <ul style="list-style-type: none"> • List B Documents: <ul style="list-style-type: none"> ○ Driver's License with photograph or identifying information ○ Federal, State, or Local Government ID with photograph or identifying information ○ Military Dependent's ID Card ○ Native American Tribal Document ○ School ID card with photograph ○ Voter's Registration Card ○ U.S. Military Card or Draft Record ○ U.S. Coast Guard Merchant Mariner Card • List C Document: <ul style="list-style-type: none"> ○ Certificate of Report of Birth issued by Department of State ○ Department of Homeland Security Employment Authorization Document ○ Native American Tribal Document ○ Original or Certified Copy of Birth Certificate Issued by a State, County, Municipal Authority or U.S. Territory with official seal ○ Resident Citizen ID Card ○ Social Security Account Number Card with no work restrictions ○ U.S. Citizen ID Card
Basic Skills Deficiency <i>(academic or language literacy)</i>	<ul style="list-style-type: none"> • WIOA Section 3(5) • TEGL 22-15 • WSD15-14 	<ul style="list-style-type: none"> • National Reporting System (NRS) Approved Standardized Assessment Test Score • School Records, such as a Referral or Records from a Title II Basic Education Program or English Language Learner Program

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

Eligibility Criteria	References	Acceptable Documentation
		<ul style="list-style-type: none"> • Case Notes • Self-Attestation Statement
Birth Date/Age	<ul style="list-style-type: none"> • TEGL 22-15 • WSD14-4 	<ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • Cross-Match with Department of Public Health vital records • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government Identification Card • Hospital Record of Birth • Public Assistance/Social Service Records • School Records/Identification Card • Tribal Records • U.S. Passport or U.S. Passport Card (unexpired) • Work Permit
Disability	<ul style="list-style-type: none"> • WSD14-4 	<ul style="list-style-type: none"> • Letter from Drug or Alcohol Rehabilitation Agency • Medical Records • Observable Condition (requires self-attestation with the interviewer serving as the corroborating witness) • Physician, Psychiatrist or Psychologist or other Licensed Clinical Professional Diagnosis or Statement • Public Assistance to Adults (PAA) Approval Letter • Rehabilitation Evaluation • School Records Stating Disability • Self-Attestation Applicant Statement • Sheltered Workshop Certification • Social Security Administration Disability Records • Social Service Records/Referral • Telephone Verification • Disability Assistance Program Approval Letter • Veterans Administration Letter/Records • Letter from a Vocational Rehabilitation Agency • Worker's Compensation Records/Statement
Dislocated Spouse of a Military Service Member*	<ul style="list-style-type: none"> • Locally determined 	<ul style="list-style-type: none"> • DD-214 of Spouse (if dislocated is based on the spouse's discharge from the military) • Military orders of Spouse Showing Service Member Permanent Change of Military Station resulting in dislocation <p><i>* Dislocation date must be on the documentation</i></p>
Dislocated but Ineligible for UI Compensation	<ul style="list-style-type: none"> • WSD14-4 	<ul style="list-style-type: none"> • Pay Check Stubs • Self-Attestation Statement • Statement by Employer, Union Representative, or UI Representative

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

Eligibility Criteria	References	Acceptable Documentation
		<ul style="list-style-type: none"> • UI Records, including DE 429Z Notice of UI Award and DE 4581 Continued Claim Paper Form • W-2 and/or Tax Returns
Dislocation from Facility Closure*	<ul style="list-style-type: none"> • WSD14-4 	<ul style="list-style-type: none"> • Bankruptcy Documents if under Chapter 7, Title 11 • Layoff Notice (includes WARN Notice) • Media Announcement Describing Closure with Media Source Name and Date on Copy • Self-Attestation Statement • Statement from Employer, Union Representative, or Employer's Financial Individual • Unemployment Insurance (UI) Form 501 Signed by Employer Representative <p><i>* Dislocation date must be on the documentation</i></p>
Displaced Homemaker	<ul style="list-style-type: none"> • WIOA Sec. 3(16) • TEGL 22-15 • WSD 14-4 	<ul style="list-style-type: none"> • Bank Records • Court Records • Divorce Papers • Public Assistance Records • Self-Attestation Statement • Spouse's Death Record • Spouse's Layoff Notice
Eligible for Free or Reduced Lunch (under the Richard B. Russell National School Lunch Act)	<ul style="list-style-type: none"> • WIOA Section 3(36)(A)(iv) 	<ul style="list-style-type: none"> • Notification Letter from the School • Notification of Eligibility • Statement from the School <p><i>sources must reflect most recent school year</i></p>
Employment Status at Time of Participation	<ul style="list-style-type: none"> • TEGL 22-15 • WSD14-4 	<ul style="list-style-type: none"> • Case Notes Showing Information Collected from Participant • Pay Stub
Ex-Offender (includes offenders)	<ul style="list-style-type: none"> • WIOA Section 3(38) • TEGL 22-15 • WSD14-4 	<ul style="list-style-type: none"> • Documentation from Juvenile or Adult Criminal Justice System • Case Noted Phone Call with Court of Probation Representatives • Self-Attestation Statement • WIOA Intake or Registration Form (if signed)
Foster Care Youth (current or aged out)	<ul style="list-style-type: none"> • WSD14-4 	<ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Case Notes
Layoff or Notice of Layoff	<ul style="list-style-type: none"> • WSD14-4 	<ul style="list-style-type: none"> • DE 8406 Personalized Job Search Assistant (PJSA) Appointment Notice Form • DE 8530 Reemployment Eligibility Assistance (REA) Letter • DE 1106/Z Appointment Notice to an Initial Assistance Workshops (IAW) • Invitation Letter to Self-Employment Assistance (SEA)

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

Eligibility Criteria	References	Acceptable Documentation
		<p>Orientation</p> <ul style="list-style-type: none"> • Layoff Letter/Statement from Employer or Union Representative • Media Article or Announcement Describing Layoff with name and date of publication • Reemployment Plan Generated from IAW • Screen Print of IAW Schedule • Self-Attestation Statement • WARN Notice <p><i>* Dislocation date must be on the documentation</i></p>
Homeless Individual	<ul style="list-style-type: none"> • TEGL 22-15 • WIOA Section 3(24)(G) • WSD14-4 	<ul style="list-style-type: none"> • Self-Attestation Statement • Statement from Shelter or Social Service Agency • WIOA Intake or Registration Form (if signed) • Written Statement from an Individual Providing Temporary Residence
Low Income	<ul style="list-style-type: none"> • WIOA Section 3(36) • TEGL 22-15 • WSD15-14 	<ul style="list-style-type: none"> • Alimony Agreement • Award Letter from Veterans Administration • Bank Statements (direct deposit required) • Compensation Awards Letter • Court Award Letter • Cross-Match with Public Assistance Database • Employer Statement/Contact • Family or Business Financial Records • Food Stamp Documents – authorization to obtain food stamps, food stamp card with current date, current food stamp receipt, postmarked food stamp mailer with applicable name and address • Housing Authority Verification • Pay Stubs • Pension Statement • Public Assistance Records – authorization to receive cash public assistance, public assistance check, medical card showing grant status • Quarterly Estimated Tax for Self-Employed Persons • Refugee Assistance Records • Self-Attestation Statement • Social Security Benefits Records • Statement from County Welfare Office • UI Documents and/or Printout
Migrant and Seasonal Farmworker	<ul style="list-style-type: none"> • Locally determined 	<ul style="list-style-type: none"> • Agricultural Employment Documentation • Letter from California Human Development • Paycheck Stub • Self-Attestation Applicant Statement

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

Eligibility Criteria	References	Acceptable Documentation
Recipient of Public Assistance	<ul style="list-style-type: none"> • WSD15-14 	<ul style="list-style-type: none"> • Cross-match with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing case grant status • Public assistance records • Refugee assistance records
Selective Service Registration <i>Required for male applicants</i>	<ul style="list-style-type: none"> • WIOA Section 189(h) • TEGL 11-11, Change 2 • WSD14-4 	<ul style="list-style-type: none"> • DD-214, Report of Separation • Screen Print-Out of the Selective Service Verification Site: http://www.sss.gov/RegVer/wfVerification.aspx • Selective Service Acknowledgement Letter • Selective Service Registration Card • Selective Service Verification Form (Form 3A) • Stamped Post Office Receipt of Registration <i>(See staff if not registered and no exemption exists)</i>
Selective Service Exemption (Non-U.S. Male who Entered U.S. after 26th Birthday)	<ul style="list-style-type: none"> • TEGL 11-11, Change 2 	<ul style="list-style-type: none"> • Date of Entry Stamp in Passport • I-94 with Date of Entry Stamp • Letter from U.S. Citizenship and Immigration Services (USCIS) with Date of Entry with Documentation of Age
Self-Employment Dislocation*	<ul style="list-style-type: none"> • WSD 14-4 	<ul style="list-style-type: none"> • Bankruptcy Documents Listing Business and Applicant's Name • Business License • Completed Federal Income Tax Return (Schedule SE) for Most Recent Tax Leary • Copy of Articles of Incorporation for the Business Listing Applicant as Principle • Self-Attestation Statement <p><i>* Dislocation date must be on the documentation</i></p>
Single Parent	<ul style="list-style-type: none"> • Locally determined 	<ul style="list-style-type: none"> • Baptismal Record • Child Support Enforcement or Administration Records • Copy of Child's Birth Certificate • Self-Attestation Applicant Statement • Temporary Cash Assistance (TCA) Approval Notice
Social Security Number (SSN) <i>(Per TEGL 5-08, WIOA staff should request a SSN from all applicants, but services cannot be denied to anyone refusing to provide their SSN when status can be documented via other means)</i>	<ul style="list-style-type: none"> • TEGL 05-08 	<ul style="list-style-type: none"> • Cross-match with UI Records • DD-214, Report of Transfer or Discharge (if SSN is listed) • Employment Records (if full SSN is listed) • Federal or State ID (if full SSN is listed) • IRS Form Letter 1722 • Military Identification • Passport • Pay Stub (if full SSN is listed) • Social Security Card • W-2 Form

ATTACHMENT B: Documentation Sources for WIOA Eligibility Data Elements

Eligibility Criteria	References	Acceptable Documentation
Substantial Cultural Barriers	<ul style="list-style-type: none"> Locally determined 	<ul style="list-style-type: none"> Self-Attestation Applicant Statement WIOA Intake or Registration form (if signed)
Unemployed at Time of Participation	<ul style="list-style-type: none"> WSD14-4 	<ul style="list-style-type: none"> Case Notes Showing Information Collected from Participant
Unemployment Compensation Eligibility or Exhaustion	<ul style="list-style-type: none"> WSD 14-4 	<ul style="list-style-type: none"> DE 1106/Z Appointment Notice of Referral to an IAW Invitation Letter to SEA Orientation Reemployment Plan Generated from IAW Screen Print of IAW or SEA Schedule Statement by an UI Representative UI Records, including DE 1180PH Claim Status and History form, DE 4581 Continued Claim Paper form, DE 8406 PJSA Appointment Notice Form, DE 8530 REA Letter, and EDD Web-Cert printout
Underemployed at Time of Participation	<ul style="list-style-type: none"> WSD14-4 	<ul style="list-style-type: none"> Employment Specialist or Case Manager’s Determination Self-Attestation Statement Telephone Verification
Unlikely to Return to Previous Industry or Occupation	<ul style="list-style-type: none"> WSD14-4 	<ul style="list-style-type: none"> Case Notes Current Labor Market Information (LMI) Showing Industry and/or Occupation is in Decline Employment Specialist’s Determination Internet Site, such as CalJOBS that indicates lack of Industry/Occupation Availability Screen Print of State Labor Market Information Division Screens that Indicates Lack of Industry/Occupation Availability Self-Attestation Statement Statement from Doctor or Vocational Rehabilitation Counselor Indicating Applicant’s Inability to Return to Previous Industry/Occupation due to Physical Limitations
Veteran Status	<ul style="list-style-type: none"> TEGL 22-15 	<ul style="list-style-type: none"> Cross-Match with Veterans Data DD-214 Copy 4, “Veteran’s Certificate of Release or Discharge from Active Duty” Letter from the Veterans’ Administration Certifying Veteran Status
Without a High School Diploma	<ul style="list-style-type: none"> Locally determined 	<ul style="list-style-type: none"> Records from an Educational Institution (diploma, GED, transcripts, withdrawal letter, or school documentation) Self-Attestation Applicant Statement WIOA Intake or Registration Form (if signed)

ATTACHMENT C: ELIGIBILITY CHECKLIST

ELIGIBILITY CHECKLIST FOR WIOA ADULT PROGRAMS

WIOA General Eligibility	
Requirement	Verified
Authorized to Work in the U.S.	<input type="checkbox"/>
Meets Military Selective Service Registration Requirements	<input type="checkbox"/>
Age/Birth Date	<input type="checkbox"/>
Social Security Number	<input type="checkbox"/>

AND Complete Adult OR Dislocated Worker Table

WIOA Adult Priority of Service Populations	
First Priority	Verified
Veteran or Eligible Spouse AND	<input type="checkbox"/>
Low-Income, Recipients of Public Assistance, and/or Basic Skills Deficient	<input type="checkbox"/>
Second Priority	Verified
Low-Income, Recipients of Public Assistance, and/or Basic Skills Deficient	<input type="checkbox"/>
Third Priority	Verified
Veterans and Eligible Spouses who Does Not Meet "First Priority" Conditions	<input type="checkbox"/>
Fourth Priority	Verified
Other Populations that Meet Basic WIOA Eligibility Requirements	<input type="checkbox"/>

WIOA Dislocated Worker	
Check One of the Following Categories	Verified
Terminated, Laid Off, or Received Notice of Termination or Layoff and Unlikely to Return to Previous Industry or Occupation	<input type="checkbox"/>
Terminated, Laid Off, or Received Notice of Layoff due to Closure or Substantial	<input type="checkbox"/>
Employed at a Facility That Will Close Within 180 Days	<input type="checkbox"/>
Was Self-Employed, Now Unemployed Due to Economy or Natural Disaster	<input type="checkbox"/>
Displaced Homemaker	<input type="checkbox"/>
Non-Retiree Military Service Member Discharged or Notice of Military Separation	<input type="checkbox"/>
Spouse of Military Service Members	<input type="checkbox"/>

ATTACHMENT D: DEFINITION OF KEY TERMS

DEFINITION OF KEY TERMS

Barriers to Employment – as defined by WIOA Sec 3(24) – populations included in the “individuals with barriers to employment” include:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians,
- Individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers,
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents (including single pregnant women), and
- Long-term unemployed individuals

Basic Skills Deficient – as defined by WIOA Sect. 3(5) and WSD15-14 – with respect to an adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society. Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.

Cross Match – as defined by TEGL 22-15, Attachment A – a cross-match requires validators to find detailed supporting evidence for the data element in a database. An indicator or presence of a Social Security Number in a non-WIOA database is not sufficient evidence, validators must also find supporting information such as dates of participation and services rendered.

Cultural Barriers – as defined by the Federal Register 2015-007 Participant Individual Record Layout (PIRL) – barriers that exist when a participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.

ATTACHMENT D: DEFINITION OF KEY TERMS

Disability – as defined by the American with Disabilities Act of 1990 Sect. 12192(1-3) – with respect to an individual, the term disability means:

- (A) A physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) A record of such an impairment; or
- (C) Being regarded as having such an impairment where the individual established that he or she has been subjected to an action prohibited under the Americans with Disabilities Act of 1990 because of an actual or perceived physical or mental impairment whether the impairment limits or is perceived to limit a major life activity. Major life activities include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. The term disability shall not apply to impairments that are transitory and minor. A transitory impairment is impairment with an actual or expected duration of 6 months or less.

Displaced Homemaker – as defined by WIOA Sect. 3(16) – an individual who has been providing unpaid services to family members in the home and who:

- (A) Either
 - a. has been dependent on the income of another family member but is no longer supported by that income; or
 - b. is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; **and**
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Eligible Spouse of a Veteran –as defined in 38 U.S.C. 4215(a) and TEGL 10-09 – an eligible spouse of purposes of job counseling, training, and placement services for veterans pursuant to Title 38, Chapter 41 of the United States Code means the spouse of any of the following:

- (A) any veteran who died of a service-connected disability,
- (B) any member of the Armed Forces serving on active duty who, at the time of application for WIOA assistance is listed for a total of more than ninety days:
 - i. missing in action,
 - ii. captured in the line of duty by a hostile force, or
 - iii. forcible detained or interned in the line of duty by a foreign government or power,
- (C) any veteran who has a total disability permanent resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs, or

ATTACHMENT D: DEFINITION OF KEY TERMS

(D) any veteran who died while a disability so evaluated was in existence.

The spouse whose eligibility is derived from a living veteran or service member (i.e., categories b or c above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

English Language Learner – as defined by WIOA Sect. 3(21) and WIOA Sect 203(6) – an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and:

- (A) Whose native language is a language other than English; or
- (B) Who lives in a family or community environment where a language other than English is the dominant language.

Ex-Offender / Offender – As defined by WIOA Section 3(39) – an adult or juvenile

- (A) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, statute offences, or other crimes.

Homeless Individual – as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)),

- (A) means an individual who lacks a fixed, regular, and adequate nighttime residence; and
- (B) Includes –
 - a. an individual who—
 - i. is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
 - iii. is living in an emergency or transitional shelter;
 - iv. is abandoned in a hospital; or
 - v. is awaiting foster care placement;
 - b. an individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
 - c. migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965; 20 U.S.C. 6399) who qualify as homeless under this section because the children are living in circumstances described in this paragraph;

ATTACHMENT D: DEFINITION OF KEY TERMS

Homeless Child or Youth – as defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)),

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) includes —

- a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Indians, Native Alaskans, and Hawaiians – as defined in WIOA Sec 166(b) – includes:

- Indian as defined in 25 USC 450b means a person who is a member of an Indian tribe, which means any Indian tribe, band, nation, or other organized group recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians
- Alaska Native as defined by 43 USC 1602(b) (r) includes a citizen of the United States who is a person of one-fourth degree or more Alaskan Indian Eskimo or Aleut blood, or combination thereof or any lineal descendant of a Native.
- Native Hawaiian as defined in 20 USC 7517 (2) means any individual who is a citizen of the United States who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the state of Hawaii as shown by genealogical records, Kupuna or Kamaaina verification, or certified birth records.

Individual with a Disability as defined in the Americans with Disabilities Act Sect. 12012 (1) and in WIOA Sect. 3(25) is one with

(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(B) a record of such an impairment; or

(C) being regarded as having such an impairment (as described in the Americans with Disabilities Act § 12102 (3))

ATTACHMENT D: DEFINITION OF KEY TERMS

Long-term Unemployed - as defined in the Federal Register 2015-007 PIRL – an individual who has been unemployed for 27 or more consecutive weeks.

Low-income Individual as defined by WIOA Sec. 3(36) means an individual who:

- receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received
 - assistance through the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.),
 - the program of block grants to States for Temporary Assistance for Needy Families program (TANF) under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.),
 - the Supplemental Security Income program (SSI) established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or
 - State or local income-based public assistance;
- is in a family with total family income that does not exceed the higher of
 - the poverty line; or
 - 70% of the lower living standard income level (LLSIL);
- is a homeless individual; or
- is an individual with a disability whose own income meets the income requirement of clause, but who is a member of a family whose income does not meet this requirement.

Low Levels of Literacy – as defined in the Federal Register 2015-007 PIRL – when a participant is unable to read, write, and speak in English; compute and solve problems at levels of proficiency necessary to function on the job, in the family of the participant, or in society.

Lower Living Standard Income Level (LLSIL) – as defined in WSD14-4 – the income level (adjusted for regional, metropolitan, urban, and rural differences and family size), determined annually by the U.S. Department of Labor based upon the most recent lower living family budget, published annually in the Federal Register.

Non-Custodial Parent – as defined by 45 CRF 260.30 – a parent of a minor child how:

- lives in the state; and
- does not live in the same household as the minor child.

Older Individual – as defined in WIOA Sect. 3(39) – an individual age 55 or older.

Public Assistance Recipient – as defined in WIOA Sect. 3(50) – an individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test.

Recently Separated Veteran – as defined in WIOA Sect. 3(63) – any veteran who applies for participation in WIOA within 48 months after discharge or release from active military, naval, or air service.

ATTACHMENT D: DEFINITION OF KEY TERMS

Self-attestation – as defined by TEGL 06-14, Attachment A - occurs when an individual states his or her status for a particular data element and then signs and dates a form acknowledging this status. Self-attestation must include a statement that the information submitted to demonstrate eligibility for a program under Title I of WIOA is true and accurate. The form and signature can be on paper or in the Local Area management information system with an electronic signature.

Single Parent – as defined in WSD14-4 – includes single parents, single pregnant individuals, or non-custodial parents.

State MIS – as defined in TEGL 22-15, Attachment A – refers to specific, detailed information that is stored in the state's information system that supports an element. An indicator, such as a checkmark on a computer screen, is not acceptable source documentation in and of itself. For example, State MIS is an acceptable source of documentation for date of training service, but should have information about the type of training and the organization providing that training.

Underemployed – as defined in 20 C.F.R. Sect. 668.150 and TEGL 03-15 – an individual who is:

- employed less than full-time who desires full time employment,
- working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement,
- employed who meets the definition of a low-income individual under WIOA, **or**
- employed but whose current job's earnings are less than 80% of their previous job earnings.

Unemployed – as defined in WIOA Sect. 3(61) – an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

“Unlikely to return to previous industry or occupation” – as defined locally – a dislocated worker who was laid off from a position and meets at least one (1) of the requirements below:

- Number of opportunities in previous industry/occupation is declining based on labor market information;
- Supply of candidates in previous industry/occupation exceeds the number of opportunities in the county;
- Projected annual employment increase for industry or occupation is less than 100 jobs;
- The individual has engaged in an unsuccessful job search in their previous industry/occupation for over 3 months;
- Individual can no longer meet the minimum requirements for positions available in their occupation;
- Lacks skills or certification needed to compete in the open job market for that

ATTACHMENT D: DEFINITION OF KEY TERMS

- same occupation or industry
- Wage variable for positions no longer matches with individual's level of skills and experience; and/or
- Individual is unable to perform the duties of the previous industry/occupation due to age, ability, illness/injury, disability, or other barriers.

Veteran – as defined in WIOA Sect. 3(63), 38 U.S.C. Sect. 101, and TEGL 10-09 – an individual who served as least one day in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. Active service includes full-time federal service in the National Guard or a Reserve component. This definition of “active service” does not include full-time duty performed strictly for training purposes (i.e., that which is often referred to as “weekend” or “annual” training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than by federal authorities.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
WIOA ADULT AND DISLOCATED WORKER ELIGIBILITY AND ENROLLMENT
POLICY**

(Issued September 2018)

The Workforce Development Board (WDB) of Solano County's WIOA Adult and Dislocated Worker Eligibility and Enrollment Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the WIOA Adult and Dislocated Worker Enrollment and Eligibility Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult with my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____