



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: May 9, 2019

Number: 2018-06 Change 1

WIOA ADULT AND DISLOCATED WORKER ENROLLMENT AND ELIGIBILITY POLICY CHANGE 1

INTRODUCTION

This policy change adds additional information on eligibility verification of authorization to work when registering for WIOA services.

QUESTIONS

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

POLICY CHANGES

The change modifies the following paragraph to the Eligibility Verification section of the WIOA Adult and Dislocated Worker Enrollment and Eligibility Policy allowing the WDB, under specific circumstances, to have flexibility as to when verification of an individual's authorization to work is done.

ELIGIBILITY VERIFICATION

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.

Taking into consideration special projects and / or the needs of target populations (e.g. incarcerated individuals), an individual's authorization to work documentation may be verified at a later period during participation; as long as documentation is verified before services necessitate coordination with an employer.

The following may be considered when determining the point at which verification of authorization to work is done:

- **Nature of the services to be provided**
- **Need for services to be provided on an expedited basis**

- **Length of time during which services will be provided**
- **Co-enrollment opportunities with WIOA Title II; and**
- **The cost of providing the services/training.**

Changing the timing at which authorization to work documentation must be collected from time of enrollment to a later date in participation requires prior authorization from a division manager or the President/Executive Director.

3. Staff must enter the appropriate activity code for the individual into the CalJOBS system.

DISCLAIMER

This policy is based on WDB's interpretation of Directive WSD18-03, Pathway to Services, Referral and Enrollment. This policy will be reviewed and updated based on any additional federal or state guidance.

Approved by

Workforce Development Board of Solano County