

MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 05-74

Policy **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors for Workforce Integration
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: September 22, 2005

Subject: Title I Eligibility Requirements (Revised)

Purpose: To revise Policy Issuance 00-14 Title I Eligibility Requirements, Revised (issued May 24, 2000) in order to provide updated guidance to Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners regarding the eligibility of adults, dislocated workers and youth for services under Title I of the Workforce Investment Act.

Background: Local One-Stop Career Center operators must provide all customers with universal access to core services, both self-assisted and staff facilitated. The universal provision of core services does not require the review and documentation of customer information required for specific eligibility for and enrollment into the Title I program.

Access to Title I Adult and Dislocated Worker Services

When adults or dislocated workers seek *core services* that require significant one-to-one Title I staff assistance, or seek *intensive* or *training services*, local operators must have procedures in place to collect Title I

eligibility information. See *Attachment A: Eligibility Criteria*. Upon completion of the eligibility process, and upon receipt of a significant staff-assisted activity funded through Title I, the applicant becomes a Title I participant and must be counted for purposes of Title I performance measures. For more information about the progression of eligibility and tiers of service for adult and dislocated workers under Title I please see *Attachment B1: Tiers of Service, and B2: Proposed Registration for WIA Services*.

Access to Title I Youth Activities

All youth between the ages of 14-21 must be registered and determined eligible in order to participate in youth activities. Registration must include EEO data. All youth participants must be counted for performance measures. Registration and eligibility procedures for youth may be conducted at the One-Stop Career Center, or at another point of service to youth, but the procedures must be conducted in accordance with this policy and with the local board's eligibility policy. The location(s) at which youth eligibility determinations will be conducted must be clearly described in the local area's policies or standard operating procedures. Note: Youth activities are *not* divided into core/intensive/training tiers of service as they are for adults and dislocated workers.

Priority for Services for Title I Adult Activities

The regulations require that recipients of public assistance and other low-income adults be given priority for intensive and training services if funding is limited for adult employment and training activities. Local boards are required to determine the extent to which funding is limited and then to decide whether or how the priority will be applied based on local conditions. Local determinations in regard to funding limitations and adult priority for services must be described in the Memorandum of Understanding (MOU) covering Title I services and funding. See *Attachment C: Priority for Services* for additional guidance.

Documentation Requirements

The U.S. Department of Labor (USDOL) has not issued documentation requirements for eligibility under the Workforce Investment Act. Under the Job Training Partnership Act (JTPA), however, extensive documentation requirements were issued by USDOL in 1993 for adults and youth in the "Title II Eligibility Documentation" technical assistance guide (TAG). The Commonwealth described state policy adopting the TAG as the basis for local documentation of eligibility. See *Attachment F: Eligibility Documentation*

Under §184 of the Act, in order to avoid sanctions for inappropriate expenditure of funds, state and local recipients must be shown to have acted with due diligence in the monitoring of the implementation of the grant. Such monitoring is meant to ensure that there is not a willful disregard of the requirements of the Act, gross negligence, or failure to observe accepted standards of administration. Local operators must ensure, therefore, that applicants for services certify, under penalty of perjury, that the eligibility information provided is accurate. Local operators must also ensure that procedures are in place to verify the consistency and accuracy of provided documentation. These procedures should draw from the documentation sources listed in Attachments E and F.

Policy: Local Workforce Investment Boards, in consultation with the chief elected officials, must establish Title I eligibility policies and procedures consistent with the guidance provided herein. In formulating local policies and procedures, local Boards must specifically address the following Title I eligibility issues:

- Local priority for adult intensive and training services
- Local parameters for the definition of *Requires Additional Assistance* (sixth youth barrier for low-income youth)
- Local parameters for the definition of *Serious Barriers to Employment* (for 5% youth)
- Local parameters for the definition of *Self-sufficiency*

References: Workforce Investment Act of 1998, Public Law 105-220
Workforce Investment Act Final Rule (20 CFR 652 et al)

Inquiries: Inquiries should be directed to PolicyQ&A@detma.org . Please reference the correct WIA Communication number with any inquiry.

Filing: Please file this in your notebook of previously issued policies as #05-74.

Attachments: The following Attachments are located within this document file:

- A - Eligibility Criteria
- B1 - Tiers of Service
- B2 - Registration for WIA Services
- C - Priority for Services (Adults)
- D - Definitions
- E - Selective Service Registration Requirements
- F - Eligibility Documentation
- G - Alternate Forms of Documentation
- H - Telephone Verification Form
- I - Applicant Statement Form

ATTACHMENT A

ELIGIBILITY CRITERIA

TITLE I - ADULTS

Title I –Adult participants must meet each of the following criteria:

1. Age 18 years of age or older. §101(1)
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)
3. In compliance with the Military Selective Service Act. §189(h)
(This applies to males 18 or older who were born on or after January 1, 1960).

Priority for Adult Services Since funding for adult employment and training activities is generally limited, priority for Title I adult intensive and training services must be given to low income adults. Local boards, however, must develop criteria for determining the extent to which local funds are limited, and whether the priority is to be applied based on local factors. §663.600 *See Attachment C: Priority for Services*

TITLE I - DISLOCATED WORKERS

Title I –Dislocated Worker participants must meet each of the following criteria:

1. Age 18 years of age or older. §101(1)
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)
3. In compliance with the Military Selective Service Act. §189(h)
(This applies to males 18 or older who were born on or after January 1, 1960).
4. A dislocated worker as defined at §101(9).

ATTACHMENT A (Continued)

TITLE I - YOUTH

Title I – Youth participants must meet each of the following criteria:

1. Age 14 through 21 years of age. §101(13)
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)
3. In compliance with the Military Selective Service Act. §189(h)
(This applies to males 18 or older who were born on or after January 1, 1960).
4. A low income individual. §101(13)
5. An individual who is one or more of the following: §101(13)
 - (i) Deficient in basic literacy skills.
 - (ii) A school dropout.
 - (iii) Homeless, a runaway, or a foster child.
 - (iv) Pregnant or a parent.
 - (v) An offender.
 - (vi) An individual who *requires additional assistance* to complete an educational program, or to secure and hold employment (see Definitions).

5% Window – §129(c)(5) - Not more than 5 percent of participants assisted in each local area may be individuals who do not meet the minimum income criteria to be considered for eligible youth, if such individuals are within one or more of the following categories:

- (A) Individuals who are school dropouts.
- (B) Individuals who are basic skills deficient.
- (C) Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual.
- (D) Individuals who are pregnant or parenting.
- (E) Individuals with disabilities, including learning disabilities.
- (F) Individuals who are homeless or runaway youth.
- (G) Individuals who are offenders.
- (H) Other eligible youth who face serious barriers to employment as identified by the local board. (The specifics of “serious barriers” must be included in the five year plan.)

30% Out-of-School Youth - §129(c)(4)(a) - At a minimum, 30 percent of the funds for youth shall be used to provide youth activities to out-of-school youth.

ATTACHMENT B1

ACCESS TO TIERS OF SERVICES

Universal Access to Core Services

Any individual job seeker, or any employed individual who wants to advance his or her career, will have access to the One-Stop Career Center system and to (basic) core employment related services that are (for the most part) self-service or informational. Individuals who seek information primarily, and do not seek direct, significant one-on-one staff assistance, *do not need to be determined Title I eligible for such core service* (they may be registered at the One-Stop Career Center for basic/full membership purposes, and/or as a registrant for Wagner-Peyser purposes). Preamble Background and Preamble Part 663, Subpart A(2)

Access to Additional Core Services

At the point an individual seeks core services that require significant staff assistance, registration/full membership must be completed and *eligibility for Title I must be determined*. Upon completion of the eligibility process, and upon receipt of a significant staff-assisted activity funded through Title I, the applicant is a Title I participant and *must* be counted as such for purposes of Title I performance measures. Preamble Part 663, Subpart A(2)

Access to Intensive Services

Two categories of adults and dislocated workers may receive intensive services:

- a) Adults and dislocated workers who are unemployed, have received at least one core service, and are determined to be in need of more intensive services to obtain employment; and
- b) Adults and dislocated workers who are employed, have received at least one core service and are unable to obtain new employment through core services, and are determined to be in need of more intensive services to obtain or retain employment *that leads to self-sufficiency*. §663.220

Documentation: The customer's case file must contain a determination of the need for intensive services as established by the initial assessment or the individual's inability to obtain employment through the core services provided. §663.160(b)

Access to Training Services

Training services may be made available to employed and unemployed adults and dislocated workers who have met the eligibility requirements for intensive services, have received at least one intensive service and have been determined to be unable to obtain or retain employment through such services. §663.310

Documentation: The customer's case file must contain a determination of the need for training services, as identified in the individual employment plan, comprehensive assessment, or through any other intensive services received. §663.240(b)

ATTACHMENT B2:

Table 1: Proposed Registration for WIA Services

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
<i>Determination of eligibility to receive assistance under Title IB</i>	<i>Staff assisted job search & placement assistance, including career counseling</i>	<i>Comprehensive & specialized assessment, such as diagnostic testing & interviewing</i>	<i>Occupational skills training</i>
<i>Outreach, intake (which may include WPRS referrals) & orientation to the One-Stop center</i>	<i>Follow-up services, including counseling regarding the workplace</i>	<i>Full development of individual employment plan</i>	<i>On the job training</i>
<i>Initial assessment of skill levels, aptitudes, abilities & need for supportive services</i>	<i>Staff assisted job referrals (such as testing & background checks)</i>	<i>Group counseling</i>	<i>Workplace training & cooperative education programs</i>
<i>Employment statistics information including job vacancy listings, job skill requirements for job listings, & info. on demand occupations</i>	<i>Staff assisted job development (working with employer & jobseeker)</i>	<i>Individual counseling & career planning</i>	<i>Private sector training programs</i>
<i>Performance info. on eligible training providers</i>	<i>Staff assisted workshops and job clubs</i>	<i>Case management</i>	<i>Skill upgrading & retraining</i>
<i>Performance info. on the local One-Stop delivery system</i>		<i>Short-term pre-vocational services</i>	<i>Entrepreneurial training</i>

¹ The individual would already be registered to be receiving follow-up services.

* This table scanned in from TEGl 7-99, page 7 & 8.

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
<i>Information on supportive services and referral to supportive services</i>		<i>Follow-up services, including counseling for registrants (those previously receiving intensive/training services) after entering employment</i>	<i>Job readiness training</i>
<i>Information regarding filing for Unemployment compensation</i>			<i>Adult education and literacy activities in combination with training</i>
<i>Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs</i>			<i>Customized training</i>
Resource room usage			
Internet browsing (job, information and training searches)			
Internet accounts (Career Kit, Personnel Kit)			
Initial development of employment plan			
Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

ATTACHMENT C

PRIORITY FOR SERVICES

The U. S. Department of Labor makes a general operational assumption that Title I adult funding *is generally limited* because there are not enough adult funds available to provide employment and training activities to all of the adults who could benefit from such services. The Department also recognizes, however, that conditions differ from one local area to another and funds might not be limited in all areas. Local boards are required to consider the availability of funds in their area, including other Federal funding such as TANF to determine the extent to which funding is limited for adult employment and training activities. Based on this determination local boards must decide how the low-income priority will be applied based on local conditions. Preamble Part 663-Subpart F (p.18673)

Determining Funding Availability

As part of the annual planning process, local boards must determine if Title I funding *is limited* or *is not limited*. If the board has determined that funding is not limited they must describe in the annual plan the criteria used to make that determination, including (as cited in §663.200):

- the availability of other funds for employment and training-related services in the local area,
- the needs of specific groups within the local area, and/or
- other appropriate factors.

Applying the Priority

If a board determines that funding *is limited* and the low-income priority is in effect, the board must establish a process that gives priority for services to the recipients of public assistance and other low income individuals. The board may establish this priority in such manner so as to also allow service to other adult individuals meeting WIA eligibility requirements, e.g., a priority window for individuals with specific barriers. A description of how the priority will be applied must be included in the annual plan (in conjunction with the Title I MOU section). If a board determines that funding *is not limited*, it is not necessary to establish a priority process. §663.600

Funds allocated for dislocated workers are *not* subject to this requirement. §663.610

ATTACHMENT D

DEFINITIONS

ADULT – an individual who is 18 years or older at the time of application. §101(1)

BASIC SKILLS DEFICIENT, BASIC LITERACY SKILLS DEFICIENT *– an individual youth or adult who computes or solves problems, reads, writes, or speaks English

- at or below their age appropriate grade level (if less than ninth grade age), or
- at or below grade level 8.9 on a generally accepted standardized test or a comparable score of a criterion-referenced test; or
- is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

**This definition was adopted by the WIA Youth Subcommittee and approved by the WIA Steering Committee, giving further definition to the one found at §101(4).*

CONCURRENT ENROLLMENT – eligible individuals who are 18 through 21 years old may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable for the services received. §664.500(b)

DISLOCATED WORKER - §101(9) - an individual who:

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii) (I) is eligible for, or has exhausted entitlement to, unemployment compensation; or
- (II) 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 unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) 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;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services described in §134(d)(4), intensive services described in §134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) 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; or
- (D) is a displaced homemaker.

ATTACHMENT D (Continued)

DISPLACED HOMEMAKER – §101(10); §663.120 - an individual who has been providing unpaid services to family members in the home and who;

- (A) has been dependent on the income of another family member but is no longer supported by that income, and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

EEO DATA – Equal Employment Opportunity information on race and ethnicity, age, sex, and disability required by regulations implementing section 188 of WIA governing non-discrimination. §660.300

FAMILY – §101(15) - two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) a husband, wife, and dependent children,
- (B) a parent or guardian and dependent children,
- (C) a husband and wife.

FOSTER CHILD – any youth under the age of eighteen (18) who is placed into substitute care under the legal responsibility of the Massachusetts Department of Social Services (DSS). The term “substitute care” means the provision of planned, temporary twenty-four hour a day care when the parent or principal caretaker is unable or unavailable to provide care on a daily basis. “Substitute care” encompasses the provision of foster care, community residential care and supervised independent living (110CMR 2.00(49)). This definition of foster child may include children who are:

- (A) receiving services from the Massachusetts DSS pursuant to a voluntary placement agreement; or
- (B) placed in the custody of the Massachusetts DSS through a court order (including a court order arising out of a Child in Need of Services (CHINS) petition) or through an adoption surrender.

HOMELESS – pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either:

- (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill),
- (B) an institution that provides a temporary residence for individuals intended to be institutionalized, or
- (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.

ATTACHMENT D (Continued)

INDIVIDUAL WITH A DISABILITY – §101(17) - an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

IN SCHOOL YOUTH – a youth that has not attained a high school diploma or equivalent and is attending school on a full time basis. A youth attending an alternative school is considered an in school youth.

LOWER LIVING STANDARD INCOME LEVEL –the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the secretary. §101(24)

LOW-INCOME INDIVIDUAL – §101(25) - an individual who:

- (A) receives or is a member of a family that receives cash payments under a Federal, State, or local income based public assistance program;
- (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- (C) is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;
- (D) qualifies as a homeless individual under subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B) but who is a member of a family whose income does not meet such requirements.

OFFENDER –any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. §101(27)

OLDER INDIVIDUAL – an individual age 55 or older. §101(28)

OUT-OF-SCHOOL YOUTH – an eligible youth who is a dropout or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. §101(33)

ATTACHMENT D (Continued)

PARTICIPANT – an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up). Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other Title I services beyond self-service or informational core services. §101(34)

POVERTY LINE – as defined by the Office of Management and Budget and revised annually in accordance with section 673 (2) of the Community Services Block Grant Act [42 U.S.C. 9902 (2)] applicable to a family of the size involved. §101(36)

PREGNANT/PARENTING YOUTH – a youth who is pregnant or providing custodial care for one or more dependents under age 18.

PUBLIC ASSISTANCE – Federal, State or local government cash payments for which eligibility is determined by a needs or income test. §101(37)

REGISTRATION (for Title I) - the process of collecting information necessary to make a determination of eligibility for Title I. All youth participants must be registered for Title I and determined eligible. Adults and dislocated workers who receive services funded under Title I *other than* self-service or informational activities, and certain staff-assisted core services must be registered for Title I and determined eligible. EEO data must be collected on individuals during the registration process.

Please Note

- The term registration may also be used by different partners to refer to registration in their respective programs. Most jobseekers at a One-Stop Career Center will be registered on the statewide MOSES tracking system. Eligibility determination for Title I may occur at initial registration or at any subsequent point prior to the receipt of Title I participant services.
- Adults and dislocated workers do not have to be registered and determined eligible for Title I in order to make use of informational and self-service core services that are offered universally to One-Stop Career Center customers.

REQUIRES ADDITIONAL ASSISTANCE to complete an educational program, or to secure and hold employment (the sixth barrier). The definition of a youth that requires additional assistance will include an individual that:

- (A) is one or more grade levels below their age-appropriate grade level;* or
- (B) has a disability, including a learning disability;* or

ATTACHMENT D (Continued)

(C) requires additional assistance as defined by the youth council and approved by the local board. (Long term unemployment may not be used as a criterion to meet this definition of eligible youth.)*

**As adopted by the WIA Youth Subcommittee and approved by the WIA Steering Committee.*

RUN-AWAY YOUTH – pursuant to the Runaway and Homeless Youth Act, an individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.

SELF-SUFFICIENCY – The local board must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level. Self – sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage. §663.230

SCHOOL DROPOUT – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout. §101(39)

UNEMPLOYED INDIVIDUAL – an individual who is without a job and who wants and is available for work. §101(47)

YOUTH – an individual who is 14 through 21 years of age. §101(13)

ATTACHMENT E

SELECTIVE SERVICE REGISTRATION REQUIREMENTS

To be eligible to participate in WIA Title I services, certain Selective Service requirements must be met by One-Stop Career Center customers:

- (A) All males born in the United States on or after January 1, 1960 *must have registered* with the Selective Service System (must be able to document registration with SSS).
- (B) Males not born in the United States, whose birth date is on or after January 1, 1960 and who entered the U.S. before their 26th birthday *must have registered* with the Selective Service System (must be able to document their date of entry and date of birth). Since a foreign born male who enters the U.S. as a student attending school on a full-time basis is not required to register with Selective Service, verification of the individual's F1 Student Visa status when he was between the ages of 18-26 would be sufficient.
- (C) Males not born in the United States, whose birth date is on or after January 1, 1960 and who entered the U.S. after their 26th birthday are not required to register with Selective Service (must document their date of entry and date of birth).
- (D) Males born on or after January 1, 1960 and who have been discharged from U.S. military service must document their date of discharge on their DD214.

For non-U.S. born customers presentation of either a Certificate of Naturalization form or a valid United States Passport will indicate that an individual has met all Selective Service requirements, as Selective Service compliance is also a requirement of the naturalization process.

ATTACHMENT F

ELIGIBILITY DOCUMENTATION

ELIGIBILITY CRITERIA	SOURCES OF DOCUMENTATION (Only one of the following is required for each criterion. See also alternate forms.)
GENERAL ELIGIBILITY – Required for youth, adults and dislocated workers	
Birth Date/Age	Baptismal Record Birth certificate DD-214, Report of Transfer or Discharge Paper Driver's License Federal, State or Local Government Identification Card Selective Service Card Hospital Record of Birth Passport Public Assistance\Social Service Records School Records\Identification Card
Citizenship/Authorization to Work in the United States	Alien Registration Card indicating Right to Work (INS Forms I-551, I-94, I-688A, I-197, I-179) U.S. Baptismal Certificate (if place of birth is shown) U.S. Birth Certificate Food Stamp Records Foreign Passport Stamped Eligible to Work U.S. Hospital Record of Birth Naturalization Certification Public Assistance Records U.S. Passport (either current or expired)
Selective Service Registrant*	DD-214, Report of Transfer or Discharge Selective Service Advisory Opinion Letter (not used after Jan., 1995) Selective Service Online Verification at http://www.sss.gov (printout) Selective Service Registration Acknowledgement Card Selective Service Status Information Letter Selective Service Registration Record (Form 3A) Stamped Post Office Receipt of Registration Certificate of Naturalization (indicates compliance with all Selective Service requirements) U.S. Passport) for non-U.S. born customers, only)

**Online verification is available for men born on or after 12\31\59. Men between the ages of 18-26 who have not registered should be referred to SSS for registration prior to enrollment in WIA Title I. Registration may be completed online at the web site.*

Pursuant to the USDOL policy that final decisions for disbursing federally financed domestic benefits, services, rights, or training, rests solely with the provider agencies that disburse them, the local Title I operator is responsible for determining if an individual seeking services under Title I meets Selective Service requirements. As such, the Title I operator must determine for any Title I applicant who was required to register with Selective Service and failed to do so, whether that failure was knowing or willful. It is the responsibility of the individual to demonstrate that such failure to register was not knowing or willful. All such determinations must be documented in the participant's case file. DOL TEGL 8-98 issued 11/4/98.

ECONOMIC ELIGIBILITY – Required for youth, and required for adults (if a priority)

Cash Public Assistance NOTE: The listed items of documentation are acceptable for any individual listed on grant.	<ol style="list-style-type: none">1. Copy of Authorization to Receive Cash Public Assistance2. Copy of Public Assistance Check3. Medical Card showing Cash Grant Status4. Public Assistance Identification Card showing Cash Grant Status5. Public Assistance Records/Printout/Master File
Individual/Family Income	<ol style="list-style-type: none">1. Alimony Agreement2. Award letter from Veterans Administration3. Bank Statements (Direct Deposits)4. Compensation Award Letter5. Court Award Letter6. Employer Statement/Contact7. Business Financial Records8. Housing Authority Verification9. Pay Stubs10. Pension Statement11. Quarterly Estimated Tax for Self-Employed Persons12. Social Security Benefits13. Unemployment Insurance Documents14. Written statement from other Federal, State or Local agency
Individual Status/Family Size	<ol style="list-style-type: none">1. Birth Certificate2. Decree of Court3. Disabled (See “Individuals with Disabilities” below)4. Divorce Decree5. Lease or Landlord Statement6. Marriage Certificate8. Medical Card9. Most Recent Tax Return supported by IRS Documents (e.g. Letter 1722)10. Public Assistance/Social Service/Public Housing Agency Records
Food Stamps	<ol style="list-style-type: none">1. Current Authorization to obtain Food Stamps2. Current Food Stamp Receipt3. Food Stamp Card with Current Date4. Postmarked Food Stamp Mailer with Applicable Name and Address5. Public Assistance Records\Printout
Homeless	<ol style="list-style-type: none">1. Written Statement from an Individual Providing Temporary Residence2. Written Statement from Shelter/Social Service Agency
Supported Foster Child	<ol style="list-style-type: none">1. Court Contact2. Court Documentation3. Medical Card4. Verification of Payments made on Behalf of the Child5. Written Statement from State\Local Agency
Individual with Disabilities	<ol style="list-style-type: none">1. Letter from Drug or Alcohol Rehabilitation Agency2. Letter from Child Study Team Stating Specific Eligibility3. Medical Records4. Observable Condition5. Physician Statement6. Psychiatrist's/Psychologist's Diagnosis7. Rehabilitation Evaluation8. School Records9. Sheltered Workshop Certification10. Social Service Records\Referral11. Social Security Administration Disability or Veterans Admin. Records12. Vocational Rehabilitation Letter13. Workers Compensation Record

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION (Only one of the following is required for each criterion)
YOUTH ELIGIBILITY BARRIERS – for youth who meet the minimum income criteria.	
Basic Skills Deficient	<ol style="list-style-type: none"> 1. Assessed by a Generally Accepted Standardized Test 2. School Records
School Dropout	<ol style="list-style-type: none"> 1. Attendance Letter 2. Dropout Letter 3. Eligibility Verification Statement (if other documents are unavailable) 4. Applicant Statement (if other documents are unavailable)
Homeless or Run-away	See “Homeless” in Economic Eligibility above
Supported Foster Child	See “Supported Foster Child” in Economic Eligibility above
Pregnant or Parenting	<ol style="list-style-type: none"> 1. Birth Certificate 2. Hospital Record of Birth 3. Medical Card 4. Physician’s Note 5. Referrals from Official Agencies 6. School Program for Pregnant Teens 7. School Records 8. Statement from Social Services Agency
Offender	<ol style="list-style-type: none"> 1. Court Documents 2. Halfway House Resident 3. Letter of Parole 4. Letter from Probation Officer 5. Police Records
Disability, Learning Disability	See “Individuals with Disabilities” in Economic Eligibility above
LWIB Designated Category for Requires Additional Assistance	If Applicable, list the Documentation you Require for This Category

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION (Only one of the following is required)
YOUTH 5% WINDOW – for youth who do not meet the minimum income criteria.	
School Dropout	See “School Dropout” in Youth Eligibility Barriers above
Basic Skills Deficient	See “Basic Skills Deficient” in Youth Eligibility Barriers above
Below Grade Level	See “Basic Skills Deficient” in Youth Eligibility Barriers above
Pregnant or Parenting	See “Pregnant or Parenting” in Youth Eligibility Barriers above
Disability, including Learning Disability	See “Individuals with Disabilities” in Economic Eligibility above
Homeless or Runaway	See “Homeless” in Economic Eligibility above
Offenders	See “Offenders” in Youth Eligibility Barriers above
Other barriers identified by the LWIB	If Applicable, list the Documentation you Require for This Category

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
DISLOCATED WORKERS	
<p>(A)</p> <p>(i) terminated, laid-off or received notice and</p> <p>(ii) (I) is eligible for, or has exhausted entitlement to, UI benefits; or (II) has been employed but is not eligible for UI due to insufficient earnings or were not covered under UI, and</p> <p>(iii) is unlikely to return to a previous industry or occupation</p>	<ol style="list-style-type: none"> 1. Unemployment Insurance (UI) records 2. Referral from Rapid Response 3. Notice of Ineligibility for Unemployment Insurance 4. Profiled Customer/Referral Form 5. Documentation from former employer, including telephone verification of employment and layoff status 6. Pay stubs (accept only with 1, 2, 3, 4 or 5, above) 7. W2 records (accept only with 1, 2, 3, 4 or 5, above) 8. Tax return (accept only with 1, 2, 3, 4 or 5, above)
<p>(B)</p> <p>(i) is terminated, laid-off or received notice as a result of permanent closure or substantial layoff</p> <p>(ii) is employed at a facility that has announced plans to close within in 180 days; or</p> <p>(iii) for purposes of receiving core services, is employed at a facility that has announced plans to close</p>	<ol style="list-style-type: none"> 1. Letter from company (must list customer name and date of layoff if only form of documentation presented) 2. WARN Notice with recent pay stub 3. Newspaper article with recent pay stub 4. Documentation from employer, including telephone verification or employment and layoff status. 5. Unemployment Insurance (UI) records 6. Profiled Customer/Referral Form 7. Referral from Rapid Response
<p>(C) was self-employed but is unemployed due to general economic conditions or because of natural disaster</p>	<ol style="list-style-type: none"> 1. Document indicating business closure 2. Business Tax documents or returns 3. News article or other written announcement of business closure (use only with 2 or 4) 4. Business license (use only with 1, 2, or 3, above)
<p>(D) is a displaced homemaker who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ol style="list-style-type: none"> 1. Tax returns 2. Social Security documents 3. Death notice and/or certificate (with applicant statement and/or other proof of income status such as 1, 2, 4, 5 or 6) 4. Divorce decree (with applicant statement and/or other proof of income status such as 1, 2, or 5) 5. Public assistance records/UI records 6. documenting of divorce filing (with applicant statement and/or other proof of income status such as 1, 2, or 5)

ATTACHMENT G

ALTERNATE FORMS OF DOCUMENTATION

APPLICANT STATEMENTS

Applicant statements may be used, in a limited way, to document those items that, in some cases, are not verifiable or may cause undue hardship for individuals to obtain. Consistent with requirements described in USDOL Technical Assistance Guide (TAG) JTPA Title II Eligibility Documentation Guide (published in 1993 and adopted by USDOL for use in determining eligibility under Title I of the Workforce Investment Act), an applicant statement may be used *as the sole source document only* for determining family income, residence and family size and *may not be used as the sole source document* for any other eligibility criteria. Local Boards must develop policies that describe how applicant statements are used in conjunction with practicable attempts to secure recommended documentation. Applicant statements should be supported by a documented corroborative contact or reliable witness attesting to the accuracy of the statement. The corroboration may be via witness signature on the applicant statement form or supporting telephone verification form.

Example: Use of the sample Applicant Statement form is as follows: If an applicant states that he/she is unable to provide evidence that no income was received during the past six months, and that he/she was unemployed for that period, the blank spaces following the words "***I certify, under penalty of perjury, that I***" may be completed, for example, as follows: "***have received no income from any source during the past six months, that I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends.***" This should be corroborated by the person(s) providing the support.

TELEPHONE VERIFICATION / DOCUMENT INSPECTION

WIA Title I eligibility criteria may be verified by telephone contacts with cognizant governmental or social service agencies, or by document inspection. Telephone verification should, however, only be conducted when no other methods of information verification are available. The information obtained must be documented by recording the information on a standardized form such as the example contained in this part. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency or the document used. Telephone verification must include the name of the agency representative providing the verification information. In some cases, the information provided by the agency through telephone contact may be sufficient to satisfy multiple WIA eligibility criteria. Documentation of eligibility verification through document inspection is appropriate when documents cannot or may not be machine-copied.

Since personal information must normally be kept confidential by governmental agencies, state and local partners will need to make prior arrangements to obtain such information. Agencies which may assist in verifying eligibility via telephone contact are: local schools; Social Security Administration; Veterans Administration; medical and health facilities; Vocational Rehabilitation facilities; drug and alcohol rehabilitation facilities; housing authorities; homeless shelters; judicial agencies and institutions; and other State or local government agencies.

When documentation of WIA Title I eligibility verification is accomplished via telephone or document inspection, local partners are required to use a standardized form, such as the example contained in this part.

ATTACHMENT H

TELEPHONE VERIFICATION FORM

WIA Title I Eligibility Verification by Telephone or Document Inspection

Applicant's name and other identifying information

Company/agency providing verification_____

Company/agency area code & telephone number_____

Person verifying eligibility item_____

Date of verification_____

Primary eligibility items verified_____

Additional eligibility items verified_____

Verification

I attest that the information recorded by me on this document was obtained through telephone contact or document inspection on the above date from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

Signature of eligibility\intake worker_____ Date_____

ATTACHMENT I

APPLICANT STATEMENT FORM

I certify, under penalty of perjury that I _____

(If applicant cannot obtain a satisfactory witness or provide a telephone contact, explain above.)

Applicant's Signature _____ Date _____

Applicant's Address, City, State, Zip _____

Corroborating Witness Signature _____ Date _____

Witness' Relationship to Applicant _____

Office Use Only

The above applicant statement is being utilized for documentation of the following eligibility criteria:

Signature of eligibility/intake worker _____

Date _____