

# Mass Workforce Issuance

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**Workforce Issuance No. 14-64**

**Policy**    **Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** August 1, 2014

**Subject:** **Title I Eligibility Requirements, Revised**

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**Purpose:** This policy replaces MassWorkforce Issuance No. 09-20 Title I Eligibility Requirements, Revised (April 9, 2009) in order to provide updated guidance to Local Workforce Investment Boards (LWIBs), One-Stop Career Center Operators and other local workforce investment partners regarding the eligibility requirements for dislocated workers served under Title I of the Workforce Investment Act.

Additional revisions may be forthcoming with the implementation of WIOA.

**Revision:**

Attachment A – Eligibility Criteria, Title I – Dislocated Workers

*Please note: the single revision to this policy is the removal of the age criterion for Dislocated Workers. If applicable, local eligibility policies and/or standard operating procedures must be revised in accordance with this definition.*

**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.

**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*
- If applicable, local policies and/or standard operating procedures must be revised in accordance with the Dislocated Worker definition stated herein, which has been revised to remove the age criterion.

**References:** Workforce Investment Act of 1998, Public Law 105-220  
Workforce Investment Act Final Rule (20 CFR 652 et al)  
Training and Guidance Letter 03-04  
Massachusetts General Laws C.119 &120  
Code of Massachusetts Regulations 109 & 110

**Inquiries:** Inquiries should be directed to [PolicyQ&A@detma.org](mailto:PolicyQ&A@detma.org). Please reference the MassWorkforce Issuance number with any inquiry.

**Attachments:**

- A - Eligibility Criteria (**Revised**)
- 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
- J - Juvenile Justice Youth/State Custody Youth Letter/Foster Child  
(for separate templates)
- K - Document Inspection Verification Form