# COVID19 Dislocated Worker
# Eligibility Documentation Verification Methods

Please refer to *MassHire Workforce Issuance (MWI) 100 DCS 18.101.5: Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program* for Dislocated Worker eligibility requirements and acceptable source documentation for enrollment or co-enrollment.

**COVID-19 NDWG Specific Eligibility (Choose one, Must Document)**

| NDWG Specific Eligibility | Source Documentation |
|---|---|
| Dislocated Worker; (UI QSGN or QEMP) | UI Printout, layoff notice |
| An individual temporarily or permanently laid off as a consequence of the COVID-19 Pandemic | UI Printout |
| Long-Term Unemployed individual (27 weeks or more during prior 24 months) | UI Printout |
| A self-employed individual who became unemployed or significantly underemployed as a result of the COVID-19 pandemic | 1. PUA Approval Printout<br>2. Document indicating business closure<br>3. Business Tax documents or returns<br>4. News article or other written announcement of business closure (use only with 2 or 4)<br>5. Business license (use only with 1, 2, or 3, above)<br>6. Telephone verification if other forms of documentation are not readily available |

**Allowable methods to verify eligibility source documentation:**
- Documentation for Dislocated Workers including COVID19 Disaster Recovery Dislocated Worker eligibility may be verified electronically.
- The use of electronic signatures on eligibility documentation is also allowable.
- Staff may verify documents through livestream (video sharing) such as Zoom, WebEX, Adobe Connects or other virtual media platform.
- When documents are verified through livestream staff must complete the Documentation Inspection Form found in Attachment J of MWI 100 DCS 18.101.5 and include in the customers file.
- Workers and staff sending eligibility documentation via email must use the Secure Email Delivery System found in Attachment L of MWI 100 DCS 18.101.5. Documents sent via email must be sent included in the customer's file.
- Staff may send the customer a release form (for example, Shared Customer Release Form; Issuance: 03.2019) to record the UI Online ID to give staff permission to access the customer's UI record. Upon the staff's receipt of the customer release form, the staff looks up the UI claim and verifies that the customer is in fact eligible for UI. Staff must include documentation of the customer's UI status in the file by either a printout or use of the Documentation Inspection Form.
- Customers emails UI screenshot to staff.
- UI printouts by staff.

Please note if a situation related to eligibility determination or verification of documentation is not listed here, please contact your MDCS SPOC for assistance in discerning eligibility for the purpose of Dislocated Worker Eligibility.