



Workforce Issuance

100 DCS 18.101.3

☒ Policy ☐ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 24, 2019

Subject: Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program

Purpose: To notify local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce development partners of Title I Eligibility Requirements under the Workforce Innovation and Opportunity Act (WIOA) and add clarity regarding eligibility for individualized and training services.

Background: The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Policy: All participant eligibility determinations must be made under the WIOA framework and must follow all WIOA requirements.

Effective: Immediately

Revisions: Attachment F – Eligibility Documentation:

Page 1, language added under Eligibility Criteria / Sources of Documentation:

This document listing may not be exhaustive. Should you encounter a document that is not listed here, please contact your MDCS Field Management and Oversight representative for assistance in discerning the document's validity for the purpose of WIOA Title I eligibility.

Page 1-2, under General Eligibility / US Citizenship or Authorization:

Added #9 - Non-Restricted Social Security Card AND Government Issued Identification containing a photograph or information such as name, date of birth, gender, height, eye color, and address.

Page 1-2, under General Eligibility / US Citizenship or Authorization:

Added ** - [Link](#) to the Department of Homeland Security, US Citizenship and Immigration Services, Instruction for Form I-9 (Employment Eligibility Verification)

References: Workforce Innovation and Opportunity Act of 2014
20 CFR Parts 676, 677, 678 & 680

Action

Required: Please ensure that all managers and appropriate staff are familiar with the content of this policy.

Inquiries: Inquiries should be directed to PolicyUnit@MassMail.State.MA.US Please reference the MassWorkforce Initiative number and subject.

Attachments:

- A - Eligibility Criteria
- B - Access to WIOA Services
- C - Priority for Services
- D - Definitions
- E - Selective Service Registration Requirements
- F - Eligibility Documentation (Revised)
- G - Alternate Forms of Documentation
- H - Telephone Verification Form
- I - Applicant Statement Form
- J - Documentation Inspection Verification Form
- K - Tools for Training Justification