

**Eligibility Requirements for  
WIOA Title I Adult and Dislocated Worker Program  
Q&A**

Q1. The Applicant Statement form (Attachment I), seems like the one included has less to fill out than the one we have been using the past few years (attached is the one we currently use)

A1. Local areas have the flexibility to customize the applicant statement to provide more detailed instruction to staff on its use, as long as the purpose of the form remains consistent with its original intention, that it is used as a last resort for documentation of family income, residence, family size, and specific barriers when all other attempts to secure documentation have been exhausted.

Q2. In the revised Policy Attachment B – Access to Services, pg. 5, we see this statement: “Local Boards may place eligibility restrictions on training funds.” Does that mean that we as a local board, in determining eligibility for access to Adult TRAINING funds, can limit it to low-income adults (which would include public assistance recipients) and that we would NOT be out of compliance with the Priority of Service Policy Issuance 100 DCS 08.116 and other Attachments to this draft Eligibility Policy?

A2. Yes.

Q3. In the revised Policy Attachment C – Priority of Services and Attachment D – Definitions: Would Massachusetts consider further narrowing the definition, for ADULTS only, to the following: Adults who do not currently have a High School Diploma or its equivalency and that have English, writing or computational skills at or below 8.9 grade level, or who are English Language Learners.

A3. MassHire Department of Career Services maintains that it is plausible for an individual who possesses a high school diploma or equivalency to have English, writing or computational skills at or below 8.9 grade level or who are English language learners, therefore possession of the credential should not necessarily limit participation in the WIOA Title I Adult program.

Local areas may elect to include adults that do not have a High School Diploma or its equivalency within their locally defined priority populations.

Q4. Relatedly, in Attachment D – Definition of Basic Skills Deficient and in Attachment F - Adult Priority of Services Acceptable Documentation:

Would Massachusetts consider allowing, for ADULTS only, the use of the CR101/WorkKeys assessment, along with the nationally recognized crosswalk (posted on the state's website at: <https://www.mass.gov/service-details/workkeys-assessment-crosswalk-tools>) as acceptable documentation which other states apparently have allowed.

A4. MassHire Department of Career Services will allow the use of the WorkKeys Placement Quiz or the WorkKeys Exam along with the nationally recognized crosswalk to the US DOL EFL Descriptors, TABE, and CASAS as acceptable documentation for determination of basic skill levels including basic skill deficiency. Please note the WorkKeys Placement Quiz or the WorkKeys Exam **may not** be used to measure skill gain related to education functioning levels used for federal performance reporting.

Q5. How does Massachusetts define the second part of the Basic Skills Deficient definition (WIOA sec. 3(5)(B)), with respect to an individual who is a youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society?

A.5 MassHire Department of Career Services defines Basic Skills Deficient (WIOA sec. 3(5)(B)) as an individuals who :

- lack a high school diploma or high school equivalent and is not enrolled in secondary education
- are enrolled in a Title II Adult Education/Literacy program
- lack basic understanding of computer functionality or lack basic financial literacy skills

Please note that individuals lacking soft skills or job-specific skills related to a particular training or job may not qualify as basic skill deficient.

A list of acceptable source documentation is provided in Attachment F of the Eligibility Requirements for WIOA Title I policy.