

THE DELTA WORKFORCE INVESTMENT AREA

WIA ELIGIBILITY DOCUMENTATION POLICY

Effective December 9, 2010

THE DELTA WORKFORCE INVESTMENT AREA WIA ELIGIBILITY POLICY

I. Introduction

The purpose of this policy is to detail the requirements for eligibility documentation, streamline the eligibility process, and reduce paperwork for adults, dislocated workers, and youth receiving services in the Delta Workforce Investment Area.

II. Eligibility Process

Staff responsible for determining and documenting participant eligibility should exercise reasonable and professional judgment. If staff has reason to believe a participant is misrepresenting an eligibility item, additional information and documentation should be requested, copied and maintained in the participant file.

A. Determining and Documenting Eligibility

1. Adults & Dislocated Workers

In making the initial determination of eligibility for adults, staff shall maintain on file a copy of the documentation used to verify the following eligibility items:

- i. Registrant's Name
- ii. Registrant's Date of Birth
- iii. Social Security Number
- iv. Citizenship
- v. Selective Service Status (where applicable)

A copy of the DWIA Participant Folder Content Checklist should be used in each participant file to verify eligibility.

2. Youth

In making the initial determination of eligibility for youth, staff shall maintain on file, a copy of the WIA Youth Eligibility Documents Checklist (attached), the WINGS Profile Form, the WIA Enrollment Form and the WIA Attestation Form. The signature of the participant (and/or parent or guardian when participant is under 18 years of age) is required on the WIA Attestation Form to attest the truth and accuracy of the information.

No additional documentation or applicant information should be copied or placed in the file unless staff determines there is a need.

a. Youth Eligibility Documentation

In making the initial determination of eligibility for youth, staff shall maintain on file a copy of the documentation used to verify the following eligibility items:

- i. Registrant's Name
- ii. Registrant's Date of Birth
- iii. Social Security Number
- iv. Citizenship
- v. Selective Service Status (where applicable)

- vi. Family Income
- b. Youth Barriers Eligibility Documentation

All youth must have at least one barrier documented with a copy of appropriate documentation in their file. All applicable barriers should be marked appropriately on the WINGS Profile Form, WIA Enrollment Form and WIA Youth Self-Attestation Form (attached). If a youth has more than one barrier, self-certification is allowed for additional barriers beyond the documented barrier. If a youth does not meet the low income criteria, the youth must have at least two (2) documented barriers.

Below is a list of acceptable forms of documentation for each barrier:

- i. Deficient in Basic Skills
 - (A) Acceptable Standardized Assessment, such as TABE, WorkKeys, or other assessment listed in TEGL 17-05 Change 1.
 - (B) School Records
- ii. High School Dropout
 - (A) Attendance Record
 - (B) Dropout letter from School
- iii. Homeless or a Runaway
 - (A) Written statement from an individual providing temporary residency
 - (B) Written statement from shelter
 - (C) Written statement from Social Service Agency
- iv. Foster Child
 - (A) Court Documentation
 - (B) Verification of payments made on behalf of child
 - (C) Written statement from State or Local Agency
- v. Pregnant or Parenting
 - (A) Birth Certificate(s) for children
 - (B) Hospital record of birth
 - (C) Physician's Note
 - (D) Referrals from official agencies
 - (E) Statement from Social Service Agency
- vi. Offender
 - (A) Court Documents
 - (B) Halfway House Resident Documentation
 - (C) Letter of parole or letter from Parole Officer
 - (D) Police Records
 - (E) Prisoner Identification Card
- vii. Requires additional assistance to complete an educational program or to secure and hold employment
 - (A) Written statement from Counselor
 - (B) Written statement from Youth Provider
 - (C) Written statement from Educator

B. Absence of Documentation

When an eligibility item cannot be verified because the participant lacks documentation (i.e., the applicant does not have a photo ID or selective service registration documentation, etc.), the staff must provide the needed assistance to the participant to

obtain the necessary documentation. No participant should be denied services for the lack of eligibility documentation without an attempt by staff to help secure the needed documentation. If the absent documentation for eligibility is not obtained within 30 calendar days of the application date then the application process should begin anew. No applicant should take part in DWIA activities until needed documentation has been attained.

C. Attestation of Income and/or Resources for Eligibility

1. Attestation of Income and/or Resources is the process by which an individual certifies the total family income for the past six months when the income is zero. In order to live, the applicant must submit signatures of individuals assisting him/her with living expenses.
2. Once at least one barrier has been documented, youth may self-attest additional barriers.

D. Ineligible Participants

Participants determined to be ineligible should be exited immediately upon discovery of the ineligibility. All funds paid to the youth must be immediately reimbursed to South Delta Planning and Development District. Corrective action should be implemented to correct conditions that result in erroneous determinations.

E. Fraud

Participants determined to be ineligible due to fraud or purposeful misrepresentation should be exited immediately, an incident report should be filed, and repayment requested from the participant for all costs incurred as a result of ineligibility. The DWIA staff should be contacted in such cases.

III. Eligibility Documentation Requirements

The following documentation shall be maintained in the participant file for eligibility determination:

1. WINGS Summary Printout for Adult, Dislocated & Youth ITA and OJT participants;
2. Supporting documentation for adult and dislocated workers;
3. WIA Youth Eligibility Documents Checklist Form and supporting documentation, if applicable;
4. Documentation of Barrier(s) for youth;
5. Other documentation staff deemed necessary to support an eligibility item;
6. Staff Case Notes

IV. Effective Date

This policy was approved by the Delta Workforce Investment Board on August 21, 2008.

This policy is revised effective December 9, 2010.

George W. "Bunky" Butler, Chairman, DWIA Board

Date

- Attachments:
- A DWIA Definitions
 - B DWIA Youth Eligibility Documents Checklist
 - C DWIA Youth Self Attestation Form
 - D DWIA ITA Participant Folder Content Checklist
 - E DWIA Youth ITA Participant Folder Content Checklist
 - F DWIA OJT Participant Folder Content Checklist

DWIA DEFINITIONS

1. **Basic Skills Deficient** means an individual who:
- Computes or solves problems, read, writes, or speaks English at or below grade level 8.9; 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.

If a youth has, within the previous 6 months of registration, attained any of the following, the youth is determined not basic skills deficient:

- Received a high school diploma or GED from an accredited educational institution
- Taken the SAT and received an overall score of at least 780
- Taken the ACT and received an overall score of at least 16
- Taken and attained an Educational Functioning Level of at least 5 on any of the accepted standardized tests on each of the functioning areas the test measures as indicated in TEGE 17-05, Change 1, Attachment A.

For in-school youth, if the youth's school record indicates that he/she is on track to graduate and is not failing any of the required classes for graduation, the youth is determined not basic skills deficient.

2. **Dislocated Worker** - WIA Section 101(9) defines "dislocated worker" as an individual who meets the criteria in one of the following 4 categories:
- Category 1**
 - Has been terminated or laid off or received a notice of termination or layoff from employment; **AND**
 - Is currently eligible for or has exhausted unemployment compensation (UC) **OR** has demonstrated attachment to the workforce, but is not eligible for UC due to insufficient earnings or having uncovered employment; **AND**
 - Is unlikely to return to a previous industry or occupation
 - Category 2**
 - Has been terminated or laid off or has received a notice of termination or layoff from employment due to a permanent closure or a substantial layoff, **OR**
 - Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days, **OR**
 - Is employed at a facility at which the employer has made a general announcement of closure within 180 days; but there is either no known date or the date will occur after 180 days. In this instance only rapid and core services may be provided.
 - Category 3**

Was self-employed, but is unemployed as a result of economic conditions in the community or is unemployed due to a natural disaster
 - Category 4**

An individual 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 underemployed and is experiencing difficulty in obtaining employment
- AND**
- To be eligible for the dislocated worker program, an individual must be 18 years of age or older (20 CFR 663.110)

DWIA Definitions (page 2)

3. **Documentation** means to maintain on file physical evidence that is obtained during the verification process. Such evidence shall be copies of documents, completed telephone/document inspection forms, the eligibility verification form, and signed applicant statements.

4. **Eligibility Determination** means the entire process used to obtain information about an applicant's eligibility status at the time of application, and to identify and evaluate those elements that are necessary for the participant's eligibility for WIA programs.

5. **Family** means 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.

6. **Homeless**, based on the definition in the McKinney Homeless Assistance Act, means:
 - a. An individual who lacks a fixed, regular, and adequate nighttime residence; AND
 - b. An individual who has a primary residence that is –
 - i. A publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
 - ii. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - iii. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
 - iv. A youth who shares the housing of other persons due to the loss of housing, economic hardship, or a similar reason(See 42 USC Section 11302 and 42 USC Section 1143a added in 2002 of the McKinney –Vento Act).

A homeless individual does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

7. **Low Income Individual** means an individual who can be placed in one or more of the following categories:
 - 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 six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, welfare payments, and old-age and survivor's benefits received under the Social Security Act) that, in relation to family size, does not exceed the higher of:
 - i. The poverty line, for an equivalent period; or
 - ii. Seventy percent of the non-Metro lower living standard income level, for an equivalent period;
 - c. Is a member of a household that receives food stamps or has been determined in the six-month period prior to application for the program involved to be eligible to receive food stamps;
 - d. Qualifies as a homeless individual as defined in Section 4 above;
 - e. Is a foster child on behalf of whom State or local government payments are made; or

DWIA Definitions (page 3)

- f. Is an individual with a disability whose own income meets the requirements of a program described in sub-category “a” or “b” above, but who is a member of a family whose income does not meet such requirements.
8. **Offender** means any adult or juvenile who:
- a. Is or has been subject to any stage of the criminal justice process, for whom services under the Act may be beneficial; or
 - b. Requires additional assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
9. **Out-of-School Youth** means an eligible youth who:
- a. Is a school dropout, or
 - b. Has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.
10. **Review** means checking the file for internal consistency, completeness, reasonableness, and proper mathematical calculations.
11. **School Dropout** means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
12. **Unemployed Individual** means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor (BLS/DOL) in defining individuals as unemployed. The Bureau of Labor Statistics of the Department of Labor defines an individual who is without a job as, “Persons 16 years and over who had no employment during the reference week...” If a person has worked for at least one hour as a paid employee during the reference week, according to BLS/DOL that person is employed.
13. **Verification** means to confirm eligibility requirements through examination of official documents: e.g. birth certificates, public assistance records, or speaking with official representatives of cognizant agencies.

**DELTA WORKFORCE INVESTMENT AREA
IN SCHOOL & OUT OF SCHOOL PROGRAMS
ELIGIBILITY DOCUMENTS CHECKLIST**

Participant: _____ **SSN:** _____

Verified (√)	(Please Check All Documents Used For Verification)	
<input type="checkbox"/>	The applicant has submitted a COMPLETED APPLICATION form with appropriate signature(s)	
<input type="checkbox"/>	The applicant has provided documents to verify AGE (16-21)	
<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Passport
<input type="checkbox"/>	<input type="checkbox"/>	State Issued I.D. or Drivers License
<input type="checkbox"/>	<input type="checkbox"/>	School Record or I.D. (Showing Age or Birth date)
<input type="checkbox"/>	<input type="checkbox"/>	Permanent Resident Card
<input type="checkbox"/>	The applicant has provided documents verifying RESIDENCE in the county of which the program is provided.	
<input type="checkbox"/>	<input type="checkbox"/>	State Issued I.D. or Drivers License
<input type="checkbox"/>	<input type="checkbox"/>	School Record (Showing Address)
<input type="checkbox"/>	<input type="checkbox"/>	Mail from a Government Office, Utility Company, or Other Official Sources
<input type="checkbox"/>	The applicant has a verified SOCIAL SECURITY number.	
<input type="checkbox"/>	<input type="checkbox"/>	Social Security Card
<input type="checkbox"/>	The applicant has provided documents verifying RIGHT TO WORK .	
<input type="checkbox"/>	<input type="checkbox"/>	A Photo I.D. and US Birth Certificate <u>or</u> a Photo I.D. and a Social Security Card (Photo I.D. includes a State-issued drivers license or I.D. card, school I.D. with photo)
<input type="checkbox"/>	<input type="checkbox"/>	US Passport or Permanent Resident Card, INS Form I-766 with Unexpired Employment Authority
<input type="checkbox"/>	<input type="checkbox"/>	Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94 (Consult Federal I-9 Form for Additional Acceptable Documents)
<input type="checkbox"/>	The applicant has provided documents to verify income eligibility.	
<input type="checkbox"/>	<input type="checkbox"/>	Family or Applicant is a Recipient of Cash Assistance
<input type="checkbox"/>	<input type="checkbox"/>	TANF
<input type="checkbox"/>	<input type="checkbox"/>	Disability
<input type="checkbox"/>	<input type="checkbox"/>	Food Stamps / SNAP
<input type="checkbox"/>	<input type="checkbox"/>	Refugee Cash Assistance
<input type="checkbox"/>	<input type="checkbox"/>	SSI (Supplemental Security Income)
<input type="checkbox"/>	<input type="checkbox"/>	Foster Child Pay
<input type="checkbox"/>	<input type="checkbox"/>	Copy of 1 (1 with YTD amount or 4 if paid weekly) RECENT pay stubs of each family member working
<input type="checkbox"/>	<input type="checkbox"/>	Copy of pension payment from retirement plan
<input type="checkbox"/>	<input type="checkbox"/>	Copy of unemployment benefits
<input type="checkbox"/>	<input type="checkbox"/>	Copy of child support payment
<input type="checkbox"/>	<input type="checkbox"/>	Copy of OASI / SSDI benefits
<input type="checkbox"/>	<input type="checkbox"/>	Letter stating annual income, if self-employed
<input type="checkbox"/>	SELECTIVE SERVICE REGISTRATION (For Males 18 Years and Older)	
<input type="checkbox"/>	<input type="checkbox"/>	Online verification of Registration Printout
<input type="checkbox"/>	<input type="checkbox"/>	Selective Service Registration Card

**DELTA WORKFORCE INVESTMENT AREA
ITA PARTICIPANT FOLDER CONTENT CHECKLIST**

Folder should be in this order – Top of folder to Bottom of Folder (Rev 10.2010)

LEFT SIDE OF FOLDER	RIGHT SIDE OF FOLDER
TOP OF FOLDER	TOP OF FOLDER
WIA 250 – Invoice Control Log	WINGS Printout
ITA Invoice(s)	Program Outcomes – 1 st -4th quarters + Verification
ITA Award Page	Eligibility Documentation:
Credential (at completion of ITA)	<ul style="list-style-type: none"> • Access- Claimant Summary (Adult, Dislocated & Youth)
Individual Job Plan – IEP – Signed (JTCF-F5)	<ul style="list-style-type: none"> • Attestation
Narrative showing Core, Intensive, Training, Follow-Up (JTCF-F6)	<ul style="list-style-type: none"> • Proof of Income (Adult and Youth Only)
Copy of WIA Scholarship Award Letter from WJC	<ul style="list-style-type: none"> • TANF (if applicable) JT10 or Dated Letter from DHS
Truck Driver Certification (if applicable)	<ul style="list-style-type: none"> • SSI (if applicable) Documentation Required
Copy of High School Diploma or College Transcript/GED/TABE scores (if applicable)	<ul style="list-style-type: none"> • Food Stamps/SNAP (if applicable) JT10 or Letter
Program of Study (if applicable)	<ul style="list-style-type: none"> • SS Card
Grades (each semester)	<ul style="list-style-type: none"> • Proof of Age (Government issued photo ID or Birth Certificate)
Acceptance Letter from Training Provider	<ul style="list-style-type: none"> • Selective Service (if applicable)
Pell Award - Award/Denial Letter (if listed on ETPL as a Pell approved program & no prior degree)	<ul style="list-style-type: none"> • Workforce Area Complaint/Grievance Procedures
Interest Inventory (if given)	<ul style="list-style-type: none"> • Dislocated Worker Certification (if applicable)
This Form	<ul style="list-style-type: none"> • Adult Priority of Service Rating Scale (if applicable)

**DELTA WORKFORCE INVESTMENT AREA
YOUTH ITA PARTICIPANT FOLDER CONTENT CHECKLIST**
Folder should be in this order – Top of folder to Bottom of Folder (Rev 10.2010)

LEFT SIDE OF FOLDER	RIGHT SIDE OF FOLDER
TOP OF FOLDER WIA 250 – Invoice Control Log	TOP OF FOLDER WINGS Printout
ITA Invoice(s)	Program Outcomes – 1 st -4th quarters + Verification
ITA Award Page	Eligibility Documentation:
Application/Self-Attestation Form	<ul style="list-style-type: none"> • Proof of Income (including “Request for 5% Exemption - if applicable)
Individual Job Plan – ISS – Signed	<ul style="list-style-type: none"> • Income Calculation Form
Copy of WIA Scholarship Award Letter from WJC	<ul style="list-style-type: none"> • TANF (if applicable) JT10 – Letter from DHS
Truck Driver Certification (if applicable)	<ul style="list-style-type: none"> • SSI (if applicable)
Copy of High School Diploma or College Transcript/GED/TABE scores (if applicable)	<ul style="list-style-type: none"> • Food Stamps/SNAP (if applicable) JT10 - Letter
Program of Study (if applicable)	<ul style="list-style-type: none"> • SS Card
Grades (each semester)	<ul style="list-style-type: none"> • Proof of Age (Government issued photo ID or Birth Certificate)
Acceptance Letter from Training Provider	<ul style="list-style-type: none"> • Proof of Residence (item listed for age, mail from government office or school record)
Pell Award/Denial Letter (if listed on ETPL as a Pell approved program & no prior degree)	<ul style="list-style-type: none"> • Selective Service (if applicable)
Interest Inventory (if given)	TABE Locator
This Form	TABE Pretest
This Form	TABE Pretest Assessment Forms (If basic skills deficient in reading or math)
	TABE Post Test (If basic skills deficient in reading or math on Pretest)
	TABE Post Test Assessment Forms (If basic skills deficient in reading or math on Pretest)

OJT PARTICIPANT FOLDER CONTENT CHECKLIST

Folder should be in this order – Top of folder to Bottom of Folder (Rev 10.2010)

x	LEFT SIDE OF FOLDER	x	RIGHT SIDE OF FOLDER
	TOP OF FOLDER		TOP OF FOLDER
	Invoice		WINGS Printout
	Credential		Program Outcomes – 1 st -4th quarters + Verification
	Midpoint Evaluation Form		Eligibility Documentation:
	Job Description		<ul style="list-style-type: none"> • Access - Claim Summary (Adult, Dislocated & Youth)
	Job Description of upgrade (if applicable)		<ul style="list-style-type: none"> • Attestation (if applicable)
	Monthly OJT Hours		<ul style="list-style-type: none"> • Proof of Income (Adult and Youth Only)
	Original Training Outline		<ul style="list-style-type: none"> • TANF (if applicable) JT10
	JTCF – F5-Individual Job Plan-IEP		<ul style="list-style-type: none"> • SSI (if applicable) Documentation required
	JTCF- F6-Narrative showing core, intensive & training start & end dates & Follow-up		<ul style="list-style-type: none"> • Food Stamps/SNAP (if applicable) JT10
	Interest Inventory (if given)		<ul style="list-style-type: none"> • Dislocated Worker Certificate (if applicable)
	This Form		<ul style="list-style-type: none"> • SS Card
			<ul style="list-style-type: none"> • Proof of Age (Government issued photo ID or Birth Certificate)
			<ul style="list-style-type: none"> • Selective Service (if applicable) S.S. Registration
			<ul style="list-style-type: none"> • Workforce Area Complaint/Grievance Procedures
			<ul style="list-style-type: none"> • Adult Priority of Service Rating Scale (if applicable)