



WIOA Adult, Dislocated Worker and Youth Eligibility and Documentation Policy

POLICY #1005, Revision 5

REVISION EFFECTIVE DATE: 5-4-20

Supersedes: WIOA Adult, Dislocated Worker and Youth Eligibility Guidelines and Documentation Requirements; Effective June 30, 2019

PURPOSE

This policy communicates revised eligibility guidelines and documentation requirements for the Workforce Innovation and Opportunity Act (WIOA) Title 1-B Adult, Dislocated Workers and Youth programs reflected in Washington State Employment Security Department's (ESD) WorkSource System Policy #1019, Rev. 4, "Eligibility Guidelines and Documentation Requirements" and subsequent Workforce Information Notices (WINs) and other policies issued by ESD as a result of COVID-19.

This WIOA eligibility and documentation policy includes WorkForce Central's "WIOA Adult, Dislocated Worker and Youth Eligibility & Documentation Policy Handbook" that details specific eligibility criteria and documentation requirements for the Adult, Dislocated Worker and Youth programs.

POLICY

WorkForce Central (WFC) Accountability: This policy contains the most current laws, rules and guidance for WIOA eligibility determination, documentation, and self-attestation as communicated through DOL ETA and Washington State ESD. As a matter of policy, WFC will update this policy and accompanying Eligibility Handbook as policy changes occur. WFC and its service providers will only be held accountable for the implementation of this policy and guidance in effect at the time decisions are made.

Program Eligibility: This policy addresses eligibility requirements for WIOA Title I – Adult, Dislocated Worker and Youth programs. Program eligibility requirements are detailed in the accompanying Eligibility Handbook. In the implementation of this policy and guidance, WFC and service providers will have the flexibility of using alternative documentation, e.g., use of self-attestation as an exception, if the requirements as currently delineated create a barrier to participation.

Data Element Validation (DEV) and Documentation Requirements: WFC will maintain adequate documentation to ensure credibility of eligibility determination and to support DEV requirements in alignment with this policy and with DOL ETA and Washington State ESD data validation policies.

Self-Attestation: WFC has adopted the use of self-attestation as a minimum documentation requirement where allowed by DOL and ESD guidance. In order to properly document customer self-attestation, Service Providers may use the paper WIOA Application in the Eligibility Handbook or the ETO WIOA Eligibility Application. When using either document, the form must be signed by the participant and Service Provider authorized staff.

PROCEDURES

Refer to the Eligibility Handbook for the detailed eligibility determination and documentation requirements.

DEFINITIONS

Definitions related to this policy are contained in the attached Eligibility Handbook.

ACTION REQUIRED

WFC and Service Provider staff are required to implement and comply with the requirements contained within this policy and the corresponding Eligibility Handbook. WFC and service providers shall ensure that staff are trained and familiar with the content of this policy and the Eligibility Handbook.

REFERENCES

- Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) of 2014
- WorkSource System Policy #1019, Revision 4 – Eligibility Guidelines and Documentation Requirements
- Other references contained in the Handbook

ATTACHMENTS

WIOA Adult, Dislocated Worker and Youth Eligibility Documentation Policy Handbook.

INQUIRIES

Direct Inquiries To:

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APPROVED



Helen McGovern-Plant
Interim CEO

5/4/2020
Date

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