

WIOA Title I Program Eligibility, Enrollment & Documentation Policy

POLICY #: P-1005, Revision 7

EFFECTIVE DATE: January 6, 2022

Supersedes: WIOA Title I Program Eligibility, Enrollment & Documentation Policy, Rev. 6, Effective 5-4-20

PURPOSE

This policy, and corresponding WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook (Program Eligibility Handbook) communicates WorkForce Central's eligibility, enrollment, data validation, and documentation requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth (Young Adult) programs. The Program Eligibility Handbook includes a general overview of WIOA Title I program services, Wagner-Peyser, Trade Adjustment Act (TAA), Jobs for Veterans, and Incumbent Worker Training (referred to as "Employer Reskill/Upskill Fund in Pierce County) programs, and communicates other general WIOA program guidance.

The following sections in the Program Eligibility Handbook were revised to:

- WIOA Title I Youth (Young Adult) program: Add instructions for accessing the US. Bureau of the Census' American Community Survey data for the purpose of documenting high poverty areas.
- WIOA Title I Dislocated Worker program: Add documentation requirements for verifying an individual meets the "good cause voluntary quit" criteria.
- Selective Service Requirements: Minor reformatting to align with Employment Security Department Selective Service policy; add individuals who are born female and transitioned to male after the 26th birthday as exempt from registering with Selective Service.
- Assisting Victims and Survivors of Human Trafficking: Updated language to include survivors of human trafficking

This policy and the accompanying Program Eligibility Handbook are located on WorkForce Central's Policy Library at <https://workforce-central.org/about/policies/>.

POLICY

This policy and the accompanying Program Eligibility Handbook reflect the most current laws, rules, and guidance for WIOA Title I program eligibility determination, program enrollment, and data validation requirements as communicated by the Department of Labor Employment and Training Administration (DOL), Washington State's Employment Security Department (ESD), and WorkForce Central.

As directed in [ESD Policy 1019, Revision 6](#), this policy and accompanying Program Eligibility Handbook address the following requirements:

1. WorkForce Central's Responsibility

General:

- Identification of the local record keeping system to be used:
 - Service providers must upload all paper documents associated with participant eligibility, delivery of services, and service outcomes into ESD's Management Information System (MIS) commonly referred as "ETO" (Efforts to Outcomes) and to record all services and case notes into ETO as required in state and local policy including the accompanying Program

Eligibility Handbook and WorkForce Central's ETO Data Validation and Documentation Policy, located on [WorkForce Central's website](#).

- Identification of local supplemental documentation requirements:
 - In addition to WIOA Title I program eligibility documentation, WorkForce Central prioritizes enrollment to Pierce County and City of Tacoma residents who must submit evidence of their residency, as outlined in the accompanying Program Eligibility Handbook.
- WorkForce Central's authorization to use self-attestation:
 - WorkForce Central allows the use of self-attestation via a signed and dated paper or electronic (i.e., ETO) WIOA Application Form when authorized by DOLETA and ESD, as outlined in the accompanying Program Eligibility Handbook.
- WorkForce Central's determination of when WIOA Title I Youth (Young Adults) ages 18-24 who reside at home are considered individuals rather than dependents and the parameters for these determinations:
 - WorkForce Central has determined youth ages 18-21 who reside with their parents or guardians and who fall into one or more of the following categories can be considered independent for income eligibility determination:
 - Youth ages 18-21 who are personally receiving TANF, food stamps, or Social Security benefits.
 - Youth ages 18-21 who are attending post-secondary education and who qualify as an independent student on the Free Application for Federal Student Aid (FAFSA).
 - Youth ages 18-21 who are supporting their parents or other family members who are unemployed or unable to work.
- WorkForce Central's determination of family size and includable/excludable income for the WIOA Title I Youth (Young Adult) and Adult programs:
 - Complete details for determining family size and includable/excludable income for the WIOA Title I Youth (Young Adult) and Adult programs are outlined in the accompanying Program Eligibility Handbook.

WIOA Title I Youth (Young Adult) Program:

- WorkForce Central's definition of "Requires Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment":
 - WorkForce Central defines youth who need additional assistance to enter or complete an educational program or to secure or hold employment as youth who meet one or more of the following criteria:
 - May be involved with drug and/or alcohol (personally or live with family members with this issue).
 - Reside in a household with abuse issues.
 - Is a victim of domestic violence or sexual child abuse.
 - Is gang affiliated.
 - Is in a grade level one or more below what is appropriate for the youth's age.
 - Has significant geographical barriers to accessing youth development services.
 - Is a member of a migrant family.
 - Is experiencing mental health challenges and/or experienced trauma.
 - Is a victim of trafficking.
- WorkForce Central's declaration that it will utilize the "5 percent window" to serve participants in the WIOA Title I Youth (Young Adult) program who do not meet the required low income criteria:
 - Service providers must receive permission from WorkForce Central to enroll youth into the WIOA ISY program or OSY program (categories 3 or 9) who otherwise would have to meet the low-income eligibility criteria. Criteria and documentation requirements are detailed in the accompanying Program Eligibility Handbook.

WIOA Title I Adult Program:

- WorkForce Central's Priority of Service categories beyond categories 1, 2, and 3 as established in [ESD's Policy 1019, Rev. 6](#):
 - WorkForce Central authorizes a 4th Priority of Service category for adults who do not meet the three (3) WIOA authorized Priority of Service categories for enrollment into the WIOA Title I Adult program. Adults must have one or more significant barriers to full-time employment that leads to self-sufficiency. Such barriers could include, but are not limited to having a disability, homelessness, offender status, lacking a high school diploma or GED, a poor work history, or lack occupational skills that will provide for a self-sufficient family wage. Enrollment into the 4th Priority of Service category is detailed in the accompanying Program Eligibility Handbook.

WIOA Title I Dislocated Worker Program:

- WorkForce Central's definitions of the following WIOA Title I Dislocated Worker program terms are defined in the accompanying Program Eligibility Handbook:
 - "Unlikely to return to a previous industry or occupation"
 - "Substantial layoff"
 - "General announcement of plan closing"
 - "Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters" for determining the eligibility of self-employed individuals, including family members and farm or ranch hands.
 - "Employment that leads to self-sufficiency" for a dislocated worker when determining whether the individual needs training services to obtain employment.
 - The designated timeframe prior to planned separation (no earlier than 18 months prior) during which military service members can receive Dislocated Worker program services.

2. Program Eligibility and Enrollment

Individuals applying for WIOA Title I services must meet specific program eligibility and enrollment criteria as set forth by DOLETA, ESD, and WorkForce Central. Specific program eligibility, enrollment, and documentation requirements are detailed in the accompanying Program Eligibility Handbook. Service providers will be monitored for compliance to these requirements by DOL, ESD, and WorkForce Central.

3. Data Element Validation (DEV) and Documentation Requirements

WorkForce Central's WIOA Title I service providers must maintain adequate documentation to ensure credibility of eligibility determination, service provision, and service outcomes to support DEV requirements in alignment with this policy, the accompanying Program Eligibility Handbook, WorkForce Central's ETO Data Validation & Documentation Policy, DOLETA, and ESD data validation policies.

WorkForce Central's internal controls ensure data reported in ETO is valid, reliable, and aligns with source documentation in accordance with this policy and the accompanying Program Eligibility Handbook and WorkForce Central's ETO Data Validation & Documentation Policy. WorkForce Central will conduct ongoing data validation reviews throughout the program year through the pulling of ETO reports, invoice reviews, completion of monitoring file checklists, and other means.

PROCEDURES

Refer to the [Program Eligibility Handbook](#) for the detailed WIOA Title I Adult, Dislocated Worker, and Youth (Young Adult) program eligibility determination and documentation requirements and a general overview of WIOA services, Wagner-Peyser, Trade Adjustment Act (TAA), Jobs for Veterans, and Incumbent Worker Training programs, and communicates other general WIOA program guidance

REFERENCES

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#)
- ESD's [WorkSource System Policy #1019, Revision 6](#) – Eligibility Policy and Handbook
- Complete and extensive list of references is included in the [WIOA Title I Program Eligibility, Enrollment & Documentation Handbook](#).

APPROVED


Katie Condit (Jan 6, 2022 08:56 PST)

Jan 6, 2022

Katie Condit, WFC CEO Date

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