WIOA Title I Program Eligibility, Enrollment & Documentation Policy

POLICY #: P-1005, Revision 10

EFFECTIVE DATE: May 4, 2023

Supersedes: WIOA Title I Program Eligibility, Enrollment & Documentation Policy, Rev. 9, effective March 7, 2023

PURPOSE

This policy, and corresponding WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook (Program Eligibility Handbook) communicates WorkForce Central’s eligibility, enrollment, and documentation requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth (Young Adult) programs.

There are no new revisions to this policy.

The following revisions were made to the accompanying Program Eligibility Handbook:

- Updated the WIOA Title I income eligibility standards to align with current 2023 Lower Living Standard Income Level (LLSIL) released in ESD WIN 0056, Rev. 10.
- Updated hyperlinks to the revised WIOA Title I program applications where the LLSIL was also updated.

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 7, 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 Policy Library.

- Identification of local supplemental documentation requirements:
  - In addition to WIOA Title I program eligibility documentation, WorkForce Central prioritizes enrollment to Pierce County residents who must submit evidence of their residency, as outlined in the accompanying Program Eligibility Handbook.
• WorkForce Central’s authorization to use self-attestation:
  o Self-attestation may be used for authorized eligibility and data validation purposes when other source documentation listed in ESD Policy 1003, Rev. 4 Attachment B is unavailable, or when collecting source documentation poses a hardship on the applicant, or if the collection of documentation will delay program enrollment. Self-attestation may be collected in the following formats:
    ▪ Signed and dated paper WIOA Application uploaded into ETO.
    ▪ Electronically signed and dated ETO WIOA Eligibility Application.
    ▪ Signed and dated electronic/digital declaration of a certain data element. Electronic signatures or a submission from a participant such as an email or text is considered a verification of a data element. The electronic signature, email, or text must be generated and traceable to the participant. Such documentation must be uploaded into ETO.

• WorkForce Central’s determination of when WIOA Title I Youth (Young Adults) ages 18-21 who reside at home are considered individuals rather than dependents and the parameters for these determinations:
  o 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:
  o 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 “youth who require additional assistance to enter or complete an educational program or to secure or hold employment”:
  o 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:
    ▪ Education:
      • One or more years behind modal grade for one’s age group.
      • Repeated at least one secondary grade level before dropping out.
      • Placed on probation, suspended from school, or expelled from school one or more times during the past two years.
    ▪ Employment:
      • No prior paid work experience.
      • Has been terminated from a job within the 12 months prior to program enrollment.
      • Has a family history of chronic unemployment, including long-term public assistance.
    ▪ Living arrangements/Family:
      • Current residency or associations present a risk to safety and security.
      • Resides in a non-traditional household setting (i.e., unofficial guardian, grandparents, other).
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 income criteria:

- Service providers must first receive WorkForce Central before enrolling young adults into the WIOA ISY program or OSY program (categories 3 or 9) who otherwise would have to meet the WIOA Title I income eligibility criteria. Criteria and documentation requirements are detailed in the accompanying Program Eligibility Handbook.

**2. Program Eligibility and Enrollment**

Individuals applying for WIOA Title I services must meet specific program eligibility and enrollment criteria as set forth by DOL, ESD, and WorkForce Central. Specific program eligibility, enrollment, and documentation requirements are detailed in the accompanying Program Eligibility Handbook and WorkForce Central’s ETO Data Validation and Documentation Policy, both located on WorkForce Central’s
Policy Library. 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, participant demographics, service provision, and service outcomes to support DOL data element validation (DEV) requirements in alignment with this policy, the accompanying Program Eligibility Handbook, WorkForce Central’s ETO Data Validation & Documentation Policy, DOL, 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 accompanying Program Eligibility Handbook for the detailed WIOA Title I Adult, Dislocated Worker, and Youth (Young Adult) program eligibility determination and enrollment documentation requirements.

REFERENCES

- See WorkForce Central’s WIOA Title I Program Eligibility, Enrollment & Documentation Handbook.

APPROVED

Katie Condit, WorkForce Central CEO Date