WIOA Title I Program
Eligibility, Enrollment, & Documentation
Policy Handbook

Revision 10

Effective

May 4,, 2023

EQUAL OPPORTUNITY – EQUAL ACCESS
WorkForce Central is an equal opportunity employer/program.
Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

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INTRODUCTION

The content of this WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook (Program Eligibility Handbook) coincides with WorkForce Central's WIOA Title I Program Eligibility, Enrollment & Documentation Policy #1005 Revision 9 and serves as the vehicle for implementing and managing WIOA Title I program eligibility and enrollment procedures and documentation (including data validation) requirements.

This Program Eligibility Handbook is based on the best information available at this time per WIOA laws and rules, DOLETA (DOL) guidance, Washington State Employment Security (ESD), and local policies. This Eligibility Handbook will be revised as relevant DOL, ESD, and local policy and guidance is issued. Compliance with the WorkForce Central WIOA Title I Program Eligibility, Enrollment & Documentation Policy and this Program Eligibility Handbook will be based on the version of the policy and handbook at the time of the action or activity under review.

This handbook and the corresponding policy are located at WorkForce Central's Policy Library.

REFERENCES

- Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) of 2014
- WIOA Final Rule; 20 CFR Parts 676, 677, and 678; Federal Register, Vol. 81, No. 161, August 19,2016
- WIOA Final Rule; 20 CFR Parts 603, 651,652, et al; Federal Register, Vol. 81, No. 161, August19, 2016
- Public Law 107-288, Jobs for Veterans Act (JVA) of 2002
- TEGL 22-04, Change 1
- TEGL 10-09
- TEGL 11-11, Change 2
- TEGL 19-13, Change 2
- TEGL 23-14
- TEGL 08-15
- TEGL 10-16, Change 2
- TEGL 19-16
- TEGL 21-16, and TEGL 21-16 Change 1
- TEGL 7-18
- TEGL 23-19, Rev. 1
- Veterans Program Letter (VPL) 03-14, Change 2
- Veterans Program Letter (VPL) 04-14
- WorkSource System Policy 1003, Rev. 4
- WorkSource System Policy 1009, Revision 3
- WorkSource System Policy 1011, Rev. 6
- WorkSource System Policy 1019, Revision 7
- WorkSource System Policy 1020, Revision 1
- WIOA Title I Policy 5403, Rev. 1
- WIOA Title I Policy 5602, Revision 3
- WIOA Title I Policy 5607, Revision 5
- WIN 0041, Rev. 1
- WIN 0056, Change 10
- WIN 0082, Rev. 1
- WIN 0128

DEFINITIONS

Announcement of a Plant Closing within 180 Days - Dislocated Worker Program - WIOA Section 101(9)(B)(ii): Plant status as confirmed by written notice from the employer, or layoff or termination; WARN notice; newspaper article; documentation that a disaster necessitated business closure or layoff; business foreclosure notice; self-attestation in absence of other documents (must include the reason why other documentation is not available).

Attached to the WorkForce – An individual who has earned reportable income either through an employee/employer relationship or self-employment for a minimum of 680 hours during the most recent calendar year.

Case Notes - TEGL 23-19, Attachment II**:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific dataelement, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.

Covered Person (for Priority of Service) - ESD Policy 1009, Rev. 3: A veteran or their eligible spouse.

Data Element Validation (DEV) - ESD Policy 1003, Rev.4: The federally mandated process by which the state annually assesses the accuracy of reported participant data.

Eligible Spouse (of a Veteran) - (Jobs for Veterans Act Section 2(a)): The spouse of any of the following:

- Any veteran who died of a service-connected disability.
- Any member of the Armed Forces serving on active duty who, at the time of application for the Priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
  - missing in action,
  - captured in line of duty by a hostile force, or
  - forcibly detained or interned in the line of duty by a foreign government or power.
- Any veteran who has a total disability resulting from a service-connected disability, as evaluatedby the Department of Veterans Affairs.
- Any veteran who died while a disability, as indicated in paragraph (3) of this section was inexistence.

Employment that Leads to Self-Sufficiency- Dislocated Worker Program - ESD Policy 1019, Rev. 7: Employment that meets the financial needs of an individual without the support of public or private assistance, or the individual has earned income equal to or exceeding 80% of the median family income limit based on the U.S. Dept. of Housing and Urban Development (HUD) Median Family Income Guidelines.

General Announcement - Dislocated Worker Program - ESD Policy 1019, Rev. 7: For Dislocated Worker Program career and training eligibility purposes, “general announcement” refers to an individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. Acceptable documentation of a general announcement may include a written notice from the employer, a newspaper article or self-attestation.

Income Eligibility - WIOA Sec. 3(36)(A): A WIOA Title I income eligibility threshold for individuals who:

- Receive, or in the past 6 months has received, or is a member of a family that is receiving, or in the past 6 months has received assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental securityincome program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.),or State or local income-based public assistance.
- Is in a family with total family income that does not exceed the higher of-
  a. The poverty line, or
  b. 70 percent of the lower living standard income level.
- Is experiencing a lack of stable housing (as defined in section 41403(6)) of the Violence Against Women Act of1994 (42 U.S.C. 14043e-2(6)), or a child or youth experiencing a lack of stable housing (as defined

under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434(2)).
- Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).
- Is a child receiving foster care services for whom state or local government payments are made.
- Is an individual with a disability whose own income meets the income threshold, but who is a member of a family whose income does not meet the income threshold.

Long-term Unemployed Individual - TEGL 19-16, Attachment III (see also Bureau of Labor Statisticsdefinition): A person who has been unemployed for 27 or more consecutive weeks.

Natural Disasters - Includes hurricanes, tornados, storms, floods, high water, wind driven water, tidal wave or tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other natural catastrophes.

Participant – TEGL 10-16, Change 2:
- For Youth (ages 16-21), a participant is an individual who:
  - Meets the definition of a reportable individual (see definition of "reportable individual", below).
  - Satisfies all applicable programmatic requirements for the provision of services, including eligibility determination, complete an objective assessment (OA), and development of an individual service strategy (ISS), and received one or more of the 14 WIOA Youth program elements.
- For Adults and Dislocated Workers:
  - Meets the definition of a reportable individual,
  - Has received services other than the services described in 20 CFR 677.150(a)(3) (i.e., individuals who only use the self-service system), and
  - Has satisfied all applicable programmatic requirements for the provision of services.

Reportable Individual-TEGL 10-16, Change 2: An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:

(i) Individuals who provide identifying information,
(ii) Individuals who only use the self-service system, or
(iii) Individuals who only receive information-only services or activities.

Self-Attestation – TEGL 23-19, Rev. 1; ESD Policy 1019, Rev. 7 & ESD Policy 1003, Rev. 4: Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

WorkForce Central Service Providers will use either the paper WIOA Application included in this handbook or the ETO WIOA Eligibility Application as a form of self-attestation.

Self-employed Farmers, Ranchers, or Business Operations - Dislocated Worker Program - Operations likely to terminate as evidenced by one or more of the following conditions:
- Business foreclosure or notice of intent to foreclose.
- Inability of farm/ranch or business to turn a profit during the preceding 12 months.
- Entry of a self-employed person into bankruptcy proceedings.
- Inability to make four payments on loans secured by tangible business assets resulting in a loss that directly affects closure.
- Inability to obtain capital necessary to continue operations.
- Debt-to-asset ratio is sufficiently high to indicate the likely insolvency of the farm/ranch or business.
- Other events indicated by likely insolvency of the farm, ranch, or business.

Self-sufficiency - Self-sufficiency is defined as having family income equal to or exceeding 80% of the median family income limit based on the U.S. Dept. of Housing and Urban Development (HUD) Median Family Income Guideline.

State Management Information System (MIS): MIS refers to Washington State Employment Security Department's (ESD) management information system in which all WIOA Title I participant data is recorded and used for DOL ETA performance reporting. The current MIS system is titled "Efforts to Outcome" and commonly referred to as "ETO".

Substantial Layoff - Dislocated Worker Program – WorkSource System Policy 1019, Rev. 7: Notice of termination or layoff of a minimum of 25% of the company's workforce, or fifty (50) workers of a company's workforce which is not the result of a plant closing but results in an employment loss at a single site of employment during any 30-day period.

Temporary Employment – Employment that is established for a predetermined period such as contract work or seasonal employment, or employment an individual accepts only because they have been laid off from the customary work for which their training, experience, or work history qualifies them and was obtained for the sole purpose of income maintenance while attending training or while seeking self-sufficient employment.

Unemployed as a Result of General Economic Conditions – Dislocated Worker Program - WorkSource System Policy 1019, Rev. 7: Individuals who are now unemployed, including self-employed, due to economic conditions in the community in which they reside or because of a natural disaster. General economic conditions can include, but is not limited to, the failure, closure, or substantial layoffs in one or more businesses in the community that had a direct effect on the individual's unemployment, such as:

- Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services.
- Failure of one or more businesses from which the self-employed individual obtained substantial portion of products or services.
- Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the state or local economy, or
- Depressed prices or markets for articles produced by the self-employed individual.

Unlikely to Return to Previous Industry or Occupation - Dislocated Worker Program - WorkSource System Policy 1019, Rev. 7: Status of an unemployed worker or military spouse as having limited opportunities for employment or re-employment. Examples include but are not limited to:

- The industry and/or occupation are in decline on the Washington State Demand/Decline list.
- The individual is not able to re-locate to an area that has jobs in demand for which he/she is qualified.
- The individual is not able to work in another capacity in the occupational area from which they were dislocated because of physical or mental limitations. An individual may have started out in an industry performing physically or mentally demanding jobs but is no longer capable of performing the essential requirements of the job.
- A military spouse who leaves their job to follow his/her spouse to a new duty assignment.

Veteran - For the purpose of providing Priority of Service (using the broad definition) and Dislocated Worker eligibility, veteran means a person who served at least one (1) day in the active military, naval, or air service, and was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service also includes full-time duty in the National Guard or a Reserve component, other than full time duty for training purposes.

ALIGNMENT OF WAGNER-PEYSER AND WIOA TITLE I SERVICES

According to Training and Employment Guidance Letter (TEGL) 04-15, the overarching vision for the One-Stop system is the coordination of fully integrated programs, services, and governance structures so job seekers have access to a seamless system of workforce investment services. This intent is accomplished by establishing career services that are consistent across federally funded workforce development programs. In addition, the U.S. Department of Labor (DOL) has furthered its integration efforts by establishing common performance metrics (TEGL 10-16, Change 2) and developing an integrated performance reporting system (Participant Individual Record Layout or PIRL) for DOL-funded workforce programs.

States and local areas are encouraged to utilize common intake, case management, and job development systems to take full advantage of the One-Stop potential for efficiency and effectiveness. WIOA Title I programs and Wagner-Peyser are mandated to provide the same set of career services described at WIOA Section 134(c)(2)(A). There is a natural alignment of service delivery under Wagner-Peyser since all individuals legally entitled to work in the U.S. are eligible for these services.

NOTE: Personal records of WIOA registrants are private and confidential and not disclosable to the public. Refer to WIOA Title I Policy 5403, Rev. 1, RCW 50.13, and WorkForce Central's Record Retention and Public Access Policy located on WorkForce Central's Policy Library for additional guidance on data privacy and security.

Career Services

There are three types of career services: basic, individualized, and follow-up. There is no sequence requirement for basic and individualized services which can be provided in any order to provide flexibility in targeting services to the needs of the customer. Follow-up, however, can only be provided after program exit. Section 4 of TEGL 19-16 identifies the services that fall under the basic, individualized and follow-up services for individuals enrolled in the WIOA Title I Adult and Dislocated Worker programs.

Per 20 CFR 680.120 and 680.130 and TEGL 19-16, individuals 18 years of age or older who are registered, meet the eligibility criteria for, and are enrolled in the WIOA Title I Adult program are eligible to receive career services. Per 20 CFR 680.130, individuals who meet the WIOA Title I Dislocated Worker program criteria are also eligible to receive career services.

Staff-assisted Wagner-Peyser employment services fall under the category of basic career services and must be provided in coordination with other WorkSource Pierce One-Stop Center partners. Wagner-Peyser staff can also provide individualized career services in coordination with other WorkSource Pierce One-Stop System partners. Although Wagner-Peyser employment services are available to all individuals, only those who are legally entitled to work in the U.S. can obtain employment. To ensure that individuals who apply, or are referred are legally entitled to work in the U.S., WorkSourceWA.com registration requires customer attestation to legal entitlement to work in the U.S.

In addition to universal access under Wagner-Peyser, basic career services can be provided with WIOATitle I funding. Individuals must be determined eligible and enrolled to receive WIOA Title I funded, staff-assisted career services beyond self-service or informational activities. These services are offered under WIOA Title I (in addition to Wagner-Peyser) to ensure seamless service delivery in the WorkSource Pierce One-Stop System to minimize referrals and to ensure leveraging of resources between programs.

Per 20 CFR 680.110, Adults and Dislocated Workers who receive services funded under WIOA Title I other than self-service or information-only activities must be registered and must be a participant.

For a complete list of basic, individualized, and follow-up services, see ESD's WorkSource Service Catalog located on ESD's Workforce Professionals Center website, Technology tab.

Training Services

Training services are provided to jobseekers under the WIOA Title I programs. Individuals provided WIOA Title I-funded training services must be registered, determined eligible, and in need of additional services beyond career services to obtain or retain employment (20 CFR 680.210).

As part of the eligibility process, individuals must receive, at a minimum, an interview, evaluation, or assessment, and career planning or other means by which eligibility for WIOA Title I-funded training services can be determined (20 CFR 680.220, TEGL 19-16).

Per WIOA Section 134(c)(3)(A)(iii), 20 CFR 680.220, and TEGL 19-16, there is no requirement that career services first be provided as a condition of receiving training services. However, if career services are not provided before training, the justification for this course of action must be documented in case notes recorded in ETO.

For complete eligibility and documentation requirements for WIOA Title I-funded training, see WorkForce Central's Individual Training Account (ITA) & Contract Training Policy, and WorkForce Central's ETO Data Validation and Documentation Policy, located at WorkForce Central's Policy Library.

For the complete list of training services, see ESD's WorkSource Service Catalog located on ESD's Workforce Professionals Center website, Technology tab.

Supportive Services

WIOA Title I Adult and Dislocated Worker Programs

Per TEGL 19-16, WIOA Title I Policy 5602 Revision 3, and WorkForce Central's, Supportive Service Policy (located at WorkForce Central's Policy Library), supportive services can be provided to individuals enrolled in the WIOA Title I Adult and WIOA Title I Dislocated Worker programs during participation subject to having also received a career or training service (i.e., supportive services cannot be the only service in a participant's ETO record) and after program completion as part of follow-up services. The supportive service can be recorded in the State's MIS (ETO) on or after the date of the career or training service and should include a case note explaining how the supportive service connects to the career or training service recorded in ETO.

WIOA Title I Youth (Young Adult) Program

Per TEGL 21-16, ESD Policy 5602, Rev. 4 and WorkForce Central's, Supportive Service Policy located at WorkForce Central's Policy Library, supportive services for WIOA Title I Youth (Young Adults) can be provided either during participation or after exit during follow-up.

For complete eligibility and documentation requirements for WIOA Title I-funded supportive services, see WorkForce Central's Supportive Service Policy, located at WorkForce Central's Policy Library.

For the complete list of supportive services, see ESD's WorkSource Service Catalog located at ESD's Workforce Professionals Center website, Technology tab.

WIOA TITLE I YOUTH (YOUNG ADULT) PROGRAM

WIOA Title I Youth (Young Adult) program requirements are distinguished by In-School Youth (ISY) and Out-of-School Youth (OSY), which have different eligibility requirements.

Young adults must be determined eligible prior to program enrollment. Eligibility and enrollment documentation must be uploaded into the participant's ETO file. See WorkForce Central's ETO Data Validation and Documentation Policy for procedures for uploading program eligibility and enrollment documentation, at WorkForce Central's Policy Library.

Priority for Pierce County Residents

Pierce County residents receive priority for enrollment into the WIOA Title I Youth (Young Adult) Program. Non-Pierce County residents may be enrolled on a case-by-case only if approved by WorkForce Central Contract Manager or designee. Enrollment of non-Pierce County residents will require coordination with the Workforce Development Council (WDC) of residency. WorkForce Central Contract Management approval and the service provider's coordination with the WDC of residency must be documented in case notes recorded in ETO. See WorkForce Central's ETO Documentation Policy & Procedures for uploading and documentation procedures when serving out of county residents, at WorkForce Central's Policy Library.

In-School Youth (ISY) Eligibility

Individuals enrolled into the WIOA Title I ISY program must meet each of the following eligibility criteria:

- Pierce County resident,
- U.S. citizen or otherwise legally entitled to work in the U.S.,
- Attending school as defined by state law[1],
- Age 16 through 21 (Note: WIOA ISY eligibility begins at age 14, WorkForce Central's policy is age 16),
- Selective Service Registration (males ages 18 or older unless an exception is approved),
- WIOA income eligible; ***and***
- One or more of the following ISY enrollment categories (not in priority order; each barrier must receive equal weight during the eligibility determination process):

Category 1	**Basic Skills Deficient (BSD):** WIOA Sec. 3(5) means, with respect to an individual- a) Who is a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test (CASAS score of 238 or below for reading and 235 or below for math); or b) Who is a youth or adult, that the individual 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.
Category 2	**English Language Learner (ELL):** WIOA Sec. 3(21), WIOA Title II Sec. 203(7); DOL ETA PIRL 9172: • An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and- ○ Whose native language is a language other than English; or ○ Who lives in a family or community environment where a language otherthan English is the dominant language.

[1] Section 4 of TEGL 21-16 conditions the designation of home-schooled individuals as In-School Youth (ISY) or Out-of-School Youth (OSY) based on state and/or local education agency policies. In Washington, state statutes for the Office of Superintendent of Public Instruction (RCW 28A.200, 28A.225.010(4)) articulate the requirements for being recognized as home-schooled individuals. Individuals whose home-schooling activity meets those requirements can seek eligibility as ISY; if not, they need to meet OSY eligibility criteria.

Category 3	**Justice System Involved:** WIOA Sec. 3(38): An adult or juvenile who- • Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial, or • Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. ETO 9172 (PIRL): If the participant, at program entry who either: • Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. ESD WS System Policy 1020, Rev. 1 & ESD WS System Policy 1019, Rev. 7: • An individual who has been charged with an offense, but subsequently directed to a community-based diversion program rather than the formal court system meets the definition of having been "subject to any stage ofthe criminal justice process" due to having been charged with an offense, even though that individual has not been remanded to the court system.
Category 4	**Currently experiencing lack of stable housing or a minor who has left their parents or legal guardians without permission:** 20 CFR 681.210(5) and .220(4): • A homeless individual who meets the criteria defined in sec. 41403(6) of theViolence Against Women Act of 1994; a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act; or a runaway.
Category 5	**Currently receiving or has received foster care services**: 20 CFR 681.210(6) and .220(5); and ETA 9172: At program entry, an individual aged 24 or under who is in foster care or who: • Has aged out of the foster care system, or • Who has attained 16 years of age and left foster care for kinship, guardianship, or adoption, or • A child eligible for assistance under sec. 477 of the Social Security Act (42 US.C. 677), or • In an out-of-home placement.
Category 6	**Pregnant or Parenting:** TEGL 21-16: • An individual who is parenting can be a mother or father, custodial or non-custodial. • As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor into the definition of parenting. • A pregnant individual can only be the expectant mother. ESD WS System Policy 1019, Rev. 7: • One important distinction is that the father does not attain to parenting status under WIOA until the child is born; that status does not convey to the father during pregnancy. • Only the expectant mother can be a pregnant individual.

Category 7	**Individual with a Disability:**
	
	WIOA Sec. 3(25); DOL ETA PIRL:
	• An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C. 12102) means, with respect to an individual –
	  ○ A physical or mental impairment that substantially limits one or more *major life activities of such individual,
	  ○ A record of such an impairment, or
	  ○ **Being regarded as having such an impairment.
	
	***Major life activities** include but are limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking,breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
	
	****Being regarded as having such an impairment** means the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

Category 8	**Youth Who Needs Additional Assistance** to enter or complete an educational program or to secure or hold employment. WorkForce Central defines youth who need additional assistance as youth who meet one or more of the following criteria:
	• Education:
	  • One or more years behind modal grade for one's age group.
	  • Has repeated at least one secondary grade level.
	  • 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).
	  • Lives with only one or neither natural parent.
	  • Lives in public housing or in a federally designated high poverty areas such as a census tract.
	  • Lacks parental support.
	  • Child of justice involved parents.
	  • Emancipated youth.
	• Medical:
	  • Medical situation impeding school or employment.
	  • Referred to or is receiving medical care.
	• Geographic/Social/Cultural:
	  • Has significant geographical barriers to accessing youth development services.
	  • Is a member of a migrant family.
	  • Identifies as Indian, Alaska Native, Native Hawaiian, Black, Asian, Latino, Veteran, or from Compact of Free Association (COFA) nations, Pacific Islander communities, LGBTQ communities.
	  • Perceives him, her, or themselves as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hinderance to employment (DOLETA 9172)
	
	5% Limitation on ISY Who Need Additional Assistance: Per WIOA Section 129(a)(3)(B), in any single program year, no more than 5% of a local area's total ISY participants can be those who require additional assistance to complete an educational program or to secure or hold employment. This limitation is not applicable to the OSY program.

Out-of-School Youth (OSY) Eligibility

Individuals enrolled into the WIOA Title I OSY program must meet the following eligibility criteria:

- Pierce County resident,
- U.S. citizen or otherwise legally entitled to work in the U.S.,
- Not attending school as defined by state law[2],
- Age 16 through 24,
- Selective Service registration (males ages 18 or older, unless an exception is approved), ***and***
- One or more of the following OSY enrollment categories (not in priority order; each barrier should receive equal weight during the eligibility determination process):

Category 1	**Has dropped out of school:** WIOA Sec. 3(54); ESD Policy 1019, Rev. 7: • The term "school dropout" means an individual who is no longer attending any school and who has not received a secondary diploma or its recognized equivalent. TEGL 21-16: • An individual who has dropped out of postsecondary education is not a "school dropout" for purposes of youth program eligibility. • A dropout only includes an individual who is currently a secondary school dropout and does not include a youth who previously dropped out of secondary school but subsequently returned. ETA 9172: • At program entry, is not within the age of compulsory school attendance and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.
Category 2	**Within the age of compulsory school attendance[3], but has not attended school for at least the most recent complete school year calendar quarter:** • Evan Rosenberg, Division of Youth Services, DOL ETA, "WIOA Youth Eligibility Live Q&A Session" on WorkforceGPS October 24, 2017**:** *Evan explained this category refers to youth who have not attended school during the most recent school quarter and have not been officially identified as "dropped out" by the school (still on the rolls).*

[2] The state's dropout reengagement program authorized under RCW 28A.175.100 provides educationalopportunities and access to services to older youth ages 16 to 21 who have dropped out of high schoolor are not accumulating sufficient credits to reasonably complete a high school diploma in a public school before the age of 21 and are *unlikely to re-engage in education by re-enrolling in a traditional or even alternative high school*. RCW 28A.175.110 states that youth in this program are regularly enrolled students of the school district in which they are enrolled.

Section 4 of TEGL 21-16 on high school equivalency programs and dropout re-engagement programsstates that *"Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the public K–12 school system that are classified by the school system as still enrolled in school are considered ISY."* Because Washington's Open Doorsprogram, which is cited in state RCW and WAC, recognizes a range of models or approaches with varying degrees of school or school district engagement, DOL acknowledges that Washington's In-School Youth (ISY) and Out-of-School Youth (OSY) determination is situational and depends on the degree to which schools and school districts are service providers and funders in dropout re- engagement programs. If schools or school districts, despite having enrolled the youth into school, largely cede service provision to other entities (e.g., WIOA Title I youth providers, community-based organizations, non-profits), have minimal financial investment, and require little or no district-based accountability of participants, youth in those programs can be designated OSY. Conversely, if schoolsor school districts are substantially directive, invested, and accountable (e.g., WIOA Title I Youth program only provides supportive services to participants), those youth should be designated ISY. Thisalso applies to dropout re-engagement programs not connected to Open Doors. Based on these guidelines, local areas must thoroughly document OSY designation when youth participants in dropoutre-engagement programs are enrolled in school.

[3] Per RCW 28A.225.010, the age of compulsory school attendance in Washington is eight (8) years of age to under 18 years of age. For the purpose of WIOA Title I Out-of-School Youth,that encompasses 16-17-year-old.

Category 3	**Recipient of a High School Diploma or GED *and* meets WIOA's income eligibility *and* is Basic Skills Deficient (BSD) *or* English Language Learner (ELL):**
	
	Basic Skills Deficient (BSD):
	WIOA Sec. 3(5) means, with respect to an individual-
	a) Who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test (CASAS score of 238 or below for reading and 235 or below for math); or
	b) Who is a youth or adult, that the individual 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.
	
	English Language Learner (ELL):
	WIOA Sec. 3(21), WIOA Title II Sec. 203(7); DOL ETA PIRL:
	• An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and-
	  ○ Whose native language is a language other than English; or
	  ○ Who lives in a family or community environment where a language otherthan English is the dominant language.

Category 4	**Justice System Involved:** WIOA Sec. 3(38): An adult or juvenile who- • Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or • Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. ETO 9172 (PIRL): If the participant, at program entry who either: • Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. ESD WS System Policy 1020, Rev. 1 & ESD WS System Policy 1019, Rev. 7: • An individual who has been charged with an offense, but subsequently directed to a community-based diversion program rather than the formal court system meets the definition of having been "subject to any stage ofthe criminal justice process" due to having been *charged* with an offense,even though that individual has not been remanded to the court system.
Category 5	**Currently experiencing lack of stable housing or a minor who has left their parents or legal guardians without permission:** 20 CFR 681.210(5) and .220(4): • A homeless individual who meets the criteria defined in sec. 41403(6) of theViolence Against Women Act of 1994; a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act; or a runaway.
Category 6	**Currently receiving or has received foster care**: 20 CFR 681.210(6) and .220(5); and ETA 9172: At program entry, an individual aged 24 or under who is in foster care or who: • Has aged out of the foster care system, or • Who has attained 16 years of age and left foster care for kinship, guardianship, or adoption, or • A child eligible for assistance under sec. 477 of the Social Security Act(42 US.C. 677), or • In an out-of-home placement.

Category 7	**Pregnant or Parenting:** TEGL 21-16: • An individual who is parenting can be a mother or father, custodial or non-custodial. • As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor in to the definition of parenting. • A pregnant individual can only be the expectant mother. ESD WS System Policy 1019, Rev. 7 • One important distinction is that the father does not attain to parenting status under WIOA until the child is born; that status does not convey to the father during pregnancy. • To be clear, only the expectant mother can be a pregnant individual.
Category 8	**Individual with a Disability:** WIOA Sec. 3(25); DOL ETA PIRL: • An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42. U.S.C. 12102) means, with respect to an individual – ○ A physical or mental impairment that substantially limits one or more *major life activities of such individual, ○ A record of such an impairment, or ○ **Being regarded as having such an impairment. ***Major life activities** include but are limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also includes the operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. ****Being regarded as having such an impairment** means the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
Category 9	**Youth Who meets** WIOA's income eligibility **and Needs Additional Assistance** to enter or complete an educational program or to secure or hold employment. WorkForce Central defines youth who need additional assistance 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). • Lives with only one or neither natural parent. • Lives in public housing or in a federally designated high poverty areas such as a census tract. • Lacks parental support. • Child of justice involved parents. • Emancipated youth. • Medical: • Medical situation impeding school or employment. • Referred to or is receiving medical care.

	• Geographic/Social/Cultural:
	  • Has significant geographical barriers to accessing youth development services.
	  • Is a member of a migrant family.
	  • Identifies as Indian, Alaska Native, Native Hawaiian, Black, Asian, Latino, Veteran, or from Compact of Free Association (COFA) nations, Pacific Islander communities, LGBTQ communities.
	  • Perceives him, her, or themselves as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hinderance to employment (DOLETA 9172)

Notes Regarding WIOA's Income Eligibility for ISY and Applicable OSY

High Poverty Areas: WIOA Section 129(a)(2) allows youth living in high-poverty areas to qualify under WIOA's income eligibility standards. 20 CFR 681.260 defines a high-poverty area as a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 25% as set every five (5) years using American Community Survey data.

TEGL 21-16, Change 1, announced specific, updated instructions from the U.S. Bureau of the Census for accessing its American Community Survey data and using the data to document high poverty areas for the purpose of determining income status for WIOA Title I Youth (Young Adult) program eligibility. The instructions can be accessed through this link. Note that you will need the young adult's residential address to make this determination.

Free or Reduced Lunch: 20 CFR 681.250 and 681.270 allow that income eligibility for ISY includes youth who receive (or are eligible to receive) free or reduced-price lunches under the Richard B. Russell National School Lunch Act. Per Section 4 of TEGL 21-16, however, if schools offer all students with free or reduced-price lunches, this criterion cannot be used to determine individual income eligibility for ISY. Also, with that same qualifier, OSY who are parents of children living in the same household who receive (or are eligible to receive) free or reduced-price lunches meet income criteria based on their children's qualification.

Youth with Disabilities: WIOA Section 3(36)(A)(vi) and 20 CFR 681.280 allow that the income eligibility level for youth with disabilities is based on the individual's own income rather than their family's income.

Exceptions to Income Eligibility Requirement

Per WIOA Section 129(a)(3)(B) and 20 CFR 681.250, in any single program year, no more than five percent (5%) of a local area's total young adult participants can be those who are do not meet WIOA income eligibility despite the income eligibility requirement (applicable to all ISY or OSY in categories 3 or 9). Calculation is based on the percent of newly enrolled young adults in a program year who would ordinarily be required to meet the income eligibility criteria. To ensure the Pierce County area doesn't exceed the 5% limit, service providers must first receive WorkForce Central approval before enrolling young adults into one of these categories. Justification for the income eligibility exception must be documented in case notes recorded in ETO.

Objective Assessment (OA) and Individual Service Strategy (ISS) Requirements

For the WIOA Title I Youth (Young Adults) Program, a participant is a reportable individual who has satisfied all applicable program requirements as noted above and who has also received an Objective Assessment (OA), the development of an Individual Service Strategy (ISS) and received one (1) of the 14 WIOA Youth program elements (listed below.)

The OA and ISS must be conducted prior to the enrollment of the Young Adult into the WIOA Title I Youth Program. As a result, there is no service to record in ETO for the provision of an OA or ISS. Neither the OA nor the ISS triggers participation for DOL performance reporting purposes.

Objective Assessment (OA) Requirements

To become a participant in the WIOA Title I Youth (Young Adult) Program, the young adult must first receive an Objective Assessment (OA) followed by the development of an Individual Service Strategy (ISS). Per TEGL 21-16, an Objective Assessment must include a review of the following for the purpose of identifying appropriate services and career pathways for WIOA Title I Youth (Young Adult) participants:

- Basic Skills[4]
- Occupational Skills
- Prior work history
- Employability
- Interests
- Aptitudes
- Supportive service needs
- Developmental needs
- Strengths[5]

Assessments must be an ongoing process, continually reviewing the participant's interests, abilities, needs, etc. On-going assessments provide the case manager an opportunity to evaluate how effective services are in meeting the unique needs of the young adult and ensuring flexibility in adapting service delivery strategies to the young adult's challenges, strengths, and employment and educational goals.

OAs can be documented on a paper form that is uploaded into ETO or in case notes recorded in ETO. See WorkForce Central's ETO Data Validation and Documentation Policy for directions for uploading and recording the OA results into the participant's ETO record, located at WorkForce Central's Policy Library.

Individual Service Strategy (ISS) Requirements

The results of the OA are documented on the ISS on a paper document uploaded into ETO or in case notes recorded in ETO. Follow procedures for uploading and/or recording the ISS located in WorkForce Central's ETO Data Validation and Documentation Policy, located at WorkForce Central's Policy Library.

As noted in WIOA Sec. 129(c)(1)(B), the ISS must be directly linked to one (1) or more of the WIOA performance indicators (i.e., unsubsidized employment and/or enrolled in post-secondary education) and identify career pathways that include:

- Education and employment goals,
- Appropriate achievement objectives, and
- Appropriate services for the participant taking into account the results of the objective assessment.

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[4] **TEGL 21-16:**

- For purposes of the **basic skills assessment** portion of the objective assessment, local programs are not required to use assessments approved for use in the Department of Education's National Reporting System (NRS), nor are they required to determine an individual's grade level equivalent or educational functioning level (EFL-i.e., CASAS), although use of these tools is permitted.
- Rather, local programs, may use other formalized testing instruments designed to measure skills-related gains.
- Alternatively, skills related gains may also be determined through less formal alternative assessment techniques such as observation, folder reviews, or interviews. The latter may be particularly appropriate for youth with disabilities given accessibility issues related to formalized instruments.
- Local programs may use previous basic skills assessment results if such previous assessments have been conducted within the past six (6) months.
- **In contrast** to the initial assessment described above if measuring **EFL gains** after program enrollment under the measurable skill gains indicator, local programs must us an NRS-approved assessment (i.e., CASAS) for both the EFL pre- and post-test to determine an individual's educational functioning level (EFL).

[5] **TEGL 21-16:**

- Assessments **must also consider a youth's strengths** rather than just focusing on areas that need improvement.

DOL further states in the WIOA Final Rules, services provided to WIOA Title I enrolled Youth (Young Adults) must align with the goals documented on the ISS. Service providers must update the ISS on an on-going basis and document, among other items, the services provided and the participant's progress, activities completed, benchmarks reached, and any other accomplishments. Service providers must document this information regardless of who provides the service.

The ISS is a detailed, unique, individual strategy for each participant that is the basis for the overall case management strategy. The ISS is a living document, reviewed and updated on an on-going basis. The case manager should use the ISS to update strategies and activities as they occur and/or as life changes require, and to document referral and contact information for services obtained from partner organizations. When reviewing the ISS, case managers should document a participant's progress, activities completed, benchmarks reached and any other accomplishments. The ISS must be developed and modified in partnership with the participant and should document achievements in measurable and attainable short-term and long-term goals that both reflect the young person's interests and incorporate career pathway planning.

In addition to updating the ISS on an ongoing basis to reflect real-time services and/or changes to the service strategy, the service provider must formally review the ISS with the young adult on a quarterly basis and update the ISS accordingly at that time. As with all changes to the ISS, the outcome of this quarterly ISS review must also be recorded in case notes (label the case note "ISS quarterly review".)

ISSs can be documented on a paper form that is uploaded into ETO or in case notes recorded in ETO. See WorkForce Central's ETO Data Validation and Documentation Policy for directions for uploading and recording the ISS results into the participant's ETO record, located at WorkForce Central's Policy Library.

ISSs will be monitored to ensure they are in compliance with DOL and WorkForce Central ISS requirements.

Youth 14 Program Elements

After the completion of the OA and development of the ISS, the WIOA Title I Youth (Young Adult) must receive a minimum of one (1) of the following 14 WIOA Title I Youth Program Elements ("services"). The service must be recorded in ETO initiating program participation and be in alignment with the young adult's ISS. The service provider must record the service in ETO regardless of which organization or program provides the service to the young adult. The date of the first qualifying service must align with the program enrollment date recorded in ETO.

1. **Tutoring, study skills training:** Tutoring, study skills training, and instruction provided in addition to regular in-school instruction that lead to a high school diploma are services that focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies.
2. **Alternative secondary school services, or dropout recovery services**: Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are those that assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school.
3. **Paid and unpaid work experiences** that have academic and occupational education as a component of the work experience, which may include the following types of work experiences.
    - Internships or employment opportunities available throughout the school year.
    - Job shadowing
    - Pre-apprenticeship programs
    - On-the-job training opportunities
4. **Occupational skills training**: An organized program of study for youth (ages 16-24) that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.
5. **Education offered concurrently** with and in the same context as workforce preparation activities and

training for a specific occupation or occupational cluster.

6. **Leadership development opportunities**: Leadership Development Opportunities include but are not limited to activities that encourage responsibility, employability, and other positive social behaviors such as:
    - Exposure to post-secondary educational opportunities,
    - Community and service learning projects,
    - Peer-centered activities including peer mentoring and tutoring,
    - Organizational and teamwork training, including team leadership training,
    - Training in decision making, including determining priorities, and
    - Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.
7. **Supportive services:** Support services enable young adults to participate in youth program activities. These services may include, but are not limited to: linkages to community services; assistance with transportation, child and dependent care, housing, educational testing, uniforms or other appropriate work attire and work-related tools, such as eyeglasses, protective eye gear, books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; payments and fees for employment and training-related applications, tests, and certifications; reasonable accommodations for youth with disabilities; legal aid services, and referrals to health care.
8. **Adult mentoring:** A formal relationship between youth and an adult mentor that includes structured activities, guidance, support, and encouragement to develop competence and character of the mentee. May include workplace mentoring where a youth is matched with an employer or employee of a company. WIOA case managers are discouraged from serving as mentors unless adult mentors are sparse in the local area, in which case, WIOA case managers can serve in that role. Mentoring must be provided for at least 12 months.
9. **Follow-up services:** At program enrollment, all youth must be informed that follow-up services will be provided for a minimum of 12 months following exit. Follow-up services include:
    - Financial Literacy
    - Labor Market Information Services
    - Mentoring
    - Other Follow-up Assistance with Work-related Problems
    - Post-secondary Preparation and Transition Activities
    - Support Services
10. **Comprehensive guidance and counseling:** Additional support for youth includes activities such as comprehensive guidance and counseling as aids to barrier removal, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
11. **Financial literacy education:** Supporting the ability of youth participants to create household budgets; initiate savings plans; understand financial services and products; make informed financial decisions; understand rights and protections related to identity theft and financial data and pursue financially-related activities and education that are age-appropriate and timely.
12. **Entrepreneurial skills training**: Training to provide youth with the basics of starting and operating a small business. Training may include, but not be limited to, taking initiative, identifying business opportunities; developing budgets and forecasting resource needs; understanding options for acquiring capital; and effectively communicating and marketing ideas.
13. **Services that provide labor market** and employment information about in-demand sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. **Postsecondary Preparation and Transition Activities:** Such activities prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized

equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, four-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to postsecondary education programs.

According to TEGL 10-16, Change 2, all of the 14 WIOA Youth Program Elements trigger participation following eligibility determination, objective assessment, and completion of the ISS.

Note: Case management is the act of connecting youth to appropriate services and is not considered a WIOA Youth Program Element. The act of providing case management services must not be recorded as a service in ETO.

For a complete list of WIOA Youth Program services, see ESD's WorkSource Service Catalog located at ESD's Workforce Professionals Center website, Technology tab.

The provision of the OA, development of the ISS, and provision of the first qualifying service must be documented in case notes recorded in ETO. Documentation used and/or collected to support the provision of any service must be uploaded into the applicable service in ETO. See WorkForce Central's ETO Data Validation and Documentation Policy for directions for uploading and recording the services into the participant's ETO record, located at WorkForce Central's Policy Library.

Program Enrollment

Enrollment into the WIOA Title I Youth Program occurs after verification of program eligibility, the completion of the OA, ISS, and provision of one (1) of the 14 WIOA Youth Program Elements. The following must occur prior to or at the time of program enrollment and be uploaded into the participant's ETO record per instructions in WorkForce Central's ETO Data Validation and Documentation Policy located at WorkForce Central's Policy Library:

Notification Requirements

- Authorization to Share Confidential Information and Records Form: Individuals seeking WIOA Title I-funded services must be informed, in writing that their personal and confidential information may be shared amongst the WorkSource partners; that their confidential information is used only for the purpose of delivering services and that further disclosure of their confidential information is prohibited; and their information will not be shared among the partners of the WorkSource system if the individual declines to share their confidential information and the declination will not impact their eligibility for services. Individuals applying for WIOA Title I services must sign and date the Authorization to Share Confidential Information and Records Form attesting they have read and understand how their information will be shared and protected.
- **Equal Opportunity and Non-Discrimination Policy:** Individuals seeking WIOA Title I-funded services must be informed, in writing, of their Equal Opportunity (EO) and Non-Discrimination rights and procedures for filing a discrimination complaint. Individuals applying for WIOA Title I services must be given an opportunity to acknowledge receipt of, and their understanding of these rights. This is accomplished electronically when the participant registers through the ETO and through a paper copy uploaded into the participant's ETO record. WorkForce Central's Participant Information Form includes the required EO Notice.
- **Follow-up Services Notification:** As noted in TEGL 21-16 and WorkForce Central's Follow-up Policy, at program enrollment, all young adults must be notified of their right to receive follow-up services for a minimum of 12 months post-program exit. This notification must be documented in the program enrollment case notes recorded in ETO.
- **Enrolled Member Assistance Program (EMAP):** At the time of program enrollment, recipients of WIOA

Title I services must be notified of EMAP services provided by First Choice Health. WIOA Title I service providers must review the 2022 EMAP Summary (and future iterations) and ensure EMAP contact information is provided. Recipients of WIOA Title I services must receive a printed or emailed copy of the EMAP Summary. This notification must be documented in the program enrollment case notes along with an accompanying service recorded in ETO.

Concurrent Program Enrollments

Under WIOA Title I, eligible adults are defined as individuals ages 18 or older and eligible young adults are ages 14 through 24 years of age (WorkForce Central's young adult age range is 16-24). Thus, young adults who are ages 18 through 24 at program enrollment may be eligible for both the WIOA Title I Adult and WIOA Title I Youth (Young Adult) programs and may be enrolled in the Adult and Youth programs concurrently. Young adults must meet eligibility criteria for both the WIOA Title I Youth and WIOA Title I Adult programs and any other program for which they may be enrolled. The potential of participant's co-enrolling in other WIOA Title I formula programs must be submitted to WorkForce Central for review and approval prior to co-enrollment.

Participant ETO files must clearly document the justification for concurrent enrollment and coordination between programs for services provided. Service providers must identify and track the funding streams which pay the costs of services provided to individuals who are concurrently participating in more than one program and ensure services are not duplicated.

ETO Participant File Documentation Requirements

The ETO record must contain the following documentation at program enrollment. Applicable forms must be completed in their entirety, signed, and dated on or before the date of program enrollment. Paper forms must be legible and uploaded into ETO as required in WorkForce Central's ETO Data Validation and Documentation Policy located at WorkForce Central's Policy Library.

- A complete, signed, and dated paper or ETO WIOA Title I ISY Application or OSY Application.
    - Parent/guardian signature is encouraged for minors (ages 16-17) enrolling into the WIOA Title I Youth program.
- Documentation of Pierce County residency.
- Documentation validating the young adult's WIOA ISY or OSY program eligibility, including education status at program enrollment.
- Objective Assessment (OA).
- Individual Service Strategy (ISS).
- Authorization to Share Confidential Information.
- Participant Information Form, including EO-Notice to File a Discrimination Complaint.
- Date and type of first qualifying youth service (one of the 14 Elements) that triggers participation.
- Date of program enrollment.
- Case notes documenting:
    - Date of program enrollment
    - Reason for enrollment into the WIOA Title I program, including how the young adult meets the WIOA Title I Youth ISY or OSY program eligibility.
    - The young adult's current education and employment status.
    - The young adult's education and employment goals.
    - Summary of planned services.
    - Notification of follow-up services.

- Notification of EMAP services.
- If a participant is co-enrolled in two or more programs (e.g.: an older WIOA Title I Youth co-enrolled in the WIOA Title I Adult program), case notes must document the justification for the concurrent enrollment, document the coordination between programs for services provided, and document WorkForce Central approval.

WIOA TITLE I ADULT PROGRAM

Individuals must be determined eligible prior to program enrollment. Eligibility and enrollment documentation must be uploaded into the participant's ETO file. See WorkForce Central's ETO Data Validation and Documentation Policy for procedures for uploading program eligibility and enrollment documentation. Policies are located at WorkForce Central's Policy Library.

Priority for Pierce County Residents

Pierce County residents receive priority for enrollment into the WIOA Title I Adult Program. Non-Pierce County residents may be enrolled on a case-by-case only if approved by WorkForce Central Contract Manager or designee. Enrollment of non-Pierce County residents will require coordination with the Workforce Development Council (WDC) of residency. WorkForce Central Contract Management approval and the service provider's coordination with the WDC of residency must be documented in case notes recorded in ETO. See WorkForce Central's ETO Documentation Policy & Procedures for uploading and documentation procedures when serving out of county residents, at WorkForce Central's Policy Library.

Eligibility

Individuals enrolled into the WIOA Title I Adult program must meet the following eligibility criteria:

- Pierce County resident,
- U.S. citizen or otherwise legally entitled to work in the U.S.,
- Age 18 or older, and
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is approved, ***and***
- One of the Priority of Service populations listed below:

Priority of Service Requirements

Priority of services for WIOA Title I Adults is established in WIOA Section 134(c)(3)(E), 20 CFR 680.600, and 20 CFR 680.640, and ESD Policy 1019, Rev. 7. Priority populations must first meet the eligibility requirements for the WIOA Title I Adult Program. Priority selection for the WIOA Title I Adult Program does not apply to individuals served through the WIOA Title I Dislocated Worker or WIOA Title I Youth programs.

- **First Priority -** Veterans and eligible spouses who are WIOA income eligible, are recipients of public assistance, or are basic skills deficient.

- **Second Priority -** Individuals who are WIOA income eligible, are recipients of public assistance, or are basic skills deficient.

- **Third Priority -** Veterans and eligible spouses who are not WIOA income eligible, are not recipients of public assistance, and are not basic skills deficient.

- **Fourth Priority –** Adults who do not meet the three (3) Priority of Service categories described above and who lack income that allows them to meet their basic needs or allows them to be self-sufficient, based on the Self Sufficiency Calculator.

A minimum 70% of individuals must be enrolled under Priority of Service categories 1 – 3, and a maximum 30% of individuals may be enrolled under Priority of Service category 4.

Note: An individual with a disability may be considered a family of one (1) if the adult's income meets WIOA's income eligibility.

Comprehensive Assessment

Upon enrollment into the program, individuals must first receive a comprehensive assessment of their

employment and training skill levels, self-sufficiency goals, and service needs. Assessments may be facilitated through diagnostic testing using assessment tools and/or in-depth interviewing and evaluation to identify barriers and appropriate goals. The outcome of the comprehensive assessment is the development of the individual's employment plan outlying appropriate service strategies to assist the individual in reaching self-sufficient employment.

Assessments must be an ongoing process, continually reviewing the participant's interests, abilities, needs, etc. On-going assessments provide the case manager an opportunity to evaluate how effective services are in meeting the individuals' unique needs and ensuring flexibility in adapting service delivery strategies to the individual's challenges, strengths, and employment and educational goals.

Assessments can be documented on a paper form that is uploaded into ETO or in case notes recorded in ETO. See WorkForce Central's ETO Data Validation and Documentation Policy for directions for uploading and recording the assessment results into the participant's ETO record, located at WorkForce Central's Policy Library.

Individual Employment Plan (IEP)

The results of the assessment are documented on the Individual Employment Plan (IEP) on a paper document uploaded into ETO or in case notes recorded in ETO. Follow procedures for uploading and/or recording the IEP located in WorkForce Central's ETO Data Validation and Documentation Policy at WorkForce Central's Policy Library.

Service providers must update the IEP on an on-going basis and document, among other items, the services provided and the participant's progress, activities completed, benchmarks reached, and any other accomplishments. Service providers must document this information regardless of who provides the service.

The IEP is a detailed, unique, individual employment plan for each participant that is the basis for the overall case management strategy. The IEP is a living document, reviewed and updated on an on-going basis. The case manager should use the IEP to update strategies and activities as they occur and/or as life changes require, and to document referral and contact information for services obtained from partner organizations. When reviewing the IEP, case managers should document a participant's progress, activities completed, benchmarks reached and any other accomplishments. The IEP must be developed and modified in partnership with the participant and should document achievements in measurable and attainable short-term and long-term goals that both reflect the individual's interests and incorporate career pathway planning.

In addition to updating the IEP on an ongoing basis to reflect real-time services and/or changes to the service strategy, the service provider must formally review the IEP with the participant on a quarterly basis and update the IEP accordingly at that time. As with all changes to the IEP, the outcome of this quarterly IEP review must also be recorded in case notes (label the case note "IEP Quarterly Review".)

IEPs can be documented on a paper form that is uploaded into ETO or in case notes recorded in ETO. See WorkForce Central's ETO Data Validation and Documentation Policy for directions for uploading and recording the IEP results into the participant's ETO record, located at WorkForce Central's Policy Library.

IEPs will be monitored to ensure they are in compliance with WorkForce Central IEP requirements.

Program Enrollment

In addition to verifying program eligibility, the following must occur prior to or at the time of program enrollment and be uploaded into the participant's ETO record per instructions in WorkForce Central's ETO Data Validation and Documentation Policy located at WorkForce Central's Policy Library:

Notification Requirements

- Authorization to Share Confidential Information and Records Form: Individuals seeking WIOA Title I-funded services must be informed, in writing that their personal and confidential information may be shared amongst the WorkSource partners; that their confidential information is used only for the purpose

of delivering services and that further disclosure of their confidential information is prohibited; and their information will not be shared among the partners of the WorkSource system if the individual declines to share their confidential information and the declination will not impact their eligibility for services. Individuals applying for WIOA Title I services must sign and date the Authorization to Share Confidential Information and Records Form attesting they have read and understand how their information will be shared and protected.

- **Equal Opportunity and Non-Discrimination Policy:** Individuals seeking WIOA Title I-funded services must be informed, in writing of their Equal Opportunity (EO) and Non-Discrimination rights and procedures for filing a discrimination complaint. Individuals applying for WIOA Title I services must be given an opportunity to acknowledge receipt of, and their understanding of these rights. This is accomplished electronically when the participant registers through ETO and through a paper copy uploaded into the participant's ETO record. WorkForce Central's Participant Information Form includes the required EO Notice.
- **Enrolled Member Assistance Program (EMAP):** At the time of program enrollment, recipients of WIOA Title I services must be notified of EMAP services provided by First Choice Health. WIOA Title I service providers must review the 2022 EMAP Summary (and future iterations) and ensure EMAP contact information is provided. Recipients of WIOA Title I services must receive a printed or emailed copy of the EMAP Summary. This notification must be documented in the program enrollment case notes along with an accompanying service recorded in ETO.

Concurrent Program Enrollments

Individuals may be simultaneously enrolled in more than one WIOA Title I or other employment and training program. The potential of participant's co-enrolling in other WIOA Title I formula programs must be submitted to WorkForce Central for review and approval prior to co-enrollment. Participant ETO files must clearly document the justification for concurrent enrollment and coordination between programs for services provided. Service providers must identify and track the funding streams which pay the costs of services provided to individuals who are concurrently participating in more than one program and ensure services are not duplicated.

ETO Participant File Documentation

The ETO record must contain the following documentation at program enrollment; applicable forms must be completed in their entirety, signed, and dated on or before the date of program enrollment. Paper forms must be legible and uploaded into ETO as required in WorkForce Central's ETO Data Validation and Documentation Policy, located at WorkForce Central's Policy Library:

- A complete, signed, and dated paper or ETO WIOA Title I Adult Application.
- Applicable documentation verifying program eligibility
- Documentation of Pierce County residency.
- Priority of Service category of eligibility, including if applicable, veteran/eligible spouse eligibility.
- Comprehensive Assessment.
- Individual Employment Plan (IEP)
- Authorization to Share Confidential Information.
- Participant Information Form, including EO-Notice to File a Discrimination Complaint.
- Date and type of first qualifying service that triggers participation.
- Date of program enrollment.
- Case notes documenting:
    - Date of program enrollment
    - Reason for the individual's enrollment into the WIOA Title I program, including how the individual meets the WIOA Title I program eligibility.
    - The individual's current education and employment status.

- The individual's education and employment goals.
- Notification of EMAP services.
- Summary of planned services. (For Adult and Dislocated Worker programs, staff may record further detailed planned services in the Development of IEP touchpoint.)
- If a participant is co-enrolled in two or more programs case notes must document the justification for the concurrent enrollment, document the coordination between programs for services provided, and document WorkForce Central approval.

WIOA TITLE I DISLOCATED WORKER PROGRAM

Individuals must be determined eligible prior to program enrollment. Eligibility and enrollment documentation must be uploaded into the participant's ETO file. See WorkForce Central's ETO Data Validation and Documentation Policy for procedures for uploading program eligibility and enrollment documentation. Policies are located at WorkForce Central's Policy Library.

Priority for Pierce County Residents

Pierce County residents receive priority for enrollment into the WIOA Title I Dislocated Worker Program. Non-Pierce County residents may be enrolled on a case-by-case only if approved by WorkForce Central Contract Manager or designee. Enrollment of non-Pierce County residents will require coordination with the Workforce Development Council (WDC) of residency. WorkForce Central Contract Management approval and the service provider's coordination with the WDC of residency must be documented in case notes recorded in ETO. See WorkForce Central's ETO Documentation Policy & Procedures for uploading and documentation procedures when serving out of county residents, at WorkForce Central's Policy Library.

Eligibility

- Pierce County Resident,
- U.S. citizen or otherwise legally entitled to work in the U.S.,
- Selective Service Registration (males who are 18 or older and born on or after January 1,1960), unless an exception is approved, ***and***
- Meets one of the following Dislocated Worker categories:

1. General Dislocation	• An individual who was terminated, laid off, or received a notice of termination or layoff (or voluntary quit for good cause), **and,** • Is determined **unlikely to return to previous industry or occupation**, defined as an unemployed worker or military spouse who has limited opportunities for employment or re-employment. Examples include but are notlimited to: ○ The industry and/or occupation are in decline on the Washington State Demand/Decline list. ○ The individual is not able to re-locate to an area that has jobs that are in demand for which they are qualified. ○ The individual is not able to work in another capacity in the occupational area from which they were dislocated because of physical or mental limitations. An individual may have started out in an industry performing physically or mentally demanding jobs but is no longer capable of performing the essential requirements of the job. ○ A military spouse who leaves their job to follow their spouse to a new duty assignment. **and,** • Is eligible for or has exhausted entitlement to unemployment compensation. **or,** • Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration.

2. Dislocation from Plant/Facility Closure Or Substantial Layoff	• An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise due to: ○ Permanent closure; or ○ **Substantial layoff**, meaning the dislocated worker is part of the 25% of the company's workforce being laid off, or is one of 50 workers of a company's workforce being laid off, not as a result of a plant closing but as a result of employment loss at a single site of employment during any 30-day period. **or,** • An individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. "**General announcement**" refers to an individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. Acceptable documentation of a general announcement may include a written notice from the employer, a newspaper article or self-attestation.
3. Self-employed Dislocation	• An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed due to: ○ General economic conditions in the community where the individual resides. **General economic conditions can include**, but are not limited to, the failure, closure, or substantial layoff in one or more business in the community that had a direct effect on the individual's unemployment such as: ▪ Failure of one or more business to which the self-employed individual supplied a substantial portion of products or services. ▪ Failure of one or more businesses from which the self-employed individual obtained substantial proportion of products or services. ▪ Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the state or local economy. ▪ Depressed prices or markets for articles produced by the self-employed individual. **or,** ○ A natural disaster.
4. Displaced Homemaker Per TEGL 26-13, Individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.	• An individual who was dependent on the income of another family member and is no longer supported by the income of that family member. **or,** • Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service-connected death or disability of the service member. **and,** • Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

5. Dislocated or Separating Military Service Member	• A non-retiree military service member who was discharged or released from service under other than dishonorable discharge or has received a notice of military separation. Per 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance. **Designated timeframe in which transitioning service members may begin receiving services is 180 days prior to planned separation.**
6. Spouse of a Military Service Member **Note:** A military spouse may also qualify as a **Displaced Homemaker**	• The spouse of a member of the armed forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member. **or,** • The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Serving Military Service Members

A military service member who is separated from military service under conditions other than dishonorable, or who receives a notice of future separation, may be eligible for the WIOA Title I Dislocated Worker Program based on the "termination" criteria. This may include National Guard or Reserve members who have been discharged from active duty service, but not necessarily from other reserve commitments such as training. Retirement orders do not qualify as "terminated" or "laid off".

Veterans and other covered persons determined eligible for the WIOA Title I Dislocated Worker Program are given priority for services according to the Jobs for Veterans Act and WorkSource System Policy #1009, Rev. 3 – Priority of Service for Veterans and Eligible Spouses.

The following serves as an outline of Dislocated Worker Program eligibility criteria as it applies to military service members:

- Section (3)(15)(A)(i)- Has been terminated or laid off or received notice of termination or layoff.

- TEGL 22-04 states that a discharge from the military under honorable circumstances meets the "termination" criterion. A Department of Defense Form 214 (DD-214) is the most common documentation used to determine discharge status. A DD-214 is not required to prove the WIOA enrollee is a veteran for the purposes of general program eligibility. A veteran can be enrolled in a WIOA Title I program without any documentation or record of veteran status. However, a DD-214 must be on file establishing eligibility for priority of service for every veteran receiving WIOA Title I career or training services. (See ESD WIN 0044, Veteran Status Validation and DocumentationRequirements).

- Washington State has determined that still active, transitioning military service members may also qualify for WIOA Title I Dislocated Worker Program services. While these individuals may be eligible to receive WIOA Title I Dislocated Worker Program services and funds, they would not be considered 'veterans' for the purposes of DOL reporting.

- For the purposes of serving still-active transitioning service members under the "notice of termination or layoff" eligibility criterion, documentation must align with the DOL Data Element Validation (DEV) requirement for "Date of Actual Qualifying Dislocation" (See TEGL 23-19)

- Military personnel are eligible to begin receiving WIOA Title I Dislocated Worker Program services upon receipt of discharge or retirement orders (Effective Termination of Service "ETS" Orders or DD-2648-ACAP Transition Checklist). Length of service to qualify an individual for such discharge or separations under WIOA guidance may be as few as one day of service. **Qualified individuals can**

receive services up to 180 days prior to discharge.

Spouses of Military Service Members

TEGL 22-04 Change 1 provides clarification and flexibility to serve spouses of military service members (military spouses) under the WIOA Title I Dislocated Worker Program. DOL affords local areas significant flexibility to serve military spouses. TEGL 22-04 clarifies that the term "military spouse" includes individuals who are married to active duty service members (including National Guard or Reserve personnel on active duty) and surviving spouses of active duty service members who lost their lives while on active duty service in combat-related areas (e.g., Afghanistan, Iraq, Syria). Also refer to guidance related to Washington's Marriage Equality Act.

When the spouse is unable to continue an employment relationship due to the service member's permanent change of military station, or the military spouse loses employment as a result of the spouse's discharge from the military, then the separation from employment meets the termination component of the WIOA Title I definition of Dislocated Worker. Eligibility determinations must align with UI policy regarding "good cause" for voluntary quits. Below are two common scenarios that would qualify:

- The spouse of a military service member voluntarily quits because he/she is relocating with the service member to a new duty location.
- The spouse of a military service member is no longer eligible to work on the base due to the military service member's discharge.

NOTE: Good cause is not found when a claimant quits work to relocate someplace other than the military spouse's or domestic partner's new duty location, including relocation to the home of record orelsewhere.

As provided in TEGL 22-04 and TEGL 22-04 Change 1, "termination" of military spouses based on the circumstances described above can be considered to meet the "unlikely to return to a previous industry or occupation" qualify as a Dislocated Worker. Determination is a matter of judgment based on relevant circumstances, but in most cases, military spouses impacted by a service member's duty reassignment or discharge will meet the "unlikely to return to a previous industry or occupation" criterion of WIOA and could be served as Dislocated Workers.

Military spouses may also be served as a Dislocated Worker if they meet the definition requirements for Displaced Homemaker at WIOA Section 3(15)(A)(ii).

Eligibility for Employed Individuals

- **Under-Employed Workers:** Per Section 11 of TEGL 19-16, the State allows under-employed workers to qualify for the WIOA Title I Dislocated Worker program if they have been dislocated from full-time employment and meet one of the following eligibility criteria:

  1. Employed less than full-time but actively seeking full-time employment, or
  2. Employed in a position that is inadequate with respect to documented skills and training, or
  3. Employed but meet the definition of "low-income" in WIOA Section 3(36), or
  4. Employed but current earnings are insufficient compared to earnings from previous employment.

  Note: Underemployed workers may also qualify for the WIOA Adult Program, and those who meet the "low income" definition receive priority of service.

- **"Stop-Gap" Employment:** Stop-gap employment is temporary work an individual accepts only because they have been laid off from the customary work for which their training, experience or work history qualifies them. Stop-gap employment must be temporary in nature with the intent to end employment upon completion of training, obtaining self-sufficient employment, or as specified in the Individual Employment Plan (IEP).

  Typically, stop-gap employment will pay less than the individual's wage of self-sufficiency; however,

there may be specific circumstances where stop-gap employment does provide a sufficient wage temporarily but is not considered permanent employment that leads to self-sufficiency. This stop-gap employment would not change the individual's Dislocated Worker status if it meets WorkForce Central's criteria. WorkForce Central **defines employment that leads to self-sufficiency** as employment that meets the financial needs of an individual without the support of public or private assistance, or the individual has earned income equal to or exceeding 80% of the median family income limit based on the U.S. Dept. of Housing and Urban Development (HUD) Median Family Income Guidelines.

An otherwise eligible Dislocated Worker remains eligible if either prior to, or during WIOA Title I Dislocated Worker program participation, stop-gap employment is obtained for the purpose of income maintenance. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the self-sufficient income. If, at any time, an individual obtains employment that meets WorkForce Central's definition of self-sufficiency, including a scenario where the employment period exceeds WorkForce Central's established criteria for temporary employment, then that position would be considered the self-sufficient job of dislocation in the event of a future dislocation.

Unemployment Insurance (UI) Good Cause Voluntary Quits

Individuals can qualify under Category 1, "General Dislocation" if they file and are approved for Unemployment Insurance (UI) benefits after having been determined by the Employment Security Department (ESD) as having voluntarily left employment due to no fault of their own for one of the following good cause reasons (RCW 50.20.050; WAC 192-150, et al):

- Illness or disability of the claimant or death, illness, or disability of an immediate family member.
- Relocate to follow their spouse's, or registered domestic partner's employment.
- Need to protect the claimant or immediate family member from domestic violence or stalking.
- Usual hours, compensation, or benefits are reduced by 25 percent or more.
- Involuntary change in work site or location (no minimum distance or mile threshold).
- Work site safety has deteriorated.
- Illegal activities at work site.
- Usual work changed to work that violates religious or moral beliefs.
- Left part-time work to accept full-time job that was eliminated without prior knowledge.

Under these circumstances, ESD recognizes them as terminated even though they, rather than their employers, are the separating party. Such individuals must also be determined unlikely to return to the industry or occupation they left for a UI good cause voluntarily quit reason. Finally, they must document their status as having been determined eligible for or exhausted UI benefits because good cause voluntary quits are inseparably tied to UI and documented through separation determination letters provided by ESD, or, if that is not available, other documentation in the form of UI correspondence from ESD.

Use of Unemployment Insurance (UI) Self-Service (eServices) Website

WorkSource Information Notice (WIN) 0027, Change 4 provides information on the use of data accessible to Unemployment Insurance (UI) claimants through the Unemployment Insurance Self Service website to secure information that can assist in determining WIOA Title I Dislocated Worker program eligibility. Staff can use printouts of UI information provided by UI claimants who have Secure Access Washington (SAW) accounts that allow them to access and view and print their on-line UI claim information.

Comprehensive Assessment

Upon enrollment into the program, individuals must first receive a comprehensive assessment of their employment and training skill levels, self-sufficiency goals, and service needs. Assessments may be facilitated through diagnostic testing using assessment tools and/or in-depth interviewing and evaluation to identify barriers and appropriate goals. The outcome of the comprehensive assessment is the development of the individual's employment plan outlying appropriate service strategies to assist the individual in reaching self-sufficient employment.

Assessments must be an ongoing process, continually reviewing the participant's interests, abilities, needs, etc. On-going assessments provide the case manager an opportunity to evaluate how effective services are in meeting the individuals' unique needs and ensuring flexibility in adapting service delivery strategies to the individual's challenges, strengths, and employment and educational goals.

Assessments can be documented on a paper form that is uploaded into ETO or in case notes recorded in ETO. See WorkForce Central's ETO Data Validation and Documentation Policy for directions for uploading and recording the assessment results into the participant's ETO record, located at WorkForce Central's Policy Library.

Individual Employment Plan (IEP)

The results of the assessment are documented on the Individual Employment Plan (IEP) on a paper document uploaded into ETO or in case notes recorded in ETO. Follow procedures for uploading and/or recording the IEP located in WorkForce Central's ETO Data Validation and Documentation Policy, located at WorkForce Central's Policy Library.

Service Providers must update the IEP on an on-going basis and document, among other items, the services provided and the participant's progress, activities completed, benchmarks reached, and any other accomplishments. Service Providers must document this information regardless of who provides the service.

The IEP is a detailed, unique, individual employment plan for each participant that is the basis for the overall case management strategy. The IEP is a living document, reviewed and updated on an on-going basis. The case manager should use the IEP to update strategies and activities as they occur and/or as life changes require, and to document referral and contact information for services obtained from partner organizations. When reviewing the IEP, case managers should document a participant's progress, activities completed, benchmarks reached and any other accomplishments. The IEP must be developed and modified in partnership with the participant and should document achievements in measurable and attainable short-term and long-term goals that both reflect the individual's interests and incorporate career pathway planning.

In addition to updating the IEP on an ongoing basis to reflect real-time services and/or changes to the service strategy, the Service Provider must formally review the IEP with the participant on a quarterly basis and update the IEP accordingly at that time. As with all changes to the IEP, the outcome of this quarterly IEP review must also be recorded in case notes (label the case note "IEP Quarterly Review".)

IEPs will be monitored to ensure they are in compliance with WorkForce Central IEP requirements.

Program Enrollment

In addition to verifying program eligibility, the following must occur prior to or at the time of program enrollment and be uploaded into the participant's ETO record per instructions in WorkForce Central's ETO Data Validation and Documentation Policy located at WorkForce Central's Policy Library:

Notification Requirements

- Authorization to Share Confidential Information and Records Form: Individuals seeking WIOA Title I-funded services must be informed, in writing that their personal and confidential information may be shared amongst the WorkSource partners; that their confidential information is used only for the purpose of delivering services and that further disclosure of their confidential information is prohibited; and their information will not be shared among the partners of the WorkSource system if the individual declines to share their confidential information and the declination will not impact their eligibility for services. Individuals applying for WIOA Title I services must sign and date the Authorization to Share Confidential Information and Records Form attesting they have read and understand how their information will be shared and protected.
- **Equal Opportunity and Non-Discrimination Policy:** Individuals seeking WIOA Title I-funded services

must be informed in writing of their Equal Opportunity (EO) and Non-Discrimination rights and procedures for filing a discrimination complaint. Individuals applying for WIOA Title I services must be given an opportunity to acknowledge receipt of, and their understanding of these rights. This is accomplished electronically when the participant registers through the ETO and through a paper copy uploaded into the participant's ETO record. WorkForce Central's Participant Information Form includes the required EO Notice.

- **Enrolled Member Assistance Program (EMAP):** At the time of program enrollment, recipients of WIOA Title I services must be notified of EMAP services provided by First Choice Health. WIOA Title I service providers must review the 2022 EMAP Summary (and future iterations) and ensure EMAP contact information is provided. Recipients of WIOA Title I services must receive a printed or emailed copy of the EMAP Summary. This notification must be documented in the program enrollment case notes along with an accompanying service recorded in ETO.

Concurrent Program Enrollments

Individuals may be simultaneously enrolled in more than one WIOA Title I or other employment and training program. The potential of participant's co-enrolling in other WIOA Title I formula programs must be submitted to WorkForce Central for review and approval prior to co-enrollment. Participant ETO files must clearly document the justification for concurrent enrollment and coordination between programs for services provided. Service providers must identify and track the funding streams which pay the costs of services provided to individuals who are concurrently participating in more than one program and ensure services are not duplicated.

ETO Participant File Documentation

The ETO record must contain the following documentation at program enrollment; applicable forms must be completed in their entirety, signed, and dated signed and dated on or before the date of program enrollment. Paper forms must be legible and uploaded into ETO as required in WorkForce Central's ETO Documentation Policy & Procedures, located at WorkForce Central's Policy Library.

- A complete, signed, and dated paper or ETO WIOA Title I Dislocated Worker Application.
- Applicable documentation verifying program eligibility.
- Documentation required for data validation purposes.
- Documentation of Pierce County residency.
- Comprehensive Assessment.
- Individual Employment Plan (IEP)
- Authorization to Share Confidential Information.
- Participant Information Form, including EO-Notice to File a Discrimination Complaint.
- Date and type of first qualifying service that triggers participation.
- Date of program enrollment.
    - Date of program enrollment
    - Reason for the individual's enrollment into the WIOA Title I program, including how the individual meets the WIOA Title I program eligibility.
    - The individual's current education and employment status.
    - The individual's education and employment goals.
    - Notification of EMAP services.
    - Summary of planned services. (For Adult and Dislocated Worker programs, staff may record further detailed planned services in the Development of IEP touchpoint.)
    - If a participant is co-enrolled in two or more programs case notes must document the justification for the concurrent enrollment, document the coordination between programs for services provided, and document WorkForce Central approval.

ADDITIONAL PROGRAM GUIDANCE

U.S. CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE U.S.

WIOA Title I service providers are required to verify U.S. citizenship or legal right to work in the U.S. for all applicants to WIOA Title I program services. Self-attestation is the minimum documentation requirement, but service providers are encouraged to use common I-9 documentation such as driver's license or ID cards along with Social Security cards. Other documentation may only be used to supplement self-attestation or accepted I-9 documentation.

SELECTIVE SERVICE REQUIREMENTS

To be eligible to receive WIOA Title I-funded services, males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirements or exceptions, or the WIOA Title I service provider must determine that the failure to register was not knowing and willful. Complete Selective Service registration requirements and exceptions are found in TEGL 11-11, Change 2, including acceptable documentation to determine registration status and procedures for determining whether or not failure to register was knowing and willful. Please visit the Selective Service website for more informationabout the registration requirements at www.sss.gov.

Selective Service registration is required within 30 days of an individual's 18th birthday (e.g., 30 days before or 30 days after their birthday). This includes:

- U.S. citizens
- Non-citizens, including those in the country illegally, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. before their 26th birthday
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.
- Transgender females.
    - Selective Service registration requirements are based on the gender assigned at birth and not on gender identity or gender reassignment. Individuals who are born male and change their gender identity or assignment to female are required to register. Individuals who are born female and change their gender identity or assignment to male are not required to register (see exemptions below)

Individuals exempt from Selective Service registration:

- Males on current non-immigrant visas as long as they remain on valid visas up until they turn 26. The list of supporting documentation can be found here.
- Male nationals or citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau who reside in the U.S. for less than one year (non-habitual) under any status or are in the U.S. as employees of the government of their homeland or as students who entered the U.S. for the purpose of full-time studies as long as they maintain that status.
- Males who were neither citizens nor residents of the United States from 30 days before they turned 18 through the age of 25.
- Hospitalized or incarcerated males who can prove they were continuously institutionalized or confined from 30 days before they turned 18 through the age of 25.
- Males serving in the military on full-time active duty if they served continuously from age 18 to through age 25.
- Males attending U.S. military service academies.
- Transgender males (born female but identify as or transitioned to males).

Acceptable documentation to determine a person's Selective Service registration status includes:

- Selective Service Acknowledgement letter.
- DD Form 214 "Report of Separation".

- Screen printout of the Selective Service Verification site.
- Selective Service Registration Card.
- Selective Service Verification Form (Form 3A).
- Stamped Post Office Receipt of Registration.

This list is not intended to be exhaustive. The Selective Service System also provides a quick reference "Who Must Register Quick Reference Chart".

Males 25 Years and Under

Before being enrolled in WIOA Title I services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service System Website at www.sss.gov. or provide documentation indicating they are covered by an exception (i.e.,serving in the military on full-time active duty or a non-U.S. male on a valid non-immigrant visa, born female and transitioned to male after 26th birthday).

Males turning age 18 while participating in WIOA Title I services must complete their Selective Service registration no later than 30 days after turning age 18 to continue to receive WIOA Title I funded services.

Males between the ages of 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOATitle I services until registered. WIOA Title I service providers must terminate services to a participant who does not meet the Selective Service registration requirement.

Males 26 Years of Age and Older

Before enrolling in WIOA Title I funded services, all males 26 years of age or older must provide:

- Documentation of compliance with the Selective Service registration requirement.
- Documentation showing, they were not required to register. Or,
- If they were required to register but did not register, documentation establishing that their failure to register was not knowing and willful.

If individuals cannot provide proof of registration, there are two methods case managers can use to obtain a Status Information Letter from Selective Service.

- The first method is for the individual to request the Status Information Letter directly from Selective Service if he:
  - Believes he was not required to register, or
  - Did register but cannot provide any of the documentation noted above.

The Request for Status Information Letter form and instructions can be accessed at https://www.sss.gov/verify/sil/.

- The second method is for the case manager to request the Status Information Letter. This method is preferred whentime limits for enrollment exist. This second method is described in the TEGL 11-11, Change 2.

Service Providers will take one of two actions based on results in the Status Information Letter:

- If the Status Information Letter indicates that the male individual was not required to register for Selective Service, then he is eligible to enroll in WIOA Title I funded services.
- If the Status Information Letter indicates that the individual was required to and did not register, he is presumed to be disqualified from participation in WIOA Title I activities until it can be determined that his failure to register was not knowing and willful.

Note - All costs associated with WIOA Title I funded activities and services provided to non-eligible individuals may be disallowed.

Determining "Knowing and Willful" Failure to Register

The WIOA Title I service provider is responsible for approving whether the failure of a male to register with the Selective Service was knowing and willful. TEGL 11-11, Change 2 provides detailed information about the Selective Service System process where applicants may request Status Information letters that address whether or not their failure to register was knowing and willful. Status Information Letters, if they favor applicants are the most definitive documents proving the failure to register was not knowing and willful.

If the individual was required but failed to register with the Selective Service, the individual may only receive services if he can establish by a "preponderance" of evidence that the failure to register was not knowing and willful. The service provider must develop internal procedures for determining the reasons for failure to register, including identifying personnel authorized to approve requests to enroll applicants who have provided the "preponderance of evidence" that the failure to register was not knowing and willful.

The WIOA Title I applicant will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. The documentation must be specific as to the dates of the circumstances. Evidence presented must include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and reasons for failure to register. The WIOA Title I applicant is encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination:

- Served in Armed Forces. Evidence that the individual has served honorably in the U.S. Armed Forces such as a DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.

- Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering may also help determine if the individual's failure to register was willful and knowing.

In determining whether the failure to register was "knowing," the service provider should ask the individual:

- Was he aware of the requirement to register?
- If the applicant knew about the requirement to register, was he misinformed about the applicability of the requirements to him (e.g., veterans who were discharged before their 26th birthdays were occasionally told that they did not need to register)?
- On which date did the applicant first learn that he was required to register?
- Where did the applicant live when he was between the ages of 18 and 26? Does the Status Information Letter indicate that Selective Service mailed letters to the individual at that address and did not receive a response?

In determining whether the failure was "willful," the service provider should ask the individual:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether to register and decided not toregister?
- What actions, if any, did the individual take when he learned of the requirement to register?

If the authorized service provider staff determines the applicant did not knowingly and willfully fail to register with Selective Service, and the individual is otherwise WIOA Title I eligible, services may be approved. If the authorized service provider staff determines that evidence presented reflects the individual's failure to register was knowing and willful, WIOA Title I services must be denied. Individuals denied services must be advised of all available WIOA Title I grievance procedures. Evidence related to the participant's Selective Service Registration must be uploaded into the participant's ETO record if the individual is enrolled in a WIOA Title I program.

PRIORITY OF SERVICE FOR VETERANS AND ELIGIBLE SPOUSES

All WIOA programs and service delivery must align with federal law, regulations, and guidance on Priority of Service. Priority of service entitles eligible veterans or spouses to enrollment and services before eligible non-covered persons. Refer to 38 U.S. Code 4215, 20 CFR Part 1010, TEGL 10-09, VPL 07-09, and WorkSource System Policy 1009, Rev. 3 – Priority of Service for Veterans and Eligible Spouses for additional guidance on Priority of Service. Refer to WIOA Title I Adult section for specific guidance on priority for service for the Title I Adult program.

ASSISTING VICTIMS AND SURVIVORS OF HUMAN TRAFFICKING

This guidance is appropriate for WorkSource Pierce One-Stop Center staff, especially intake workers and frontline staff who may encounter individuals they believe to be possible victims of human trafficking. If an individual is under immediate threat or states they are in danger, call 911.

Recognizing the Characteristics of Victims and Referring Individuals to Proper Authorities and Resources

Many victims of trafficking do not self-identify. A role for staff is to recognize the characteristics of potential victims of trafficking and refer them to the proper authorities and resources. The U.S, Department of Homeland Security (DHS) has information on how to identify potential victims of trafficking and current hotlines that one-stop staff can call to get help for potential victims. See the DHS web page at https://www.dhs.gov/blue-campaign/partnerships.

Employment and Training Services for Survivors of Human Trafficking

U.S. citizens or lawful residents who are survivors of trafficking can receive the same services that are provided to the general public under WIOA. In addition, under the Trafficking Victims Protection Act (TVPA), certain foreign nationals are also eligible for WIOA services. This includes victims of a severe form of trafficking of persons and individuals granted a non-immigrant "T" (trafficking) visa.

To be eligible for WIOA Title I services as survivors of a severe form of trafficking:

- Individuals 18 years of age or older must have been subjected to an act or practice described in the definition of "severe forms of trafficking in persons" and have received a letter of certification issued by the Department of Health and Human Services (HHS).

- Children under 18 years old who have been subjected to a severe form of trafficking need no be certified by HHS to be eligible for services; instead, HHS issues Letters of Eligibility to minor victims of trafficking. As with any participant, they must meet all applicable program eligibility requirements to receive WIOA services.

Individuals who are granted "T" visas from the Department of Homeland Security are also eligible for WIOA services. The "T" non-immigrant Status (T visa) is available to individuals who are or have been victims of human trafficking and protects these victims of human trafficking by allowing them to remain in the United States to assist in an investigation or prosecution of human trafficking.

Employment and training services should be provided to survivors of trafficking to the same extent and following the same procedures and case management processes as for other One-Stop customers. However, services to survivors of trafficking may need to be tailored and adapted to match the needs of this population. For instance, survivors of trafficking may have Limited English Proficiency (LEP), criminal records (including from being forced into prostitution), or limited resumes.

Offering Information and Referrals to Other Wrap-around Services and/or Law Enforcement

In most cases, survivors of trafficking will approach One-Stop Centers towards the end of their rehabilitation process and will have already been working with other federal, state, local or nonprofit organizations, and

agencies. In the event survivors have not yet received services, it is important for staff to be aware of and utilize local resources and service providers, particularly non-profit organizations that provide services to survivors of trafficking. Service providers for survivors of trafficking can also refer or accompany their clients to the nearest One-Stop Center when they are ready for employment and training services.

WIOA TITLE I INCOME ELIGIBILITY STANDARDS

The Workforce Innovation and Opportunity Act (WIOA) establishes income eligibility thresholds for individuals enrolled in the following WIOA Title I programs and program categories:

- **WIOA Title I Adult Program:**
  - 1st Priority– Eligible veterans and their eligible spouses
  - 2nd Priority– Eligible individuals who are not veterans or their spouses

- **WIOA Title I Youth Program:**
  - All in-school youth.
  - An out-of-school youth who is a recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner.
  - An out-of-school youth who requires additional assistance to enter or complete an educational programor to secure or hold employment.

WIOA uses the Lower Living Standard Income Level (LLSIL) when determining eligible income thresholds. The U.S. Department of Labor(DOL) annually updates and publishes LLSIL tables, and the State is responsible for designating the appropriate LLSIL within the parameters established by DOL. WorkForce Central is responsible for ensuring our local policies, procedures and definitions align with current LLSIL criteria.

2023 WIOA Title I Income Eligibility Standards:

Family Size	70% of 2023 LLSIL Annual Income Level
1	$14,580
2	$23,127
3	$31,753
4	$39,194
5	$46,254
6	$54,091
7	$61,928
8	$69,765
Families of 9 or more	Add $7,837 for each additional family member

Determining Family Size: "Family" under WIOA is defined as two (2) or more individuals 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 married couple and dependent children,
- A parent or guardian and dependent children, or
- A married couple.

Washington's Marriage Equality Act (RCW 26.60) expands the definition of a "married couple" beyond that of a male and female couple. The federal Respect for Marriage Act of 2022 (Public Law 117-228) further

codified this definition. Accordingly, with respect to this policy, the state and federal definition of a married couple extends beyond that of a male and female.

This expanded definition applies to all WIOA Title I policy guidance and specifically impacts family size, eligible spouses (Priority of Service), military spouses (Dislocated Worker Program eligibility), and displaced homemakers (Dislocated Worker Program eligibility).

Defining Dependent: WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, the State has identified examples in which a youth must be considered as a dependent of parent(s) or guardian(s) for the purpose of determining family size for WIOA Title I Youth (Young Adult) and eligibility for WIOA Title I Adult Program Priority of Service categories 1 and 2. These instances are:

- **Example 1:** Youth not yet 18, who are not emancipated, or have not runaway, who are living "at home" with their parents or guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
- **Example 2:** Youth ages 18-19 who are full-time students in a secondary school or equivalent and are residing with their parents or guardians.
- **Example 3:** Youth ages 18-21 who are not full-time students and are residing with their parents or *guardians, and who are primarily supported by their parents.

  *A legal guardian is a blood relative (e.g., grandparent, aunt, or uncle) or another legally recognized relative (e.g., decree of court) who claims the youth as a dependent. The key factors are:

  - Relationship by blood or decree of court,
  - Living in a single residence, and
  - The youth is claimed as a dependent.

Local Workforce Development Boards (LWDBs) have the authority to identify instances in which youth ages 18-21 and residing with their parents or guardians are to be considered independent and not dependent. 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), or
- Youth ages 18-21 who are supporting their parents or other family members who are unemployed or unable to work.

Individuals with Disabilities

Per 20 CFR 663.640 and 664.250, even if the family of an individual with disabilities does not meet the income eligibility criteria, the individual with a disability may be considered low income if their own income meets the income criteria for program eligibility. The individual would be considered a family of one and only that individual's income would be considered when determining low-income.

INCLUDABLE AND EXCLUDABLE INCOME

The following is a list of income to be included or excluded when a WIOA Title I applicant's income must be considered for program eligibility purposes:

Includable Income	Excludable Income
• Alimony • Child support payments • College or University grants, fellowships, and assistantships • Dividends, interest, net rental income, net royalties, periodic receipts from estates andtrusts • L & I paid on monthly basis • Money, wages, and salaries before any deductions • Net gambling or lottery winnings • Net receipts from non-farm self-employment • Net receipts from farm self-employment • Pensions whether private, government employee (including military retirement pay), law enforcement, firefighters (LEF) disability income • Regular insurance or annuity payments received by individual or family member • Regular payments from railroad retirement, strike benefits from union funds, and worker's compensation (not lump sum training stipends) • Severance Payments • Terminal Leave Pay • Unemployment Insurance	• Wages from WIOA participation (e.g., OJT- 20CFR 683.275) • Any assets drawn down from bank, sale of property, house, or a car • Capital Gains • Financial assistance under Title IV i.e., Pell grants, federal work study, and federal supplemental educational opportunity grants • Foster childcare payments • Job Corps, WorkForce Training Assistance • Military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs *(TEGL 19-16; 20 CFR 683.230)* • Needs-based Scholarship Assistance • Non-cash benefits such as employer fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance • One-time lump sum payment • Public Assistance (TANF, SSI, SSA, RCA, GA) • Social Security Disability Insurance (SSDI) • Tax refunds, gifts, loans, lump-sum inheritance, one-time insurance payments, or compensation for injury (lump sum) • Income earned while a veteran was on active duty, Veteran Benefits

ELIGIBILITY DOCUMENTATION REQUIREMENTS

Self-Attestation: Self-attestation may be used for authorized eligibility and data validation purposes when other source documentation 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, or unique online survey** is considered a verification of a data element. The electronic signature, email, text, or survey must be generated and traceable to the participant. Such documentation must be uploaded into ETO.

Criteria	Eligibility Requirements for:				Documentation Requirement
	WIOA ISY	WIOA OSY	WIOA Adult	WIOA DW	
Pierce County Resident	✓	✓	✓	✓	Applicant's first and last name and address must appear legibly. • Self-Attestation • Other:
Legally Entitled to Work in the U.S.	✓	✓	✓	✓	• I-9 Documentation • Self-Attestation
Age, Date of Birth	✓	✓	✓	✓ **For data validation purposes only**	Document must include date of birth: • Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
Selective Service Registration	✓	✓	✓	✓	TEGL 11-11, Change 2: • Screen printout of the Selective Service Verification site • Selective Service acknowledgement letter • Selective Service Registration Card; Selective Service Verification Form 3A • DD-214 "Report of Separation" • Stamped Post Office Receipt of Registration

Criteria	Eligibility Requirements for:				Documentation Requirement
	WIOA ISY	WIOA OSY	WIOA Adult	WIOA DW	
WIOA's Income Eligibility	✓	✓	✓	✓ For data validation purposes only	**Income Eligible for Enrollment Purposes:** • Meets annual/12-month income standards • Public assistance recipient (current or within past 6 months) • Lack of stable housing • Receives or eligible for free/reduced lunch (Young Adults Only) • Receiving foster care services (Young Adults Only) • Individual with disability whose income does not meet threshold • Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation **Public Assistance – Data Validation Purposes:** Current or within last 6 months, participant's first and last name must be legible on any one of the following documents: • SNAP: ○ SNAP eligibility verification ○ Copy of authorization to receive food stamps ○ Documentation of Food Stamp benefit receipt ○ Referral transmittal from SNAP • TANF: ○ TANF eligibility verification ○ TANF period of benefit receipt verification ○ Referral transmittal from TANF • Supplement Security Income (SSI)/Social Security Disability Insurance (SSDI): ○ SSI/SSDI receipt of benefits verification ○ Referral transmittal from SSA ○ SSI/SSDI Eligibility Verification • Other Public Assistance: Do not include foster child payments. ○ General Assistance (GA) ○ Refugee Cash Assistance (RCA) ▪ Copy of authorization to receive cash public assistance ▪ Copy of public assistance check ▪ Medical card showing cash grant status ▪ Public assistance eligibility verification

WIOA Title I Program	Criteria	Documentation Requirement
Youth Program, ISY & OSY	**Residency**	• See Residency, above
	Age, Date of Birth	• See Age, Date of Birth, above
	Legally Entitled to Work in U.S.	• See Legally Entitled to Work in U.S., above
	Selective Service Registration	• See Selective Service Registration, above
	WIOA income eligible • **ISY** • **OSY, who:** ○ Need additional assistance, or ○ Are HS graduate/GED *and* are BSD or ELL	• See WIOA's Income Eligibility, above
	School Status at Program Entry	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Basic Skills Deficient (BSD)	• CASAS pre-test scores (can be recorded in the program enrollment case notes)
	English Language Learner (ELL)	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Justice System Involved	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	• **Currently experiencing lack of stable housing, or** • **A minor who left their parents/legal guardians without permission**	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Currently receiving or has received foster care	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Pregnant or Parenting	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Disability	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Youth who Needs Additional Assistance	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation

WIOA Title I Program	Criteria	Documentation Requirement
Youth Program, **OSY Only**	**Has dropped out of school**	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-School Status at Program Entry • Self-Attestation
	Within the age of compulsory school attendance but has not attended school for at least the most recent complete school calendar quarter	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-School Status at Program Entry • Self-Attestation

	• **A recipient of a HS diploma or GED *and***
	• **Meets WIOA's income eligibility *and***
	• **Basic Skills Deficient (BSD) *or***
	• **English Language Learner (ELL)**
		• **HS Diploma or GED at program entry**:
		  ○ Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-School Status at Program Entry
		  ○ Self-Attestation
		• **Income:** See list of acceptable income documents, above
		• **BSD:**
		  ○ CASAS pre-test scores, can be recorded in the program enrollment case note
		• **ELL:**
		  ○ Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-School Status at Program Entry
		  ○ Self-Attestation

WIOA Title I Program	**Criteria**	**Documentation Requirement**
Adult Program	**Residency**	• See Residency, above
	Age, Date of Birth	• See Age, Date of Birth, above
	Legally Entitled to Work in U.S.	• See Legally Entitled to Work in U.S., above
	Selective Service Registration	• See Selective Service Registration, above
	Priority of Service Categories #1 and #2: • **WIOA income eligible/public assistance, or** • **BSD**	• See WIOA Income Eligibility, above, *or* • CASAS pre-test scores (can be recorded in the program enrollment case notes)
	Priority of Service Categories #1 and #3: • **Veteran or Eligible Spouse**	• DD-214 • Other documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation
	Priority of Service Category #4	• Upload results of Self-Sufficiency Calculator

WIOA Title I Program	Criteria		Documentation Requirement
Dislocated Worker Program	**Residency**		• See Residency, above
	Legally Entitled to Work in U.S.		• See Legally Entitled to Work in U.S., above
	Selective Service Registration		• See Selective Service Registration, above
	One of the following categories:	**General Dislocation**	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-Date of Actual Dislocation • Self-Attestation
		Dislocation from Facility Closure/Substantial Layoff	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-Date of Actual Dislocation • Self-Attestation
		Self-employed	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-Date of Actual Dislocation • Self-Attestation
		Displaced Homemaker	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-Displaced Homemaker • Self-Attestation
		Dislocated or Separating Military Service Members	Per ESD Policy 1019, Rev. 7 Handbook: • DD-2648 (Pre separation Counseling Checklist) – Dislocated Service Member • Counseling statements indicating separation proceedings – Dislocated Service Member • Veterans Administration Release of Information Hospital Inquiry (VA ROI HINQ) – Dislocated Veteran Other WFC acceptable documentation includes: • Effective Termination of Service "ETS" Orders
		Military Spouse	• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B-Displaced Homemaker • Self-Attestation
	Date of Actual Dislocation *Not applicable to Displaced Homemakers		• Documentation listed in ESD Policy 1003, Rev. 4 Attachment B • Self-Attestation