



WIOA Title I Program Policies

WIOA Title I Program Eligibility, Enrollment & Documentation Policy

POLICY #:	<i>P-WIOA-1005, Revision 13</i>
EFFECTIVE:	<i>October 24, 2025</i>
SUPERSEDES:	<i>WIOA Title I Program Eligibility, Enrollment & Documentation Policy, Rev. 12, effective August 2, 2024</i>

PURPOSE:

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

Revisions to the accompanying WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook include:

- WIOA Title I Youth (Young Adult) Program:
 - Updated criteria for young adults to be enrolled under the “needs additional assistance” category.
 - Updated documentation requirements for enrolling young adults who are participating in dropout re-engagement or Open Doors programs into the WIOA Title I Out-of-School Youth (OSY) program per State Policy 1019, Rev. 12.
- WIOA Title I Dislocated Worker Program:
 - Clarified individuals stationed at JBLM are automatically considered Pierce County residents for the purpose of meeting the Pierce County resident priority of service category.
- All WIOA Title I programs:
 - Updated work authorization documentation requirements at program enrollment per the Department of Labor Training and Employment Guidance Letter (TEGL) 10-23, Change 2.
 - Expanded assessment methods and documentation requirements for determining a participant’s basic skills deficiency (BSD) and English Language Learner (ELL)

status to align with updated State policy numbers 1003, Rev. 7, 1019, Rev. 13, and 1011, Rev. 7.

- Added a requirement for program enrollments to occur within 10-14 calendar days from the date a WIOA Title I program application for services is completed.
- Require WorkForce Central approval prior to co-enrolling participants into two or more federal, state, or local employment and training programs.
- Updated references.

POLICY:

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

As directed in ESD Policy 1019 (current revision) this policy and accompanying Eligibility Handbook address the following requirements:

WorkForce Central's Responsibility

General:

- Identification of the local record keeping system to be used:
 - WIOA Title I service providers must upload all paper documents associated with WIOA Title I participant eligibility, delivery of services, and service outcomes into the State's management information system commonly referred to as "ETO" (Efforts to Outcomes) and to record all services and case notes in ETO as required in state and local policy including the accompanying Eligibility Policy Handbook and WorkForce Central's ETO Data Validation and Documentation Policy, located on WorkForce Central's [Policy Library](#).
- Identification of local supplemental documentation requirements:
 - In addition to WIOA Title I program eligibility documentation, WorkForce Central prioritizes Pierce County residents for enrollment into WorkForce Central's WIOA Title I programs. Procedures and documentation requirements for enrolling county, or out-of-county residents are located in the accompanying Eligibility Policy Handbook.
- WorkForce Central's authorization to use self-attestation:
 - Self-attestation may be used for authorized eligibility and data validation purposes when DOL-required source documentation is unavailable, or when collecting source documentation poses a hardship on the WIOA Title I program applicant, or if the collection of the documentation will delay program enrollment. Formats by which self-attestation may be collected is detailed in the accompanying Eligibility Policy Handbook.

- WorkForce Central’s determination of when WIOA Title I Youth (Young Adults) ages 18-21 are considered “individuals” rather than “dependents” when residing with their parent(s) or legal guardian(s) and the parameters for these determinations are described in the accompanying Eligibility Policy Handbook.
- WorkForce Central’s determination of family size and includable/excludable income for the WIOA Title I Youth (Young Adult) and Adult programs are outlined in in the accompanying Eligibility Policy handbook.

WIOA Title I Youth (Young Adult) Program:

- WorkForce Central’s definition of “youth who require additional assistance to enter or complete an educational program or to secure or hold employment” (category 8 for in-school youth and category 9 for out-of-school youth) is included in the accompanying Eligibility Policy Handbook.
- WorkForce Central’s declaration that it will utilize the “5 percent window” to serve participants in the WIOA Title I Youth (Young Adult) program who do not meet the WIOA Title I income eligibility criteria:
 - WIOA Title I service providers must first receive WorkForce Central authorization before enrolling young adults into the WIOA Title I in-school youth (ISY) program or into categories 3 or 9 of the out-of-school (OSY) program who otherwise would have to meet the WIOA Title I income eligibility criteria. Complete income eligibility and documentation requirements are detailed in the accompanying Eligibility Policy Handbook.

WIOA Title I Adult Program:

- WorkForce Central’s Priority of Service classifications beyond categories 1, 2, and 3 as established in ESD Policy 1019 (current revision):
 - WorkForce Central authorizes a 4th Priority of Service category for individuals enrolled in the WIOA Title I Adult program who do not meet the criteria for Priority of Service categories 1, 2, or 3 and who lack income that allows them to meet their basic needs or allows them to be self-sufficient, based on the U.W. Self-Sufficiency Calculator.
 - WorkForce Central limits enrollment in the 4th Priority of Service category to a maximum of 30% of all WIOA Title I Adult program enrollments.

WIOA Title I Dislocated Worker Program:

- WorkForce Central’s definitions of the following WIOA Title I Dislocated Worker program terms are defined in the accompanying Eligibility Policy Handbook:
 - “Unlikely to return to a previous industry or occupation”
 - “Substantial layoff”
 - “General announcement of plant closing”
 - “Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” for determining the eligibility of self-employed individuals, including family members, and farm or ranch hands.

- “Employment that leads to self-sufficiency” when determining whether the dislocated worker needs training services to obtain employment.
- The designated timeframe prior to planned separation (up to 180 days prior to separation) during which military service members may receive WIOA Title I Dislocated Worker program services.

Program Eligibility and Enrollment

Applicants for WIOA Title I services must meet specific program eligibility and enrollment criteria as set forth by the Department of Labor, Washington State Employment Security Department, and WorkForce Central. Specific program eligibility, enrollment and documentation requirements are detailed in the accompanying WIOA Title I Program Eligibility, Enrollment and Documentation Handbook and WorkForce Central’s ETO Data Validation and Documentation Policy Handbook, both located on WorkForce Central’s [Policy Library](#). WIOA Title I service providers are monitored for compliance to these requirements by DOL, ESD, and WorkForce Central.

Data Element Validation (DEV) and Documentation Requirements

WIOA Title I service providers must maintain adequate documentation to ensure credibility of eligibility determination, participant demographics, service provision, and service outcomes to support Department of Labor’s data element validation (DEV) requirements. WorkForce Central is responsible for ensuring data reported to DOL through the state’s management information system “ETO” is valid, reliable, and aligns with DOL data element source documentation requirements. WorkForce Central conducts ongoing data validation monitoring throughout the program year through the review of ETO reports, review of WIOA Title I service provider invoices, review of WIOA Title I participant ETO records, completion of paper ETO participant file monitoring checklists, and other means.

PROCEDURES

Procedures and documentation requirements for WIOA Title I program eligibility and enrollment are detailed in the accompanying WIOA Title I Eligibility, Enrollment & Documentation Policy Handbook, located on the WorkForce Central [Policy Library](#).

REFERENCES

- Full list of references is included in the accompanying WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook.

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