



WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook

Revision 14

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Contents

Contents	2
Introduction.....	4
References	4
Definitions	5
WIOA Title I Youth (Young Adult) Program	10
In-School Youth (ISY) Eligibility	10
Out-of-School Youth (OSY) Eligibility	14
Objective Assessment Requirements	19
Individual Service Strategies.....	20
Youth 14 Program Elements.....	21
Program Enrollment	23
Notification Requirements.....	23
Concurrent Program Enrollments	24
Program Enrollment Documentation Requirements	24
WIOA Title I Adult Program.....	26
Eligibility	26
Priority of Service.....	26
Program Enrollment	27
Notification Requirements.....	27
Comprehensive Assessment	28
Individual Employment Plan (IEP).....	28
Concurrent Program Enrollments	29
Program Enrollment Documentation Requirements	29
WIOA Title I Dislocated Worker Program	31
Eligibility	31
Serving Military Service Members and their Spouses	34
Employed Individuals	36
Program Enrollment	38
Notification Requirements.....	38
Comprehensive Assessment	38
Individual Employment Plan (IEP).....	39
Concurrent Program Enrollments	39

Program Enrollment Documentation Requirements	40
Legal Right to Work in the U.S.	41
Selective Service Requirements.....	41
Priority of Service for Veterans and Eligible Spouses	44
WIOA Title I Income Eligibility Requirements	45
2026 WIOA Title I Income Eligibility Standards	45
Determining Family Size	46
Includable and Excludable Income	47
WIOA Title I Eligibility and Data Validation Documentation Requirements.....	48
Self-Attestation	48
Remote or Virtual Eligibility Documentation.....	48
Documentation Requirements.....	49

Introduction

The WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook coincides with WorkForce Central's WIOA Title I Program Eligibility, Enrollment & Documentation Policy #P-WIOA-1005, Revision 14 and serves as the vehicle for implementing and managing WIOA Title I program eligibility and enrollment procedures and documentation (including data validation) requirements.

The content of this policy handbook is derived from the Workforce Innovation and Opportunity Act of 2014 (WIOA), Department of Labor Employment and Training (DOLETA, or DOL) guidance, Washington State Employment Security Department (ESD), and local policies. This handbook and the corresponding policy are located on the WorkForce Central's [Policy Library](#).

References

- Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) of 2014
- 20 CFR Parts 676, 677, and 678
- 20 CFR Parts 603, 651, 652, et al
- Federal Register, Vol 81, No. 161
- 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 23-14
- TEGL 08-15
- TEGL 10-16, Change 3
- TEGL 19-16
- TEGL 21-16, Change 1 and Change 2
- TEGL 7-18
- TEGL 23-19, Change 2
- Veteran's Program Letter (VPL) 03-14, Change 2
- Veterans Program letter (VPL) 04-14
- ESD Policy 1003, current revision
- ESD Policy 6010, current revision
- ESD Policy 1011, current revision
- ESD Policy 1019, current revision
- ESD WIN 0041, current revision
- ESD WIN 0056, current revision

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 23-29, 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 data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.

Covered person (for Priority of Service) –A veteran or their [eligible spouse](#).

Data element validation (DEV) – ESD Policy 1003 (current revision): 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 the 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 evaluated by the Department of Veterans Affairs.
- Any veteran who died while a disability, as indicated in paragraph (3) of this section was in existence.

Employment that leads to self-sufficiency – Dislocated Worker Program, ESD Policy 1019 (current revision): 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. Department of Housing and Urban Development \(HUD\) Median Family Income Guidelines](#).

General announcement – Dislocated Worker Program, ESD Policy 1019 (current revision): For

the 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 six (6) months has received, or is a member of a family that is receiving, or in the past six (6) months has received assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, 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, or the supplemental security income program established under title XVI of the Social Security Act, or state or local income-based public assistance.
- Is in a family with total family income that does not exceed the higher of the poverty line, or 70% 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 of 1994, or a youth experiencing a lack of stable housing as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act.
- Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell national School Lunch Act.
- 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 – TEGL 19-16, Attachment III (see also [Bureau of Labor Statistics definition](#)): A person who has been unemployed for 27 or more consecutive weeks.

Long-term unemployed – National Dislocated Worker Grants (NDWG) only: For National Dislocated Worker Grants that do not define “long-term unemployed” and those direct states to define the term, Washington defines “long-term unemployed” as individuals who are legally entitled to work in the U.S. and who are of legal working age, and who are available for and seeking employment, and self-attest to one or more of the following:

- Have never been employed (i.e., no prior attachment to either an employer or self-employment).
- Have dropped out the labor force, but desire to return (e.g., discouraged workers who are not actively looking for work because they do not believe they could find work, or individuals who took time off to raise a child or care for another family member, or individuals who took time off to further their education).
- Have regular or frequent spells of unemployment (i.e., seasonal, or sporadic attachment to work).

- Are determined ineligible for WIOA Title I Dislocated Worker programs but have been unemployed for 13 or more weeks.
- Are under-employed (i.e., working part-time out of necessity but desires full-time employment, or working full-time but wages or working conditions are unsuitable).
- Are unemployed after incarceration.
- Are currently incarcerated and within one year of release.
- Are individuals who suffered an on-the-job injury, non-work-related injury or illness, were institutionalized, or were victims of a crime and have been out of work as a result.
- Are active-duty military service members, or spouses, who face involuntary or other than dishonorable discharge from the military.

Natural disaster – Natural catastrophes that include but are not limited to: 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 events.

Participant – TEGL 10-16, Change 3:

- For youth ages 16-21, a participant is an individual who:
 - Meets the definition of a [reportable individual](#)
 - Satisfies all applicable programmatic requirements for the provision of services, including eligibility determination, completes an objective assessment (OA), and development of an individual service strategy (ISS), and received one or more of the 14 WIOA Title I 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 3: An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including individuals who provide identifying information, individuals who only use the self-service system, or individuals who only receive information-only services or activities.

Self-Attestation – TEGL 23-19, Rev. 1; ESD Policy 1019 (current revision), ESD Policy 1003 (current revision): 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.

Self-employed farmers, ranchers, or business operators – 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 (4) 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 – 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 the Washington State Employment Security Department’s ESD) management information system in which all WIOA Title I participant data is recorded and used for DOLETA performance reporting. The current MIS system is commonly referred to as “WA Works”.

Substantial Layoff – Dislocated Worker Program, ESD Policy 1019 (current revision): Notice of termination or layoff of a minimum of 25% of the company’s workforce, or 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, ESD Policy 1019 (current revision): Individuals who are now unemployed, including those who were 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 are 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.

- Depressed prices or markets for articles produced by the self-employed individual.

Unlikely to return to previous industry or occupation – Dislocated Worker Program, ESD Policy 1019 (current revision): 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 the individual is qualified.
- The individual is not able to work in another capacity in the occupational area from which they were dislocated due to 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.

Veteran – For the purpose of providing Priority of Service (using the broad definition) and Dislocated Worker program eligibility, veteran means a person who was in active military service and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). For individuals with more than one discharge or release, any single discharge or release that is other than dishonorable qualifies them as a Veteran under this definition. Active service also includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.

Virtual or Remote Documentation – ESD Policy 1019 (current revision): Participant information obtained and verified (a) by electronic means such as emailed or texted attachments, scans, digital photographs sent in encrypted form, electronic signature platforms such as DocuSign or Verisign; (b) through copies of documents sent via postal pickup or mail drop-off at local one-stop sites; (c) through a combination of the above in order to safeguard personally identifiable information (PII).

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. WorkForce Central is only authorizing enrollment of OSY at this time.

Young adults must be determined eligible prior to enrollment into the WIOA Title I Youth (Young Adult) program. Eligibility and enrollment documentation must be uploaded into the participant's WA Works file. Procedures for uploading program eligibility and enrollment documentation are located in WorkForce Central's *Data Validation and Documentation Policy* on 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 basis only if approved by the WorkForce Central contract manager or designee. Enrollment of non-Pierce County residents will require WorkForce Central's coordination with the Workforce Development Board (WDB) of residency. WorkForce Central approval must be documented in case notes recorded in WA Works. See WorkForce Central's Data Validation & Documentation Policy Handbook for uploading and documenting procedures when serving out-of-county residents, located on WorkForce Central's [Policy Library](#).

In-School Youth (ISY) Eligibility

Note: WorkForce Central is currently not authorizing ISY enrollments.

Young adults enrolled into the WIOA Title I ISY program must meet the following criteria:

- Pierce County resident,
- Eligible to work in the U.S.,
- Attending school as defined by state law¹,
- Age 16 through 21 (Note: WIOA Title I ISY eligibility begins at age 14, whereas WorkForce Central's policy is age 16),
- Selective Service registration (individuals born male who are age 18 or older, unless an exemption 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):

¹ Section 4 of TEGL 21-16 conditions the designation of home-schooled youth 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 youth. Youth whose home-schooling activity meets those requirements can seek eligibility as ISY, if not, they need to meet OSY eligibility criteria.

Category 1	Basic Skills Deficient (BSD) • A young adult who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test (<i>See Assessment / NRSWeb for details on form numbers, scores, and NRS expiration dates</i>); or • A young adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, or in the young adult’s family (<i>i.e., perform essential literacy or numeracy tasks related to family responsibilities</i>), or in society as determined via a formal assessment, through observation, folder reviews, or interviews.
Category 2	English Language Learner (ELL) • A young adult who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is other than English, or who lives in a family or community environment where a language other than English is the dominant language.
Category 3	Justice System Involved-a young adult 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. • An individual who has been charged with an offense but subsequently directed to a community-based diversion program rather than the formal court system.
Category 4	Currently experiencing lack of stable housing, is unhoused, or is a minor (age 16-17) who has left their parent(s) or legal guardian(s) without permission • A (homeless) young adult who meets the criteria in section 41403(6) of the Violence Against Women Act of 1994 and section 725(2) of the McKinney-Vento Homeless Assistance Act; or is considered a “runaway”.

Category 5	Currently receiving or has received foster care services – At program entry, a young adult age 16-21 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 young adult who is eligible for assistance under sec. 477 of the Social Security Act, or, • Is in an out-of-home placement.
Category 6	Pregnant or Parenting • A young adult who is parenting can be a mother or father, custodial or non-custodial. ○ Per ESD Policy 1019, (current version), the father does not attain parenting status until the child is born. The parenting status does not convey to the father during pregnancy. • A pregnant young adult can only be the expectant mother. • The age when the young adult became a parent does not factor into the definition of parenting. Note: Pregnancy is considered medically confidential information and cannot be recorded in a participant’s WA Works record. For the pregnancy portion of this eligibility category, do not record the young adult is “pregnant”. Instead record, <i>“The young adult meets eligibility for Category 6 of the ISY program criteria.”</i>
Category 7	Individual with a disability - An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 means- • A physical or mental impairment that substantially limits one or more *major life activities of the individual, or • A record of such an impairment, or • **Being regarded as having such an impairment. *<u>Major life activities</u> include but are not 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 functions including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and

	reproductive functions. **<u>Being regarded as having such an impairment</u> means the individual establishes that they have 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 those 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 time 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 area such as a census tract. ○ Lacks parental support. ○ Child of justice involved parents. ○ Emancipated youth.

Out-of-School Youth (OSY) Eligibility

Note: WorkForce Central is only authorizing OSY enrollments.

Young adults enrolled into the WIOA Title I OSY program must meet each of the following criteria:

- Pierce County resident,
- Eligible to work in the U.S.,
- Not attending school as defined by state law²,
- Age 16 through 24,
- Selective Service registration (individuals born male who are age 18 or older, unless an exemption is approved), **and**
- One or more of the following OSY enrollment categories (not in priority order, each barrier must receive equal weight during the eligibility determination process):

Category 1	Has dropped out of school • The term “school dropout” means a young adult who is no longer attending any school and who has not received a secondary diploma or its recognized equivalent. • An individual who has dropped out of postsecondary education is not a “school dropout” for the purposes of WIOA Title I Youth
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² The State’s dropout reengagement program authorized under [RCW 28A.175.100](#) provides educational opportunities and access to services to older youth ages 16 to 21 who have dropped out of high school or who 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 alternative high school. [RCW 28A.175.110](#) states the youth in this program are regularly enrolled students of the school district in which they are enrolled.

TEGL 21-16, section 4 regarding high school equivalency programs and dropout re-engagement programs states, “Youth attending high school equivalency (HSE) programs, including those considered to be dropout reengagement 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 Doors program which is cited in State RCW and WAC recognizes a range of models or approaches with varying degrees of school or school district participation in the delivery of dropout re-engagement services, DOL acknowledged that Washington’s ISY and OSY determination is situational and dependent on what entity or entities operate dropout re-engagement programs and how direct services are provided. To support OSY designations, local areas must document that their dropout re-engagement programs are (1) operated with partners beyond school districts as reflected on the Office of the Superintendent of Public Instruction (OSPI) [Open Doors Programs – Regional Locations site](#) and (2) described in an OSPI partnership-based [Scope of Work document](#) (i.e., District in Partnership with an Organization, District in Partnership with a College, Partnership with a Juvenile Justice Institution, Educational Service District-led Consortium), or (3) memoranda of understanding or statements of work that affirm operational partners beyond schools and school districts. Local areas must also thoroughly document in participant files that OSY participants that are engaged in dropout re-engagement programs meet the aforementioned requirements as they are otherwise classified by the school system as enrolled in school.

	program eligibility. • This criterion only includes young adults who are currently not attending secondary school and does not include young adults who previously dropped out but subsequently returned to school.
Category 2	Within the age of compulsory school attendance³ but has not attended school for at least the most recent complete school year calendar quarter • Evan Rosenberg, Division of Youth Services, DOLETA, during the “WIOA Youth Eligibility Live Q&A Session” on WorkforceGPS October 24, 2017: <i>“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 (i.e., “is still on the rolls”).</i>
Category 3	Recipient of a high school diploma or GED, <u>and</u> meets WIOA Title I <u>income eligibility</u>, <u>and</u> is Basic Skills Deficient (BSD) <u>or</u> is an English Language Learned (ELL) • Basic Skills Deficient (BSD) ○ A young adult who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test (See Assessment / NRSWeb for details on form numbers, scores, and NRS expiration dates); or ○ A young adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, or in the young adult’s family (i.e., perform essential literacy or numeracy tasks related to family responsibilities), or in society as determined via a formal assessment, through observation, folder reviews, or interviews. • English Language Learner (ELL) ○ A young adult 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 other than English is the dominant language.

³ Per [RCW 28A.225.010](#), the age of compulsory school attendance in Washington State is eight (8) years of age to under 18 years of age. For the purpose of WIOA Title I OSY, this includes youth ages 16-17 years.

Category 4	Justice System Involved-a young adult 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. • An individual who has been charged with an offense but subsequently directed to a community-based diversion program rather than the formal court system.
Category 5	Currently experiencing lack of stable housing, is unhoused, or is a minor (age 16-17) who has left their parent(s) or legal guardian(s) without permission • A (homeless) young adult who meets the criteria in section 41403(6) of the Violence Against Women Act of 1994 and section 725(2) of the McKinney-Vento Homeless Assistance Act; or is considered a “runaway”.
Category 6	Currently receiving or has received foster care services – At program entry, a young adult age 16- 24 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 young adult who is eligible for assistance under sec. 477 of the Social Security Act, or, • Is in an out-of-home placement.
Category 7	Pregnant or Parenting • A young adult who is parenting can be a mother or father, custodial or non-custodial. ○ Per ESD Policy 1019, Rev. 9, the father does not attain parenting status until the child is born. The parenting status does not convey to the father during pregnancy. • A pregnant young adult can only be the expectant mother. • The age when the young adult became a parent does not factor into the definition of parenting. Note: Pregnancy is considered medically confidential information and cannot be recorded in a participant’s WA Works record. For the pregnancy

	portion of this eligibility category, do not record the young adult is “pregnant”. Instead record, <i>“The young adult meets eligibility for Category 6 of the ISY program criteria.”</i>
Category 8	Individual with a disability - An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 means- • A physical or mental impairment that substantially limits one or more *major life activities of the individual, or • A record of such an impairment, or • **Being regarded as having such an impairment. <u>*Major life activities</u> include but are not 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 functions including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. <u>**Being regarded as having such an impairment</u> means the individual establishes that they have 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 <u>income eligibility</u> <i>and</i> 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 those 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 time 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 area such as a census tract. ○ Lacks parental support. ○ Child of justice involved parents. ○ Emancipated youth. ○ Has significant geographical barriers to accessing youth development services.
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Notes Regarding WIOA Title I 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 access through this [link](#). The young adult's residential address is necessary when making this determination.

Free or reduced lunch: [20 CFR 681.250](#) and [681.270](#) allow income eligibility for ISY to include young adults who receive (or are eligible to receive) free or reduced-price school lunches under the [Richard B. Russell National School Lunch Act](#). However, [TEGL 21-16, Section 4](#) states that if the school offers all students 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.

Young adults with disabilities: WIOA Section 3(36)(A)(Vi) and 20 CFR 681.280 state the [income eligibility](#) for young adults with disabilities is based on the young adult's personal income and not of their family's income.

Exceptions to the WIOA Title I income eligibility requirement for ISY and applicable OSY: 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 youth participants can be those who do not meet WIOA's income eligibility despite the income eligibility requirements for all ISY categories, and 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, WIOA Title I Youth (Young Adult) service providers must first receive WorkForce Central approval before enrolling young adults into the ISY or applicable OSY categories. Justification for the income eligibility exception and WFC's approval must be documented in the enrollment case note in WA Works

WIOA Title I Youth (Young Adult) Enrollment Requirements

For the WIOA Title I Youth (Young Adult) program, a young adult is a reportable participant who has satisfied applicable program requirements as noted above and who has also received an objective assessment, the development of an individual service strategy (ISS) and received one (1) of the [14 WIOA Title I Youth program elements listed below](#). The OA and ISS must be conducted prior to program enrollment and as result, there is no service to record in WA Works for the provision of an OA and ISS. Neither the OA or ISS triggers participation for DOL performance reporting purposes.

Objective Assessment Requirements

To become a participant in the WIOA Title I Youth (Young Adult) program, the young adult must first receive an objective assessment followed by the development of an individual service strategy. 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 enrolled young adults:

- Basic Skills⁴
- Occupational skills
- Prior work history and experience

⁴ TEGL 21-16:

- For the 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 function 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 when measuring EFL gains after program enrollment under the measurable skill gains indicator, local programs must use an approved assessment (i.e., CASAS) for both the EFL pre- and post-test to determine an individual's educational functioning level (EFL).

- Employability
- Interests
- Aptitudes
- Supportive service needs
- Developmental needs
- Strengths⁵

Assessments must be an ongoing process, continually reviewing the young adult's interests, abilities, needs, etc.. Ongoing assessments provide the WIOA Title I service provider with an opportunity to evaluate how effective services are in meeting the unique needs of the young adult and ensures flexibility in adapting service delivery strategies to the young adult's challenges, strengths, and employment and educational goals.

Objective assessments can be documented on a paper form that is uploaded into WA Works or in case notes recorded in WA Works. Procedures for recording objective assessments into WA Works are located in WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

Objective assessments are monitored to ensure compliance with DOL requirements.

Individual Service Strategies

The results of the objective assessment are documented on an individual service strategy (ISS). The ISS is a living document, providing a detailed and unique individual service strategy that forms the basis for the overall service delivery strategy. The ISS must be reviewed and updated on an ongoing basis.

The ISS must be directly linked to one (1) or more of the WIOA Title I performance indicators, (i.e., unsubsidized employment and/or enrollment in postsecondary education) and identify career pathways that include:

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

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 adult's interests and incorporate career pathway planning. Services provided to WIOA Title I young adults must align with the goals documented on their ISS. Service providers must document this information regardless of who provides the service.

⁵ TEGL 21-16: Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement.

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 minimum quarterly basis and update the ISS accordingly at that time. As with all changes to the ISS, the outcome of the quarterly ISS review must also be documented in case notes recorded in WA Works.

ISSs will be monitored to ensure compliance with DOL and WorkForce Central requirements.

Youth 14 Program Elements

After the completion of the objective assessment and individual service strategy, the WIOA Title I Youth (Young Adult) service provider must provide the young adult a minimum of one (1) of the following 14 WIOA Title I Youth program elements (aka, “services”) to trigger program enrollment. The service must be recorded in WA Works initiating program participation and be in alignment with the young adult’s ISS. The service provider must record the service in WA Works 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 WA Works.

1. **Tutoring, study skills instruction:** Tutoring and study skills instruction are services designed to provide academic support, help a youth identify areas of academic concern, assist with overcoming learning obstacles, and provide tools and resources to develop learning strategies for the successful acquisition of a high school diploma. Tutoring and study skills instruction are provided to young adults in addition to regular in-school instruction.
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:** Paid internships, unpaid job shadows, pre-apprenticeship programs, and on-the-job training opportunities that include an academic and occupational educational component.
4. **Occupational skills training:** An organized program of study 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:** Include but are not limited to activities that encourage responsibility, employability, and other positive social behaviors such as:
 - 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.

- Citizenship training including life skills training such as parenting, work behavior training, and financial budgeting.
- 7. **Supportive services:** Supportive 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; training related expenses such as books, fees, school supplies; payments for employment and training related applications, tests, and certifications; reasonable accommodations for youth with disabilities; legal aid services; and referrals to health care. Requirements for WIOA Title I supportive services are located in WorkForce Central's *Supportive Services Policy* on WorkForce Central's [Policy Library](#).
- 8. **Adult mentoring:** A formal relationship between a young person 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 Title I service providers are discouraged from serving as mentors unless adult mentors are sparse in the local area, in which case, WIOA Title I service providers 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 of follow-up services available to them for a minimum 12 months following their exit from the WIOA Title I Youth (Young Adult) program. Follow-up services include:
 - Financial literacy
 - Labor market information services
 - Mentoring
 - Assistance with work-related problems
 - Postsecondary preparation and transition activities
 - Supportive services

For more details about providing follow-up services, see WorkForce Central's *Follow-up Services and Recording Performance 2nd and 4th Quarter After Exit Policy* local on [WorkForce Central's Policy Library](#).
- 10. **Comprehensive guidance and counseling:** Assists with barrier removal including drug and alcohol counseling or referrals to counseling as appropriate to the needs of the individual youth.
- 11. **Financial literacy education:** Supports the development of skills to create household budgets, initiate savings plans, understand financial services and products, make informed financial decisions, understand the rights and protections related to identity theft and other financially related activities that are age appropriate and timely.
- 12. **Entrepreneurial skills training:** Training on the basics of starting and operating a small business. Training may include but is not limited to taking initiative, identifying business opportunities, developing budgets and forecasting resource needs, understanding options for acquiring capital, and effectively communicating 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:** Prepare young adults for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options such as technical training, community colleges, four-year colleges and universities, and registered apprenticeships. Additional services include but are not limited to assisting with SAT/ACT testing, assisting with college admission applications, searching and applying for scholarships and grants, completing Financial Aid applications and adhering to changing guidelines, and connecting youth to postsecondary education programs.

Additional information about the above services are located in ESD's WorkSource Service Catalog located on ESD's [Workforce Professionals Center website, Technology Tab](#).

Note: Case management is the act of connecting youth to appropriate services and is not considered a WIOA Title I Youth program service. The act of providing case management services must not be recorded as a service in WA Works.

The provision of the objective assessment, development of the individual service strategy, and the provision of the first qualifying youth service must be documented in case notes recorded in WA Works. Documentation that supports the provision of any service must be uploaded into the in WA Works. See WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

Program Enrollment

Program enrollment activities should be conducted in a timely and transparent manner. The turnaround time for completing enrollments should not exceed 10 - 14 calendar days from the date the WIOA Title I program application is signed.

Enrollment into the WIOA Title I Youth (Young Adult) program occurs after verification of program eligibility, the completion of the objective assessment and individual service strategy, and the provision of one (1) or more WIOA Title I youth program services listed above. In addition, the following must occur prior to or at the time of program enrollment and be uploaded into the young adult's WA Works record per instructions in WorkForce Central's *Data Validation & Documentation Policy*.

Notification Requirements

- **Authorization to Share Confidential Information and Records Form:** Individuals seeking WIOA Title I services must be informed, in writing that their personal and confidential information may be shared among 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 disclosed if the individual declines to share their information. If applicable, 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 protected.

- **Equal Opportunity and Non-Discrimination Policy:** Individuals seeking WIOA Title I services must be informed in writing of their Equal Opportunity (EO) and Non-Discrimination rights and procedures for filing a discrimination complaint and must be given an opportunity to acknowledge receipt of and understanding of these rights. This is accomplished electronically when the participant registers through WA Works and through WorkForce Central's **Participant Information Form** that is uploaded into the individual's WA Works record.
- **Follow-up services notification:** As noted in TEGL 21-16 and in WorkForce Central's *Follow-up Services and Reporting Performance 2nd and 4th Quarter After Exit* policy (located on WorkForce Central's [Policy Library](#)), all young adults must be notified at program enrollment of their right to receive follow-up services for a minimum of 12 months following their exit from the WIOA Title I Youth (Young Adult) program. This notification must be documented in the program enrollment case note recorded in WA Works.

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 18-24 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 programs and any other programs for which they may be enrolled.

The potential for co-enrollment in other WIOA Title I or non-WIOA Title I programs must be submitted to WorkForce Central for approval prior to co-enrollment. Justification for co-enrollment, the coordination between programs, and WorkForce Central's approval for co-enrollment must be clearly documented in case notes recorded in WA Works. Service providers must track the funding streams which pay the costs of services provided to participants who are concurrently participating in more than one program and ensure services are not duplicated.

Program Enrollment Documentation Requirements

The WA Works participant 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 WA Works as required in WorkForce Central's *Data Validation & Documentation Policy* located on WorkForce Central's [Policy Library](#).

- A completed, signed, and dated WIOA Title I program application.
 - Parent/guardian signature is encouraged for minors ages 16-17 who are enrolling into the WIOA Title I Youth (Young Adult) program.

- Documentation of Pierce County residency.
- I-9 documentation validating eligibility to work in the US.
- Documentation validating the young adult's WIOA Title I OSY program eligibility, including educational status at program enrollment.
- Completed objective assessment.
- Completed individual service strategy.
- Signed **Authorization to Share Confidential Information**
- Signed **Participant Information Form**, including the EO-Notice to File a Discrimination Complaint.
- Date and type of first qualifying WIOA Title I Youth service 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 ~~ISY or~~ OSY program eligibility.
 - The young adult's education and employment status.
 - The young adult's education and employment goals.
 - Summary of planned services.
 - Notification of follow-up services post exit.
 - If co-enrolled in two or more programs, case notes documenting the justification for the concurrent enrollment. For WIOA Title I program co-enrollments only, service providers must document the coordination between programs and document WorkForce Central approval.

WIOA Title I Adult Program

WIOA Title I Adult program applicants must be determined eligible prior to enrollment into the WIOA Title I Adult program. Eligibility and enrollment documentation must be uploaded into the participant's WA Works file. Procedures for uploading program eligibility and enrollment documentation are located in WorkForce Central's *Data Validation and Documentation Policy* on 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 basis only if approved by the WorkForce Central contract manager or designee. Enrollment of non-Pierce County residents will require WorkForce Central's coordination with the Workforce Development Board (WDB) of residency. WorkForce Central approval must be documented in case notes recorded in WA Works. See WorkForce Central's *Data Validation & Documentation Policy Handbook* for uploading and documenting procedures when serving out-of-county residents, located on WorkForce Central's [Policy Library](#).

Eligibility

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

- Pierce County resident,
- Eligible to work in the U.S.,
- Age 18 or older,
- Selective Service registration (individuals born male who are age 18 or older, unless an exemption is approved), ***and***
- One of the WIOA Title I Adult Priority of Service populations listed below.

Priority of Service

Priority of service for the WIOA Title I Adult program is established in [WIOA Sec. 134\(c\)\(3\)\(E\)](#), [20 CFR 680.600](#), [20 CFR 680.640](#), ESD Policy 6010 (current revision), and ESD Policy 1019 (current revision). 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 (Young Adult) programs.

- **First Priority** – Veterans and eligible spouses who are [WIOA income eligible](#), are recipients of public assistance, or are basic skills deficient (*defined as an individual who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test (see [Assessment / NRSWeb](#) for further details on form numbers, scores, and NRS expiration dates)*), or an individual who 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 (i.e., unable to perform essential literacy or numeracy tasks related to family responsibilities), or in society).

- **Second Priority** – Individuals who are [WIOA income eligible](#), are recipients of public assistance, or are basic skills deficient (*see definition, above*).
- **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 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 U.W. Self-Sufficiency Calculator.

A minimum of 70% of WIOA Title I Adult program participants must be enrolled under the First through Third Priority of Service categories, and a maximum of 30% may be enrolled under the Fourth Priority of Service category.

Note: When determining income eligibility, an individual with a disability may be considered a family of one (1) if their personal income meets the [WIOA income eligibility](#) guidelines.

Program Enrollment

Program enrollment activities should be conducted in a timely and transparent manner. The turnaround time for completing enrollments should not exceed 10 - 14 calendar days from the date the WIOA Title I program application is signed.

Enrollment into the WIOA Title I Adult program occurs after verification of program eligibility and selection of one of the Priority of Service categories listed above. Additional program enrollment activities include the collection and provision of various documents, facilitation of a comprehensive assessment, and development of an individual employment plan as described below. Complete procedures for recording program enrollment in WA Works are located in WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

Notification Requirements

- **Authorization to Share Confidential Information and Records Form:** Individuals seeking WIOA Title I services must be informed, in writing that their personal and confidential information may be shared among 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 disclosed if the individual declines to share their information. If applicable, 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 protected.

- **Equal Opportunity and Non-Discrimination Policy:** Individuals seeking WIOA Title I services must be informed in writing of their Equal Opportunity (EO) and Non-Discrimination rights and procedures for filing a discrimination complaint and must be given an opportunity to acknowledge receipt of and understanding of these rights. This is accomplished electronically when the participant registers through WA Works and through WorkForce Central's **Participant Information Form** that is uploaded into the individual's WA Works record.

Comprehensive Assessment

Upon enrollment into the WIOA Title I Adult program, WorkForce Central requires participants to first receive a comprehensive assessment of their employment and training skills 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 participant's individual employment plan (IEP) describing appropriate service strategies to assist the participant in reaching self-sufficient employment.

An assessment must be an ongoing process, continually reviewing the participant's interests, abilities, needs, etc. Ongoing assessments provide the service provider the opportunity to evaluate how effective services are in meeting the participant's unique needs and ensuring flexibility in adapting service delivery strategies to the participant's challenges, strengths, and employment and training goals.

Assessments can be documented on a paper form that is uploaded into the Individualized Employment Service touchpoint in WA Works or in case notes recorded in WA Works. Complete procedures for recording assessments into WA Works are located in WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

Comprehensive assessments are monitored to ensure compliance with WorkForce Central requirements.

Individual Employment Plan (IEP)

The results of the comprehensive assessment are documented on the participant's individual employment plan (IEP). The IEP is a detailed and unique employment plan that is the basis for the overall service delivery strategy. The IEP is a living document, reviewed and updated on an ongoing basis. The IEP must be developed and modified in partnership with the WIOA Title I participant and should document achievements in measurable and attainable short-term and long-term goals that reflect the individual's interests and incorporates career pathway planning. The WIOA Title I service provider 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, the service provider should document a participant's progress, activities completed, benchmarks attained, and any

other accomplishments. Service providers must document this information regardless of who provides the service.

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 minimum 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 documented in case notes recorded in WA Works.

IEPs can be documented on a paper form that is uploaded into WA Works or in case notes recorded in WA Works. A “Development of Individual Employment Plan” service must be recorded in WA Works. Complete procedures for recording IEPs into WA Works are located in WorkForce Central’s *Data Validation & Documentation Policy*, on WorkForce Central’s [Policy Library](#).

IEPs will be monitored to ensure compliance with DOL and WorkForce Central requirements.

Concurrent Program Enrollments

Participants may be simultaneously enrolled in more than one WIOA Title I or other federal, state, or local employment and training program. The potential for co-enrollment must be submitted to WorkForce Central for approval prior to co-enrollment. Justification for co-enrollment, the coordination between the WIOA Title I and other programs, and WorkForce Central’s approval for co-enrollment must be clearly documented in case notes recorded in WA Works. WIOA Title I service providers must track the funding streams which pay the costs of services provided to participants who are concurrently participating in more than one program and ensure services are not duplicated.

Program Enrollment Documentation Requirements

The WA Works participant record must contain the following documentation at program enrollment. Applicable forms must be completed in their entirety and dated on or before the date of program enrollment. Paper forms must be legible and uploaded into WA Works as required in WorkForce Central’s *Data Validation & Documentation Policy* located on WorkForce Central’s [Policy Library](#).

- A completed, signed, and dated WIOA Title I program application.
- Documentation validating WIOA Title I Adult program eligibility.
- Documentation of Pierce County residency.
- I-9 documentation validating the adult’s eligibility to work in the US.
- Priority of Service category of enrollment
- Completed comprehensive assessment
- Completed individual employment plan
- Signed **Authorization to Share Confidential Information**

- Signed **Participant Information Form**, including the 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 enrollment into the WIOA Title I program, including how the participant meets program eligibility.
 - The participant's education and employment status.
 - The participant's education and employment goals.
 - Summary of planned services.
 - If co-enrolled in two or more programs, case notes must document the justification for the concurrent enrollment. For WIOA Title I program co-enrollments only, service providers must document the coordination between programs and document WorkForce Central approval.

WIOA Title I Dislocated Worker Program

WIOA Title I Dislocated Worker program applicants must be determined eligible prior to enrollment into the WIOA Title I Dislocated Worker program. Eligibility and enrollment documentation must be uploaded into the participant's WA Works file. Procedures for uploading program eligibility and enrollment documentation are located in WorkForce Central's *Data Validation and Documentation Policy* on 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 basis only if approved by the WorkForce Central contract manager or designee, unless the individual is stationed at JBLM, in which case they are automatically considered a Pierce County resident. Enrollment of non-Pierce County residents will require WorkForce Central's coordination with the Workforce Development Board (WDB) of residency. WorkForce Central approval must be documented in case notes recorded in WA Works. See WorkForce Central's *Data Validation & Documentation Policy Handbook* for uploading and documenting procedures when serving out-of-county residents, located on WorkForce Central's [Policy Library](#).

Eligibility

Individuals enrolled into the WIOA Title I Dislocated Worker program must meet the following criteria:

- Pierce County resident,
- Eligible to work in the U.S.,
- Selective Service registration (individuals born male who are age 18 or older, unless an exemption is approved), **and**
- Meets one of the following dislocated worker categories listed below.

1. General Dislocation	• An individual who was terminated, laid off, or received a notice of termination or layoff (or voluntary quit for good cause), <i>and,</i> • 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 not limited to: ○ The industry and/or occupation are in decline as listed on the Washington State Demand/Decline List. ○ The individual is not able to relocate to an area that has jobs that are in demand for which they are qualified.
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	○ 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 insurance, or, ● Is not eligible for unemployment insurance but can show attachment to the workforce of sufficient duration.
2. Dislocated from Plan/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 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 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. <i>or,</i> • A natural disaster.
4. Displaced Homemaker	• An individual who was dependent on the income of another family member and is no longer supported by the income of that family member. ○ Per TEGl 26-23, 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. <i>or,</i> • 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 of order to active duty, or a service-connected death or disability of the service member. <i>and,</i> • 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 previous industry or occupation” and “eligible for or exhausted entitlement to unemployment insurance”. • Designated timeframe in which transitioning service members may begin receiving services is 180 days prior to their planned separation.
6. Spouse of a Military Service Member	• 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. <i>or,</i> • 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. Note: A military spouse may also qualify as a Displaced Homemaker.

Serving Military Service Members and their Spouses

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 ESD’s Veterans Policy 6010 (current revision) *Priority of Service for Veterans and Eligible Spouses*.

Military Service Member Dislocated Worker Program Eligibility

- Has been terminated or laid off or received a notice of termination or layoff (WIOA sec. (3)(15)(A)(i).
 - Per TEGL 22-04, a discharge from the military under honorable circumstances meets the WIOA Title I dislocated worker “termination” criterion. A Department of Defense Form 214 (DD-214) is the most common documentation used to

determine discharge status. It is important to note that a DD-214 is not required to prove veteran status for the WIOA Title I Dislocated Worker program; a veteran may be enrolled without documentation or record of veteran status. However, if a veteran receives WIOA Title I career, individualized, or training services, a DD-214 must be uploaded in the participant's WA Works record to ensure compliance with DOL data element validation (DEV) requirements.

- Washington State has determined that still active and transitioning military service members qualify for the WIOA Title I Dislocated Worker program.
 - Note: While these service members may be eligible to receive services, they are not considered "veterans" for the purpose of DOL ETA reporting purposes. A military service member must first be separated from the military to be considered a "veteran" for DOL purposes.
 - For the purposes of serving still-active transitioning service members under the "notice of termination or layoff" dislocated worker eligibility criterion, documentation must align with DOL's Data Element Validation (DEV) requirement for "Date of Actual Qualifying Dislocation". (See [TEGL 23-19, Change 2](#))
- Transitioning military service members are eligible to receive WIOA Title I Dislocated Worker program services **up to 180 days prior to separation** and upon receipt of discharge orders. Length of military service to qualify an individual for such discharge or separation is as few as one day of service.

Spouses of Military Service Members

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, etc.). See [TEGL 22-04](#) and [22-04 Change 1](#), and [Washington 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 Washington State's unemployment insurance policy regarding "[good cause](#)" for voluntary quits. Below are two common scenarios that would qualify under "voluntary quit":

- The spouse of a military service member voluntarily quits because they are relocating to the service member's 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.

"Good cause" is not found when a military spouse 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 or elsewhere.

As provided in TEGL 22-04 and TEGL 22-04, Change 1, “termination” of a military spouse’s employment under the circumstances described above can be considered to meet the “unlikely to return to a previous industry or occupation” criterion of the WIOA Title I definition of “dislocated worker”. Determination is a matter of judgement 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.

Military spouses may also be served under the Displaced Homemaker eligibility category of the WIOA Title I Dislocated Worker program.

Employed Individuals

Currently employed individuals may qualify for the WIOA Title I Dislocated Worker program under the following two scenarios:

- **Under-employed workers:** Individuals who have been dislocated from full-time employment and are:
 - Employed less than full-time but actively seeking full-time employment, **or**
 - Employed in a position that is inadequate with respect to documented skills and training, **or**
 - Employed but meet the [WIOA income eligibility criteria](#), **or**
 - Employed but current earnings are insufficient compared to earnings from previous employment.
- **Stop-gap employment:** Temporary 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. 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.

Typically, stop-gap employment will pay less than the individual’s self-sufficient wage. 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 (defined by WorkForce Central 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. Department of Housing and Urban Development \(HUD\) Median Family Income Guidelines](#)).

An otherwise eligible dislocated worker remains eligible if either prior to, or during their 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"](#) of the WIOA Title I Dislocated Worker program if they file and are approved for unemployment insurance (UI) benefits after having been determined by the Washington State Employment Security Department (ESD) as having voluntarily left employment due to no fault of their own under 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% or more.
- Involuntary change in worksite or location (no minimum distance or mile threshold).
- Worksite safety has deteriorated.
- Illegal activities at worksite.
- 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 the individual as "terminated" even though they, rather than their employer is 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, Revision 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 printout of UI information provided by UI claimants who have Secure Access Washington (SAW) accounts that allow them to access and view and print their online UI claim information.

Program Enrollment

Program enrollment activities should be conducted in a timely and transparent manner. The turnaround time for completing enrollments should not exceed 10 - 14 calendar days from the date the WIOA Title I program application is signed.

Enrollment into the WIOA Title I Dislocated Worker program occurs after verification of program eligibility and selection of one of the Dislocated Worker program categories listed above. Additional program enrollment activities include the collection and provision of various documents, facilitation of a comprehensive assessment, and development of an individual employment plan as described below. Complete procedures for recording program enrollment in WA Works are located in WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

Notification Requirements

- **Authorization to Share Confidential Information and Records Form:** Individuals seeking WIOA Title I services must be informed, in writing that their personal and confidential information may be shared among 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 disclosed if the individual declines to share their information. If applicable, 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 protected.
- **Equal Opportunity and Non-Discrimination Policy:** Individuals seeking WIOA Title I services must be informed in writing of their Equal Opportunity (EO) and Non-Discrimination rights and procedures for filing a discrimination complaint and must be given an opportunity to acknowledge receipt of and understanding of these rights. This is accomplished electronically when the participant registers through the WA Works and through WorkForce Central's **Participant Information Form** that is uploaded into the individual's WA Works record.

Comprehensive Assessment

Upon enrollment into the WIOA Title I Dislocated Worker program, WorkForce Central requires participants to first receive a comprehensive assessment of their employment and training skills 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 participant's individual employment plan (IEP) describing appropriate service strategies to assist the participant in reaching self-sufficient employment.

An assessment must be an ongoing process, continually reviewing the participant's interests, abilities, needs, etc. Ongoing assessments provide the service provider the opportunity to evaluate how effective services are in meeting the participant's unique needs and ensuring flexibility in adapting service delivery strategies to the participant's challenges, strengths, and employment and training goals.

Assessments can be documented on a paper form that is uploaded into WA Works or in case notes recorded in WA Works. Complete procedures for recording assessments into WA Works are located in WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

Comprehensive assessments are monitored to ensure compliance with WorkForce Central requirements.

Individual Employment Plan (IEP)

The results of the comprehensive assessment are documented on the participant's individual employment plan (IEP). The IEP is a detailed and unique employment plan that is the basis for the overall service delivery strategy. The IEP is a living document, reviewed and updated on an ongoing basis. The IEP must be developed and modified in partnership with the WIOA Title I participant and should document achievements in measurable and attainable short-term and long-term goals that reflect the individual's interests and incorporates career pathway planning. The WIOA Title I service provider 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, the service provider should document a participant's progress, activities completed, benchmarks attained, and any other accomplishments. Service providers must document this information regardless of who provides the service.

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 minimum 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 documented in case notes recorded in WA Works.

IEPs can be documented on a paper form that is uploaded into WA Works or in case notes recorded in WA Works. A "Development of Individual Employment Plan" service must be recorded in WA Works. Complete procedures for recording IEPs into WA Works are located in WorkForce Central's *Data Validation & Documentation Policy*, on WorkForce Central's [Policy Library](#).

IEPs will be monitored to ensure compliance with DOL and WorkForce Central requirements.

Concurrent Program Enrollments

WIOA Title I participants may be simultaneously enrolled in more than one WIOA Title I or other employment and training program. The potential for co-enrollment in WIOA Title I programs must be submitted to WorkForce Central for approval prior to co-enrollment. Justification for co-enrollment, the coordination between the WIOA Title I programs, and WorkForce Central's approval for co-enrollment must be clearly documented in case notes recorded in WA Works. WIOA Title I service providers must track the funding streams which pay the costs of services provided to participants who are concurrently participating in more than one program and ensure services are not duplicated.

Program Enrollment Documentation Requirements

The WA Works participant record must contain the following documentation at program enrollment. Applicable forms must be completed in their entirety and dated on or before the date of program enrollment. Paper forms must be legible and uploaded into WA Works as required in WorkForce Central's *Data Validation & Documentation Policy* located on WorkForce Central's [Policy Library](#).

- A completed, signed, and dated WIOA Title I program application.
- Documentation validating WIOA Title I Dislocated Worker program eligibility.
- Documentation of Pierce County residency.
- Completed comprehensive assessment
- Completed individual employment plan
- Signed **Authorization to Share Confidential Information**
- Signed **Participant Information Form**, including the 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 enrollment into the WIOA Title I program, including how the participant meets program eligibility.
 - The participant's education and employment status.
 - The participant's education and employment goals.
 - Summary of planned services.
 - If co-enrolled in two or more programs, case notes must document the justification for the concurrent enrollment. For WIOA Title I program co-enrollments only, service providers must document the coordination between programs and document WorkForce Central approval.

Legal Right to Work in the U.S.

WIOA Title I services are available to individuals who are authorized to work in United States. Applicants for WIOA Title I services must include copies of their I-9 or work authorization documents in their program application. Service providers must upload the I-9 or work authorization documents into WA Works upon program enrollment.

Selective Service Requirements

Individuals born male on or after January 1, 1960, must provide documentation showing compliance with the [Selective Service registration requirements](#) (or exception to the requirement when applicable) prior to WIOA Title I program enrollment. Acceptable documentation includes, but is not limited to:

- 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.
- Exception to Selective Service registration, when applicable.

Who Must Register for Selective Service

Selective Service registration is required for the following individuals assigned male gender at birth:

- U.S. citizens born on or after January 1, 1960, who are age 18 but not yet 26 years of age.
- 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 even if they do not reside in the U.S.
- Transgender females. Selective service 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).

Selective Service Registration Exemption

The following individuals who were assigned male gender at birth are exempt from Selective Service Registration:

- Individuals who are on current non-immigration visas as long as they remain on valid visas until they turn age 26. The list of supporting documentation for non-immigrants can be

found [here](#).

- 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 (1) 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 purposes of full-time studies as long as they maintain that status.
- Individuals who were neither citizens nor residents of the United States from 30 days before they turned age 18 through the age of 25.
- Individuals who were hospitalized or incarcerated can prove they were continuously institutionalized or confined from 30 days before they turned 18 through the age of 25.
- Individuals serving in the military on full-time active duty if they served continuously from age 18 to through age 25.
- Individuals attending U.S. military service academies.
- Transgender males (individuals born female but identify or transitioned to males).

A complete list of those who are required to register and exemptions for registration is provided on the [Selective Service -Who Must Register](#) reference chart.

Age 18 through 25 years of Age and not yet Registered for Selective Service

Prior to WIOA Title I program enrollment, individuals who were assigned male gender at birth and who are age 18 or older but not yet reached their 26th birthday, and who are not yet registered with the Selective Service are required to register for Selective Service or provide documentation showing they are covered by an exemption as [listed above](#). Registering for the Selective Service is through the Selective Service System website at www.sss.gov.

Individuals who were assigned male gender at birth and who turn age 18 while participating in WIOA Title I programs must complete their Selective Service registration no later than 30 days after turning age 18 in order to continue receiving WIOA Title I services.

Individuals who were assigned male gender at birth between the ages of 18 and 25 years of age who refuse to register for Selective Service must be suspended from WIOA Title I services until registration occurs. WIOA Title I service providers must terminate services to those who do not meet the Selective Service registration requirements.

Inability to Provide Proof of Registration

If individuals who were assigned male gender at birth are unable to provide documented proof of Selective Service registration, or they believe they were not required to register, the individual may request a Status Information Letter (SIL) from Selective Service at www.sss.gov/verify/sil/. WIOA Title I service providers may also request the Status Information Letter from the Selective Service as described in [TEGL 11-11, Change 2](#).

WIOA Title I service providers will take one of two actions based on the results of the Status Information Letter:

1. If the Status Information Letter indicates the individual was not required to register for Selective Service, WIOA Title I program enrollment may occur. Service providers must upload the Status Information Letter to the participant's WA Works record.
2. If the Status Information Letter indicates the individual was required to but failed to register for Selective Service, the individual is presumed disqualified from WIOA Title I program enrollment unless it can be determined the failure to register was not knowing and willful, as described [below](#). If WIOA Title I funded services were provided to individuals who are later determined disqualified due to lack of Selective Service registration, those WIOA Title I service costs will be disallowed.

Determining “Knowing and Willful” Failure to Register

The WIOA Title I service provider is responsible for determining if failure to register for Selective Service was “knowing and willful”. The Status Information Letter, described [above](#), is the most definitive document proving failure to register was knowing and willful.

If the individual was required to but failed to register with the Selective Service, the individual may only receive WIOA Title I services if they 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 individuals who have provided the “preponderance of evidence” that the failure to register was not knowing and willful.

The individual will need to describe in detail the circumstances that prevented them from registering, such as 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. The following are examples of documentation that may assist the determination process:

- Served in the Armed Forces. Evidence that the individual has served honorably in the U.S. Armed Forces between the ages of 18 through age 25 such as a DD-214 or their Honorable Discharge Certificate. Such documents may be considered sufficient evidence that the 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 if the failure to register was “knowing”, the WIOA Title I service provider should ask the individual the following questions:

- Were you aware of the requirement to register with the Selective Service?
- What was the date you first learned of their requirement to register?
- If you were aware of the requirement to register with the Selective Service, were you

misinformed about the applicability of the requirements for you? For example, some military veterans who were discharged before their 26th birthday were occasionally told they did not need to register despite the requirement to do so up until their 26th birthday.

- Where did you live when you were between the ages of 18 and 26? Does the Status Information Letter indicate the Selective Service mailed letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful”, the WIOA Title I serviced provider should consider the following:

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

If the WIOA Title I service provider determines the individual did not knowing and willfully fail to register with the Selective Service, and the individual meets the applicable WIOA Title I program requirements, program enrollment may proceed. Documentation supporting the decision to enroll into the WIOA Title I program despite failure to register for Selective Service must be uploaded into the participant’s WA Works record.

If the WIOA Title I service provider determines the evidence presented indicates the individual’s failure to register was knowing and willful, WIOA Title I services must be denied. Individuals denied services must be advised of WIOA Title I program grievance procedures.

Priority of Service for Veterans and Eligible Spouses

All WIOA Title I programs and service delivery must align with federal law, regulations, and guidance on Priority of Service for veterans and eligible spouses. Priority of service entitles veterans and eligible spouses to enrollment and services before eligible non-covered persons. Resources for Priority of Service include [38 U.S. code 4215](#), [20 CFR Part 1010](#), [TEGL 10-09](#), [VPL 07-09](#), ESD Policy 1019, current revision, and ESD Policy 6010, current revision. Guidance for Priority of Service specific to the WIOA Title I Adult program is available in the [WIOA Title I Adult Program](#) section of this policy handbook.

WIOA Title I Income Eligibility Requirements

The Workforce Innovation and Opportunity Act of 2014 (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 of Service – Eligible veterans and their eligible spouses
 - 2nd Priority of Service – Eligible individuals who are not veterans or eligible spouse
- **WIOA Title I Youth (Young Adult) Program:**
 - All in-school youth (ISY)
 - An out-of-school youth (OSY) who is a recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or is an English language learner.
 - An out-of-school youth (OS) who requires additional assistance to enter or complete an educational program or to secure or hold employment.

WIOA uses the Lower Living Standard Income Level (LLSIL) when determining income eligibility thresholds. The U.S. Department of Labor annually updates and publishes the LLSIL tables, and Washington 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.

2026 WIOA Title I Income Eligibility Standards

Family Size	70% of 2026 LLSIL Annual Income Level
1	\$16,534
2	\$27,084
3	\$37,185
4	\$45,898
5	\$54,166
6	\$63,344
7	\$72,522
Families of 8 or more	Add \$9,178 for each additional family member

Determining Family Size

WIOA defines “family” as two 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:

- A married couple and dependent children, or
- A parent or guardian⁶ and dependent children, or
- A married couple.

Washington State’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” when determining an applicant’s family size for income eligibility purposes. To avoid uncertainty in making eligibility decisions regarding family size and income, the State has identified the following examples for when an individual would be considered a dependent:

- A youth who is not yet age 18, who is not emancipated, or has not runaway, who is living “at home” with their parent(s) or guardian(s), including youth in the temporary care of another individual or household (but is not claimed as a dependent by that household).
- An individual between the ages 18-19 who is a full-time student in secondary school or equivalent and is residing with their parent(s) or guardian(s).
- An individual between the ages of 18-21 who is not a full-time student and is residing with their parent(s) or guardian(s), and who is primarily supported by their parent(s) or guardian(s).

Local Workforce Development Boards (LWDBs) are authorized to identify circumstances when an individual ages 18 – 21 who is residing with their parent(s) or guardian(s) are not to be considered dependents. WorkForce Central has determined the following individuals ages 18 - 21 who reside with their parent(s) or guardian(s) are not to be considered “dependents” when determining family size for WIOA Title I income eligibility purposes:

- Individuals ages 18-21 who are personally receiving TANF, food stamps, or Social Security benefits.

⁶ A **legal guardian** is a blood relative such as a grandparent, aunt, or uncle, or another legally recognized relative through a decree of court who claims the individual as a dependent. The key factors include:

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

- Individuals 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).
- Individuals ages 18-21 who are supporting their parents or other family members who are unemployed or unable to work.

Individuals with Disabilities

Individuals with disabilities may be considered a “family of one” for WIOA Title I income eligibility purposes if the individual’s personal income meets the WIOA [income eligibility](#) threshold, regardless of the individual’s family income ([20 CFR 663.640](#) and [20 CFR 664.250](#)).

Includable and Excludable Income

The following is a list of income to be included or excluded when determining WIOA Title I program income eligibility, where applicable.

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 and trusts • L&I monthly payments • Money, wages, and salaries before deductions • Net gambling or lottery winnings • Net receipts from self-employment • Pensions whether private, government employee (including military retirement pay), law enforcement, firefighters disability income • Regular insurance or annuity payments • Regular payments from railroad retirement, strike benefits from union funds, and worker’s compensation (not including lump sum training stipends) • Severance payments • Terminal leave pay • Unemployment insurance	• WIOA Title I allowances, earnings, and payments (e.g., OJT, incentives, stipends-see 20 CFR 683.275(d)) • Assets drawn down from bank, sale of property, house, or car • Capital gains • Financial assistance under Title IV (i.e., Pell grants, federal work study, and federal supplemental education 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 lump sum compensation for injury • Income earned while a veteran was on active duty, Veteran Benefits. • Foreign earned income

WIOA Title I Eligibility and Data Validation Documentation Requirements

Self-Attestation

Self-attestation may be used for authorized eligibility and data validation purposes when other 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 documentation will delay WIOA Title I program enrollment. Self-attestation may be collected in the following formats:

- Signed and dated paper or electronic WIOA Title I program application uploaded to WA Works.
- Electronically signed and dated WA Works Self-Attest form.
- 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 WA Works according to instructions in WorkForce Central's Data Validation and Documentation Policy Handbook located on WorkForce Central's [Policy Library](#).

Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or guidance or this policy may result in questioned or disallowed costs. Properly documented self-attestation serves as documentary evidence of eligibility determination and does not, by itself, preclude disallowed costs if it is determined during monitoring or audit review that the self-attestation was false.

Remote or Virtual Eligibility Documentation

Remote or virtual source documentation is allowed. It can be obtained and verified by:

- Electronic means such as email or texted attachments, scans, digital photographs sent in encrypted form, electronic signature platforms such as DocuSign or Verisign.
- Through copies of documents sent via postal pick-up or mail drop-off at local one-stop sites.
- Through a combination of the above to safeguard Personally Identifiable Information (PII)

Required signatures for eligibility documentation such as program applications, EO and complaint procedures, data collection certification, and self-attestation can be obtained via:

- Electronic document signing platforms such as DocuSign and Verisign.
- Electronically transmitted digital photos of signed documents.
- Postal mail pick-up or drop-off of paper documents.
- Email in lieu of a signature.
 - For WIOA Title I program paper applications and EO and complaint procedures, applicants must reply in the affirmative that they have read and understand the

information. The responses and date stamps on the emailed replies indicate completion of the form.

- For the data collection certification and self-attestation forms, applicants must reply in the affirmative that they certify the information is true and accurate. The responses and date stamps on the emailed replies indicate completion of the form.
- A combination of the above.

Documentation Requirements

A minimum of one document listed in the “Documentation Requirement” column in the chart below must be uploaded or recorded in the participant’s WA Works record at the time of WIOA Title I program enrollment. Instructions for uploading enrollment documents are located in WorkForce Central’s *Data Validation and Documentation Policy Handbook* on WorkForce Central’s [Policy Library](#).

Criteria	WIOA Title I Eligibility			Documentation Requirement
	OSY	Adult	DW	
Pierce County Resident	✓	✓	✓	Applicant’s first and last name and address must appear legibly. - Self-Attestation - Out-of-county residents: WorkForce Central authorization recorded in case notes
Legally Entitled to Work in the U.S.	✓	✓	✓	I-9 documentation
Age, Date of Birth	✓	✓	✓ For data validation purposes only	Document must include date of birth: - Documentation listed in ESD Policy 1003 (current revision), Attachment B. - Self-attestation
Selective Service Registration	✓	✓	✓	TEGL 11-11, Change 2: - Screen printout of the Selective Service Verification site - Selective Service acknowledgment letter - Selective Service Registration Card; Selective Service Verification Form 3A - DD-214 “Report of Separation” - Stamped post office receipt of registration

WIOA Income Eligibility	✓	✓	✓ For data validation purposes only	Income Eligibility for <u>Program Enrollment Purposes</u>: • Self-Attestation is acceptable for: ○ 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 ESD Policy 1003 (current revision), Attachment B may also be collected but must not delay program enrollment if the participant self-attested. Public Assistance – <u>Data Validation Purposes</u>: Individuals may self-attest to being a public assistance recipient for program eligibility and enrollment purposes. However, public assistance <u>source documentation is required for DOL data validation purposes</u> and can be collected after program enrollment. Participant's <u>first and last name</u> must be legible: • 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 assistance ▪ Copy of public assistance check ▪ Medical card showing cash grant status ▪ Public assistance eligibility verification
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WIOA Title I Program	Criteria	Documentation Requirement
OSY Youth (Young 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
	WIOA income eligible • OSY who: ○ Need additional assistance, or ○ Are HS graduate/GED <u>and</u> are BSD or ELL	See WIOA's Income Eligibility, above
	School Status at Program Entry	- Documentation listed in ESD Policy 1003 (current revision), Attachment B - Self-Attestation
	Basic Skills Deficient (BSD)	- Documentation listed in ESD Policy 1003 (current revision), Attachment B, including: - School records (transcripts, other) - Intake application or enrollment form - Individual Service Strategy (ISS) NRS-approved assessment results (pre- and post-tests required if measuring EFL gains after program enrollment for MSG) - Staff observation and accompanying case note. Per ESD Policy 1011 (current revision), the case note must indicate the participant has at least one of the following barriers: ○ Unable to follow basic written instructions or diagrams without help ○ Cannot fill out basic forms or job applications without help ○ Cannot add, subtract, multiply, or divide whole numbers up to 3 digits without the use of a calculator ○ Cannot do basic tasks on a computer without help ○ Does not 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)	• Documentation listed in ESD Policy 1003 (current revision), Attachment B, including: • Self-Attestation • Case notes: Per ESD Policy 1011 (current revision), documentation must detail that the individual has: ○ Limited ability to read, write, speak, or comprehend the English language, and their native language is a language other than English, or ○ They live in a family or community environment where a language other than English is the dominant language • School records (transcripts, other) • Intake application or enrollment form • Individual Service Strategy (ISS) • Assessment test results. See ESD Policy 1011 (current revision) for acceptable ESL tests.
	Justice System Involved	• Documentation listed in ESD Policy 1003 (current revision), Attachment B • Self-Attestation
	• Currently experiencing lack of stable housing, <i>or</i> • A minor who left their parents/legal guardians without permission	• Documentation listed in ESD Policy 1003 (current revision), Attachment B • Self-Attestation
	Currently receiving or has received foster care	• Documentation listed in ESD Policy 1003 (current revision), Attachment B • Self-Attestation
	Pregnant or Parenting	• Documentation listed in ESD Policy 1003 (current revision), Attachment B • Self-Attestation via completed WIOA application
	Disability	• Documentation listed in ESD Policy 1003 (current revision), Attachment B • Self-Attestation
	Youth who Needs Additional Assistance	• Documentation listed in ESD Policy 1003 (current revision), Attachment B • Self-Attestation

Youth Program, OSY Only	Has dropped out of school	- Documentation listed in ESD Policy 1003 (current revision), 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 (current revision), Attachment B-School Status at Program Entry - Self-Attestation
	- A recipient of a HS diploma or GED <u>and</u> - Meets WIOA's income eligibility <u>and</u> - Basic Skills Deficient (BSD) <u>or</u> - English Language Learner (ELL)	- HS Diploma or GED at program entry: - Documentation listed in ESD Policy 1003 (current revision), Attachment B-School Status at Program Entry - Self-Attestation - WIOA Income Eligible: - See list of acceptable income documents, above - BSD: See BSD, above - ELL: See ELL, above
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's Income Eligibility - See BSD, above
	Priority of Service Categories #1 and #3: Veteran or Eligible Spouse	- DD-214 - Other documentation listed in ESD Policy 1003 (current revision), Attachment B

			Self-Attestation via completed WIOA application
	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
	Age, Date of Birth <i>-for data validation purposes only</i>		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
	One of the following categories:	General Dislocation	- Documentation listed in ESD Policy 1003 (current revision), Attachment B-Date of Actual Dislocation - Self-Attestation
		Dislocation from a facility closure or substantial layoff	- Documentation listed in ESD Policy 1003 (current revision), Attachment B-Date of Actual Dislocation - Self-Attestation
		Self-employed	- Documentation listed in ESD Policy 1003 (current revision), Attachment B-Date of Actual Dislocation - Self-Attestation
		Displaced Homemaker	- Documentation listed in ESD Policy 1003 (current revision), Attachment B-Displaced Homemaker - Self-Attestation
		Dislocated or Separating Military Service Member	Per ESD Policy 1019 (current revision) 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 • DD-214: ○ Per ESD, DD-214 can only be used if it indicates other than dishonorable involuntary separation due to force reduction or restructuring) • Self-attestation Other WFC acceptable documentation includes: • Effective Termination of Service “ETS” Orders
		Military Spouse	• Documentation listed in ESD Policy 1003 (current revision), Attachment B-Displaced Homemaker • Self-Attestation
	Date of Actual Dislocation *Not applicable for Displaced Homemakers		• Documentation listed in ESD Policy 1003 (current revision), Attachment B-Date of Actual Dislocation • Self-Attestation