

**To:** Chief Elected Officials  
Regional Employment Board Chairs  
Regional Employment Board Directors

**cc:** Career Center Directors  
DET Regional Directors  
DET Area Directors  
Service Delivery Area Directors  
WIA State Partners  
(Distributions attached)

**From:** Jonathan Raymond, President  
Corporation for Business, Work, and Learning

**Subject:** **Title I Eligibility Requirements**

**Purpose:** To provide guidance to local boards and chief elected officials on establishing local policy regarding the eligibility of adults, dislocated workers and youth for Title I services.

**Background:** Local operators must provide universal access at One-Stop Career Centers for all customers to basic informational and self-assisted services. The basic informational and self-assisted services of the one-stop career center constitute, in Title I terms, preliminary core services and can be provided universally to customers without collecting information that would be necessary to determine Title I eligibility.

#### **Access to Title I Adult and Dislocated Worker Services**

When adults or dislocated workers seek *additional core services* that require one-to-one Title I staff assistance, or seek *intensive or training services*, local operators must have procedures in place to collect Title I registration and eligibility information, including Equal Employment Opportunity data. See *Attachment A: Eligibility Criteria*. Upon completion of the registration and eligibility process, and upon receipt of a Title I funded staff-assisted activity, the applicant becomes a Title I participant and must be counted for purposes of Title I performance measures. For more

information about the progression of eligibility and tiers of service for adult and dislocated workers under Title I please see *Attachment B: Tiers of Service*.

### **Access to Title I Youth Activities**

All youth between the ages of 14-21 must be registered and determined eligible in order to participate in youth activities. Registration must include EEO data. All youth participants must be counted for performance measures. Registration and eligibility procedures for youth may be conducted at the one-stop career center, or at another point of service to youth, but the procedures must be conducted in accordance with this policy and with the local board's eligibility policy. A description of the location(s) at which youth eligibility determinations will be conducted must be included in the Title I MOU attachment to the local five-year plan. Note: Youth activities are *not* divided into core/intensive/training tiers of service as they are for adults and dislocated workers.

### **Priority for Services for Title I Adult Activities**

The regulations require that recipients of public assistance and other low-income adults be given priority for intensive and training services if funding is limited for adult employment and training activities. Local boards are required to determine the extent to which funding is limited and then to decide whether or how the priority will be applied based on local conditions. Local determinations in regard to funding limitations and adult priority for services must be included in Title I MOU attachment to the five-year local plan. See *Attachment C: Priority for Services* for more guidance.

### **Documentation Requirements**

The U.S. Department of Labor (USDOL) has not issued documentation requirements for eligibility under the Workforce Investment Act. Under the Job Training Partnership Act (JTPA), however, extensive documentation requirements were issued by USDOL in 1993 for adults and youth in the "Title II Eligibility Documentation" technical assistance guide (TAG). The Commonwealth issued state policy adopting the TAG as the basis for local documentation of eligibility. Based on this TAG, the Commonwealth is recommending that local areas incorporate this guidance as appropriate in their local eligibility procedures for WIA. See *Attachment E: Eligibility Documentation Recommendations*.

Under §184 of the Act, in order to avoid sanctions for the misexpenditure of funds, state and local recipients must be shown to have acted with due diligence in the monitoring of the implementation of the grant. Such monitoring is meant to ensure that there is not a willful disregard of the

requirements of the Act, gross negligence, or failure to observe accepted standards of administration. Local operators must ensure, therefore, that applicants for services certify, under penalty of perjury, that the eligibility information provided is accurate. Local operators must also ensure that there are procedures in place to verify that the provided information is consistent and accurate. These procedures should draw from, but are not limited to, the documentation recommendations included in Attachment E.

Local boards may elect to use a sampling method as an alternative documentation procedure. Guidance on this sampling method, based on the methods described in the JTPA Title II Eligibility TAG, is included in Attachment F.

Local Boards who intend to rely primarily on self-certification for eligibility documentation must incorporate sampling procedures in their local eligibility system and must collect hard-copy documentation on at least a ten percent sample of participants.

**Policy:** Local boards, in consultation with chief elected officials, must establish Title I eligibility policies and procedures that are in compliance with the guidance provided herein. Board decisions regarding documentation requirements must be included in the local eligibility policy. Local boards must also include local decisions on the following Title I eligibility issues in the Title I MOU of the local area's five-year plan.

- Priority for adult intensive and training services
- Definition of *Requires Additional Assistance* (sixth youth barrier for low-income youth)
- Definition of *Serious Barriers to Employment* (for 5% youth)
- Definition of *Self-sufficiency*

**References:** Workforce Investment Act of 1998, Public Law 105-220  
Workforce Investment Act Interim Regulations (20 CFR 652 et al)

**Inquiries:** Any questions related to this correspondence should be directed to Gene White, extension 1391 at (617) 727-8158.

**Filing:** Please file this in your notebook of previously issued policies as #00-14.

**Attachments:**

- A. Eligibility Criteria
- B. Tiers of Service
- C. Priority for Services (Adults)
- D. Definitions
- E. Eligibility Documentation Recommendations
- F. Documentation Sampling

**ATTACHMENT A:**  
**ELIGIBILITY CRITERIA**

**TITLE I - ADULTS**

In order to participate in programs in this part individuals must be all of the following:

1. Age 18 years of age or older. §101(1)
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)
3. In compliance with the Military Selective Service Act. §189(h)  
(This applies to males 18 or older who were born on or after December 31, 1959.)

**Priority for Adult Services** Since funding for adult employment and training activities is generally limited, priority for Title I adult intensive and training services must be given to low income adults. Local boards, however, must develop criteria for determining the extent to which local funds are limited, and whether the priority is to be applied based on local factors. §663.600 *See Attachment C: Priority for Services*

**TITLE I - DISLOCATED WORKERS**

In order to participate in programs in this part individuals must be all of the following:

1. Age 18 years of age or older. §101(1)
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)
3. In compliance with the Military Selective Service Act. §189(h)  
(This applies to males 18 or older who were born on or after December 31, 1959.)
4. A dislocated worker as defined at §101(9).

**ATTACHMENT A:**  
**ELIGIBILITY CRITERIA**

**TITLE I - YOUTH**

In order to participate individuals must be all of the following:

1. Age 14 through 21 years of age. §101(13)
2. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)
3. In compliance with the Military Selective Service Act. §189(h)  
(This applies to males 18 or older who were born on or after December 31, 1959.)
4. A low income individual. §101(13)
5. An individual who is one or more of the following: §101(13)
  - (i) Deficient in basic literacy skills.
  - (ii) A school dropout.
  - (iii) Homeless, a runaway, or a foster child.
  - (iv) Pregnant or a parent.
  - (v) An offender.
  - (vi) An individual who *requires additional assistance* to complete an educational program, or to secure and hold employment. See Definitions.

**5% Window** – §129(c)(5) - Not more than 5 percent of participants assisted in each local area may be individuals who do not meet the minimum income criteria to be considered for eligible youth, if such individuals are within one or more of the following categories:

- (A) Individuals who are school dropouts.
- (B) Individuals who are basic skills deficient.
- (C) Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual.
- (D) Individuals who are pregnant or parenting.
- (E) Individuals with disabilities, including learning disabilities.
- (F) Individuals who are homeless or runaway youth.
- (G) Individuals who are offenders.
- (H) Other eligible youth who face serious barriers to employment as identified by the local board. (The specifics of “serious barriers” must be included in the five year plan.)

**30% Out-of-School Youth** - §129(c)(4)(a) - At a minimum, 30 percent of the funds for youth shall be used to provide youth activities to out-of-school youth.

## ATTACHMENT B:

### ACCESS TO TIERS OF SERVICES

#### Universal Access to Core Services

Any individual job seeker, or any employed individual who wants to advance his or her career, will have access to the Career Center system and to (basic) core employment related services that are (for the most part) self-service or informational. Individuals who seek information primarily, and do not seek direct, one-on-one staff assistance, do not need to be registered or determined to be eligible for Title I service (but may be registered at the Career Center for general membership purposes, and/or as a registrant for Wagner-Peyser purposes.) Preamble Background and Preamble Part 663, Subpart A(2)

#### Access to Additional Core Services

When an individual seeks additional core services that require more than minimal staff assistance, this is the point at which registration must be completed, EEO data must be collected, eligibility must be determined, and participants are counted for performance measurement purposes (once such service is received). Preamble Part 663, Subpart A(2)

#### Access to Intensive Services

There are two categories of adults and dislocated workers who may receive intensive services:

- a) Adults and dislocated workers who are unemployed, have received at least one core service, and are determined to be in need of more intensive services to obtain employment; and
- b) Adults and dislocated workers who are employed, have received at least one core service and are unable to obtain employment through core services, and are determined to be in need of more intensive services to obtain or retain employment *that leads to self-sufficiency*. §663.220

*Documentation* The participant's case file must contain a determination of the need for intensive services as established by the initial assessment or the individual's inability to obtain employment through the core services provided. §663.160(b)

#### Access to Training Services

Training services may be made available to employed and unemployed adults and dislocated workers who have met the eligibility requirements for intensive services, have received at least one intensive service and have been determined to be unable to obtain or retain employment through such services. §663.310

*Documentation* The participant's case file must contain a determination of the need for training services, as identified in the individual employment plan, comprehensive assessment, or through any other intensive services received. §663.240(b)

**Please note:** There is no minimum time period and there is no minimum set of services that a participant must complete before advancing from core to intensive services, or from intensive to training services. Nothing in the Act, the Rule or this policy should be interpreted to mean that a customer is required to complete or even to conduct a job search prior to receiving services in any service category for which they are eligible. In addition, participants may receive services from more than one tier or all three tiers simultaneously, according to individual needs.

**ATTACHMENT C:**  
**PRIORITY FOR SERVICES**

The U. S. Department of Labor assumes that Title I adult funding is generally limited because there are not enough adult funds available to provide employment and training activities to all of the adults who could benefit from such services. The Department also recognizes, however, that conditions are different from one local area to another and funds might not be limited in all areas. Local boards are required to consider the availability of funds in their area, including other Federal funding such as TANF and Welfare-to-Work, to determine the extent to which funding is limited for adult employment and training activities. Based on this determination local boards must decide how the low-income priority will be applied based on local conditions. Preamble Part 663-Subpart F (p.18673)

**Determining Funding Availability**

In the Title I MOU attachment to the five-year local plan, boards must indicate if they have determined that funding is limited or if they have determined that funding is not limited. If the board has determined that funding is not limited they must describe the criteria used to make that determination, including (as cited in §663.200):

- the availability of other funds for employment and training-related services in the local area,
- the needs of specific groups within the local area, and/or
- other appropriate factors.

**Applying the Priority**

If a board determines that funding is limited and the low-income priority is in effect, the board must establish a process that gives priority for services to the recipients of public assistance and other low income individuals. The board may establish this priority in such manner that also allows service to other adult individuals meeting WIA eligibility requirements, e.g., a priority window for individuals with specific barriers. A description of how the priority will be applied must be included in the Title I MOU attached to five-year local plan. If a board determines that funding is not limited it is not necessary to establish a priority process. §663.600

Funds allocated for dislocated workers are not subject to this requirement. §663.610

## **ATTACHMENT D:**

### **DEFINITIONS**

**ADULT** – an individual who is 18 years or older at the time of application. §101(1)

**BASIC SKILLS DEFICIENT, BASIC LITERACY SKILLS DEFICIENT \***– an individual youth or adult who computes or solves problems, reads, writes, or speaks English

- at or below their age appropriate grade level (if less than ninth grade age), or
- at or below grade level 8.9 on a generally accepted standardized test or a comparable score of a criterion-referenced test; or
- is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

*\*This definition was adopted by the WIA Youth Subcommittee and approved by the WIA Steering Committee, giving further definition to the one found at §101(4).*

**CONCURRENT ENROLLMENT** – eligible individuals who are 18 through 21 years old may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable for the services received. §664.500(b)

**DISLOCATED WORKER** - §101(9) - an individual who:

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii) (I) is eligible for, or has exhausted entitlement to, unemployment compensation; or
- (II) has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services described in §134(d)(4), intensive services described in §134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- (D) is a displaced homemaker.

## **ATTACHMENT D: DEFINITIONS continued**

**DISPLACED HOMEMAKER** – §101(10); §663.120 - an individual who has been providing unpaid services to family members in the home and who;

- (A) has been dependent on the income of another family member but is no longer supported by that income, and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**EEO DATA** – Equal Employment Opportunity information on race and ethnicity, age, sex, and disability required by regulations implementing section 188 of WIA governing non-discrimination. §660.300

**FAMILY** – §101(15) - two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) A husband, wife, and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A husband and wife.

**FOSTER CHILD** – any youth under the age of eighteen (18) who is placed into substitute care under the legal responsibility of the Massachusetts Department of Social Services (DSS). The term “substitute care” means the provision of planned, temporary twenty-four hour a day care when the parent or principal caretaker is unable or unavailable to provide care on a daily basis. “Substitute care” encompasses the provision of foster care, community residential care and supervised independent living (110CMR 2.00(49)). This definition of foster child may include children who are:

- (A) Receiving services from the Massachusetts DSS pursuant to a voluntary placement agreement; or
- (B) Placed in the custody of the Massachusetts DSS through a court order (including a court order arising and of a Child in Need of Services (CHINS) petition) or through an adoption surrender.

**HOMELESS** – pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either:

- (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill),
- (B) an institution that provides a temporary residence for individuals intended to be institutionalized, or
- (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.

**INDIVIDUAL WITH A DISABILITY** – §101(17) - an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

**IN SCHOOL YOUTH** – a youth that has not attained a high school diploma or equivalent and is attending school on a full time basis. A youth attending an alternative school is considered an in school youth.

## **ATTACHMENT D: DEFINITIONS continued**

**LOWER LIVING STANDARD INCOME LEVEL** –the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the secretary. §101(24)

**LOW-INCOME INDIVIDUAL** – §101(25) - an individual who:

- (A) receives or is a member of a family that receives cash payments under a Federal, State, or local income based public assistance program;
- (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
  - (i) the poverty line, for an equivalent period; or
  - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- (C) is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;
- (D) qualifies as a homeless individual under subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B) but who is a member of a family whose income does not meet such requirements.

**OFFENDER** –any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. §101(27)

**OLDER INDIVIDUAL** –an individual age 55 or older. §101(28)

**OUT-OF-SCHOOL YOUTH** – an eligible youth who is a dropout or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. §101(33)

**PARTICIPANT** – an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up). Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other Title I services beyond self-service or informational core services. §101(34)

**POVERTY LINE** – as defined by the Office of Management and Budget and revised annually in accordance with section 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)) applicable to a family of the size involved. §101(36)

**PREGNANT/PARENTING YOUTH** – a youth who is pregnant or providing custodial care for one or more dependents under age 18.

## **ATTACHMENT D: DEFINITIONS continued**

**PUBLIC ASSISTANCE** – Federal, State or local government cash payments for which eligibility is determined by a needs or income test. §101(37)

**REGISTRATION (for Title I)** - the process of collecting information necessary to make a determination of eligibility for Title I. All youth participants must be registered for Title I and determined eligible. Adults and dislocated workers who receive services funded under Title I *other than* self-service or informational activities, and certain staff-assisted core services must be registered for Title I and determined eligible. EEO data must be collected on individuals during the registration process.

### **Please Note**

- The term registration may also be used by different partners to refer to registration in their respective programs. Most jobseekers at a One-Stop Career Center will be registered on the statewide MOSES tracking system. Eligibility determination for Title I may occur at initial registration or at any subsequent point prior to the receipt of Title I participant services.
- Adults and dislocated workers do not have to be registered and determined eligible for Title I in order to make use of informational and self-service core services that are offered universally to One-Stop Career Center customers.

**REQUIRES ADDITIONAL ASSISTANCE** to complete an educational program, or to secure and hold employment (the sixth barrier). The definition of a youth that requires additional assistance will include an individual that:

- is one or more grade levels below their age-appropriate grade level;\* or
- has a disability, including a learning disability;\* or
- requires additional assistance as defined by the youth council and approved by the local board. (Long term unemployment may not be used as a criterion to meet this definition of eligible youth.)\*

*\*As adopted by the WIA Youth Subcommittee and approved by the WIA Steering Committee.*

**RUN-AWAY YOUTH** – pursuant to the Runaway and Homeless Youth Act, an individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.

**SELF-SUFFICIENCY** – The local board must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level. Self –sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage. §663.230

**SCHOOL DROPOUT** – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout. §101(39)

**UNEMPLOYED INDIVIDUAL** – an individual who is without a job and who wants and is available for work. §101(47)

**YOUTH** – an individual who is 14 through 21 years of age. §101(13)

## ATTACHMENT E:

### ELIGIBILITY DOCUMENTATION RECOMMENDATIONS

ELIGIBILITY CRITERIA	RECOMMENDED SOURCES OF DOCUMENTATION (Only one of the following is required for each criterion. See also alternate forms.)
<b>GENERAL ELIGIBILITY – Required for youth, adults and dislocated workers</b>	
Birth Date/Age	Baptismal Record Birth certificate DD-214, Report of Transfer or Discharge Paper Driver’s License Federal, State or Local Government Identification Card Selective Service Card Hospital Record of Birth Passport Public Assistance\Social Service Records School Records\Identification Card Work Permit
Citizenship/Authorization to Work	Alien Registration Card indicating Right to Work (INS Forms I-151, I-551, I-94, I-688A, I-197, I-179) Baptismal Certificate (if place of birth is shown) Birth Certificate DD-214, Report of Transfer or Discharge Food Stamp Records Foreign Passport Stamped Eligible to Work Hospital Record of Birth Naturalization Certification Public Assistance Records U.S. Passport Voter Registration Card
Selective Service Registrant*	DD-214, Report of Transfer or Discharge Selective Service Advisory Opinion Letter Selective Service Online Verification at <a href="http://www.sss.gov">http://www.sss.gov</a> Selective Service Registration Acknowledgement Card Selective Service Status Information Letter Selective Service Registration Record (Form 3A) Stamped Post Office Receipt of Registration

*\*Online verification is available for men born on or after 12\31\59. Men between the ages of 18-26 who have not registered should be referred to SSS for registration prior to enrollment in WIA Title I. Registration may be completed online at the web site.*

*Since January 1995 the SSS has been issuing “status information letters” in lieu of the previous system of “advisory opinion letters”. If a status information letter indicates that an individual who was required to register did not register then the burden falls on the applicant to demonstrate (to the grant recipient) that the failure to register was not knowing or willful. In a change from the state policy under JTPA, the local WIA Title I operator must determine (based on information provided by the applicant) if the failure to register was knowing or willful. This practice is pursuant to the SSS’s determination that final decisions for disbursing federally financed domestic benefits, services, rights, or training, rests solely with the various provider agencies which disburse them. Thus local service providers have the responsibility for deciding the above cases and determining eligibility on a case by case basis. Such determinations must be documented in the participant’s case file. DOL TEGL 8-98 issued 11/4/98.*

<b>ECONOMIC ELIGIBILITY – Required for youth, and required for adults (if a priority)</b>	
Cash Public Assistance  <b>NOTE:</b> The listed items of documentation are acceptable for any individual listed on grant.	<ol style="list-style-type: none"> <li>1. Copy of Authorization to Receive Cash Public Assistance</li> <li>2. Copy of Public Assistance Check</li> <li>3. Medical Card showing Cash Grant Status</li> <li>4. Public Assistance Identification Card showing Cash Grant Status</li> <li>5. Public Assistance Records/Printout/Master File</li> </ol>
Individual/Family Income	<ol style="list-style-type: none"> <li>1. Alimony Agreement</li> <li>2. Award letter from Veterans Administration</li> <li>3. Bank Statements (Direct Deposits)</li> <li>4. Compensation Award Letter</li> <li>5. Court Award Letter</li> <li>6. Employer Statement/Contact</li> <li>7. Business Financial Records</li> <li>8. Housing Authority Verification</li> <li>9. Pay Stubs</li> <li>10. Pension Statement</li> <li>11. Quarterly Estimated Tax for Self-Employed Persons</li> <li>12. Social Security Benefits</li> <li>13. Unemployment Insurance Documents</li> </ol>
Individual Status/Family Size	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Decree of Court</li> <li>3. Disabled (See “Individuals with Disabilities” below)</li> <li>4. Divorce Decree</li> <li>5. Lease or Landlord Statement</li> <li>6. Marriage Certificate</li> <li>8. Medical Card</li> <li>9. Most Recent Tax Return supported by IRS Documents (e.g. Letter 1722)</li> <li>10. Public Assistance/Social Service/Public Housing Agency Records</li> </ol>
Food Stamps	<ol style="list-style-type: none"> <li>1. Current Authorization to obtain Food Stamps</li> <li>2. Current Food Stamp Receipt</li> <li>3. Food Stamp Card with Current Date</li> <li>4. Postmarked Food Stamp Mailer with Applicable Name and Address</li> <li>5. Public Assistance Records/Printout</li> </ol>
Homeless	<ol style="list-style-type: none"> <li>1. Written Statement from an Individual Providing Temporary Residence</li> <li>2. Written Statement from Shelter/Social Service Agency</li> </ol>
Supported Foster Child	<ol style="list-style-type: none"> <li>1. Court Contact</li> <li>2. Court Documentation</li> <li>3. Medical Card</li> <li>4. Verification of Payments made on Behalf of the Child</li> <li>5. Written Statement from State/Local Agency</li> </ol>
Individual with Disabilities	<ol style="list-style-type: none"> <li>1. Letter from Drug or Alcohol Rehabilitation Agency</li> <li>2. Letter from Child Study Team Stating Specific Eligibility</li> <li>3. Medical Records</li> <li>4. Observable Condition</li> <li>5. Physician Statement</li> <li>6. Psychiatrist’s/Psychologist’s Diagnosis</li> <li>7. Rehabilitation Evaluation</li> <li>8. School Records</li> <li>9. Sheltered Workshop Certification</li> <li>10. Social Service Records/Referral</li> <li>11. Social Security Administration Disability or Veterans Admin. Records</li> <li>12. Vocational Rehabilitation Letter</li> <li>13. Workers Compensation Record</li> </ol>

<b>ELIGIBILITY CRITERIA</b>	<b>ACCEPTABLE DOCUMENTATION</b> (Only one of the following is required)
<b>YOUTH ELIGIBILITY BARRIERS – for youth who meet the minimum income criteria.</b>	
Basic Skills Deficient	<ol style="list-style-type: none"> <li>1. Assessed by a Generally Accepted Standardized Test</li> <li>2. School Records</li> </ol>
School Dropout	<ol style="list-style-type: none"> <li>1. Attendance Letter</li> <li>2. Dropout Letter</li> <li>3. Eligibility Verification Statement (if other documents are unavailable)</li> <li>4. Applicant Statement (if other documents are unavailable)</li> </ol>
Homeless or Run-away	See “Homeless” in Economic Eligibility above
Supported Foster Child	See “Supported Foster Child” in Economic Eligibility above
Pregnant or Parenting	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Hospital Record of Birth</li> <li>3. Medical Card</li> <li>4. Physician’s Note</li> <li>5. Referrals from Official Agencies</li> <li>6. School Program for Pregnant Teens</li> <li>7. School Records</li> <li>8. Statement from Social Services Agency</li> </ol>
Offender	<ol style="list-style-type: none"> <li>1. Court Documents</li> <li>2. Halfway House Resident</li> <li>3. Letter of Parole</li> <li>4. Letter from Probation Officer</li> <li>5. Police Records</li> </ol>
Disability, Learning Disability	See “Individuals with Disabilities” in Economic Eligibility above
LWIB Designated Category for Requires Additional Assistance	If Applicable, list the Documentation you Require for This Category

<b>ELIGIBILITY CRITERIA</b>	<b>ACCEPTABLE DOCUMENTATION</b> (Only one of the following is required)
<b>YOUTH 5% WINDOW – for youth who do not meet the minimum income criteria.</b>	
School Dropout	See “School Dropout” in Youth Eligibility Barriers above
Basic Skills Deficient	See “Basic Skills Deficient” in Youth Eligibility Barriers above
Below Grade Level	See “Basic Skills Deficient” in Youth Eligibility Barriers above
Pregnant or Parenting	See “Pregnant or Parenting” in Youth Eligibility Barriers above
Disability, including Learning Disability	See “Individuals with Disabilities” in Economic Eligibility above
Homeless or Runaway	See “Homeless” in Economic Eligibility above
Offenders	See “Offenders” in Youth Eligibility Barriers above
Other Barriers identified by the LWIB.	If Applicable, list the Documentation you Require for This Category

<b>ELIGIBILITY CRITERIA</b>	<b>ACCEPTABLE DOCUMENTATION</b> (Only one of the following is required)
<b>DISLOCATED WORKERS</b>	
<p>(A)</p> <p>(i) terminated, laid-off or received notice and</p> <p>(ii) (I) is eligible for, or has exhausted entitlement to, UI benefits; or (II) has been employed but is not eligible for UI due to insufficient earnings or were not covered under UI, and</p> <p>(iii) is unlikely to return to a previous industry or occupation</p>	<ol style="list-style-type: none"> <li>1. Documentation from employer, including telephone verification of employment and layoff status</li> <li>2. Unemployment Insurance (UI) records</li> <li>3. Notice of Ineligibility for Unemployment Insurance</li> <li>4. Profiled Client/Referral Form</li> <li>5. Pay stubs</li> <li>6. W2 records</li> <li>7. Tax returns</li> <li>8. Referral from Rapid Response</li> </ol>
<p>(B)</p> <p>(i) is terminated, laid-off or received notice as a result of permanent closure or substantial layoff</p> <p>(ii) is employed at a facility that has announced plans to close within in 180 days; or</p> <p>(iii) for purposes of receiving core services, is employed at a facility that has announced plans to close</p>	<ol style="list-style-type: none"> <li>1. Letter from company (must list client)</li> <li>2. WARN Notice with recent pay stub</li> <li>3. Newspaper article with recent pay stub</li> <li>4. Documentation from employer, including telephone verification or employment and layoff status.</li> <li>5. Unemployment Insurance (UI) records</li> <li>6. Profiled Client/Referral Form</li> <li>7. Referral from Rapid Response</li> </ol>
<p>(C) was self-employed but is unemployed due to general economic conditions or because of natural disaster</p>	<ol style="list-style-type: none"> <li>1. Records of business closure</li> <li>2. Tax returns</li> <li>3. Business license</li> <li>4. News article or other documentation/announcement on the state of the local economy or natural disaster</li> </ol>
<p>(D) is a displaced homemaker who has been providing unpaid services to family members in the home and who; has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ol style="list-style-type: none"> <li>1. Tax returns</li> <li>2. Social Security documents</li> <li>3. Death notice and/or certificate</li> <li>4. Divorce decree</li> <li>5. Public assistance records/UI records</li> <li>6. Legal papers documenting that the individual filed for divorce</li> </ol>

## ALTERNATE FORMS OF DOCUMENTATION

### APPLICANT STATEMENTS

Applicant statements may be used to document those items which, in some cases, are not verifiable or which may cause undue hardship for individuals to obtain. An applicant statement may be used for any of the required eligibility criteria, as described in the local eligibility procedures. Such procedures should describe how applicant statements are used in conjunction with practicable attempts to secure recommended documentation. Applicant statements should be supported by a documented corroborative contact or reliable witness attesting to the accuracy of the statement. The corroboration may be via witness signature on the applicant statement form or supporting telephone verification form. In those rare instances when an applicant cannot obtain a satisfactory witness or provide a telephone contact, the applicant needs to explain why such corroboration is not possible.

**Example:** Use of the sample Applicant Statement form is as follows: If an applicant states that he/she cannot provide evidence that no income was received during the past six months, and that he/she was unemployed for that period, the blank spaces following the words "**I certify, under penalty of perjury, that I**" may be completed, for example, as follows: "**have received no income from any source during the past six months, that I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends.**" This should be corroborated by the person(s) providing the support.

### TELEPHONE VERIFICATION / DOCUMENT INSPECTION

WIA Title I eligibility criteria may be verified by telephone contacts with cognizant governmental or social service agencies, or by document inspection. The information obtained must be documented by recording the information on a standardized form such as the example contained in this part. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency or the document used. Telephone verification must include the name of the agency representative providing the verification information. In some cases, the information provided by the agency through telephone contact may be sufficient to satisfy multiple WIA eligibility criteria. Documentation of eligibility verification through document inspection is appropriate when documents cannot or may not be machine-copied.

Since personal information must normally be kept confidential by governmental agencies, state and local partners will need to make prior arrangements to obtain such information. Agencies which may assist in verifying eligibility via telephone contact are: local schools; Social Security Administration; Veterans Administration; medical and health facilities; Vocational Rehabilitation facilities; drug and alcohol rehabilitation facilities; housing authorities; homeless shelters; judicial agencies and institutions; and other State or local government agencies.

When documentation of WIA Title I eligibility verification is accomplished via telephone or document inspection, local partners are required to use a standardized form, such as the example contained in this part.

**TELEPHONE VERIFICATION FORM**

WIA Title I Eligibility Verification by Telephone or Document Inspection

\_\_\_\_\_  
Applicant's name and other identifying information

Company/agency providing verification \_\_\_\_\_

Company/agency area code & telephone number \_\_\_\_\_

Person verifying eligibility item \_\_\_\_\_

Date of verification \_\_\_\_\_

Primary eligibility items verified \_\_\_\_\_

Additional eligibility items verified \_\_\_\_\_

Additional eligibility items verified \_\_\_\_\_

Additional eligibility items verified \_\_\_\_\_

Additional eligibility items verified \_\_\_\_\_

Additional eligibility items verified \_\_\_\_\_

**Verification**

I attest that the information recorded by me on this document was obtained through telephone contact or document inspection on the above date from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

Signature of eligibility\intake worker \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT STATEMENT FORM**

I certify, under penalty of perjury that I \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If applicant cannot obtain a satisfactory witness or provide a telephone contact, explain above.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Address, City, State, Zip \_\_\_\_\_

Corroborating Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness' Relationship to Applicant \_\_\_\_\_

**Office Use Only**

The above applicant statement is being utilized for documentation of the following eligibility criteria:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of eligibility/intake worker \_\_\_\_\_ Date \_\_\_\_\_

## **ATTACHMENT F:**

### **DOCUMENTATION SAMPLING**

The option for local operators to use the sampling method for eligibility documentation requires the operator to recognize that there is some risk of enrolling persons who prove to be ineligible for the Title I programs. Enrollment of ineligible individuals can result in disallowed costs. Therefore, local operators should examine their intake process to assess the risk of enrolling ineligible individuals in the WIA program.

While the sampling methodology does not require a local operator to document (physical evidence in participant file) eligibility or hard-to-serve criteria for every participant, there is a need to make judgments on the eligibility criteria. The interviewing skills, knowledge of the community and sound judgement of intake workers are crucial to the success of this random sample method to document eligibility. For example, if applicants are not certain about facts critical to their eligibility, the intake worker should make efforts to verify the facts by a telephone contact or by inspecting a document. It is recommended that the intake process be done by appointment and that the applicant be advised in advance which essential documents are needed, e.g., identification, citizenship, income. The operator should consider using an eligibility checklist to assure that intake workers have discussed and or verified (by telephone or by inspecting a document) the appropriate eligibility requirements.

In addition, the local operator needs to assure itself that participants clearly understand that they may be required to prove their eligibility and that they agree to cooperate fully in the timely submission of the specified documents. Local operators should require enrollees to sign a statement certifying, under penalty or perjury, that all information supplied relating to eligibility for participation in WIA Title I programs is true. This "self-certification" should also contain an assurance that the participant agrees to cooperate if asked to document eligibility.

When participant enrollment sampling is used to select participants who will be required to prove their eligibility, it is necessary to have a system which ensures consistent random selection of sample participants from all enrollments during each sample time frame. No enrollee may be arbitrarily excluded from the sample. The minimum sample size is 10% of the registered participants. The operator may decide to use a higher percentage if the total planned number of program year participants in all Title I programs combined is significantly less than 1,000. The operator must draw their enrollment samples and document eligibility at least monthly to mitigate the need to search for program exiters.

The operator will need to provide participants selected in the sample with specific instructions on what is needed to document their eligibility. Documentation of eligibility must be accomplished for every participant selected in the sample and is best completed within 30 days, but no longer than 60 days, of the end of the sampling period. If sample participants cannot be located or cannot produce the minimum documentation required, they shall be considered ineligible and the associated costs may be disallowed. The operator must document its sampling procedures and maintain adequate records to enable monitoring of the eligibility documentation process.