



WORKFORCE INNOVATION AND OPPORTUNITY ACT

VIRGINIA WORKFORCE LETTER (VWL) No. 24-03

TO: Local Workforce Development Boards

FROM: Nicole Overlay, Commissioner, Virginia Works

A handwritten signature in black ink that reads 'Nicole Overlay'.

SUBJECT: WIOA Title I Eligibility Guidance

EFFECTIVE DATE: February 1, 2025

PURPOSE: To provide eligibility guidelines for the Adult, Dislocated Worker, and Youth programs under the Workforce Innovation and Opportunity Act (WIOA) of 2014-Title 1.

ACTION REQUIRED: Local Workforce Development Boards (LWDBs) should review their policies and procedures to ensure alignment with the updated state guidance and take action to reduce administrative barriers for customers. AJC WIOA Title I staff must use the state developed self-attestation, telephone verification and document inspection, and low-income calculation forms that are found as attachments to this VWL no later than July 1, 2025. Virginia Works will provide training to assist with staff transition to the new required documentation.

RECESSIONS

VWL #24-02 rescinds the following VWLs as the guidance has been incorporated into the new VWL:

- VWL 15-02 Change 2 Eligibility Guidelines, including all attachments
- VWL 18-02 Change 1 Use of E-Verify for Right-to-Work Status
- VWL 19-04 Change 1 Definitions Related to Dislocated Worker Eligibility
- VWL 19-09 Selective Service Registration Requirements for Employment and Training Administration Funded Programs-Males over the age of 26 who failed to register with Selective Service System.

REFERENCES:

- WIOA Sections 129, 134, 166, 167, 188, and 189
- 20 CFR Part 680 and 681
- Training and Employment Guidance Letter (TEGL) 11-11 Change 2 "Selective Service

- Registration Requirements for Employment and Training Administration Funded Programs.”
 - Training and Employment Guidance Letter (TEGL) 23-14 “WIOA Youth Program Transition.”
 - Training and Employment Guidance Letter (TEGL) WIOA 19-16 “Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA Title I and the Wagner-Peyser Act Employment Services (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.”
 - Training and Employment Guidance Letter (TEGL) WIOA 21-16 “Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance.”
 - Training and Employment Guidance Letter (TEGL) 23-19 Change 2 “Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs.”
 - Training and Employment Guidance Letter (TEGL) 09-22 “Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance.”
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BACKGROUND

WIOA distinguishes between two types of eligibility:

- General program eligibility, e.g., age, right-to-work in the U.S., and selective service registration (when applicable); and
- Program-specific eligibility for adult, dislocated worker, and youth programs.

LWDBs must ensure the eligibility determination for adult, dislocated worker, and youth participants, served with WIOA Title I funds are properly documented. The WIOA Title I Eligibility Guidelines explain each WIOA customer population and provide information and procedures for documenting and verifying eligibility.

General Eligibility

General Eligibility Applies to WIOA Title I Adult, Youth, and Dislocated Worker Programs. Individuals must meet all of the General Eligibility criteria to be eligible for WIOA-funded services. General eligibility consists of age, work authorization, and selective service registration. The documentation requirements

for the general eligibility criteria may be found in Table 1: General Eligibility for Adult, Dislocated Worker, and Youth.

Age/Date of Birth

To be eligible to participate in the Adult and Dislocated Worker Program the individual must be 18 years of age or older. To participate in the Youth Out-of-School Program the individual must be between the ages of 16 and 24 at the time of enrollment. To participate in the Youth In-School Program the individual must be between the ages of 14 and 21 at the time of enrollment.

Work Authorization

Participation in programs and activities or receiving funds under Title I of WIOA will be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States (WIOA Sec 188(a)(5)).

Work authorization can be evidenced by several types of documents. These include Form I-9 acceptable documents, including documents presented by green card holders; and Employment Authorization Documents (EADs) held by individuals including refugees, asylees, parolees, and other immigrants with work authorization, including individuals with deferred action, Deferred Action for Childhood Arrival (DACA) protection, and individuals who have work authorization while their applications for asylee, parolee, or other status (such as TPS or other) are pending. LWDBs may use the U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements (SAVE) system to verify individuals' work authorization. LWDBs can consider an individual's verification in the SAVE system or presentation of any of the documents described above as documentation of work authorization for the purpose of enrollment.

USDOL has stated that WIOA Title I Adult, Dislocated Worker, Youth, and Wagner-Peyser Employment Services may provide some services to individuals without verifying work authorization to ensure the efficient delivery of services to workers in need (TEGL 10-23). This may be helpful when an individual is awaiting work authorization or does not have the documents to demonstrate work authorization due to surviving a disaster. LWDBs do not need to verify that one of these scenarios has occurred. Work authorization may be delayed until an individual is moving into services that require work authorization verification.

Services that do not require work authorization verification include:

- Labor exchange services--LMI, career exploration, career guidance, resume writing assistance, and job search assistance.
- Information on worker rights and where to find legal assistance.
- Referral to community resources such as transportation, childcare support, food assistance, housing assistance, medical assistance, and other similar resources.
- Individualized services--career assessments, development of an individual employment plan, group counseling, one-on-one case management, career planning, information on foreign credential evaluation services, and on obtaining credit for prior learning.
- Basic skills education, including English language instruction, and high school equivalency.
- Assistance in completing paperwork to finalize work authorization.

- Assistance in applying for an occupational license.
- Outreach to workers regarding the Employment Related Law Compliant System and processing such complaints.

Services that require work authorization:

- Job placement.
- Occupational postsecondary training.
- Work experience or other work-based learning such as on-the-job training, incumbent worker training, and community service employment assignments in SCSEP.
- Supportive Services that represent a direct financial benefit such as a voucher or reimbursement for transportation, relocation expenses, or needs-related payments.
- Any other service that represents a direct financial benefit

Selective Service

To be eligible to receive WIOA-funded services, all U.S. citizens or immigrants born male after December 31, 1959, be compliant with the Selective Service registration requirements or exceptions, or local areas must determine that the failure to register was not knowing and willful. Please see the table below to identify who must register with Selective Service and Table 1 General Eligibility for documentation requirements.

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	Yes	No
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	Yes	
Military Related		
Cadets at the Merchant Marine Academy	Yes	
ROTC Students	Yes	
National Guardsmen and Reservists not on active duty / Civil Air Patrol members	Yes	
Delayed Entry Program enlistees	Yes	
Men rejected for enlistment for any reason before age 26	Yes	
Separatees from Active Military Service, separated for any reason before age 26	Yes*	
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		No*
Students in Officer Procurement Programs at the Citadel, University of North Georgia, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		No*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		No*
Immigrants**		
Permanent resident immigrants (USCIS Form I-551)	Yes	
Refugee, parolee, and asylee immigrants	Yes	

Undocumented immigrants	Yes	
Dual national U.S. citizens	Yes	
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf .		No
Seasonal agricultural workers (H-2A Visa)		No
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		No*
Handicapped, Physically or Mentally		
Able to function in public with or without assistance	Yes	
Continually confined to a residence, hospital, or institution		No
Transgender People		
US citizens or immigrants who are assigned male at birth and changed their gender to female.	Yes	
Individuals who are born female and have changed their gender to male		No

*Must register within 30 days of release unless already age 26.

NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

****Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S. for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.**

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Source: <https://www.sss.gov/register/who-needs-to-register/>

Registration Requirements for Males 25 and Younger

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website or provide documentation indicating that they are covered by an exception. Males turning 18 while participating in WIOA-funded services, must complete Selective Service registration no later than 30 days after becoming 18 to continue to be eligible for WIOA-funded services. Males between 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOA-funded services until registered.

Registration Requirements for Males 26 Years and Over

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

1. Documentation to support compliance with the Selective Service registration requirement; or
2. Documentation showing that they were not required to register; or
3. If they were required to but did not register, documentation establishing that their failure to register was not knowing and willful.

The service provider who enrolls persons in WIOA Title I funded activities may require that males 26 years and older who failed to comply with the Selective Service registration requirement request a Status Information Letter before making a determination that the failure to register was knowing and willful. Alternatively, an entity may initiate its process to determine if the failure to register was knowing and willful without first having the potential program participant request the Status Information Letter. The second option may be preferable for entities that have time limits for enrolling participants (e.g., persons recently released from incarceration).

Requesting a Status Information Letter

A person may obtain a Status Information letter from Selective Service if he (1) believes he was not required to register; or (2) did register but cannot provide any of the documentation. The Request for Status Information Letter form can be accessed at <https://www.sss.gov/status-information-letter-sil/>. The person will need to describe in detail the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. The documentation must be specific as to the dates of the circumstances.

If the Status Information Letter indicates that the individual was not required to register for the Selective Service, then he is eligible to enroll in services authorized and funded by Title I of the WIOA. **If the Status Information Letter indicates the person was required to but did not register, he is presumed disqualified from participation in WIOA Title I funded activities and services until it can be determined that his failure was not knowing and willful.** All costs associated with grant-funded services provided to non-eligible persons may be disallowed.

Determining Knowing and Willful Failure to Register

If the person was required but failed to register with Selective Service as determined by the Status Information Letter or by his own acknowledgment, the person may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing and willful. The AJC staff that enrolls persons in WIOA Title I funded activities is responsible for evaluating the evidence presented by the person and determining whether the failure to register was knowing and willful.

Evidence presented may include the person's written explanation and supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The person should be encouraged to offer as much evidence and in as much detail as possible to support his case.

The following are examples of documentation that may be of assistance in making a determination in these cases:

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

2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc., concerning reasons for not registering may also be helpful to grantees in making determinations in cases regarding willful and knowing failure to register.

To establish consistency regarding the implementation of the requirement, AJC staff should consider the following questions when determining whether a failure to register is knowing and willful. In determining whether the failure was "knowing", staff should consider:

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

In determining whether the failure was "willful," the authorized organization should consider:

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

If any AJC staff determines it was not a knowing and willful failure, and the person is otherwise eligible, services may be provided. If any AJC staff determines that the evidence shows the person's failure to register was knowing and willful, WIOA services must be denied. Persons denied services must be advised of available WIOA grievance procedures. AJC staff must keep documentation related to evidence presented in determinations related to Selective Service.

Social Security Number

AJC staff must request an individual's SSN for performance reporting purposes, however, AJC staff cannot deny services if an individual chooses not to share their SSN. LWDBs cannot require individuals to disclose an SSN to receive services.

When requesting an SSN, AJC staff must explain, in writing, the authority to request an SSN, the purpose, how the information will be used for understanding outcomes, and the right to decline disclosure. If an individual is hesitant to provide the SSN, AJC staff should explain the state's requirement to maintain confidentiality of the SSN and that the SSN cannot be made public. AJC staff may emphasize that employers will require disclosure of SSNs. If an individual does not disclose their SSN upon program entry, AJC staff may request the SSN at another point during service provision after a greater level of trust has been established.

If an individual fails to provide an SSN, AJC Staff must document in case notes their attempts to obtain the SSN and may identify the individual with an alternate unique identifier known as a pseudo-SSN. AJC Staff may contact Virginia Works for an alternate unique identifier. Individuals with a pseudo-SSN will be included in the outcomes for the performance measures. LWDBs may use supplemental data to

document an individual's entry and retention in employment.

Equal Opportunity Complaint and Grievance Rights Notification

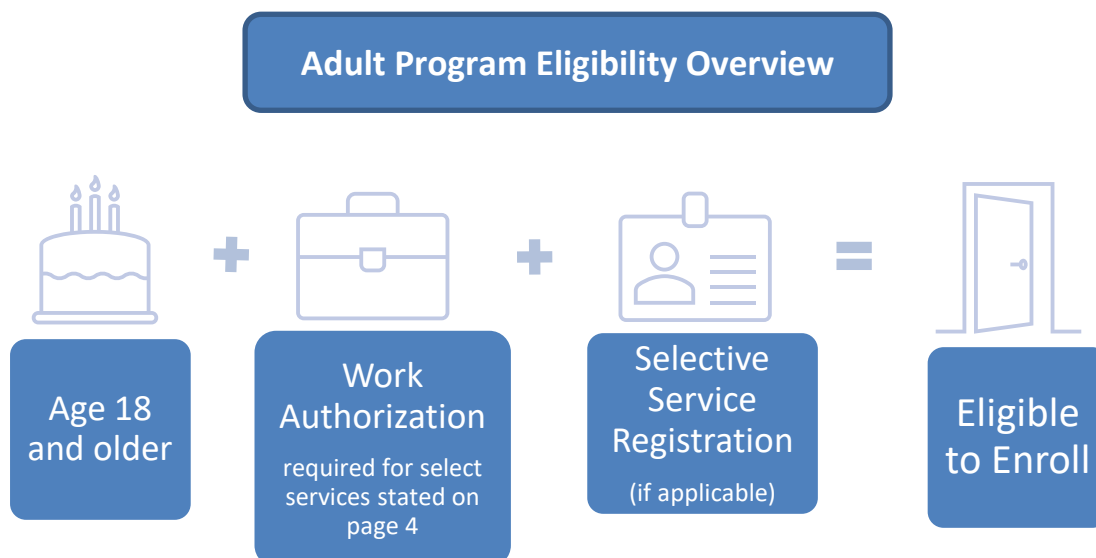
The nondiscrimination and equal opportunity provisions of the WIOA prohibit discrimination against applicants, beneficiaries, and employees on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. (Reference 29 CFR 38.35)

The Equal Opportunity Notice and the Complaint & Grievance local policy must be provided and explained to each employee, applicant, registrant, eligible applicant/registant, employer, and individual so that each individual comprehends the intent of the document. Signed acknowledgment forms for participants must be uploaded into the Virginia Workforce Connection (VaWC).

WIOA Adult Eligibility

Participants in the WIOA Title I Adult program must meet the following eligibility criteria:

- Age 18 or older;
- Authorized to work in the United States (required for select services stated on page 4); and
- Registered for the Selective Service (if required).



WIOA Adult Priority of Service

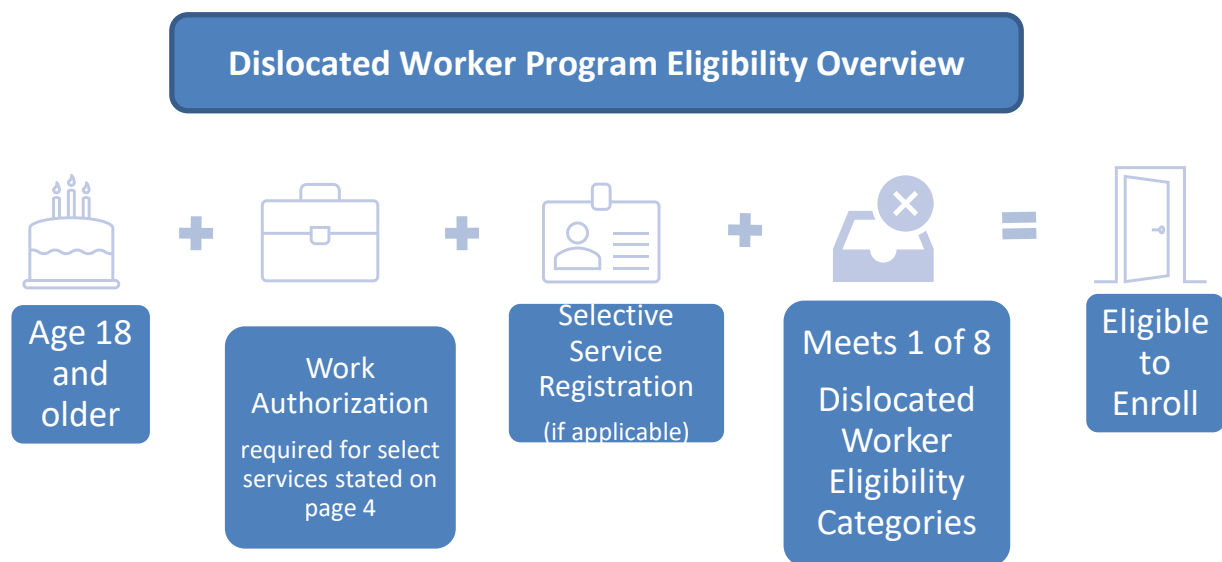
There are no additional eligibility criteria for the Adult Program. However, as required by WIOA 134(c)(3)(E), priority for career and training services funded by and provided through the adult program must be given to veterans and recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and any additional priority of service groups defined by the Governor or Local Workforce Development Board (LWDB). Refer to VBWD Policy 600-01 for additional information.

WIOA Dislocated Worker Eligibility

Participants in the WIOA Title I Dislocated Worker (DLW) program must meet the following eligibility criteria:

- Age 18 or older;
- Authorized to work in the United States (required for select services stated on page 4);
- Registered for the Selective Service (if required); and
- Meet the definition of a dislocated worker as defined at WIOA Sec (3)(15)

A dislocated worker is an individual who has lost their job or has received a layoff notice. WIOA defines a dislocated worker at WIOA Sec 3(15). In the Virginia Workforce Connection (VaWC), eight categories of dislocated workers are identified. See Table 2 Dislocated Worker Eligibility for definitions and documentation requirements for each category.



Additional Guidance for a Dislocated Worker who is currently underemployed

(Reference Table 2 Dislocated Worker Eligibility Dislocated Worker)

Intervening or stopgap employment describes work that an individual accepts, either prior to or during participation in WIOA services, for income maintenance because they have lost the customary work for which their training, experience, and work history qualifies them. Employment is considered

“intervening” or “stopgap” if the salary is substantially below the salary of the individual’s previous occupation and/or if the individual is working substantially under the skill level of their previous occupation (determined at the local level). For example, an individual who was working full time in manufacturing who was laid off but took up a part-time job working in fast food to pay for their bills may be considered a dislocated worker. These cases should be judged on a case-by-case basis to determine if the individual’s previous employment prior to being laid off constitutes their being underemployed.

Underemployed Individuals - may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills, training, and experience;
- Individuals who are employed who meet the definition of low-income in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job’s earnings are not sufficient compared to their previous job’s earnings from their previous employment, per local policy.

Additional Guidance: “Unlikely to Return”

(Reference Table 2 Dislocated Worker Eligibility Dislocated Worker)

For the purposes of WIOA dislocated worker program eligibility, the previous occupation or industry relates directly to the job of dislocation, not the most recent job, if the most recent job is considered intervening or stopgap employment. The job of dislocation is the job that qualifies the individual for one of the dislocated worker definition eligibility categories.

To determine “unlikely to return” to the previous industry or occupation, AJC staff may consider any of the following conditions as evidence that an individual is unlikely to return to the job of dislocation.

AJC staff may determine that an individual is unlikely to return to the job of dislocation by reviewing LMI Data and determining that the individual worked in a declining industry or occupation or that there are limited job openings in the area at the time of application.

AJC staff may determine that an individual is unlikely to return to the job of dislocation by verifying UI Data. An individual who is an “Unemployment Insurance Claimant” and who has been profiled as “likely to exhaust benefits” is to be considered as “unlikely to return”, such as an individual who has been required to attend a Reemployment Services and Eligibility Assessments (RESEA) meeting.

An individual who has been furloughed or temporarily laid off for a minimum of 12 weeks with no return to date provided by the employer may be considered as “unlikely to return.”

AJC staff may also determine that an individual is unlikely to return to the job of dislocation after interviewing and evaluating the individual’s initial program application if AJC staff has determined that any of the following conditions apply:

- The applicant does not have the necessary skills for re-entry into their former occupation.
- The applicant has applied for positions consistent with unemployment insurance qualification requirements in their previous industry/occupation within the six months prior to application and has not been offered suitable employment.

- The applicant is unable to return to previous industry/occupation because of an injury, disability, or other physical limitation as documented by a medical professional.
- The applicant is unlikely to return to the previous industry or occupation due to a change in family circumstances that require higher income.
- Automation of previous job.
- Significant variance to normal seasonal employment patterns, including loss of wages due to a natural disaster.
- Veterans transitioning from the military with a discharge are automatically considered “unlikely to return.”
- Applicant has a poor employment history which indicates a reduced capacity or ability to be re-employed in the former industry or occupation.
- Applicant has circumstances that cause significant barriers to employment which may include justice-involved, homeless, basic skill deficient, limited English proficiency, older worker (55+), or lack of necessary skills to become re-employed due to current requirements of the industry or occupation.

Additional Guidance: Reemployment Services and Eligibility Assessment (RESEA), Trade Adjustment Assistance (TAA), and Dislocated Worker Eligibility

Eligibility for Trade Adjustment Assistance (TAA) and/or Reemployment Services & Eligibility Assessments (RESEA) satisfies the Dislocated Worker criteria. The individual must be determined eligible for these programs but does not necessarily need to be enrolled in the respective program to be considered a Dislocated Worker.

Additional Guidance: “General Announcement”

(Reference Table 2 Dislocated Worker Eligibility Dislocated Worker)

The following guidance is provided for “a general announcement” of a plant closing under WIOA Sec 3 (15) (B) (ii). A general announcement is a process by which a plant, facility, or enterprise makes the general public aware of its permanent closure. The announcement should include a projected closure date and should be verifiable. A general announcement may be made through any of the following:

- Newspaper or other publication indicating the facility, plant, or enterprise is closing;
- Television story or other media with a story about the closure;
- Signage on the business indicating the closure of the facility;
- Chamber of Commerce or other business organization information on closure; or
- WARN notice.

Additional Guidance: “unemployed as a result of general economic conditions in the community where the individual resides or because of natural disasters.”

(Reference Table 2 Dislocated Worker Eligibility Dislocated Worker)

The following guidance is provided for “unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” to determine the eligibility of

self-employed individuals, including family members and farm workers or ranch hands, under WIOA sec. 3 (15) (C):

Any of the following conditions would qualify as a self-employed individual, including family members and farm workers or ranch hands, as *“unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters”*:

- Failure of one or more businesses to which the applicant supplied a substantial proportion of products or services.
- Failure of one or more businesses from which the applicant obtained a substantial proportion of products or services.
- Substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the State or local economy.

Dislocated Worker Veterans Priority

Veterans and eligible spouses enrolled in the Dislocated Worker Program receive priority over all other participants for Dislocated Worker services in accordance with federal law and state policies. The Adult Priority of Service requirements do not apply to the Dislocated Worker Program. Refer to VBWD Policy 600-01 for additional information.

WIOA Title I Youth Eligibility

The WIOA Youth program provides a comprehensive array of youth services that focus on assisting Out-of-School Youth (OSY) and In-School Youth (ISY) with one or more barriers to employment to prepare for postsecondary education and employment opportunities, attain educational and/or skills training credentials, and secure quality employment. All youth are classified as either Out-of-School or In-School at the point of registration.

Out-of-School Youth (OSY) Eligibility

An individual is eligible to participate in the Out-of-School (OSY) program under the following eligibility guidelines:

- Authorized to work in the United States (required for select services stated on page 4);
- Registered for the Selective Service (if male and born after December 31, 1959, and has reached 18 years of age);
- Between the ages of 16 and age 24;
- Not attending any school; and
 - Attending Title II-funded Adult Education and Literacy, Job Corps, YouthBuild activities, high school equivalency programs, or dropout re-engagement programs are not recognized by DOL as schools. Participants in these activities are considered Out-of-School.
 - Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public K-12 school system that are classified by the school as still enrolled in school are considered In-School Youth.
 - Youth that are only attending non-credit-bearing postsecondary classes are considered OSY (TEGL 21-16).

- If a youth is enrolled in the WIOA Youth program during the summer and is in between school years, the youth is considered an ISY if they are enrolled to continue school in the fall. “However, if a youth graduates high school and registers for postsecondary education, but does not ultimately follow through with attending postsecondary education, then such youth would be considered as OSY if the eligibility determination is made after the point that the youth decided not to attend postsecondary education” (TEGL 21-16 p2). During the enrollment process, if a youth states that they do not intend to begin postsecondary education that they have registered for, the youth may be enrolled as an OSY.

(References 20 CFR 681.230 and 20 CFR 681.240)

- Has at least one eligibility barrier to employment; this may also be referred to as a “Youth Condition.” The WIOA barriers to employment include:
 - A school dropout
 - Supposed to be in school but did not attend the last calendar quarter (see Code of Virginia definition of compulsory attendance below)
 - Low-income high school graduate and is an individual who is basic skills deficient or an English language learner
 - Offender
 - Homeless or runaway
 - Foster child or aged out of foster system
 - Pregnant or parenting
 - Individual with disability
 - Low-income individual who needs additional assistance to enter or complete an education program or to secure or hold employment (as defined by LWDB).

(Reference 20 CFR 681.210)



AJC staff are highly encouraged to record all applicable barriers as the barriers will impact the service delivery and the local area’s statistical adjustment model for performance.

Code of Virginia definition of compulsory school attendance: The compulsory age of attendance in Virginia is 18, with limited exceptions for youth between the ages of 16 and 18 who have obtained a

high school diploma or its equivalent or if the youth is housed in an adult correctional facility and is pursuing a high school diploma equivalency. (Reference Virginia Code Section 22.1-254)

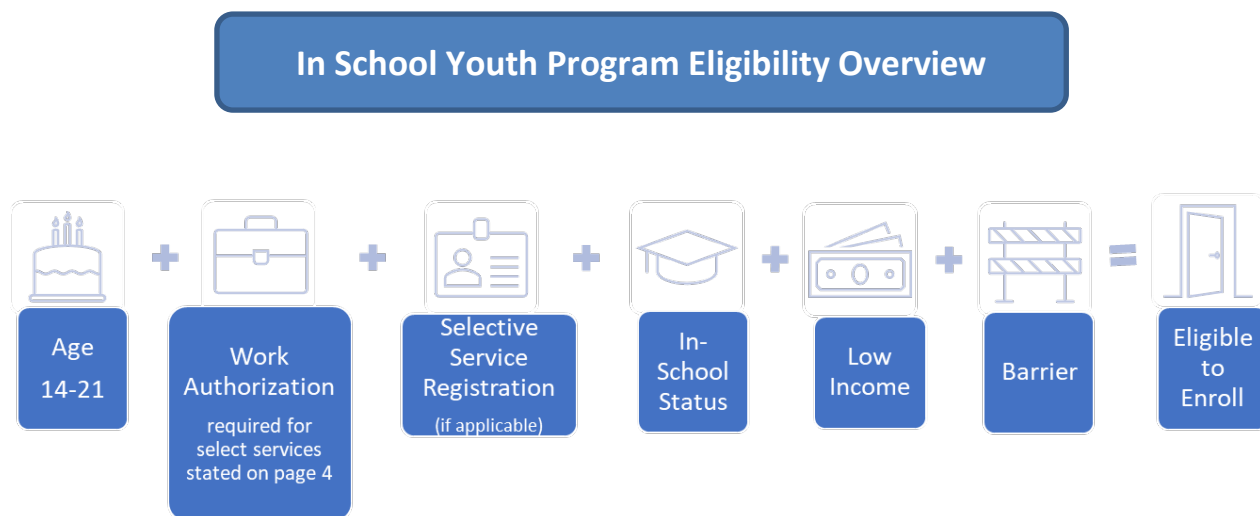
See Table 3 Out-of-School Youth Requirement for documentation requirements for each eligibility criteria.

In-School Youth (ISY) Eligibility

An individual is eligible to participate in the In-School (ISY) program under the following eligibility guidelines:

- Authorized to work in the United States;
- Registered for the Selective Service (if male and born after December 31, 1959, and has reached 18 years of age);
- Between the ages of 14 to 21;
- Attending school;
- Low-income; **and**
- Has at least one eligibility barrier to employment; this may also be referred to as a “Youth Condition”. The WIOA barriers to employment include:
 - Basic skills deficient
 - English Language Learner
 - Offender
 - Homeless or runaway
 - Foster child, or aged out of foster system
 - Pregnant or parenting
 - Individual with a disability
 - Individual who needs additional assistance to enter or complete an education program or to secure or hold employment (as defined by LWDB).

(Reference 20 CFR 681.220)



AJC staff are highly encouraged to record all applicable barriers as the barriers will impact service delivery and the local area's statistical adjustment model for performance.

See Table 4 for ISY documentation requirements for each eligibility criteria.

Exceptions and Limitations

Up to 5% of people in a barrier category that requires low-income may be over-income. This includes all ISY and the two OSY barriers that require low-income. For additional guidance and requirements see VWL 16-12.

No more than 5% of ISY may be made eligible under the "Needs Additional Assistance" barrier category. For additional guidance and requirements see VWL 16-11.

Signature Requirements for Youth Eligibility Documents

Any youth aged 17 and younger must have a legal guardian sign all eligibility forms including the grievance and EO forms. Legal guardian signatures are not required on programmatic forms (i.e. Individual Service Strategy) after enrollment. If collecting a legal guardian signature is creating an administrative barrier, please contact Virginia's State Youth Program Coordinator for assistance.

Low-Income Determination

A low-income individual is an individual who meets at least one of the following criteria:

1. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families (TANF) program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income (SSI) program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
2. is in a family with total family income that does not exceed the higher of—
 - a. the poverty line; or
 - b. 70 percent of the lower living standard income level (LLSIL);
Annually Virginia Works will issue a Virginia Workforce Letter that establishes the poverty guidelines and the 70% lower living standard income levels in July.
3. is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 H. R. 803—12 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
4. receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

When a school does not use individual eligibility criteria to determine who is eligible for free or

reduced-price lunch, whole school receipt of free or reduced-price lunch cannot be used to determine WIOA low-income status for ISY. In schools where the whole school automatically receives free or reduced-price lunch, WIOA programs must base low-income status on an individual student's eligibility to receive free or reduced-price lunch or on meeting one of the other low-income barriers.

5. is a foster child on behalf of whom State or local government payments are made; or
6. is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement. [Act 3(36)]
7. lives in a high-poverty area based on US census tract.

See Table 7 Low-Income for documentation requirements for each low-income category.

Low-income determination applies to:

- ISY: All ISY must be low-income unless they are served under the 5% exception rule (see relevant VWL 16-12).
- OSY: Only applicable to OSY with the barrier "*Low-Income High School Graduate who is Basic Skills Deficient or an English Language Learner*" or the barrier "*Youth Who Requires Additional Assistance*".
- Adult program participants to determine priority of service.

Family Size and Income

To determine whether an individual meets the criteria for low-income based on poverty line or LLSIL, it is necessary to consider family size and family income. Proof of income for all family members must be obtained and documented. To assist AJC Staff in determining if an individual is in a low-income family, AJC staff **must use** Attachment D: WIOA Income Calculation Worksheet. AJC Staff must use the current VWL establishing the poverty guidelines and the 70% lower living standard income levels which is updated annually in July.

Determining Family Size:

The term Family means two or more persons related by blood, marriage (including same-sex marriage) or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- a married couple, and dependent children.
- a parent or guardian and dependent children.
- a married couple.

WIOA does not define dependent. Refer to IRS 26 U.S.C. 152 for the definition of dependent.

In general, a dependent means a qualifying child that meets the following criteria:

- Bears a relationship to the taxpayer (child of taxpayer)

- Has the same principal residence as the taxpayer for more than half of the year
- Has not attained the age of 19 as of the close of the calendar year or is a student who has not attained the age of 24 as of the close of the calendar year (definition of student is also available at IRS 26 U.S.C. 152)
- Who has not provided over half of their own support for the calendar year
- Who has not filed a joint return

Family of One: Under the following circumstances the individual may be classified as a family of one:

- Any individual with a documented disability
- A single, widowed, permanently separated, or divorced person without one or more dependent children living in a single residence with that individual, and who is not a dependent child.
- A foster child on behalf of whom state or local government payments are made
- A runaway youth who is separated from the family
- An emancipated or court-adjudicated youth who is separated from the family
- A youth aged 19 who is NOT in school though may still be living at home and is not being claimed as a dependent under “qualifying relative”.

Income Inclusions and Exclusions

To determine what income to include or exclude and how to calculate a family’s annualized income, Virginia is following the guidance provided through TEGl 18-16, change 1 Attachment 1.

Inclusions to Family Income	Exclusions from Family Income
• Gross Wages (before tax) • Self-employment income • Other income such as interest, dividends, rental income, regular income from insurance policy annuities, union fund strike benefits, disability insurance, receipts from estates or trusts, winnings from contests and/or lotteries, and other taxable income • Social Security • Unemployment and workers’ compensation • Regular contributions for support (alimony and child support) • Non-social security retirement, disability, or death benefits • Student grants (non-needs based) • Pensions	• Military pay • Veteran payments (education, disability, death) • Foster Care payments • Any cash payment under a federal state, or local income-based public assistance program such as TANF, RCA • Supplemental Security Income (SSI) • Allowance, earnings, and payments to individuals participating in programs under WIOA Title I • Student financial assistance (need-based)

Income Calculation Methods

In calculating the annualized income, staff must determine the average six months gross earnings and multiply by 2. AJC staff will then need to compare the applicant’s family income and family size to the poverty line or 70% LLSIL. Local areas must utilize one of the following methods to calculate the Annualized Family Income and document what method was used to determine income.

Straight Pay/Salary Method: Use this method for individuals who have pay stubs or other source documentation covering the most recent 6 months of their family's wages. AJC staff should use this method when there is little or no variation in the wages or salaries for any of the paystubs submitted for income verification. To calculate an individual's annual income based on wages or salaries, first multiply the gross pay by the number of pay periods in the six-month determination period. Next, multiply the result by two to determine the annual wages or salaries.

Example: Five pay stubs are provided indicating gross wages of \$772 each. The pay frequency is biweekly (13 times in six months) ($\$772 \times 13 = \$10,036$) $\times 2 = \$20,072$

Average Pay Method: Use this method for individuals who have pay stubs or other source documentation which show variation in the individual's wages. The variations may be due to result of overtime, lost time, or changing careers. Total the gross earnings of all the pay stubs or bank statements and divided the result by the number of pay stubs. The result will be the average gross earnings per pay period. Determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.

Example: Six monthly pay stubs are submitted with variations in the gross earnings. Add the six pay stubs: $\$534 + \$475 + \$398 + \$534 + \$498 + \$534 = \$2,973$

Divide \$2973 by 6 = \$495.50 = Average Gross Earnings

Multiple $\$495.50 \times 26 = \$12,883$ (income for 6 months)

Multiple $\$12,883 \times 2 = \$25,766$ (annual income)

Intermittent Work Method: Use this method for individuals who have irregular income or are self-employed. In circumstances where the individual does not have steady work, AJC staff should ask the individual to supply as many pay stubs or other source documentation as possible. To determine average gross wages, uses the individual's income from the prior month. When using the Intermittent Work Method, the individual must explain missing pay stubs and non-work periods during the prior 6 months. AJC staff should total all wages for the prior six-month period and multiply the result by two, to annualize the wage income.

No Documented Income: If the individual reports no income or undocumented income, they may self-attest.

Documentation, Verification, and Self-Attestation

States are required to submit individual participant records that include information on demographics, services received, and resulting outcomes. To meet this requirement, verified participant information must be entered into the state's case management system accurately and timely.

Program eligibility must be verified through the collection of documentation that confirms general WIOA eligibility, any additional Dislocated Worker eligibility, and Youth eligibility. Eligibility documentation must be maintained in the state's case management system. Virginia Works will follow the USDOL guidance (TEGL 23-19) on which customer data elements are validated and the source documentation required to validate those data elements.

Self-attestation, also referred to as a participant statement or self-certification, occurs when a

participant declares their status for eligibility in writing or via an electronic or digital method. The key elements for self-attestation are that the participant identifies their status for permitted data elements and the participant signs and dates a form attesting to this self-identification. AJC Staff must retain documentation on the required state self-attestation form (Located in Attachment A and B of this VWL) in the VaWC, please note participant electronic signatures are acceptable.

Where self-attestation is listed as an option for source documentation in TEGL 23-19, Change 2, Attachment II, the lack of source documentation beyond self-attestation must not delay or prevent enrollment and receipt of services in a program. Self-attestation is an acceptable source of documentation for almost all program elements related to WIOA eligibility. Self-attestation is not accepted as source documentation to verify selective service, work authorization, or basic skills deficiency. While other documentation sources are preferred, self-attestation is an important option for individuals with barriers to obtaining eligibility and reporting documents and ensures individuals can equitably access services.

Once enrolled, local areas may assist the participant in obtaining the required documents (birth certificates, ID cards, etc.) through the use of supportive service funds, as these documents are likely needed for employment and training-related activities. Local areas must update local policies to reflect the use of self-attestation as acceptable eligibility documentation.

Case Notes

Case notes provide a fact-based description of a participant's interaction with AJC staff. Case notes have many purposes, including documenting the following:

- program eligibility,
- services needed, offered, and provided,
- progress toward the goals and objectives of the Individualized Employment Plan (IEP) or Individual Service Strategy (ISS),
- training progression,
- programmatic goals achieved,
- information and ideas that have been discussed with the participant, and
- information obtained from partners that do not use the VaWC.

Good case notes provide a story that can be used by any workforce staff to understand what is happening with the participant. Case notes should be objective, concise, and completed as soon as possible but no later than **14 business days** from when the service or activity was provided per VWL 20-07 Change 2 VaWC and Electronic Case Files. Case notes should begin at intake and continue throughout case management, training, and follow-up services.

Case notes are part of the individual's permanent record and will be reviewed by local and state monitors. Participants have a right to receive copies of case notes if requested and are subject to the Freedom of Information Act (FIOA).

Case Notes Must:

- Be concise and stated in simple and clear language;
- Be fact-based, objective, and accurate and describe the service or interaction;

- Include a contact date that must reflect the dates that the service or conversation occurred, even if the case note is entered late;
- Include a begin and/or end date for services provided;
- Reflect the outcome of the interaction and the planned next steps including a timeline.
- When using case notes, AJC Staff should label the case note to describe the comment within the case note to assist AJC staff in locating pertinent case notes quickly. For example, a case note regarding an eligibility document should be labeled “Eligibility”. A case note regarding Employment Verification should be labeled “Employment Verification.” Do not title a case note “case note.”
- Case note templates must be updated to be specific to the participant.
- **Not** include medical information, information related to a disability, or any other PPI.

Safeguarding Protected Information Requirements

All workforce staff must access, maintain, and store participant information in a manner that ensures confidentiality in accordance with all federal and state guidance related to confidentiality and the handling of protected information.

Table 1 General Eligibility for Adult, Dislocated Worker, and Youth

Criteria	Source Documentation
Age/Date of Birth <i>Data Element 200</i> References 20 CFR 680.120 20 CFR 681.210 20 CFR 681.220	One source document from the following list: • Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local, or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Work Authorization Reference: WIOA 188(a)(5)	Acceptable Documentation is located on the Employment Eligibility Verification page of the I-9 Form. https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents • One verification document from List A of the I-9 Form • One verification document from List B and one verification document from List C of the I-9 Form For assistance in interpreting I-9 Forms AJC staff may use either of the following resources:

	- U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements (SAVE) System: https://www.uscis.gov/save - E-Verify is an internet-based system that compares information on an I-9 form to records available to the US Department of Homeland Security and the Social Security Administration to confirm employment eligibility. E-Verify may be used as a data validation tool. https://www.e-verify.gov/ A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Selective Service References WIOA 189(h) TEGL 11-11, Change 2	For those required to register for Selective Service (see Selective Service Section for additional information) one source document from the following list: - Selective Service Acknowledgement letter - Form DD-214 "Report of Separation" - Screen printout of the Selective Service Verification site: https://www.sss.gov/verify/ - Selective Service Registration Card - Selective Service Verification Form (Form 3A) - Stamped Post Office Receipt of Registration - Selective Service Telephone Verification (847) 688-6888-verifier must complete and sign telephone verification form For individuals who did not register with the Selective Service System by their 26th birthday or who believe they were exempt from registering both source documents from the following list: - Status Information Letter https://www.sss.gov/verify/sil/ AND - Self-attestation-signed statement that explains why the individual's failure to register was not knowing and willful. A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Social Security Number	Social Security Numbers (SSNs) are not required for eligibility determination. However, AJC staff must request an individual's SSN for performance reporting purposes. AJC Staff may contact Virginia Works for an alternate unique identifier if an individual fails to provide an SSN. One source document from the following list:

	• DD-214 • Employment Records • Social Security Benefits • Social Security Card • W-2 Form • Other federal or state identification or letter that displays the SSN • Self-attestation A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Equal Opportunity (EO) and Complaint & Grievance Rights	A copy of the Equal Opportunity Notice and the Complaint & Grievance local policy must be provided to each employee, applicant, registrant, eligible applicant/registant, employer, and individual. Signed acknowledgement forms must be uploaded into the VaWC.

Table 2 Dislocated Worker Eligibility

To be eligible as a Dislocated Worker, an individual must meet the WIOA General Eligibility Criteria in Table 1 **and** one of the categories in Table 2.

VaWC Category	Definition	Source Documentation
Terminated or Laid Off (Eligible or Exhausted UI) Category 1 Must meet eligibility in section i, ii, and iii.	An individual who: Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; including separation notice form active military service (under other than dishonorable conditions) and	One source document from the following list: - Layoff notice or termination notice from employer - Telephone verification from Employer - Verification from Employment Agency or Prospective Employer - Certification of Expected Separation - DD-214, form 4 with any discharge reason (except dishonorable or retired) - Rapid Response List - RESEA Referral A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
	Is eligible for or has exhausted entitlement to unemployment compensation; and <i>Data Element 401</i>	One source document from the following list: - UI Documents or printout that demonstrates applicant is eligible for UI, has exhausted UI benefits or does not work for a covered employer - Case Note of UI verification from local Virginia Works Wagner-Peyser staff (must note Wagner-Peyser staff contact name and date of verification) - Cross-Match state UI or MIS database - RESEA Referral A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.

	iii. <i>Is unlikely to return</i> to a previous industry or occupation	One source document from the following list: A. LMI Data Verified • The applicant worked in a declining industry or occupation as documented on a list developed by the state or local area. • There are limited job openings in the area at the time of application. B. UI Data Verified • An applicant who is an “Unemployment Insurance Claimant” and who has been profiled as “likely to exhaust benefits” is to be considered as “unlikely to return”, such as an individual who has been required to attend a Reemployment Services and Eligibility Assessments (RESEA) meeting. • An applicant who has been furloughed or temporarily laid off for a minimum of 12 weeks with no return to date provided by the employer. C. Data Verified in Eligibility Case Note • The applicant does not have the necessary skills for re-entry into his/her former occupation. • The applicant has applied for positions, consistent with unemployment insurance qualification requirements, in their previous industry/occupation within the six months prior to application and has not been offered suitable employment. • The applicant is unable to return to previous industry/occupation because of an injury, disability, or other physical limitation as documented by a medical professional. • The applicant is unlikely to return to the previous industry or occupation due to a change in family circumstances that require higher income. • Automation of previous job. • Significant variance to normal seasonal employment patterns, including loss of wages due to a natural disaster. • Veterans transitioning from the military with a discharge that is anything other than dishonorable, are automatically considered “unlikely to return.”
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		• Applicant has a poor employment history which indicates a reduced capacity or ability to be re-employed in the former industry or occupation. • Applicant has circumstances that cause significant barriers to employment which may include justice-involved, homeless, basic skill deficient, limited English proficiency, older worker (55+), or lack of necessary skills to become re-employed due to current requirements of the industry or occupation. A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Terminated or Laid Off, Not Eligible for UI Category 2 Must meet eligibility in section i, ii, and iii.	An individual who: i. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; <u>and</u>	One source document from the following list: • Layoff notice or termination notice from employer • Telephone verification from Employer • Verification from Employment Agency or Prospective Employer • Certification of Expected Separation • DD-214, form 4 with any discharge reason (except dishonorable or retired) • Rapid Response List A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
	ii. Has been employed for a duration long enough to demonstrate to the appropriate entity at a one-stop center referred to in section WIOA 121(e), attachment to the workforce but is not eligible for unemployment compensation due to either insufficient earnings <u>or</u> having performed services for an employer that was not covered under a state unemployment compensation law; <u>and</u>	One source document from the following list: • UI Document or printout that demonstrates applicant is eligible for UI, has exhausted UI benefits, or does not work for a covered employer • Case Note of UI verification from local Virginia Works Wagner-Peyser staff (must note Wagner-Peyser staff contact name and date of verification) • Cross-Match state UI or MIS database A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into

		VaWC.
	iii. Is <i>unlikely to return</i> to a previous industry or occupation.	One source document from the following list: A. LMI Data Verified • The applicant worked in a declining industry or occupation as documented on a list developed by the state or local area. • There are limited job openings in the area at the time of application. B. UI Data Verified • An applicant who is an “Unemployment Insurance Claimant” and who has been profiled as “likely to exhaust benefits” is to be considered as “unlikely to return”. • An applicant who has been furloughed or temporarily laid off for a minimum of 12 weeks with no return to date provided by the employer. C. Data Verified in Eligibility Case Note • The applicant does not have the necessary skills for re-entry into his/her former occupation. • The applicant has applied for positions, consistent with unemployment insurance qualification requirements, in their previous industry/occupation within the six months prior to application and has not been offered suitable employment. • The applicant is unable to return to previous industry/occupation because of an injury, disability or other physical limitation as documented by a medical professional. • The applicant is unlikely to return to the previous industry or occupation due to a change in family circumstances that require higher income. • Automation of previous job. • Significant variance to normal seasonal employment patterns, including loss of wages due to a natural disaster.

		• Veterans transitioning from the military with a discharge that is anything other than dishonorable, are automatically considered “unlikely to return.” • Applicant has a poor employment history which indicates a reduced capacity or ability to be re-employed in the former industry or occupation. • Applicant has circumstances that cause significant barriers to employment which may include justice-involved, homeless, basic skill deficient, limited English proficiency, older worker (55+), or lack of necessary skills to become re-employed due to current requirements of the industry or occupation. A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Permanent closure or Substantial Layoff Category 3	An individual who: 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, military installation or enterprise;	One source document from the following list: • Certification of Expected Separation • Letter from employer • Media announcement with employment verification • Telephone verification with employer • Layoff notice • Trade Certification or Trade Eligibility • Public Notice as determined by State’s Rapid Response Coordinator with proof of previous employment verification • WARN Notice to Individual with separating employer • WARN Notice to Labor Union which represents worker A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
General Announcement that facility will close Category 4	- Is employed at a facility at which the employer has made a <i>general announcement</i> that such facility will close within 180 days; or - For purposes of eligibility to receive services other than training services described in section 134(c)(3),	One source document from the following list: • Verification from media source and employment verification • Employer verification (letter, notice, phone) A copy of source documentation or Attachment C WIOA Title I Telephone

	career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close.	Verification and Document Inspection Form must be uploaded into VaWC.
Self-Employed Category 5	An individual who: i. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed <i>as a result of general economic conditions</i> in the community in which the individual resides or because of natural disaster.	One source document from the following list to establish self-employed: • IRS Forms-Business tax return • Business License • Articles of incorporation • Other legal document which shows self-employment A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC. <u>AND</u> One source document from the following list to establish unemployed as a result of general economic conditions: • Bank records indicating outstanding loans or inability to obtain loans • Chapter 7 Bankruptcy published in newspaper (date must be shown or letter from trustee of bankruptcy court) • Chapter 11 Bankruptcy published in newspaper (date must be shown or letter from trustee of bankruptcy court) • Statement of Failure of business supplier • Statement of Failure of business customer • Federal/State Declaration of Disaster • Self-Attestation that the individual was self-employed and is now unemployed as the result of general economic conditions or natural disaster • Copy of media article or announcement describing the closure, article must include publication date A copy of source documentation or Attachment C WIOA Title I Telephone

		Verification and Document Inspection Form must be uploaded into VaWC.
Displaced Homemaker Category 6 Must meet eligibility in section i or ii and iii.	A displaced homemaker is an individual who: i. A displaced homemaker is an individual who has been providing unpaid services to family members in the home <u>and</u> has been dependent on the income of another family member but is no longer supported by that income; <u>or</u>	One source document from the following list: • Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Individual Employment Plan • Self-Attestation A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
	ii. Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; <u>and</u> iii. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	One source document from the following list to establish spouse of a member of the Armed Forces: • DD-214 • Armed Forces issued dependent identification card--showing client is the spouse of an Active-Duty Service Member • Military record of deployment • Spouse's Permanent change of station orders for a military move or assignment • Documentation certifying a service-connected death or disability A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.<u>AND</u>

		One source document from the following list to establish unemployed or unemployed: • Wage Record or employer statement • Needs assessment • Unemployment Insurance Records A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Spouse of an Armed Forces Member Category 7	An individual who: i. Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member,	One source document from the following list to establish spouse of a member of the Armed Forces: • Permanent Change of Station (PCS) orders authorization dependent travel • Military Dependent ID Card • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active-duty service A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC. <u>AND</u> One source document from the following list to establish loss of employment: • Employment verification (previous, current, or prospective depending on employment status) • Job Search Verification • Pay stub • Public Assistance Records • Unemployment Insurance Records A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.

Spouse of an Armed Forces Member Category 8	An individual who: Is the spouse of a member of the Armed Forces on active duty <u>and</u> who is experiencing difficulty in obtaining or upgrading employment.	One source document from the following list to establish spouse of a member of the Armed Forces: • Permanent Change of Station (PCS) orders authorization dependent travel • Military Dependent ID Card • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active-duty service A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC. <u>AND</u> One source document from the following list: • Employment verification (previous, current or prospective depending on employment status) • Job Search Verification • Pay stub • Public Assistance Records • Unemployment Insurance Records • Needs Assessment A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
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Table 3 Out-of-School Youth Requirements

A youth participant must meet the WIOA General Eligibility Criteria in Table 1 and the eligibility criteria for OSY.
General Eligibility Criteria includes selective service registration, authorization to work, and age.

Criteria	Definition	Source Documentation
Age <i>Data Element 200</i>	Between the ages of 16 and 24.	See “Age/Date of Birth” Criteria in Table 1 General Eligibility.
School Status <i>Data Element 409</i>	An Out-of-School youth is not attending any secondary or postsecondary school. The youth may attend Title II Adult Education courses, YouthBuild Programs, Job Crops, high school equivalency programs that are NOT funded by the public K-12 school system, and dropout re-engagement programs. School status is determined at the time of program enrollment. Reference 20 CFR 681.230, 20 CFR 681.240, TEGL 21-16	One source document from the list: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC.
Barrier	All Out-of-School Youth must have at least one documented barrier, also referred to as a condition. All applicable eligibility barriers should be documented to inform the statistical adjustment model for performance.	See Table 5 Barriers to Education and Employment

Table 4 In-School Youth Requirements

A youth participant must meet the WIOA General Eligibility Criteria in Table 1 and the eligibility criteria for ISY. General Eligibility Criteria includes selective service registration, authorization to work, and age.

Criteria	Definition	Source Documentation
Age <i>Data Element 200</i>	In-school Youth must be between 14 and 21 years of age. Exception for youth with disabilities: Youth with disabilities who have an Individualized Education Program (IEP) may be enrolled as ISY until the age of 21 because Virginia allows youth with disabilities to be served by the K-12 public school system if the individual has not reached their 22nd birthday before September 30.	See “Age/Date of Birth” Criteria in Table 1 General Eligibility.
School Status <i>Data Element 409</i>	Must be attending school (secondary or postsecondary). School status is determined at the time of program enrollment. Reference 20 CFR 681.230, 20 CFR 681.240, TEGL 21-16	One source document from the list: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Low-Income <i>Data Element 802</i>	Every In-school Youth must be low-income to meet In-School Youth eligibility criteria, except those who fall under the low-income exception. Low-income exception: The 5% low-income exception under WIOA is calculated based on the 5% of youth enrolled in a given program year who would ordinarily be	See Table 6 Low-Income

	required to meet the low-income criteria. Reference 20 CFR 681.250(b), TEGL No. 8-15, TEGL No. 21-16, and VWL 16-12.	
Barrier	All In-School Youth must have at least one documented barrier, also referred to as a condition. All applicable eligibility barriers should be documented to inform the statistical adjustment model for performance.	See Table 5 Barriers to Education and Employment

Table 5 Barriers to Education and Employment

The Barriers to Education and Employment are an eligibility criteria for the Youth OSY and ISY program. Barriers may also be referred to as a condition.

Barrier	Definition	Source Documentation
Basic Skills Deficient <i>Data Element 804</i>	The individual has an English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; <u>or</u> The individual is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. Reference WIOA 3(5)(B) and 20 CFR 681.290	One source document from the list: • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Case note titled "Eligibility" describing assessment results to establish basic skills deficiency A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
A high school dropout <i>Data Element 409</i>	A school dropout is an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. An individual who has dropped out of postsecondary education is not a "school dropout" for purposes of youth eligibility. Reference WIOA Section 3 (54)	One source document from the list: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case note titled "Eligibility" to include status of criteria, date information obtained, and name of AJC Staff who obtained information • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Compulsory Attendance <i>Data Element 409</i>	Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter Reference 20 CFR 681.210(c)(2)	One source document from the list: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records

		- Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information - Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Low-Income Data Element 802 High School Graduate Data Element 407 who is: Basic Skills Deficient Data Element 804 <u>or</u> an English Language Learner Data Element 803	The individual is a recipient of a secondary school diploma or its recognized equivalent AND Is low-income AND Is either basic skills deficient <u>or</u> an English language learner. English Language Learner: The individual has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Reference WIOA Section 203 (7)	Low-Income - See Table 6 Low-Income for low-income documentation requirements A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC. AND One source document from the list: High School Graduate - Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) - Intake Application or Enrollment Form - Electronic Records - Case notes titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. - Self-Attestation AND One source document to establish Basic Skills Deficient or English Language Learner: Basic Skills Deficient - Assessment Test Results - Applicable Records from Education Institution

		(transcripts, academic assessments, or other school documentation) • Case notes <u>OR</u> English Language Learner • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Service Strategy • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Self-Attestation • ESL Provider Verification (VA) A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Offender <i>Data Element 801</i>	An offender is an adult or juvenile who is or has been subject to the juvenile or adult justice system and for whom services may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. Reference WIOA 3(38) and 20 CFR 688.120	One source document from the list: • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Intake Application or Enrollment Form • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application • Self-Attestation

		A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Homeless Individual <i>Data Element 800</i>	Homeless is defined as an individual who lacks a fixed, regular, and adequate nighttime residence; and includes an individual who: • Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason • Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations • Is living in an emergency or transitional shelter; • Is abandoned in a hospital; or • Is awaiting foster care placement; or • Is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or • Is living in cars, parks, public spaces, abandoned budlings, substandard housing, bus or train stations, or similar settings. Reference 20 CFR 688.120; 20 CFR 681.210 and TEGL 19-16 Attachment III (Also automatically considered low-income)	One source document from the list: • Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Individual Service Strategy • A letter from caseworker or support provider • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Foster Child or Aged out of Foster System <i>Data Element 704</i>	The applicant is an individual 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, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement. Reference 20 CFR 681.210	One source document from the list: • Written Confirmation from Social Services Agency • Case notes titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy

	(Also automatically considered low-income)	• Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC.
Pregnant or Parenting <i>Data Element 701</i>	If the applicant is a person who is either under 25 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under 18. Males do not qualify for this barrier until the birth of the child. Reference 20 CFR 681.210	One source document from the list: • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy • Case notes titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Individual with a Disability <i>Data Element 202</i>	The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) Also referenced in Low-Income Guidelines	One source document from the list: • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) Record • Self-Attestation A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Youth Who Needs Additional Assistance (must also be low-income) <i>Data Element 702</i>	Youth who requires additional assistance to enter or complete an education program, or to secure and hold employment as defined by LWDB policy. The Youth must also be low-income. LWDBs are responsible for local definitions and eligibility documentation requirements for “requires additional assistance” for both ISY and OSY.	One source document from the list: Youth Who Needs Additional Assistance See local policy on definition. • Intake Application or Enrollment Form • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Needs Assessment

	No more than 5% of ISY enrolled in a given program year may be found eligible based solely on meeting this category. Reference 20 CFR 681.310(b)	• Individual Service Strategy • Self-Attestation A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC. <u>AND</u> low-income See Table 6 Low-Income for documentation requirements A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
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Table 6 Low-Income Eligibility Criteria Family Size

Family Size	Source Documentation
The term Family means two or more persons related by blood, marriage (including same-sex marriage) or decree of court, who are living in a single residence, and are included in one or more of the following categories: • a married couple, and dependent children. • a parent or guardian and dependent children. • a married couple. Reference 20 CFR 675.300	One source document from the list: • WIOA Statement of Family Size/Family Income on an application, intake form, or income calculation worksheet A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.

Table 7 Low-Income

Low-Income (Data Element 802)

To be eligible as low-income, an individual must meet one of the criteria below. An individual's family size must be determined before making a low-income determination. Documentation should be provided for all income sources for each family member for the six-month income period immediately preceding the determination date.

Criteria	Definition	Source Documentation
TANF <i>Data Element 600</i>	The individual receives (or in the past six months has received) or is a member of a family that receives (or in the past 6 months has received) assistance through the Temporary Assistance for Needy Families (TANF). *automatically considered low-income	One source document from the list: • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
SNAP <i>Data Element 603</i>	The youth or the youth's family receives or in the past six month has received assistance through the Supplemental Nutrition Assistance Program (SNAP). *automatically considered low-income	One source document from the list: • SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Supplemental Security Income (SSI) <i>Data Element 602</i>	The youth or the youth's family receives or in the past six month has received assistance through Supplemental Security Income (SSI). *automatically considered low-income	One source document from the list: • SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Other Public Assistance	The youth or the youth's family receives or in the past six month has received assistance other state or local government income-based public	One source document from the list: • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check

<i>Data Element 604</i>	assistance such as Refugee Cash Assistance Receipts or Social Security Disability Income.	• Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Low-Income Family	Is in a family with total family income that does not exceed the higher of the Federal Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL)	To assist AJC Staff in determining if an individual is in a low-income family, AJC staff must use Attachment D: WIOA Income Calculation Worksheet. AJC Staff must use the current VWL establishing the poverty guidelines and the 70% lower living standard income levels which is updated annually in July. Documentation to support the data entered in Attachment D: WIOA Income Calculation Worksheet includes: • Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation for no income A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Homelessness	Homeless is defined as an individual who lacks a	One source document from the list:

<i>Data Element 800</i>	fixed, regular, and adequate nighttime residence; and includes an individual who: • Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason • Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations • Is living in an emergency or transitional shelter; • Is abandoned in a hospital; or is awaiting foster care placement; or • Is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or • Is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. Reference 20 CFR 688.120; 20 CFR 681.210 and TEGL 19-16 Attachment II *automatically considered low-income	• Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case note titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Individual Service Strategy • A letter from caseworker or support provider • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Free or Reduced School Lunch	An individual who is receiving a free school lunch or a school lunch at reduced costs. References 20 CFR 681.270 TEGL 21-16	One source document from the list: • School records • Telephone verification form indicating information obtained from school A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC. When a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, whole school receipt of free or reduced-price lunch cannot be used to determine WIOA low-income status for ISY. <u>In schools where the whole school automatically receives free or reduced-price lunch, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced-price lunch or on</u>

		<u>meeting one of the other low-income barriers.</u>
Foster Child <i>Data Element 704</i>	The applicant is an individual 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, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement. Reference 20 CFR 681.210 *automatic considered low-income (family of one)	One source document from the list: • Written Confirmation from Social Services Agency • Case notes titled “Eligibility” to include status of criteria, date information obtained, and name of AJC Staff who obtained information. • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Self-Attestation A copy of source documentation, Attachment C WIOA Title I Telephone Verification and Document Inspection Form, or case note must be uploaded into VaWC
Youth in High Poverty Area	Is a youth who lives in a high poverty area (census tract, a set of contiguous census tracts, or county that has a poverty rate of at least 25%)	To determine if a youth lives in a high poverty area staff must use the guidance provided in TEGL 21-16 Attachment 2 https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-21-16 Directions on how access census tract data: https://youth.workforcegps.org/resources/2021/03/09/14/03/Directions-for-Determining-High-Poverty-Areas-for-the-WIOA-Youth-Formula-Program One source document from the list: • Screenshot identifying the address in a high poverty area A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
Is an individual with a disability whose own income does not exceed the higher of the Federal Poverty Guidelines or 70% of the Lower Living Standard Income Level (LLSIL) Guidelines, but who is a member of a family whose income does not meet this requirement		One source document to establish disability (data element 202) from the list: • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) Record

(considered as a family of one)	• Self-Attestation To assist AJC Staff in determining if an individual is in a low-income family, Attachment D: WIOA Income Calculation Worksheet must be completed. AJC Staff must use the current VWL establishing the poverty guidelines and the 70% lower living standard income levels which is updated annually in July. When calculating income requirements, an individual with a disability should be evaluated as a family of one. Documentation to support the data entered in Attachment D: WIOA Income Calculation Worksheet includes: • Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation A copy of source documentation or Attachment C WIOA Title I Telephone Verification and Document Inspection Form must be uploaded into VaWC.
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Attachment A: WIOA Title I Self-Attestation Form

Applicant Information:

Last Name:	First Name:	VaWC# (or last 4 of SSN)	Date:
Address:	City:	State:	Zip:

Individuals entering WIOA services may self-attest to the information below:

1. School Status

I attest that my current education status is (Select only one):

- ☐ Not attending school; secondary school graduate or has a recognized equivalent
- ☐ Not attending school or secondary school dropout
- ☐ In-school, secondary school or less
- ☐ In-school, alternative school
- ☐ In-school, post-secondary school

2. Are you an English Language Learner? Yes ☐ No ☐

3. Are you homeless or did you run away from home? Yes ☐ No ☐

4. Are you a former offender? A former offender is an adult or juvenile who is or has been subject to the juvenile or adult justice system Yes ☐ No ☐

5. Are you in foster care or aged out of the foster care? Yes ☐ No ☐

6. Are you a single parent? Yes ☐ No ☐

7. Are you a non-custodial parent? Yes ☐ No ☐

8. Other Self-Attestation Statement as allowed by TEGL 23-19

Explanation:

Self-Attestation Statement:

I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.

SIGNATURE OF PARTICIPANT (or legal guardian if under the age of 18)

DATE

X

Staff Verification Statement:

I certify that the individual whose signature appears above provided the information recorded on this form. I certify that I attempted to obtain other source documentation to verify eligibility. Self-attestation is being used so as not to delay or prevent enrollment and receipt of services in a program.

SIGNATURE OF STAFF

DATE

X

Attachment B: WIOA Title I Self-Attestation Form Medical Information

This document must be stored in a separate location.

Applicant Information:

Last Name:	First Name:	VaWC# (or last 4 of SSN)	Date:	
Address:		City:	State:	Zip:

Individuals entering WIOA services may self-attest to the information below:

- I attest that I have disability as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Yes ☐ No ☐
- I attest I am pregnant. A pregnant individual can only be the expectant mother. (Youth Program Eligibility Only). Yes ☐ No ☐

Self-Attestation Statement:

I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.

SIGNATURE OF PARTICIPANT (or legal guardian if under the age of 18)

DATE

X

Staff Verification Statement:

I certify that the individual whose signature appears above provided the information recorded on this form. I certify that I attempted to obtain other source documentation to verify eligibility. Self-attestation is being used so as not to delay or prevent enrollment and receipt of services in a program.

SIGNATURE OF STAFF

DATE

X

Attachment C: WIOA Title I Telephone Verification and Document Inspection Form

Applicant Information:

Last Name:	First Name:	VaWC# (or last 4 of SSN)	Date:	
Address:		City:	State:	Zip:

Telephone Verification:

Name of Document and certificate number (if applicable)
Detailed Information Verified (e.g., date of birth, location, barriers, employment)

Agency Providing Verification
Name of Staff Providing Verification
Reason for Inspection
Date and Time of Verification
Telephone Number of Agency Providing Verification

Document Inspection:

Name of Document and certificate number (if applicable)
Detailed Information Verified (e.g., date of birth, location, barriers, employment)
Reason for Inspection
Date and Time of Verification

Staff Verification Statement:

I attest that the information recorded by me on this document was obtained through telephone contactor document inspection. As indicated by the agent, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

I attest that the documents inspection verified the items required to determine eligibility for the WIOA program.

SIGNATURE OF STAFF	DATE
X	

Attachment D: WIOA Income Calculation Worksheet

Applicant Information

Last Name	First Name	VaWC# (or last 4 of SSN)	Date
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Identify Calculation Method (Straight, Average, or Intermittent):

Income

	Participant	Family Members in Home (Name/Relationship)					TOTALS
Wages							
Calculated Six Month Income							
Calculated Annual Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Monthly Income Inclusions							
Unemployment Compensation							\$ -
Child Support							\$ -
Alimony							\$ -
Soc Sec Retirement							\$ -
Pensions							\$ -
Worker Comp							\$ -
Interest and Dividends							\$ -
Soc Sec Disability Ins							\$ -
Net Rental Income							\$ -
Other							\$ -
Subtotal Other Monthly Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Calculated Six Month Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Calculated Annual Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Annual Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Applicant Statement

I attest to the best of my knowledge that the information above is true and correct.

Signature of applicant	Date
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AJC Staff Review

Maximum family income for family size poverty level:		Low-Income Determination
Maximum family income for family size LLSIL:		
TOTAL Family Annualized Income:		

Signature of AJC Staff	Date
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