




COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INNOVATION AND OPPORTUNITY ACT

**The Virginia Community College System
VIRGINIA WORKFORCE LETTER (VWL) #15-02**

TO: LOCAL WORKFORCE DEVELOPMENT BOARDS

FROM: George Taratsas 
Administrator, Federal Workforce Programs

SUBJECT: Eligibility Guidelines

DATE: September 17, 2015

PURPOSE:

To provide eligibility guidelines for the adult, dislocated worker, and youth programs under the Workforce Innovation and Opportunity Act (WIOA) of 2014.

REFERENCES:

- WIOA, Sections 129, 134, 166, 167 and 189
- Training and Employment Guidance Letter (TEGL) WIOA NO. 3-15, "Operating Guidance for the Workforce Innovation and Opportunity Act (referred to as WIOA or the Opportunity Act)".
- Training and Employment Guidance Letter (TEGL) NO. 11-11, Change 2 "Selective Service Registration Requirements for Employment and Training Administration Funded Programs".
- Training and Employment Guidance Letter (TEGL) NO. 23-14, "WIOA Youth Program Transition".

PERSON EFFECTED:

Local Workforce Development Boards (LWDB), One-Stop Operators, and Youth, Adult, and Dislocated Worker Service Providers

DEFINITIONS:

PARTICIPANT – an individual who has registered and has been determined to be eligible to participate in and receive services under a program authorized by WIOA Title I. Participation commences on the first

day, following determination of eligibility, on which the individual begins receiving individualized career services or training, or other services provided under WIOA Title I.

REGISTRATION – the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual’s application.

BACKGROUND:

The WIOA Eligibility Guidelines provide assistance and documentation for LWDBs on establishing Title I WIOA eligibility.

The guidelines provide an easy reference for Title I WIOA Program Eligibility Criteria for Registration along with Corresponding Act/Regulation Citations for adults, youth and dislocated workers. Additional information is provided on Selective Service Requirements, WIOA Acceptable Eligibility Verification Listing, Family Size/Family Income, Self-Certification Requirements and Telephone/Document Inspection Verification Requirements and WIOA Definitions for Eligibility.

GUIDANCE:

The WIOA offers a comprehensive mix of workforce development activities benefiting businesses, incumbent workers, job seekers, laid-off workers, youth, veterans, new workforce entrants and persons with disabilities. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA has three funding streams serving the following three distinct customer populations:

- Adults
- Dislocated Workers
- Youth ages 14 through 24

While there are some similarities among funding streams, it is important to understand the differences. The WIOA law and regulations clearly define and set specific parameters for the three customer populations, which have different employment services and corresponding eligibility criteria.

ADULTS AND DISLOCATED WORKERS

WIOA provides the following services to adults and dislocated workers, these services are further defined in TEGL 03-15 part 4:

- Career Services:
 - Basic Career Services
 - Individualized Career Services
 - Follow-Up Services
- Training Services

Basic Career Services:

These services are information or provided through self-services. These services are designed to inform and educate individuals about the labor market, their employment strengths, weaknesses and the range of services appropriate to their situation are considered informational in nature, and therefore do not require registration. Basic career services must be made available to all participants.

Individualized Career Services:

These services are WIOA staff-assisted job search and occupational development services. Individualized career services must be made available if deemed appropriate and needed for an individual to obtain or retain employment. Registration is required to receive individualized career services.

Follow-up Services:

These services are provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

Training Services:

Training Services pay job-training costs associated with WIOA-approved training programs. WIOA funds can and should be coordinated with other resources, such as Trade Adjustment Assistance (TAA), federal Pell Grants and partner funds. Training is made available to individuals after an interview, assessment or evaluation determines that the individual requires training to obtain employment or remain employed.

YOUTH

WIOA provides year-round employment and training services for economically disadvantaged youth. Eligible youth participants establish educational and career goals and work toward them via WIOA-funded activities. These services and activities are further defined in the WIOA Section 129 and TEGL 23-14.

ELIGIBILITY DOCUMENTATION AND VERIFICATION

WIOA distinguishes between two types of eligibility:

- General program eligibility, e.g., United States (U.S.) citizenship or right to work in the U.S., age, and selective service registration (when applicable); and
- Specific program eligibility, e.g., income level, meeting dislocated worker criteria or a youth barrier.

LWDBs must ensure the eligibility of adult, dislocated worker, and youth participants served with WIOA Title I funds is documented. The WIOA Title I Eligibility Guidelines (located in Attachments A-K) explain each WIOA customer population, and provide information and procedures for documenting and verifying eligibility.

The WIOA Eligibility Guidelines are detailed in the attachments below. The attachments present information in varying formats—flowcharts, tables, and commentary—to enable readers to choose the particular format (or combination) that helps them best understand the information.

Attachment A: WIOA Adult Eligibility

Attachment B: WIOA Dislocated Worker Eligibility

Attachment C: WIOA Youth Eligibility

Attachment D: Verification and Documentation for WIOA Eligibility

Attachment E: Selective Service Requirements

Attachment F: Family Size/Family Income

Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements

Attachment H: WIOA Definitions for Title I Eligibility

Attachment I: WIOA Eligibility Checklist for Adults and Dislocated Workers

Attachment J: WIOA Eligibility Checklist for In-School Youth

Attachment K: WIOA Eligibility Checklist for Out of School Youth