

Allowable Source Documentation for WIOA Title I Adult & Dislocated Worker

Adult Eligibility Criteria	Documentation in File (one document per group required)	Data Validation (DEV)
<p>Age/Birth Date (Age 18 or older)</p>	<ul style="list-style-type: none"> ▪ Birth certificate* ▪ Department of Transportation Identification Card* ▪ Driver's License* ▪ Passport ▪ Work permit (if not from Grantee or Administrative Entity) ▪ School I.D. or record (must include applicant's name, DOB or age which is valid at time of enrollment) ▪ Tribal records ▪ Baptismal record (only when other documents aren't available) ▪ DD-214; Certificate of release or Discharge from active duty ▪ Federal, state or local identification card record (must include applicant's name, DOB or age which is valid at time of enrollment) ▪ Public assistance/social service records record (must include applicant's name, DOB or age which is valid at time of enrollment) <p style="text-align: right;">*Preferred Verification method</p>	<ul style="list-style-type: none"> ▪ Same as items on the left including cross-match with Department of Vital Statistics, or tribal records
<p>Citizenship Status/ Authorization to work in the U.S.</p>	<ul style="list-style-type: none"> ▪ Social Security Card ▪ Original or certified copy of birth certificate ▪ Passport ▪ Voter registration card 	<ul style="list-style-type: none"> ▪ Not a data validation element

	<ul style="list-style-type: none"> ▪ Alien registration card indicating Right to Work ▪ Certification from Immigration and Naturalization Service ▪ Public assistance records 	
Selective Service Registration	<ul style="list-style-type: none"> ▪ Registration acknowledgement letter ▪ Registration acknowledgement card ▪ Telephone or Internet confirmation and record of registration number ▪ DD-214 <p>Selective Service registrant, non-registered, 26 years or older</p> <ul style="list-style-type: none"> ▪ Notation of the type of obvious handicap or a letter of determination from Selective Service ▪ Immigration documents verifying age at arrival 	<ul style="list-style-type: none"> ▪ Not a data validation element, however for Adult/DW basic career services only (core) self-certification is acceptable and a DD-214 is required for eligible Veteran status when receiving individualized career services or training services
Veteran Status	<ul style="list-style-type: none"> ▪ DD-214 ▪ cross match with veterans data ▪ a letter from the Veterans' Administration 	<ul style="list-style-type: none"> ▪ Same as items on the left ▪ DD-214 is required for eligible Veteran status when receiving individualized career services or training services
<p>Additional criteria is used when applying priority of service for Adults (Veterans continue to receive priority of service for all DOL-funded programs)</p> <p>Local areas must give priority of service to participants that fall into one of the following priority categories: recipients of public assistance, other low-income individuals, individuals who are basic skills deficient and non-covered persons who do not meet the before mentioned priorities may be enrolled on a case by case basis with documented managerial approval.</p>		
Recipient of Public Assistance		
TANF : Receives, or is a member of a family that receives, cash payments under the	<ul style="list-style-type: none"> ▪ Self-Certification <p>*if TANF participant-verify in case management system, no printed documentation needed; case note observation.</p>	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable

<p>Temporary Assistance for Needy Families, which is a Federal income-based public assistance program</p>		<ul style="list-style-type: none"> ▪ Cross match with public assistance TANF records when receiving individualized career services or training services
<p>Other Cash Public Assistance : Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program</p>	<ul style="list-style-type: none"> ▪ County records ▪ Human Services records ▪ Certification from appropriate agency ▪ Veterans Administration ▪ Human Services ID cards or public assistance card ▪ Human Services data management system (IABC) ▪ Housing authority verification ▪ Women, Infant and Children (WIC) verification 	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Cross match with public assistance records/database when receiving individualized career services or training services ▪ Same as items on the left; including refugee assistance records
<p>SNAP : Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program to be eligible to receive food assistance)</p>	<ul style="list-style-type: none"> ▪ Human services records ▪ Human services 	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Cross match with public assistance records/database when receiving individualized career services or training services ▪ Same as items on the left
<p>Low-Income Individual (all categories under recipient of public assistance apply to low-income individual, including the following categories)</p>		
<p>Family Income:</p>	<ul style="list-style-type: none"> ▪ Wage records ▪ Employer records or statement 	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable

<p>Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income</p>	<ul style="list-style-type: none"> ▪ UI documentation ▪ Retirement records ▪ Self-employment income records ▪ Paycheck stubs 	<ul style="list-style-type: none"> ▪ Same as items on the left
<p>Self-Employment</p>	<ul style="list-style-type: none"> ▪ Business Records ▪ Local form, signed by an accountant or other appropriate official that lists receipts and expenses for prior 12 months 	<ul style="list-style-type: none"> ▪ Part of “Employment Status at Participation” data element; same as items on the left
<p>Family Size *documentation is required if eligibility is based on family income or self-employment income only.</p>	<p>Family Two or more persons related by blood, marriage, or decree or court, who are living in a single residence</p> <ul style="list-style-type: none"> ▪ Lease* ▪ Most recent years tax return* ▪ Human Services records* ▪ Public housing records* ▪ Landlord contact* ▪ School Records * ▪ Case notes (must have verified status with appropriate entity) <p style="text-align: right;">*Preferred Verification method</p> <p>Family-of-One (Any individual who meets the criteria of any one of the following categories. Only the applicant’s income needs to be</p>	<ul style="list-style-type: none"> ▪ Not a data validation element

	<p>considered, however, they must still meet low income guidelines. Category and income must both be verified.)</p> <ol style="list-style-type: none"> 1. An individual who has a verified, documented disability. 2. 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. 3. A foster child on behalf of whom state or local government payments are made. 4. A runaway youth who is separated from the family. 5. An emancipated youth who is separated from the family. A court-adjudicated youth who is separated from the family. <ul style="list-style-type: none"> ▪ Medical Records ▪ Physician’s statement ▪ School record of disability determination ▪ Vocational rehabilitation letter ▪ Social Security disability records ▪ Worker's compensation record ▪ Social services records ▪ Psychologist diagnosis ▪ Veteran administration record ▪ Court record ▪ Case notes (must have verified status with appropriate entity) 	
Homeless Individual	<ul style="list-style-type: none"> ▪ Verification from a shelter or social services agency ▪ Written statement from individual providing residence ▪ Shelter or social service agency contact 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification
Individual with a disability	<ul style="list-style-type: none"> ▪ Medical Records ▪ Physician’s statement ▪ School record of disability determination ▪ Vocational rehabilitation letter ▪ Social Security disability records 	<ul style="list-style-type: none"> ▪ Not a data validation element

	<ul style="list-style-type: none"> ▪ Worker's compensation record ▪ Social services records ▪ Psychologist diagnosis ▪ Veteran administration record ▪ Case notes (must have verified status with appropriate entity) 	
Basic Skills Deficient		
	<ul style="list-style-type: none"> ▪ Standardized Assessment ▪ Verification of enrollment in a Title II adult education program or an ESL program ▪ Case notes (career planner's observations of deficient functioning) ▪ Self-Certification that the individual lacks a high school diploma or equivalency ▪ Self-Certification that the individual has poor English language skills and would be appropriate for ESL even if the individual isn't enrolled at the time of WIOA participation 	<ul style="list-style-type: none"> ▪ Same as items to the left; including case notes showing item was verified
Non-Covered Persons (Individual with a barrier to employment) *see Adult and Dislocated Worker services policy for specific categories.		
	<ul style="list-style-type: none"> ▪ Local area plan ▪ Local area policy ▪ Individual Employment Plan ▪ WIOA intake form ▪ Case notes (must have verified status with appropriate entity) 	<ul style="list-style-type: none"> ▪ Employment barrier data elements addressed individually

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Citizenship Status/ Authorization to work in the U.S.	<ul style="list-style-type: none"> ▪ Social Security Card ▪ Original or certified copy of birth certificate ▪ Passport ▪ Voter registration card ▪ Alien registration card indicating Right to Work ▪ Certification from Immigration and Naturalization Service ▪ Public assistance records 	<ul style="list-style-type: none"> ▪ Not a data validation element

<p>Selective Service Registration</p>	<ul style="list-style-type: none"> ▪ Registration acknowledgement letter ▪ Registration acknowledgement card ▪ Telephone or Internet confirmation and record of registration number ▪ DD-214 <p>Selective Service registrant, non-registered, 26 years or older</p> <ul style="list-style-type: none"> ▪ Notation of the type of obvious handicap or a letter of determination from Selective Service ▪ Immigration documents verifying age at arrival 	<ul style="list-style-type: none"> ▪ Not a data validation element, however for Adult/DW basic career services only (core) self-certification is acceptable and a DD-214 is required for eligible Veteran status when receiving individualized career services or training services
<p>Dislocated Worker Requirements</p>		
<p>Category 1 An individual who has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation from active military service (other than dishonorable discharge) AND;</p>	<ul style="list-style-type: none"> ▪ Unemployment Insurance Records ▪ Layoff letter/WARN Notice ▪ Employer Statement ▪ Rapid Response Record ▪ DD-214 with other than dishonorable discharge ▪ Self-Certification 	
<p>a. is eligible for or has exhausted entitlement to unemployment compensation and is unlikely to return to a previous industry or occupation; OR</p>	<ul style="list-style-type: none"> ▪ Unemployment Insurance Records <p>Unlikely to Return</p> <ul style="list-style-type: none"> ▪ Documentation indicating the individual was profiled for RES/RESEA ▪ Documentation that the individual is eligible/enrolled in the Trade Adjustment Act 	

	<ul style="list-style-type: none"> ▪ Current labor market information showing occupation in decline 	
<p>b. has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation.</p>	<ul style="list-style-type: none"> ▪ Pay stubs showing insufficient earnings to date ▪ W-2 and/or tax returns ▪ Unemployment Insurance Denial Letter ▪ Employer Records ▪ Employer record/contact that services are not subject to Unemployment Compensation law ▪ DD-214 ▪ Self-Certification <p>Unlikely to Return</p> <ul style="list-style-type: none"> ▪ Documentation indicating the individual was profiled for RES/RESEA ▪ Documentation that the individual is eligible/enrolled in the Trade Adjustment Act ▪ Current labor market information showing occupation in decline 	
Category 2		
<p>a. An individual who has been terminated or laid off, or has received a notice of termination or</p>	<ul style="list-style-type: none"> ▪ WARN Notice ▪ Rapid Response Record ▪ Employer contact/verification ▪ Layoff Notice 	

<p>layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise; OR</p>	<ul style="list-style-type: none"> ▪ News article/media announcement 	
<p>b. Is employed at a facility at which the employer has made a general announcement that such facility or military installation will close within 180 days; OR</p>		
<p>c. For purposes of eligibility to receive services other than training services, individualized career services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.</p>		
<p>Category 3 An individual who was self-employed (including</p>	<ul style="list-style-type: none"> ▪ Bankruptcy documents ▪ IRS documentation ▪ Insurance claims, or other proof of income loss 	<p>Part of “Employment Status at Participation” data element; same as items on the left</p>

<p>employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.</p>	<ul style="list-style-type: none"> ▪ Documentation of business failure of business supplier or customer ▪ Disaster insurance claim ▪ Federal or state declaration of disaster 	
<p>Category 4 Is a displaced homemaker.</p>	<ul style="list-style-type: none"> ▪ Court records ▪ Divorce decree/records ▪ Bank/financial records ▪ Pay stubs/records ▪ Spouse's disability check ▪ Spouse's death notice ▪ Spouse's layoff notice 	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Cross match with public assistance records/database when receiving individualized career services or training services ▪ Same as items on the left;
<p>Category 5</p>		
<p>a. Is the spouse of a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; OR</p>	<ul style="list-style-type: none"> ▪ DD-214/Report of Transfer or Discharge ▪ Documentation showing service members call to active duty ▪ Documentation showing permanent change in duty station 	
<p>b. Is the spouse of a member of the Armed Forces on active duty and who meets the criteria</p>		

for displaced homemaker.		
Additional Data Validation Elements * *what applies to A/DW?		
Eligible Veteran Status		<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Individualized career services or training services: <ul style="list-style-type: none"> ○ DD-214 ○ cross match with veterans data ○ a letter from the Veterans' Administration
Employment Status at Participation		<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Individualized career services or training services: <ul style="list-style-type: none"> ○ Pay stub ○ case notes showing information collected from participant
Date of Actual Qualifying Dislocation		<ul style="list-style-type: none"> ▪ WARN Notice ▪ Rapid Response Record ▪ Employer contact/verification ▪ Layoff Notice ▪ News article/media announcement/Public announcement with follow-up cross match with UI.
Attained Degree or Certificate		<ul style="list-style-type: none"> ▪ Transcripts ▪ Certificates ▪ Diploma

		<ul style="list-style-type: none"> ▪ Letter or other documentation from school system
Date Attained Degree or Certificate or Credential		<ul style="list-style-type: none"> ▪ Transcripts ▪ Certificates ▪ Diploma ▪ Letter or documentation from school system
Measurable Skills Gains		<ul style="list-style-type: none"> ▪ Not currently available

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