

5100POL Program Eligibility

Effective Date: March 2021

Last Modified: February 2021

This policy applies to applicants of Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs and provides program eligibility guidelines and documentation requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs.

- 1. OWDC policies adhere to WIOA, State WorkSource System Policies, WorkSource Information Notices (WIN), and Training and Employment Guidance Letters (TEGL) in determining eligibility for WIOA programs.**
- 2. The state's Management Information System (MIS) is the designated record keeping system** used to ensure valid documentation evidence is present, confirming participant eligibility.
- 3. Staff is required to maintain copies of acceptable source documentation** in the client's file as described in *1600POL Records and Documentation Policy*, *1601POL Protected Personal Identifying Information* and *5200POL Data Validation*, for eligibility and program data elements.
- 4. Program Eligibility Requirements** include verification and documentation of (per *WorkSource System Policy 1019, Rev9*):
 - a. U.S. citizenship or otherwise legally entitled to work in the U.S.
 - b. Age verification Adult and DW 18 or older, Youth 14-26 (see preceding *5130POL Youth Eligibility*)
 - c. Selective Service Registration (males who are 18 or older and born on or after January 1, 1960, unless an exception is justified) further guidance is located on the Selective Service System Website (<https://www.sss.gov/>) or in the proceeding definition section of this policy; and
 - d. Additional Adult, Dislocated Worker, and Youth eligibility criteria, detailed in *5110PRO Adult Eligibility*, *5120PRO Dislocated Worker Eligibility* and *5130PRO Youth Eligibility*
- 5. Self-Attestation is acceptable for certain eligibility criteria.** Self-attestation occurs when a participant states their status for a particular data element and then signs and dates (either physically or a date-stamped electronic signature) acknowledging their status (*WS 1019 (Rev9), Section 4*).
- 6. Staff are required to review additional policies and guidance with the following participant barriers.**
 - a. Assisting victims of Human Trafficking *TEGL 9-12*
 - b. Address Confidentiality Program *WorkSource Policy 1019, Rev9*
 - c. Use of Unemployment Insurance Service Web Site *WIN 0027, Change 4*
 - d. Washington's Marriage Equality Act *RCW 26.60*

References

Address Confidentiality Program, WorkSource Information Notice [WIN 0041 \(Rev1\)](#)

Assisting Customers in Using the UI Claimants Website (eService's), WorkSource Information Notice [WIN 0027 \(Rev1\)](#)

Eligibility Policy and Handbook, [WorkSource System Policy 1019 \(Rev9\)](#)

Human Trafficking: The Role of the Public Workforce System in the Delivery of Services and Referrals to Victims of Trafficking, Training and Employment Guidance Letter, [TEGL 9-12](#)

OWDC 5200POL Data Validation, 1600POL Records and Documentation, 1601POL Protection of Personally Identifiable Information

Washington's Marriage Equality Act, State Registered Domestic Partnerships, [RCW 26.60](#)

Implementing Priority of Service for Veterans & Eligible Spouse's in all Qualified Job Training Programs Funded in by the U.S. Department of Labor (DOL), Training and Employment Guidance Letter, [TEGL 10-09](#)