



Larimer County Workforce Center Policies and Procedures

Subject: **WIOA Eligibility Determination and Documentation Policy**

Policy No: **P&P -03-103**

Issue No: **1**

Effective Date: **July 1, 2015**

Updated: **November 10, 2015**

Reviewed: **N/A**

Prepared by: **T. Perry**

Approved by: **M. Johnston**

Reviewed by: **D. Jardine**

I. POLICY

- A. The Larimer County Workforce Center (LCWC) will determine eligibility for all Workforce Innovation and Opportunity Act (WIOA) funded programs in an expeditious, equitable, and consistent manner. Veterans and eligible spouses will receive priority of service (see local P&P-00-102).
- B. LCWC ensures that WIOA employment and training opportunities are available to those who may benefit and are most in need of such services.
- C. Eligibility determination must be determined and documented prior to enrollment in WIOA and/or the receipt of any Career, Training, or Supportive services.
- D. This policy provides comprehensive operational guidance on LCWC's process for determining and properly documenting eligibility, as outlined by WIOA Title I of the Workforce Innovation and Opportunity Act of 2014.

II. SCOPE OF POLICY

- A. This policy applies to the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth, and Discretionary Grant Programs at the Larimer County Workforce Center

III. DEPARTMENTS AFFECTED

- A. Larimer County Workforce Center WIOA Programs

IV. REFERENCES

- A. Colorado Department of Labor and Employment Policy Guidance Letter #15-09-WIOA
 - 1. Attachment #1: WIOA Adult Eligibility Criteria, Glossary, and Documentation Checklist
 - 2. Attachment #2: WIOA Dislocated Worker Eligibility Criteria, Glossary, and Documentation Checklist
 - 3. Attachment #3: WIOA Youth Eligibility Criteria, Glossary, and Documentation Checklist
 - 4. Attachment #4: WIOA Discretionary Grant Eligibility Criteria, Glossary, and Documentation Checklist
- B. Larimer County Workforce Center Local P&P-00-102 Veterans and Eligible Spouses Priority of Service in all Qualified Job Training Programs
- C. Larimer County Workforce Center Local Youth Requires Additional Assistance policy
- D. Training and Employment Guidance Letter No. 02-12 Eligibility of Deferred Action for Childhood Arrivals Participants for Workforce Investment Act and Wagner-Peyser Programs

- E. TEGL 8-15 WIOA No. 8-15 Operating Guidance for the Workforce Innovation and Opportunity Act (WIOA)

V. DEFINITIONS

- A. None

VI. APPLICABLE FORMS

- A. WIOA Adult
 1. Career Transition Program Application
 2. Connecting Colorado WIOA Application
 3. Career Transition Program Documentation Checklist
 4. Affidavit of Immigration Status
 5. Income Assessment Worksheet (when applicable)
 6. Self-Attestation (when applicable)
- B. WIOA Dislocated Worker
 1. Career Transition Program Application
 2. Connecting Colorado WIOA Application
 3. Career Transition Program Documentation Checklist
 4. Affidavit of Immigration Status
 5. Self-Attestation (when applicable)
 6. Unlikely to Return form (when applicable)
- C. WIOA Youth:
 1. (in)Compass Application
 2. Connecting Colorado WIOA Application
 3. (in)Compass Documentation Checklist
 4. Affidavit of Immigration Status (when applicable)
 5. Income Assessment Worksheet (when applicable)
 6. Self-Attestation (when applicable)
 7. Telephone Verification Form (when applicable)
- D. Discretionary Grants
 1. WIOA Adult grants will adopt WIOA Adult forms, policies, and procedures.
 2. WIOA Dislocated Worker grants will adopt WIOA Dislocated Worker forms, policies, and procedures.
 3. WIOA Youth grants will adopt WIOA youth forms, policies, and procedures.

VII. PROCEDURES

- A. Upon application for WIOA services, each customer will be advised of the documentation necessary to determine WIOA eligibility. WIOA enrollment and/or service provision cannot be provided until eligibility has been properly documented via an intake session with a LCWC representative.
- B. A LCWC representative will collect and photocopy the required documents to be retained in the customer's WIOA file. The Documentation Checklist will be used to show the eligibility category being verified and by which piece of documentation.

- C. The Income Assessment worksheet will only be utilized when income calculations are necessary to document low-income for Adult Priority of Service or for certain youth eligibility categories.
- D. If acceptable documentation cannot be obtained, a self-attestation may be used as a means of last resort to document circumstances other than the basic WIOA eligibility requirements of Citizenship/Alien Status (if Deferred Action for Childhood Arrivals (DACA) eligible, self-attestation is acceptable), Selective Service Registration, and age. Attempts to obtain first-source documentation should be made, and these attempts should be logged in the customer's case notes. Self-attestations must be specific to the aspect of eligibility it is intended to document, and must be signed and dated by the applicant. A wide variety of scenarios may occur where acceptable self-attestation documentation is allowed. Due to the breadth of these scenarios, no practical exhaustive list is outlined.
- E. WIOA Adult procedures
1. Basic WIOA documentation for all Adult applicants must include:
 - a) US Citizenship or eligible to work in the US
 - b) Proof of age (18+)
 - c) Selective Service Registration (when applicable)
 2. Adult Priority of Service (when applicable)
 - a) Public Assistance
 - b) Low-income
 - c) Basic Skills Deficient
 3. See attachment #1 for complete list of acceptable documents and definitions for each eligibility category.
- F. WIOA Dislocated Worker procedures
1. Basic WIOA documentation for all Dislocated Worker applicants must include:
 - a) US Citizenship or eligible to work in the US
 - b) Proof of age (18+)
 - c) Selective Service Registration (when applicable)
 2. Specific Dislocated Worker Eligibility (must meet one category)
 - a) Separated/Laid off or has received notice of separation, is eligible to receive Unemployment Insurance, and is unlikely to return to previous industry/occupation
 - b) Separated/Laid off due to plant closure
 - c) Self-Employed but now unemployed due to general economic conditions
 - d) Displaced Homemaker
 - e) UI Profiled
 - f) Spouse of an active Armed Forces service member, who has experienced a loss of employment as a direct result of relocation due to change in duty station
 - g) Spouse of an active Armed Forces service member, who is experiencing difficulty in obtaining employment
 - h) Dislocated members of the Armed Forces
 - i) Recently separated veterans within 48 months of discharge
 3. See attachment #2 for complete list of acceptable documents and definitions for each eligibility category.
- G. WIOA Youth procedures
1. Basic WIOA documentation for all WIOA Youth applicants must include:
 - a) US Citizenship or eligible to work in the US

- b) Proof of age (16-24)
- c) Selective Service Registration (when applicable)
2. Specific In-School WIOA Youth Eligibility
 - a) In-School status documentation
 - b) Barrier to employment
 - c) Low-income documentation
3. Specific Out of School WIOA Youth Eligibility
 - a) Out of School status documentation
 - b) Barrier to employment
 - c) Low-income documentation (when applicable)
4. See attachment #3 for complete list of acceptable documents for each eligibility category.

H. WIOA Discretionary Grant procedures

1. Basic WIOA eligibility will apply to all formula program discretionary grants.
2. See attachment #4 for complete list of acceptable documents for each eligibility category.
3. Additional documentation will be obtained per specific grant guidelines.

VIII. RESPONSIBLE PARTY

- A. Joni Friedman, Larimer County Workforce Center Director or her designee.