

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA ADULT & DISLOCATED WORKER ELIGIBILITY & DATA VALIDATION POLICY

Revision Date: July 1, 2023

**THE MISSISSIPPI PARTNERSHIP
WIOA ADULT & DISLOCATED WORKER ELIGIBILITY & DATA VALIDATION POLICY**

I. Introduction

The purpose of this policy is to detail the requirements for WIOA eligibility and data validation documentation and streamline the eligibility process for adults and dislocated workers receiving services in the Mississippi Partnership Local Workforce Development Area.

II. Eligibility & Data Validation Documentation Process

Staff responsible for determining and documenting participant eligibility and the required data element validations should exercise reasonable and professional judgment. If staff has reason to believe a participant is misrepresenting an eligibility item, additional information and documentation should be requested, copied and maintained in the participant file. Attachment A has a list of acceptable documentation for each item for adults and dislocated workers.

A. Adults & Dislocated Workers Eligibility & Data Validation Requirements

1. Staff shall submit to WebEx/Imaging and maintain on file a copy of the documentation used to verify the following eligibility and data validation items (see Attachment A).

Participant's Receiving WIOA Services should have the following applicable items documented:

- a. Participant's Name & Age/Date of Birth
- b. Social Security Number
- c. Citizenship Status/Authorized to Work in the U.S.
- d. Selective Service Status
- e. Household Income Status
- f. TANF Recipient
- g. SNAP Recipient
- h. Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) Recipient
- i. Other Public Assistance Recipient
- j. Dislocated Worker Status & Dislocation Date
- k. Displaced Homemaker
- l. Individual with a Disability
- m. Eligible Veteran Status
- n. Unemployment Compensation
- o. Long-Term Unemployed at Program Entry
- p. Basic Skills Deficiency
- q. Migrant & Seasonal Farmworker Status
- r. Rapid Response Participant
- s. WIOA Services Received
- t. Other Reason for Exit
- u. Measurable Skill Gains
- v. Certificate, Degree, and/or Credentials received during participation in or within 1 year after exit from WIOA
- w. Employment Verification at Date of Participation and 1st, 2nd, 3rd, and 4th quarters after exit

Additionally:

- The Priority of Service Rating Instrument must be maintained in all adult participant files.
- The Dislocated Worker Attestation Form must be maintained in all dislocated worker participant files.

2. No additional documentation or applicant information should be copied or placed in the file unless staff determines there is a need. The need for career and training services can be documented on either the Employment Development Plan or in the staff case notes.

For additional guidance on dislocated worker eligibility, refer to the Mississippi Partnership Local Workforce Development Area's Dislocated Worker Registration Policy.

B. Absence of Documentation

Attachment A of this policy provides a list of acceptable documentation for adult and dislocated worker eligibility and data elements. Staff shall maintain in the participant file, a copy of the WIOA documentation as well as a copy of the WIOA required forms. The signature of the participant is required on the WIOA required forms.

Staff should utilize self-attestation only in extreme circumstances when obtaining documentation causes undue hardship on the youth and would delay services to the youth.

If an adult or dislocated worker is enrolled into the program through self-attestation, the staff should assist the participant in obtaining the required documents through the use of supportive services as these documents are likely needed for employment and training related activities. Once documentation is obtained by the participant, the staff should include a copy of the documentation in the participant file.

Staff must maintain detailed case notes regarding the use of self-attestation. The fiscal agent will review the use of self-attestation during monitoring to ensure staff is doing their due diligence to obtain the necessary documentation.

C. Ineligible Participants

Participants determined to be ineligible should be exited immediately upon discovery of the ineligibility. Corrective actions should be implemented to correct conditions that result in erroneous determinations. The fiscal agent staff should be contacted in such cases.

D. Fraud

Participants determined to be ineligible due to fraud or purposeful misrepresentation should be exited immediately, an incident report should be filed, and repayment requested from the participant for all costs incurred as a result of ineligibility. The fiscal agent staff should be contacted in such cases.

III. Effective Date

This policy is revised effective July 1, 2023.

Attachments: A Adult & Dislocated Worker Acceptable Documentation List
 B MPWDA Dislocated Worker Attestation Form
 C MPWDA Self-Attestation Form
 D Definitions

Eligibility/Data Element	Documentation Required in File (one document per data element)
Adult/Dislocated Worker Eligibility Information	
Participant Name & Age/Date of Birth	<ul style="list-style-type: none"> • 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 • Justice System Records • Selective Service Registration • Medical Records • Self-Attestation
Social Security Number	<ul style="list-style-type: none"> • Social Security Card • UI Wage Records with SSN & Name • Social Security Administration Printout verifying SSN • Self-Attestation
Citizenship Status/Authorized to Work in the U.S.	<ul style="list-style-type: none"> • U.S. Birth Certificate issued by state, county, municipal authority outlying possession of the U.S., certificate of Birth Abroad issued by the U.S. Department of State • U.S. Social Security Card issued by the Social Security Administration (other than a card stating not valid for employment) • U.S. Passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document • I-9 Form with supporting documents for I-9 Form • Self-Attestation
Selective Service Status	<ul style="list-style-type: none"> • Selective Service Card • Verification from the Selective Service Website (www.sss.gov) <p>If male over 26 is not registered refer to the MPWDA Selective Service Guidelines for further instruction</p>
Household Income Status	<ul style="list-style-type: none"> • 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 • Self-Attestation
TANF	<ul style="list-style-type: none"> • DHS-TANF documents
SNAP	<ul style="list-style-type: none"> • DHS-SNAP documents (not a copy of the EBT Card)

Eligibility/Data Element	Documentation Required in File (one document per data element)
Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)	<ul style="list-style-type: none"> • Social Security Administration Verification of SSI or SSDI Benefits • Bank Statement showing SSI or SSDI deposit
Other Public Assistance	<ul style="list-style-type: none"> • Documentation from other public assistance program, such as General Assistance (GA) or Refugee Cash Assistance (RCA).
Date of Dislocation	<ul style="list-style-type: none"> • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation
Displaced Homemaker	<ul style="list-style-type: none"> • 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) • Self-Attestation
Adult/Dislocated Worker Additional Information	
Individual with a Disability	<ul style="list-style-type: none"> • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation
Eligible Veteran Status	<p>Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.)</p> <ul style="list-style-type: none"> • DD-214 • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Self-Attestation
Unemployment Compensation	<ul style="list-style-type: none"> • Documentation from UI showing participant is receiving UI benefits
Long-Term Unemployed at Program Entry (27 or more consecutive weeks)	<ul style="list-style-type: none"> • Public Assistance Records • Refugee Assistance Records • Self-Attestation
Basic Skills Deficiency	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Case notes
Migrant & Seasonal Farmworker Status	<ul style="list-style-type: none"> • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program application • Case notes • Self-Attestation
Rapid Response	<ul style="list-style-type: none"> • Case notes • Rapid Response List • Self-Attestation

Eligibility/Data Element	Documentation Required in File (one document per data element)
Adult/Dislocated Worker Services Information	
Any WIOA Basic or Individualized Career Services	<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
Work Experience - Internship	<ul style="list-style-type: none"> • Refer to MPWDA Imaging Procedures for Adults & Dislocated Workers
Work Experience - Apprenticeship	<ul style="list-style-type: none"> • Refer to MPWDA Imaging Procedures for Adults & Dislocated Workers
Training – On-the-Job Training	<ul style="list-style-type: none"> • Refer to MPWDA Imaging Procedures for Adults & Dislocated Workers
Training – Individual Training Account	<ul style="list-style-type: none"> • Refer to MPWDA Imaging Procedures for Adults & Dislocated Workers
Adult/Dislocated Worker Exit Information	
Other Reasons for Exit	<ul style="list-style-type: none"> • Information from partner services • Obituary printed from reliable website • Information from institution or facility • Case notes
Adult/Dislocated Worker Performance/Outcome Information	
Measurable Skill Gains: Educational Functioning Level (EFL) <i>(Only During Participation)</i>	<ul style="list-style-type: none"> • Pre- and post-test results measuring EFL gain
Measurable Skill Gains: Postsecondary Transcript/Report Card <i>(Only During Participation)</i>	<ul style="list-style-type: none"> • Transcript • Report Card
Measurable Skill Gains: Secondary Transcript/Report Card <i>(Only During Participation)</i>	<ul style="list-style-type: none"> • Transcript • Report Card
Measurable Skill Gains: Training Milestone <i>(Only During Participation)</i>	<ul style="list-style-type: none"> • Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain
Measurable Skill Gains: Skills Progression <i>(Only During Participation)</i>	<ul style="list-style-type: none"> • Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
Credential/Certificate/HS Diploma or Equiv. <i>(During participation thru 12 months of follow-up)</i>	<ul style="list-style-type: none"> • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider

Eligibility/Data Element	Documentation Required in File (one document per data element)
Employed 1st Quarter after Exit* Employed 2nd Quarter after Exit* Employed 3rd Quarter after Exit* Employed 4th Quarter after Exit* This includes unsubsidized employment, registered apprenticeships, and military.	<ul style="list-style-type: none"> • Follow-up survey from program participants • Paycheck stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Case Notes

*Documentation must be maintained for each quarter that the adult/dislocated worker is reported as being in employment. Such documentation must be clearly identified for each quarter.

MPWDA Dislocated Worker Status Attestation Form

To be eligible for the dislocated worker program, an individual must be 18 years of age or older. The Mississippi Partnership Dislocated Worker Registration Policy includes the following 6 categories for dislocated workers:

Category 1 (must meet each bullet point)

- Has been terminated or laid off or received a notice of termination or layoff from employment; **AND**
- Is currently eligible for or has exhausted unemployment compensation (UC) **OR** has demonstrated attachment to the workforce, but is not eligible for UC due to insufficient earnings or having uncovered employment; **AND**
- Is unlikely to return to a previous industry or occupation

Name of Employer and hourly wage when laid off:

Category 2 (indicate which category)

- Has been terminated or laid off or has received a notice of termination or layoff from employment due to a permanent closure or a substantial layoff, **OR**
- Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days, **OR**
- Is employed at a facility at which the employer has made a general announcement of closure, but there is either no known date or the date will occur after 180 days. {In this instance training services, career services described in Section 134(c)(2)(A)(xii) or supportive services may not be given to the applicant.}

Name of Employer and hourly wage when laid off:

Category 3

Was self-employed, but is unemployed as a result of economic conditions in the community or is unemployed due to a natural disaster

Category 4

Is a displaced homemaker defined as an individual who has been providing unpaid services to family members in the home and who:

- Has been dependent on the income of another family member, but is no longer supported by that income; **AND**
- Is unemployed or underemployed and is experiencing difficulty in obtaining employment

Category 5

Is the spouse of a member of the Armed Forces on active duty and who (indicate which category):

- has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; **OR**
- is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Category 6 – Disaster Related Unemployment (indicate which category)

- Is temporarily or permanently laid off as a consequence of the disaster; **OR**
- Is an eligible dislocated workers as defined in WIOA Section 3(15); **OR**
- Is long-term unemployed workers, as defined by one of the following:
 - ✓ Unemployed for more than 8 weeks; **OR**
 - ✓ Unable to secure employment due to the general economic condition in the community in which the individual resides as a result of the disaster.

By signing this form, I attest that I meet the dislocated worker status marked above.

Customer Signature

Date

Witness by WIN Job Center Staff Signature

Date

1. **Basic Skills Deficient** is defined by WIOA to be an individual who:
 - a. Computes or solves problems, read, writes, or speaks English at or below grade level 8.9; or
 - b. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

Please refer to The Mississippi Partnership Workforce Development Area Basic Skills Deficiency Policy and Basic Skills Screening Tool for Adults and Dislocated Workers for further explanation of Basic Skills Deficient.

2. **Dislocated Worker** means an individual who is aged 18 or older who:
 - a. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment, and is unlikely to return to a previous industry or occupation, and
 - i. is eligible for or has exhausted entitlement to unemployment compensation, or
 - ii. 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;

Or
 - b. 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, or enterprise;

Or
 - c. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;

Or
 - d. For purposes of eligibility to receive services other training services described in section 134(c)(3), 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 will close;

Or
 - e. Was self-employed (including 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;

Or
 - f. Is a displaced homemaker – an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Or
 - g. Is the spouse of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and:
 - i. 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
 - ii. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

For additional guidance concerning dislocated workers, consult the MPWDA Dislocated Worker Registration policy.

3. **Eligibility Determination** means the entire process used to obtain information about an applicant's eligibility status at the time of application, and to identify and evaluate those elements that are necessary for the participant's eligibility for WIOA programs.
4. **Homeless** means an individual, who at program entry:
- a. Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:
 - i. is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - iii. is living in an emergency or transitional shelter;
 - iv. is abandoned in a hospital; or
 - v. is awaiting foster care placement;
 - b. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
 - c. Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or
 - d. Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

5. **Long-Term Unemployed** means an individual, at program entry, has been unemployed for 27 or more consecutive weeks. Long-Term Unemployed may be defined differently for a National Dislocated Worker Grant (NDWG).
6. **Low Income Individual** means an individual who can be placed in one or more of the following categories:
- a. 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 established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under part A of the title IV of the Social Security Act, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
 - b. Is in a family with the total family income that does not exceed the higher of:
 - i. The poverty line, for an equivalent period; or
 - ii. 70 percent of the lower living standard income level;
 - c. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Act);
 - d. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;
 - e. Is a foster child on behalf of whom State or local government payments are made; or
 - f. Is an individual with a disability whose own income meets the requirements of a program described in sub-category "b" above, but who is a member of a family whose income does not this requirements.
7. **Offender** means any adult or juvenile who:

- a. has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or
 - b. requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
8. **Review** means checking the file for internal consistency, completeness, reasonableness, and proper mathematical calculations.
9. **Unemployed Individual** means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for the purposed of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor (BLS/DOL) in defining individuals as unemployed. The Bureau of Labor Statistics of the Department of Labor defines an individual who is unemployed, “Persons 16 years and over who had no employment during the reference week...” If a person has worked for at least one hour as a paid employee during the reference week, according to BLS/DOL that person is employed.