



## **OPERATIONS MANUAL – CHAPTER 7**

# **ADULT AND DISLOCATED WORKER PROGRAM ELIGIBILITY AND ENROLLMENT**

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## SEC. 1. INTRODUCTION

The purpose of the Workforce Innovation and Opportunity Act (WIOA) eligibility policies for Adults and Dislocated Workers is to provide local Americas Job Center of California (AJCCs) operators and other subrecipients (collectively referred to as subrecipients) funded with Adult or Dislocated funds with guidance for establishing WIOA Title I program eligibility. This policy guidance is based on the WIOA legislation, U.S. Department of Labor (DOL) regulations in the form of the WIOA Notice of Proposed Rulemaking (NPRMs), the WIOA Final Rules, Training and Employment Guidance Letters (TEGLs) and State of California Employment Development Department (EDD) Directives related to these programs. The guidelines will be updated as necessary to reflect further guidance from the DOL, EDD or SDWP.

## SEC. 2. ENROLLMENT AND DOCUMENTATION

The following are the main steps required for eligibility determination:

1. Explanation and distribution of Customer Rights Notices - Equal Opportunity (EO) is the Law, EO is the Law Supplement, and Customer Complaint Policy Notices;
2. WIOA Application Process;
3. Universal Participant Authorization Form (UPAF) Required Signatures;
4. Documentation and Verification Process, including the Internal (Second) Review Process;
5. Re-certification Process (if necessary).

### (a) Explanation of Customer Rights

#### (1) Equal Opportunity is the Law

In accordance with the WIOA Final Regulations, Section 663.105, Equal Opportunity (EO) must be explained and data must be collected on every individual who is interested in being considered for WIOA Title I financially assisted aid, benefits, services or training by SDWP's subrecipients. Further, all requirements of WIOA Section 188 and 29 CFR part 37 must be followed during the registration and eligibility determination process to ensure non-discrimination in the assessment process. This extends to each individual who has identified interest by providing personal information in response to a request for the information from the subrecipients. Additional information on EO can be found in SDWP's Operation's Manual Chapter 9 – Equal Opportunity and Nondiscrimination.

At the time of eligibility certification, each individual who applies for SDWP programs must be provided notice that WIOA-funded programs may not discriminate against a member of any protected class. A copy of the "Equal Opportunity is the Law" (**Attachment**) notice is available in both English and Spanish. Copies of this notice must be made available to each applicant as it provides instructions and timelines for filing an EO complaint.

Individuals with visual impairments must be provided with the "Equal Opportunity is the Law" (**Attachment**) and "EEO is the Law Poster Supplement" (**Attachment**) notices and the "Program Grievance and Criminal Complaint Policy Notice" (**Attachment**) in alternative formats, (e.g., by being

read aloud and then provided in audio format to be retained by the participant). A record that such notice has been given to the participant in an alternative format shall be included as a part of the participant's file, as a case note in the SDWP's case management system

## (2) Equal Opportunity is the Law Supplement

As of November 21, 2009, the U.S. Equal Employment Opportunity Commission's (EEOC) has revised its "Equal Employment Opportunity is the Law" requirement, which reflects current federal employment discrimination law (including the Americans with Disabilities Act Amendments of 2008). The notice has been revised to add information about the Genetic Information Nondiscrimination Act (GINA) of 2008, which is effective November 21, 2009. The revised notice requirement also includes updates from the Department of Labor.

The changes are as follows:

- i. **Genetics** - Title II of the GINA protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.
- ii. **Individuals with Disabilities** - Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.  
  
Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability, who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ, and advance in employment, qualified individuals with disabilities at all levels of employment, including the executive level.
- iii. **The Office of Federal Contract Compliance (OFCCP) contact information** - The U.S. Equal Employment Opportunity Commission (EEOC), telephone number is now: 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov), or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about filing a charge, is available at [www.eeoc.gov](http://www.eeoc.gov).
- iv. **Disabled, Recently Separated, Other Protected, and Armed Forces Service Medal Veterans** - The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and

advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

- v. **Retaliation** - Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. In order to be in compliance with the latest EO requirements, Subrecipients must print the attached “EO is the Law Poster Supplement” and post it in a prominent location alongside the "EEO is the Law" poster.

A copy of the “Equal Opportunity is the Law Poster Supplement” is available in English and in Spanish (**Attachments**). A written acknowledgment by the applicant, on the UPAF, of having received notice of the “EO is the Law,” and the “EO is the Law Supplement” must be kept in the file for both eligible and ineligible applicants.

### **(3) Program Grievance**

Program Grievance/Complaint (Noncriminal) – Complaints alleging noncriminal violations of the requirements of WIOA in the operation of local WIOA programs and activities are program complaints. A program grievance or complaint usually results from misunderstandings and/or objections to programs or activities. These grievances can be filed on behalf of program participants, subrecipients, subcontractors, and/or other interested persons. Details for addressing program complaints are provided in the Operations Manual Chapter 9 – Program and Criminal Complaint Policy and Procedures.

### **(4) Criminal Complaint Process Criminal Activity Reporting**

Complaints regarding the following reportable conditions that include, but are not limited to, fraud, misapplication of funds, gross mismanagement of government resources, employee/participant misconduct, and standard of conduct violations are considered criminal complains. Details for addressing a criminal complaint are provided in the Operations Manual Chapter 10 – Program and Criminal Compliant Policy and Procedures. If the person alleging the complaint cannot state a reason, the reason is not a prohibited factor under the EO and Nondiscrimination Policy, or there is no suspected criminal activity, the complaint will be processed as a program complaint. The “Program Grievance and Criminal Complaint Policy Notice” (**Attachment**) must be made available to each participant at intake; it includes instructions and timelines for filing a program or criminal complaint.

A written acknowledgment by the applicant, on the Universal Participant Authorization Form of having received notices of the EO Policy, EO Supplement, Program and Criminal Complaint Policy and the processes for filing an EO, program or criminal complaint must be kept in the file for both eligible and ineligible applicants. Specific requirements and procedures on how to respond to EO, program and/or criminal complaints are included in Chapter 9 – Equal Opportunity and Nondiscrimination Policy and Chapter 10 – Program and Criminal Complaint Policies and Procedures, of the SDWP's Operations Manual.

## **(b) The WIOA Application**

CalJOBS is the State’s Management Information System and WIOA case management system used to establish eligibility. CalJOBS generates a WIOA Application Number, which uniquely identifies individuals throughout their WIOA cycle. As the WIOA Application is stored online in CalJOBS, the applicant’s signature on the UPAF, as described in (c) below, takes the place of the signature on the WIOA Application. The signature is a certification by the applicant that the information provided during eligibility determination is complete and correct and acknowledges the consequences of providing false information.

Once the individual has been determined eligible for WIOA, enrollment into and participation in WIOA services can be initiated. In CalJOBS, a Participation and Enrollment Form must be completed. Participation/Enrollment is the point at which performance measurement begins.

The subrecipient’s signatures on the Eligibility Certification and Review Form (ECRF), as described below, take the place of their signatures on the WIOA Application, and certifies that proper eligibility has been determined for all applicable WIOA-funded programs. Both signatures are required on the ECRF for the eligibility to be valid.

## **(c) Universal Participant Authorization Form (UPAF)**

Initials and signature on the “Universal Participant Authorization Form for Adult/Dislocated Workers” (**Attachment**), prior to, or at enrollment, are authorized to take the place of an applicant’s signature for the following forms:

- WIOA Application Form;
- Authorization of release of records from various agencies and organizations;
- “Equal Opportunity is the Law” and “Equal Opportunity Poster Supplement”;
- Program and Criminal Complaint Policy Notice.

Copies of the signed UPAF must be retained in the applicant’s file and a copy given to the applicant.

## **(d) Documentation and Verification Process**

As part of the WIOA Application process, the individual will be asked to provide documentation to verify all information required for eligibility determination. Acceptable documents that can be used to verify eligibility are listed on the “Table of Acceptable Documentation for Program Eligibility” (**Attachment**). The verification process is required by SDWP, the State, and DOL to determine and record the validity of the eligibility information collected.

## **(e) Second Review Process**

The final step in the eligibility certification process is the second review, conducted by someone other than the person who initially determined eligibility, to ensure that eligibility was properly documented. It consists of a review of the documentation used to verify the required eligibility criteria for completeness

and accuracy. The second review must be conducted on, or prior to, the applicant's enrollment date and documented on the WIOA CalJOBS Application Form.

The “Adult/Dislocated Worker Eligibility Certification and Review Form (ECRF)” (**Attachment**) must be used to conduct the eligibility certification.

The purpose of the ECRF is to indicate which documents were used to verify the eligibility information captured on the WIOA Application. The form also prompts the subrecipient to query CalJOBS to confirm if the individual was, or is, currently enrolled in WIOA funded services. This is a very important step because the individual could be enrolled with another Local Workforce Development Board or local Service Provider. The ECRF also serves as a place to document the:

- Second review process,
- Signatures and date of the staff member conducting initial eligibility and the staff member conducting second review.

The ECRF must be maintained for file reviews conducted by SDWP, local, State or Federal monitors.

The date of signature on completion of the second review, as documented on the ECRF, is the date of “eligibility determination.” Once eligibility determination is complete, any changes made to the information that was used to determine eligibility, must be accompanied by a case note in CalJOBS indicating the reason(s) for the change.

#### **(f) Re-certification Process**

The individual must be enrolled in training and/or services within 90 days of eligibility determination date, if not, a new eligibility determination is required.

If it is necessary to conduct a new eligibility determination, all information subject to change must be re-verified with current documents. Documents originally used to verify static information, such as SSN, age, etc., must be retained in the file along with the new eligibility verification documents. The re-certification process requires second review of the documents used to re-certify the individual.

The signature of the applicant is required on a new UPAF, and the signatures of the initial staff member and second reviewer are required on the new ECRF. All changes noted during re-certification must be entered into CalJOBS.

#### **(g) Exited Participants and Re-enrollment**

Once a participant is exited from WIOA, the application, documentation, and verification process must be repeated before the individual can be re-enrolled/registered into WIOA again. However, as follow-up services are required to be provided to participants for one year following exit from WIOA, each request for re-enrollment into WIOA will be handled on a case-by-case basis and requires approval by the assigned SDWP Program Specialist.

#### **(h) Procedures for Exiting Ineligible Participants**

Subrecipients are responsible for taking immediate action to exit participants who, subsequent to enrollment, are found ineligible due to having established WIOA eligibility on the basis of false information and/or identified as ineligible during a subsequent monitoring review.

The subrecipient should make every attempt to assist the individual in obtaining other Basic Career Services or services provided through partner organizations, and/or through referrals to other local training providers, in order to reduce any negative effects of the exit from training or services. A letter verifying the exit from the program must be sent to the participant, with a copy maintained in their file and a notation of the details of the exit indicated in a CalJOBS case note.

### **(i) Documentation and Verification**

WIOA does not address eligibility documentation and verification; however, the DOL has implemented source documentation requirements for data validation to ensure local areas maintain and report accurate program information. These source documentation requirements are listed in the “Table of Acceptable Documentation for Program Eligibility” (**Attachment**), and are the only documentation sources local areas may accept in establishing WIOA program eligibility.

Documentation is defined as physical evidence, which is obtained during the verification process. Such evidence includes copies of documents, completed “Telephone Verification/Document Inspection Form” (**Attachment**), and/or, if no other documentation is not available, signed “Applicant Statement” (**Attachment**), following the case notes requirements, as described below.

The definitions of these three methods are as follows:

- a. Documentary Evidence** - Official written evidence of the applicant’s circumstances as issued by a governmental agency, social service organization, or business entity. Photocopies (unless expressly prohibited on the document) must be taken of all documents submitted at the time of eligibility certification and maintained in the applicant’s hard copy file for subsequent monitoring reviews and/or audits by local, State or DOL monitors.
- b. Telephone Verification/Document Inspection Form** - For cases where documentation cannot or may not be copied, and/or is not readily obtainable, documents may be inspected or information verified by telephone. A Telephone Verification/Document Inspection Form may be used to document any WIOA eligibility criteria with the exception of the verification of the right-to-work in the United States. The Telephone Verification/Document Inspection Form serves a dual purpose:
  - **Telephone Verification** – This form is used to verify eligibility information through phone contact with a governmental agency, social service organization, or business entity. For this form to be used as acceptable documentation all applicable parts of the form must be completed.

Examples of cognizant agencies that may assist in verifying eligibility information via telephone are:

- Local Schools
  - Social Security Administration
  - Veterans Administration
  - Medical and Health Facilities
  - Vocational Rehabilitation Facilities
  - Drug and Alcohol Rehabilitation Facilities
  - Housing Authorities
  - Homeless Shelters
  - Judicial Agencies and Institutions
  - Employers
  - Other state or local government agencies
  - Employers
- **Document Inspection Form** - The Telephone Verification/Document Inspection Form may also be used as a document inspection form in cases where documents may not be copied, and/or if intake is being conducted in the field and access to a copier is not available. For this form to be used as acceptable documentation, all applicable parts of the form must be completed.
- c. **Applicant Statement** – Subrecipients may use an Applicant Statement to document those items which, in some cases, are not verifiable, or which may cause undue hardship for individual applicant to obtain, as indicated in the Table of Acceptable Documentation for Program Eligibility.

An Applicant Statement is a self-attestation of the required eligibility information and may be used only after all reasonable attempts to secure official documentation have been made and failed. A case note in CalJOBS must indicate:

- Why the official documentation was not available or how obtaining the official documentation would cause an undue hardship on the applicant,
- What attempts were made to obtain the official documentation, and
- Why those attempts failed.

When using an Applicant Statement, it is not necessary to obtain a signature from a corroborative witness, unless:

- There is doubt about the accuracy of the self-attestation, or;
- If the staff member taking the Applicant Statement decides that additional backup information is necessary, or the information appears to be contradictory to other information gathered.

**Note:** SDWP does not allow the use of the Applicant Statement to verify the following required information:

- Authorization to work in the United States;
- Military Selective Service registration or exemption;
- Social Security Number (SSN);
- Birth date/age;

- Unemployment Insurance (UI) eligibility or exhaustion
- Receipt of cash public assistance;
- Receipt or determination of eligibility for food stamps under the Supplemental Nutrition Assistance Program (SNAP) ;
- Basic skills deficiency;
- Living in “high poverty area” in San Diego County where at least 30% of the population lives in poverty;
- 5% window (youth programs); and
- Veteran and covered spouse status for veterans’ priority.

#### **(j) Record Retention**

All program and fiscal related documents, including all documentation that supports an eligibility determination, must be maintained and made available to SDWP and/or EDD, DOL, the general public (with some limitations) and other funders for a minimum of three years after the end-date of the contract. If any open findings, grievances or other claims related to the records exist at the end of the three-year period, the records must be maintained indefinitely, or until all findings or other issues are fully resolved.

If the subrecipient ceases operations prior to the three years and/or have no place for storage of the records, the subrecipient shall notify the SDWP and deliver the records to a location designated by the SDWP. All participant records must be accounted for and missing records may result in disallowed costs.

#### **(k) Monitoring, Accessibility and Condition of Records**

SDWP and/or a contracted, third-party monitor will conduct eligibility certification reviews up to twice a year. EDD, DOL, the County of San Diego and/or other funders or monitors will also perform regular review of case files at their discretion for the specific programs they are funding and manage.

Hard copy and electronic participant files must be available and easily accessible to federal, state and local monitors and other authorized persons, including documentation of required corrective actions.

Corrective actions to address non-compliant records will occur during monitoring reviews and in some cases, recovery of funds spent may occur, if someone is not eligible, or does not provide documentation to prove eligibility.

### **SEC. 3. GENERAL WIOA ELIGIBILITY REQUIREMENTS**

To be determined eligible, individuals must provide the following information:

1. Proof of authorization to work in the United States;
2. Proof of Selective Service System registration, if applicable;
3. Proof of age; and
4. Veteran and/or covered spouse status for veterans’ priority, if applicable.

Official documents must be provided or obtained to verify the validity of the above items. Self-attestation (Applicant Statements) cannot be used to verify any of the general eligibility requirements.

**(a) Authorization to Work in The United States**

Subrecipients are required to verify the U.S. citizenship or legal right to work in the U.S. for all WIOA Title I programs. Copies of I-9 documentation, such as driver's license/ID card along with Social Security card must be placed in the participant file. Social security number is not a requirement for WIOA eligibility, it is a way to document and verify a participant's right to work. Therefore, even if the participant is unable to provide a valid social security number, they can still be served under WIOA as long as appropriate right to work documentation is provided.

The U.S. Citizenship and Immigration Services (USCIS), a bureau under the Department of Homeland Security (DHS), issued the last revised Employment Eligibility Verification Form (Form I-9) on 3/08/13 and it is the only valid version of the "Form I-9" (**Attachment**).

**(b) Selective Service Registration**

WIOA requires that all males receiving any assistance or benefits under this title be in compliance with Selective Service Registration requirements, under the Military Selective Service Act (MSSA). MSSA requires that males born on or after January 1, 1960, register with Selective Service within 30 days of their 18<sup>th</sup> birthday and up to, but not including, their 26<sup>th</sup> birthday. All men in this age group must meet Selective Service registration requirements unless exempt from the registration requirement and able to provide documentation to prove it. Failure to register in a timely manner does not relieve a man of his duty to register. Even if late, the duty to register remains until age 26.

Men required to register include those who are:

- Citizens of the U.S.;
- Non-citizens, including:
  - Illegal aliens,
  - Legal permanent residents,
  - Seasonal agricultural workers,
  - Refugees, who take up residency in the U.S. before their 26<sup>th</sup> birthday; and/or
  - Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

Exceptions to mandatory registration for U.S. citizens are as follows:

- Men who are serving in the military on full-time active duty; (Note: Males who leave the military before turning age 26, must register. Males not attending the Reserves or National Guard on a full-time active duty basis must register.)
- Men attending the service academies;
- Disabled men who were continually confined to a residence, hospital or institution;
- Men hospitalized, incarcerated or institutionalized are not required to register during their confinement; however, they must register within 30 days of release if they have not reached their 26<sup>th</sup> birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26<sup>th</sup> birthday. Acceptable forms of supporting documentation include:
  - Date of entry stamp in his passport; or,
  - USCIS Form I-94 with date of entry stamp; or,
  - Letter from the USCIS indicating the date the man entered the U.S. presented in conjunction with documentation establishing the individual's age;
- Non-U.S. male who first entered the United States illegally after his 26<sup>th</sup> birthday; and,
- Non-U.S. male on a valid non-immigrant visa.

This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirements at: <https://www.sss.gov/Home/Verification>.

The requirement for transsexual, transgendered, and intersex individuals to register for Selective Service depends upon the gender recorded on their birth certificate. If an individual is recorded as a male on their birth certificate, that individual would be required to register for Selective Service, unless exempt, regardless of their present sexual identity (e.g. sex change from male to female). However, if that individual's birth certificate is changed, after a sex change, for instance, to reflect a female identity, that individual would not be required to register.

### **(1) Verification of Selective Service Registration**

When an applicant states that he has registered with the Selective Service, verification of his registration is required. Sources of Selective Service registration verification are listed in the Table of Acceptable Documentation for Program Eligibility. If the applicant has no documentation to verify that he has registered, acknowledgment of registration may be obtained by one of the following methods:

- Log on to the Selective Service website at: <https://www.sss.gov/Home/Verification> and follow the prompts. The applicant can register on-line through this website;
- The applicant can call the Selective Service Data Management Center at (847) 688-6888 between 9:00 a.m. to 5:00 p.m. (Central Time) and ask for documents; or

### **(2) Registration Requirements - Males 26 Years of Age and Older**

As a part of the eligibility process, all males 26 years of age or older must provide:

1. Documentation of compliance with the Selective Service registration requirement;
2. Documentation showing they were not required to register; or
3. If they were required to register but did not, documentation establishing that their failure to register was not knowing and willful.

If such individuals cannot provide proof of registration, one of two methods may be used by subrecipients to obtain a Status Information Letter from Selective Service. The first method is for the individual to request the letter directly from Selective Service if he:

1. Believes he was not required to register; or
2. Did register but cannot provide any of the documentation noted above.

The Request for Status Information Letter form and instructions can be accessed at [www.sss.gov](http://www.sss.gov).

The second method is for the subrecipient to request the letter. This method is preferred when time limits for enrollment exist. This second method is expressed in the [TEGL 11-11, Change 2](#), dated May 16, 2012.

Subrecipients will take one of two actions based on results in the Status Information Letter:

- If the Status Information Letter indicates that the male individual was not required to register for Selective Service, then he is eligible to enroll in WIOA funded services.
- If the Status Information Letter indicates that the male individual was required to and did not register, he is presumed to be disqualified from participation in WIOA activities until it can be determined that his failure to register was not knowing and willful.

**Note** - All costs associated with WIOA funded activities and services provided to non-eligible individuals will be disallowed.

### **(3) Determining “Knowing and Willful” Failure to Register**

Subrecipients are responsible for approving whether or not the failure of a male to register with the Selective Service was “knowing and willful.” The individual must provide a detailed description of the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. Evidence presented may include the individual’s written explanation and supporting documentation of his circumstances at the time of the required registration and reasons for failure to register. The individual should offer as much detailed evidence as possible to support his case. The following are examples of documentation that may be of assistance in making a determination:

- (1) Served in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as a DD-214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
- (2) Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering may also help determine if the individual’s failure to register was willful and knowing.

Subrecipients should consider the following questions when reviewing information for approval of an individual’s enrollment into WIOA:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirements to him (e.g. veterans who were discharged before their 26th birthdays were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26? Does the Status Information Letter indicate that Selective Service mailed letters to the individual at that address and did not receive a response?
- Was the failure to register deliberate and intentional?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?

- What actions, if any, did the individual take when he learned of the requirement to register?

Based on the preponderance of evidence provided, the subrecipient will determine if the individual “knowingly or willfully” failed to register with Selective Service.

If the subrecipient determines it was not a “knowing and willful” failure and the individual is otherwise eligible, services may be approved. If the subrecipient determines that evidence shows that the individual’s failure to register was “knowing and willful,” WIOA services must be denied. Individuals denied services must be advised of all available WIOA grievance procedures. The individual’s case file must retain documentation of evidence presented in determinations related to Selective Service Registration.

**(c) Age**

Individuals must be 18 or older to participate in WIOA funded Adult or Dislocated Worker programs.

**(d) Veterans’ Priority of Service**

All WIOA-funded programs are required to implement the veteran’s priority for services according to the provisions of the Jobs for Veterans Act (JVA). Veterans and covered spouses, who are determined eligible for WIOA services, are entitled to priority of service under WIOA Title I Adult and Dislocated Worker funded programs.

The term “veteran’s priority of service” means that veterans and covered spouses will be given priority (or first access) to funded program services before non-veterans. Depending on the type of service, this may mean veterans and covered spouses receive services earlier in time, or instead of non-covered persons. The JVA requires that veterans and covered spouses first meet the WIOA program’s existing eligibility requirements to obtain veteran’s priority of service.

A covered person under the JVA is one of the following:

- a. A veteran who is an individual who served at least one day in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable [WIOA Title I Section 101(49)]; or
- b. The spouse of:
  - Any veteran who died of a service-connected disability;
  - A member serving on active military duty who is listed as missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power; or
  - Any veteran with a total service-connected disability rating or one who died while being evaluated for it. (Pub.L.107-288 Sec. 4215)

Subrecipients should note that the definition that applies to the priority of Title I WIOA services for veterans and covered spouses is different than the definition that applies to Wagner-Peyser reporting.

Subrecipients will collect and enter the required veteran and covered spouse’s data elements into CalJOBS when enrolling veterans and covered spouses into WIOA programs. Proof of veteran and covered spouse status must be documented (see the “Table of Acceptable Documentation for Program Eligibility” (**Attachment**)) and kept in the applicant’s file.

#### **(e) General Self-Sufficiency Requirements**

WIOA eligibility requires a determination that individuals enrolled in Adult or Dislocated Worker programs have received at least one Career Service and are unable to obtain or retain employment that leads to self-sufficiency. The WIOA NPRMs, indicate that it is the responsibility of the local area to define “self-sufficiency” for employed adults and dislocated workers, during an eligibility determination, based on family size and local economic conditions.

### **SEC. 4. ADULT AND DISLOCATED WORKER ELIGIBILITY REQUIREMENTS**

#### **(a) WIOA Program Eligibility Overview**

Under WIOA, there are three types of Career Services that Adults and Dislocated Workers may receive: 1) Basic Career Services, 2) Individualized Career Services and Training Services, and 3) Follow-up Services. These services can be provided in any order; there is no sequence requirement. Any individual, 18 years and older, who is primarily seeking Basic Career Services does not require a WIOA eligibility determination. Enrollment into WIOA Individualized Career Services and Training Services requires WIOA program eligibility.

**Eligibility for program enrollment and program services does not entitle an individual to program enrollment or program services [WIOA Sec. 194(12)].** Eligibility for services requires documented evidence of an individual’s need for and ability to benefit from services, i.e. would otherwise be unable obtain or retain employment that would lead to self-sufficiency.

#### **(b) Training Services Eligibility Requirements**

Training services may be made available to individuals who, after a documented interview, evaluation or assessment and documented career planning have been determined eligible as an Adult or Dislocated Worker to receive WIOA training services and:

- 1) Are determined to be in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; **and**
- 2) Have the skills and qualifications to participate successfully in training services; **and**
- 3) Have selected a program of training services that is directly linked to the employment opportunities in the local area, or in another area to which the individuals are willing to commute or relocate; **and**
- 4) \*Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds (e.g., Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance (TAA), and Federal Pell Grants) **or** require

WIOA assistance **in addition** to other sources of grant assistance, including Federal Pell Grants.

Note: In determining whether a participant requires WIOA assistance in addition to other grant sources, subrecipients should take into account the full cost of participating in training services (including supportive services, dependent care and transportation costs) and other appropriate costs (proposed 20 CFR 680.230); **and** have selected an approved program of study from the State’s Eligible Training Provider List (ETPL).

**\*NOTE:** Veteran’s Administration (VA) benefits for education and training services (e.g., GI Bill) are not included in the statutory and regulatory category of “other grant assistance”. Veterans and spouses are not required to coordinate their entitlement to those benefits with any concurrent eligibility that they may have for (WIOA) funded training and therefore, should not preclude them from receiving WIOA funded services. WIOA subrecipients may not require veterans or spouses to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIOA funded training. (TEGL 10-09)

The case file must contain a determination of need for training services as identified through the interview, evaluation or assessment, and career planning. There is no requirement that career services be provided prior to receiving training services; however, if career services are not provided before training, the subrecipient must document the circumstances that justified its determination to provide training without first providing a career service (proposed 20 CFR 680.220). SDWP requires that detailed case notes are entered into CalJOBS by the subrecipient to justify the provision of training services without first providing career services.

An exception to any of the requirements outlined in this training services policy must be approved in writing by SDWP. Exceptions to policy must be clearly documented in case notes.

### **(c) Adult Eligibility Criteria**

Adults must meet the following WIOA eligibility criteria to move from Basic Career Services to Individualized Career Services and/or Training Services:

- Be 18 Years or older;
- Meet Selective Service registration requirements;
- Provide proof of right to work in the U.S.;
- Demonstrate need for services beyond Basic Career Services to achieve employment;
- If employed, the individual must meet the local self-sufficiency standards (see section 4.c.3)

#### **(1) Adult Priority of Service Requirement**

As stated in WIOA Section 134(c)(3)(E) and EDD’s Directive WSD15-14, with respect to individualized career services and training services, priority of service must be given to individuals enrolling as an Adult who are veterans, recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. The adult priority of service does not apply to the dislocated worker population. Veteran and eligible spouses who meet the WIOA Adult program eligibility criteria under WIOA Section 134(c)(3)(E) receive priority of service among all eligible individuals.

Subrecipients must deliver priority of service in the following order:

- **1<sup>st</sup> Priority** – Veterans and eligible spouses (covered persons) who are:
  - low income, or,
  - recipients of public assistance, or,
  - who are basic skills deficient.
  
- **2<sup>nd</sup> Priority** – Individuals (non-covered persons) who are:
  - low income, or,
  - recipients of public assistance, or,
  - who are basic skills deficient.
  
- **3<sup>rd</sup> Priority** – Veterans and eligible spouses who are:
  - not low income, and,
  - not recipients of public assistance, and,
  - not basic skills deficient.

## (2) Adult Priority of Service Categories and Criteria

**Low-Income** – An individual who meets one of the four criteria below:

- Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance For Needy Families (TANF), program supplemental security income program, or state or local income-based public assistance.
- In a family with a total income that does not exceed the higher of the following:
  - A. The poverty line.
  - B. 70 percent of the Lower Living Standard Income Level (LLSIL) (see Section 3 – LLSIL and Poverty Guidelines for more information)
- A homeless individual.
- An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does. (Reference WIOA Section 3[36])

**Public Assistance Recipient** – An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

**Basic Skills Deficient** – An individual that is unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3[5]).

Criteria used to determine whether an individual is basic skills deficient include the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations. Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.

Case Notes must include (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the name of the subrecipient who obtained the information. If case notes are used as a documentation source, the case notes must include auditable information, which would allow an auditor/monitor to later retrieve this information. The subrecipient is not required to keep a hard copy of the information verified in the participant's case file (TEGL 06-14, Attachment A).

### (3) Lower Living Standard Income Level (LLSIL) and Poverty Guidelines

The Lower Living Standard Income Level (LLSIL) and poverty guidelines are used to establish low-income status for WIOA Title I programs. SDWP uses the LLSIL to determine eligibility of youth, eligibility of employed adults for certain services, self-sufficiency, and eligibility for the Work Opportunity Tax Credit.

Income received during the six-month period immediately prior to the individual's application for WIOA funded services is used for income determination. The chart below shows the six-month, as well as the annual, figures for each family size. Applicant's actual family income during the six-month income determination period must be compared with the six-month figures on the chart to determine eligibility. See the "Methods for Calculating Income" (Attachment) for further guidance on how to calculate actual income.

<b>Lower Living Standard Income Level (LLSIL) and Poverty Guidelines</b>							
<b>Family Size</b>							
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>*Each Add'l add</b>
<b>70% LLSIL:</b>							
Annual	\$11,831	\$19,380	\$26,609	\$32,846	\$38,762	\$45,333	\$6,571
6 Months	\$5,916	\$9,690	\$13,305	\$16,423	\$19,381	\$22,667	\$3,286
100%	\$16,901	\$27,686	\$38,013	\$46,922	\$55,374	\$64,762	\$9,388
<b>Poverty Guidelines:</b>							
Annual	\$11,880	\$16,020	\$20,160	\$24,300	\$28,440	\$32,580	\$4,160
6 Months	\$5,940	\$8,010	\$10,080	\$12,150	\$14,220	\$16,290	\$2,080

Note: For a family of one, poverty level is higher than 70% LLSIL; 70% LLSIL is higher for all other family sizes.

**(4) Employed Adult Local Self-Sufficiency Guidelines**

For employed individuals applying as Adults, SDWP requires a household income at or below 200% LLSIL, based on family size, unless the individual receives or is a member of a family that receives, cash payments under a federal, state, or other income-based public assistance program;

The 200% LLSIL family income guidelines for employed Adult-funded applicants are as follows:

	1	2	3	4	5	6	*Each Add'l add
<b>200% LLSIL:</b>							
Annual	\$33,802	\$55,372	\$76,026	\$93,844	\$110,748	\$129,524	\$18,776
6 Months	\$16,901	\$27,686	\$38,013	\$46,922	\$55,374	\$64,762	\$9,388

**(5) Employed Adult Income Guideline Exceptions**

For individuals in the categories listed below, income eligibility is based on a comparison of the individual’s income for the last six months to the self-sufficiency income guidelines, not their household income. The employed adult income guideline exceptions are for:

- Individual with a disability;
- Individuals who have been previously incarcerated;
- Individuals who are homeless;
- Individuals who possess substantial language or cultural barriers; or
- Individuals who are eligible to participate in State or Federal public assistance programs, like Welfare-to-Work or CalFresh.

Any employed adult individual whose family income is above 200% of the LLSIL guidelines, but meets one of the three conditions below, is eligible to receive WIOA Adult-funded Individualized Career Services to assist him/her in obtaining or retaining self-sufficient employment, but is not eligible to receive WIOA-funded training services:

- Individuals employed in a part-time, seasonal, or temporary job;
- Individuals earning below SDWP’s target wage who do not have health benefits provided to them through their, or their spouse’s employer; or
- A non-custodial parent of a child who is receiving, or whose custodial parent is receiving, TANF/CalWorks assistance.

**(d) Dislocated Worker Eligibility Criteria**

Dislocated Workers must meet the following registration criteria to move from Basic Career Services to Individualized Career Services or Training Services:

- Be 18 Years or older;

- Selective Service registration requirements;
- Provide proof of the right to work in the U.S.;
- Demonstrate need for services beyond Basic Career Services to achieve employment;
- If employed, the individual must meet the local self-sufficiency standards
- Veterans’ priority must be considered.
- Meet the definition of a Dislocated Worker.

**(1) Dislocated Worker Categories and Criteria**

The following matrix outlines the requirements within each category in which an individual may be defined as a Dislocated Worker. Military Service Members (category 5) and Spouses of Dislocated Military Service Members (category 6) have been included as individual categories to allow for specificity, though it is commonly understood that these categories fall under the General Dislocation category (1).

Category	Criteria
<b>1. General Dislocation</b>	1.1 An individual who was terminated, laid off, or received a notice of termination or layoff.
	<b><u>AND</u></b>
	1.2 Is determined unlikely to return to previous industry or occupation (defined by LWDBs);
	<b><u>AND</u></b>
<b>2. Dislocation from Facility Closure /Substantial Layoff</b>	1.2.1 Is eligible for or has exhausted entitlement to unemployment compensation;
	<b><u>OR</u></b>
	1.2.2 Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration.
	<b><u>OR</u></b>
<b>3. Self-employed Dislocation</b>	Was self-employed (including employment as a farmer, 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.
<b>4. Displaced Homemaker*</b>  *Per TEGL 26-13, individuals cannot cite long-term partners to whom they were not married as family members.	2.1 An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: permanent closure; or substantial layoff; <b><u>OR</u></b>
	2.2 An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days.
	<b><u>OR</u></b>
	4.1 An individual who was dependent on the income of another family member and is no longer supported by the income of that family member;
<b><u>OR</u></b>	Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service connected death or disability of the member
<b><u>AND</u></b>	4.2 Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

<p>Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.</p>	
<p><b>5. Dislocated/ Separating Military Service Members</b></p>	<p>5.1 A non-retiree military service member who was discharged or released from service under <u>other than dishonorable</u>, or has received a notice of military separation (defined by LWDB (see Section 4.2.1)). Per proposed 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance.</p> <p><b>Note:</b> Dislocated military service members, veterans and other covered persons are eligible for Priority of Service (POS) as described in POS Policy 1009, Revision 1.</p>
<p><b>6. Spouses of Military Service Members</b></p>	<p>6.1 The spouse of a member of the armed forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;</p> <p><b><u>OR</u></b></p> <p>6.2 The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p><b>Note:</b> a military spouse may also qualify as a displaced homemaker (Category 4).</p>

**(2) Unlikely to Return Criteria**

SDWP allows the use of any of the following considerations in defining “unlikely to return” when written documentation is available to prove that the Customer:

- Worked in a declining industry or occupation, as documented on the State locally developed list of such industries or occupations. SDWP developed “Instructions for Determining Limited Employment Opportunities for Dislocated Workers” (**Attachment**) to use for this purpose; or
- Has had a lack of job offers as documented by the local Job Service (JS) Unemployment Insurance (UI) office, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the priory industry or occupation; or
- Is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through the assessment of the client’s educational achievement levels, testing, or other suitable means; or
- Has physical or other problems which would preclude reentry into the former industry or occupation, as documented by a physician/other applicable professional (e.g., psychiatrist, psychiatric social worker, chiropractor); or
- Has a poor employment history indicating a reduced capacity or ability to be re-employed in the former industry or occupation. Documentation to verify poor employment history may include, but is not limited to, proof that:

- Employment has been limited to one or more part-time (20 hours per week or less), or short-term (four months or less), jobs within the prior year, which were for the purpose of income maintenance rather than a career path (i.e., employment in “dead end” jobs, which would not prepare the customer for permanent reemployment in the previous industry or occupation);
- Unemployment insurance and/or public assistance receipt in the prior year, with little or no employment in interim periods, indicating a poor work history; or
- Terminated or laid-off due to mechanization, which is defined as “to do or operate by machinery, not by hand;” or
- A natural disaster that results in lost wages for equal to or greater than 60 days; or
- The former industry or occupation has depressed local labor market conditions due to one or more of the following:
  - Changing seasonal employment patterns; or
  - Effects of extreme or unusual weather patterns.
- Determination by an service provider staff that an individual’s likelihood of returning to his/her previous industry or occupation is unlikely due to circumstances that cause significant barriers to employment. Barriers to employment include:
  - Offender
  - High school dropout
  - Homeless
  - Cultural or language barrier
  - Older worker (55+)
  - Basic skills deficient
  - Lack of necessary skills to become reemployed due to the current requirements of the industry or occupation (to be identified by an assessment\* of the individual’s current skills and abilities and compared to current labor market demands, or rejection letters from employers for lack of necessary skills)

\*Because a WIOA-funded assessment cannot be conducted until after WIOA Dislocated Worker eligibility has been established, a self-assessment by the individual, or a prior assessment of the individual’s skills, abilities and experiences by another qualified entity must be used.

### **(3) Unlikely to Return – Military Spouses**

A military spouse may be documented as “unlikely to return” if the spouse was required to leave employment due to a result of a military member’s transfer. These circumstances do not position the spouse to return immediately to his/her previous occupation or industry for the following reasons:

- Even if a spouse resumes employment with the same employer, the employment is in a new location, and may not be the same structurally or organizationally as in the prior location;
- When military spouses do get jobs in their new locations, they often start at lower levels of seniority than the levels of their positions in their prior locations;
- There is frequently a gap in employment, which may lessen their likelihood of returning to the same level of occupation or job;
- The skills of the spouse may be obsolete or inadequate to meet the advancing competency needs of the current workforce and economy;
- The industry in which the spouse has prior work experience, in the region to which the

- spouse has relocated, may be declining; or
- An excess number of workers with similar skill sets and experience may be seeking limited employment opportunities in the region.

Subrecipient staff may use one of the rationales listed above to indicate that the military spouse is unlikely to return to their previous industry or occupation. As with all documentation, if there is no documentary evidence from an official source, document the failed attempts to obtain the documents and then an Applicant Statement may be used.

#### **(4) Unlikely to Return – Farmworkers and Other Seasonal Workers**

Farmworkers or individuals who worked seasonally can be considered unlikely to return to work in a previous industry or occupation for a variety of reasons such as:

- Change in family situation that requires higher income;
- Disability that precludes returning to the same occupation;
- Natural disaster that results in lost wages;
- Loss of agricultural land;
- Economic conditions that resulted from extreme or unusual weather patterns and agricultural market downturns;
- Permanent closures or a substantial layoff from agricultural enterprises and facilities such as packaging, canneries or farming;
- Mechanization; or
- Any significant variance to normal seasonal employment patterns, resulting in uncertain return-to-work dates.

Subrecipient may use one of the rationales listed above to indicate that the a farmworker or individual who worked seasonally is unlikely to return to their previous industry or occupation. As with all documentation, if there is no documentary evidence from an official source, document the failed attempts to obtain the documents and then an Applicant Statement may be used.

#### **(5) Obtaining Confidential UI Data for Dislocated Workers**

If an individual has received a lay-off notice from their employer, but is still working:

- 1) Have client sign the “WIOA UI - Data Consent Authorization Form” (**Attachment**), and
- 2) Fax the signed form to 916-319-1486; or
- 3) Have the client call EDD and ask for an 1180PA (California Unemployment Insurance Wage and Potential Award Information). Advise the client to press the options on the phone as if they are making an attempt to file a new claim. The client will need to provide information relating to who they have worked for within the last 18 months and approximate wage information, in order to clear the identifiers.

If the client is currently unemployed and receiving UI:

- 1) Have the client sign the “WIOA UI – Data Consent Authorization Form” (**Attachment**), and
- 2) Fax it to: (916) 319-1486.

If the information received indicates that the client is not receiving UI, but the client has provided you with copies of their UI check stubs, then request EDD technical assistance.

### **(6) Layoffs, Furloughs, Temporary Layoffs And Lockouts**

**Layoff** - means the permanent or temporary termination of employment of an employee because a position has been abolished, because of insufficient funds, because of lack of work, or for any other reason not reflecting discredit on the employee (such as, dismissal for inadequate performance, violation of workplace rules, cause, etc.).

**Furlough** - means the placing of an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons [Title 5 United States Code (USC) 7511(a) (5)]. As such, it is a temporary termination of employment or layoff.

**Lockout** - means any refusal by an employer to permit any group of five or more employees to work as a result of a dispute with such employees affecting wages, hours or other terms or conditions of employment of such employees [Section 1132.8 of the California Labor Code].

Depending on the local definition of “unlikely to return,” the circumstances of the applicant, and local economic conditions, furloughed individuals may or may not be likely to return to their previous industry or occupation.

If these individuals are likely to return to their previous industry or occupation and need more than Career Services, they may be served as adults. In some cases, a business, company or corporation’s furloughs are in fact substantial layoffs and the unlikely to return provision does not apply. Local areas have the discretion to define “substantial layoff” since the definition depends on local economic conditions.

A lockout does not terminate the employer-employee relationship. Consequently, locked out employees are not eligible dislocated workers since they have not been terminated or laid off, are not eligible for unemployment compensation, and are likely to return to the same industry or occupation once the dispute is resolved. The same guidance applies to employees that are on strike. There may be locked out employees who for financial reasons seek other employment. These individuals may be served as adults.

### **(7) Employed Dislocated Worker Self-Sufficiency Guidelines**

For an employed individual to be enrolled as a Dislocated Worker, SDWP requires the following self-sufficiency conditions to be met:

- (1) The person meets the definition of a dislocated worker;
- (2) Is currently employed; and,
- (3) Is earning 70% or less of his/her pre-dislocation wage.

### **(8) Employed Dislocated Worker Wage Exceptions**

If the individual fits the first two conditions above, and his/her earnings are above 70% of his/her pre-dislocation wage, but meets one of the three conditions below, he/she is eligible to receive WIOA

Dislocated Worker-Funded Individualized Career Services, but is not eligible to receive WIOA-funded training services:

- Individuals employed in part-time, seasonal, or temporary jobs;
- Individuals earning below SDWP's target wage that do not have health benefits through their or their spouse, employer; or
- Non-custodial parent of a child who is receiving, or whose custodial parent is receiving, TANF/CalWorks assistance.

## SEC.5. REFERENCES

Guidelines and requirements of the SDWP's WIOA Title I eligibility certification process are based on the EDD or DOL official source documents listed below and other resources as they become available. The EDD Directives or DOL Training and Employment Guidance Letters (TEGL) referred to in this Chapter can be accessed at the links provided below:

- [TEGL 03-15 WIOA Adult, Dislocated Worker, ES](#)
- [DOL Final Rules Resources](#)
- [Workforce Innovation and Opportunity Act of 2014](#)
- [WSDD15-06 Selective Service Registration](#)
- [WSDD15-14 WIOA Adult Program Priority of Service](#)
- [WSDD-143 70 Percent LLSIL and Poverty Guidelines for 2016](#)

## SEC.6. ATTACHMENTS

- [Adult/Dislocated Worker Eligibility Certification and Review Form](#)
- [Applicant Statement](#)
- [Equal Opportunity is the Law – English](#)
- [Equal Opportunity is the Law – Spanish](#)
- [Equal Opportunity is the Law Poster Supplement – English](#)
- [Equal Opportunity is the Law Poster Supplement – Spanish](#)
- [Form I-9](#)
- [Methods of Calculating Income](#)
- [Program Grievance and Criminal Complaint Policy Notice](#)
- [Telephone Verification/Document Inspection Form](#)
- [Universal Participant Authorization Form for Adult/Dislocated Workers](#)
- [WIOA UI Data Consent Authorization Form](#)
- [Instructions for Determining Limited Employment Opportunities](#)
- [Table of Acceptable Documentation for Program Eligibility](#)