TABLE OF DOCUMENTATION TO ESTABLISH WIOA PROGRAM ELIGIBILITY

VERIFY EACH ELIGIBILITY CRITERION AS LISTED ON THE ECRF. ONLY ONE DOCUMENT PER ELIGIBILITY CRITEREON IS REQUIRED. ALL OTHER BARRIERS INCLUDED IN CALJOBS SHOULD BE BY "SELF ATTESTATION." ONLY THE DOCUMENTATION SOURCES LISTED IN THIS TABLE MAY BE USED.

Applicant Statements should only be used if no other documentation is available. <u>Each</u> Applicant Statement used to document an approved criteria must be documented on its own Applicant Statement form.

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TABLE 1: GENERAL ELIGIBILITY REQUIREMENTS

ELIGIBILITY CRITERIA & DEFINITION

SOCIAL SECURITY NUMBER

DATA VALIDATION ONLY Applicant Statement cannot be used

An identifying number unique to each individual

Note: An SSN is not required for WIOA eligibility. For individuals who are unable or refuse to provide a SSN, a pseudo-SSN may be assigned during the WIOA application process.

State of California (EDD) Directive: WSD 20-11

ACCEPTABLE DOCUMENTATION

Documentation of Social Security Number is not required for eligibility determination.

- SSN is used to verify participants wage data and placement information. Participants may agree to give the SSN on the WIOA application for this purpose.
- Notify participants that their "Right to Work" documentation may be required later in order to provide employment services or training. Reference <u>Chapter 4</u>. Part 1, for "Right to Work Verification."
 - Reference Chapter 5, Attachment Activity Code Detailed Listings for services that require Right to Work Verification
- If a participant is unable or refuses to provide a SSN, provide a Pseudo SSN as explained in <u>Chapter 5, CalJOBS Data Entry Policies and</u> Procedures.

BIRTH DATE/AGE

REQUIRED

Applicant Statement cannot be used

A document identifying date of birth to determine age

State of California (EDD) Directive: WSD 22-03

- Driver's License
- Baptismal Record
- Birth Certificate (United States [US] or non-US issued)
- DD-214
- Report of Transfer or Discharge Paper
- Federal, State or Local Identification Card
- Passport (US or non-US issued)
- Hospital Record of Birth (US or non-US issued)
- Public Assistance/Social Service Records
- School Records or identification (ID) Cards (US or non-US issued)
- Work Permit
- Family Bible

SELECTIVE SERVICE REGISTRATION

REQUIRED FOR MALES BORN AFTER JANUARY 1. 1960

Applicant Statement cannot be used

Service in the armed forces under conscription

State of California (EDD) Directive: WSD16-18

Reference: <u>Selective Service System – Forms</u>

Required for Males born after January 1,1960:

- Selective Service acknowledgement letter.
- Report on Separation form (Form DD-214). Should be used only if veteran was discharged after his 26th birthday.
- Screen printout of the Selective Service Verification site. For males who
 already registered, this website can be used to confirm their Selective
 Service number as well as the date of registration, by entering a last
 name, social security number, and date of birth.
- Selective Service registration card.
- Selective Service verification form (Form 3A).
- Stamped post office receipt of registration.

Exception:

- Active Duty
- Attending Service Academy
- Disabled males who were continually limited to a residence, hospital, or institution
- Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement.
- Male veterans discharged after their 26th birthday.
- Non-U.S. males who entered the U.S. for the first time after their 26th birthday.
- Non-U.S. males who entered the U.S. illegally after their 26th birthday.
- Non-U.S. males on a valid non-immigrant visa.

Failure to Register (Not knowingly or willful):

 WSD16-18, Attachment 1 – Selective Service Failure to Register Self-Attestation Statement

TABLE 1: GENERAL ELIGIBILITY REQUIREMENTS	
ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
VETERAN STATUS OR COVERED SPOUSE	Veteran: Form DD-214, Certificate of release or Discharge from Active Military Duty
REQUIRED IF APPLICABLE Applicant Statement cannot be used	A Letter from the Veterans' Administration Covered Spouse (proof of marriage to veteran through:
For determining priority of service only	 Military spouse's ID Card Marriage Certificate
State of California (EDD) Directive: WSD19-04	

TABLE 2: ADULT ELIGIBILITY REQUIREMENTS

ADULT ELIGIBILITY

Income verification:

- 70% lower living standard
- 100% if family income is at or below the poverty line

Income verification is **NOT** required if customer meets one of the following criteria:

- 1. Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance; or
- 2. Is a Foster Child; or
- 3. Is Homeless; or
- 4. Receives or is eligible to receive free or reduced-price lunch; or
- 5. Is Deficient in Basic Skills

Note: Customers with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income verification and 1 through 5 above do not apply.

OPTION 1

RECIPIENT OF PUBLIC ASSISTANCE

For the purposes of WIOA, a public assistance recipient includes an individual (or an individual who is part of a family) currently receiving, or who in the past 6 months has received assistance.

ELIGIBILITY CRITERIA & DEFINITION ACCEPTABLE DOCUMENTATION **Supplemental Nutrition Assistance Program (SNAP) PUBLIC ASSISTANCE** SNAP Eligibility Verification Applicant Statement cannot be used Copy of Authorization to Receive Food Stamps Documentation of Food Stamp Benefit Receipt An applicant who receives, or in the past 6 Referral Transmittal from SNAP months has received, or is a member of a Temporary Assistance to Needy Families (TANF) family that is receiving or in the past six **TANF Eligibility Verification** months has received, assistance through TANF Period of Benefit Receipt Verification the following: Referral Transmittal from TAN Supplemental Security Income (SDI)/Supplemental Disability Includes: Income (SDI) SSI/SDI Receipt of Benefits Verification 1. Supplemental Nutrition Assistance Program Referral Transmittal from Social Security Administration (SSA) SSI/SDI Eligibility Verification Temporary Assistance for Needy Families Other Public Assistance Recipient: Copy of Authorization to Receive Cash Public Assistance 3. Supplemental Security Income (SSI): or Copy of Public Assistance Check 4. Any other State or local income-based public Medical Card Showing Cash Grant Status assistance. Public Assistance Eligibility Verification FREE OR REDUCED LUNCH Letter of eligibility for free or reduced-price lunch Free or reduced-price lunch card School documentation Eligible to receive a free or reduced-price Applicant statement if no other documents are available lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) Note: WIOA programs must base low-income status on an individual student's eligibility to receive free and reduced lunch, regardless of if the whole school automatically receives free and

reduced lunch.

OPTION 2

LOW-INCOME INDIVIDUALS

The individual receives an income or is a member of a family that received a total family income, for the six-month period prior to WIOA registration that (in relation to family size) does not exceed the above 70% Low-Income Guidelines.

ELIGIBILITY CRITERIA & DEFINITION

FAMLY SIZE/INDIVIDUAL STATUS

A family is defined as:

A) Two or more persons related by blood, marriage (including same-sex marriages), or decree of court,

B) who are living in a single residence, and

- C) are included in one or more of the following categories:
- a husband, wife, (including same sex spouses), and dependent children.
- a parent or guardian and dependent children
- a husband and wife (including same sexspouses)

Note: A step-child or step-parent is considered related by marriage and must be included when determining family income.

ACCEPTABLE DOCUMENTATION

- Birth certificate
- Decree of court
- Divorce decree
- Landlord statement/lease
- Marriage certificate
- Medical card
- Public assistance/social service agency records
- Public Housing Authority (If resident of, or on waiting list)
- Written statement from a publicly supported 24-hour care facility or institution (e.g., mental, prison)
- Telephone verification
- Applicant statement if no other documents are available

Reference: Page 7 of TEGL 21-16

FAMILY/INDIVIDUAL INCOME

The individual receives an income or is a member of a family that received a total family income, for the six-month period prior to WIOA registration that (in relation to family size) does not exceed the above 70% Low-Income Guidelines.

Document each family member and their corresponding income determination using the source attachment (<u>Chapter 7, Part 1: Methods for Calculating Income</u>). The Eligibility Specialist must use the Income Calculation Template to show income determination and upload it to eFILE.

Note: Customers with a disability only need to provide individual, not family income.

Reference: Page 7 of TEGL 21-16

AND

- Award letter from Veterans Administration
- Bank statements/ Direct deposit
- 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
- (Schedule C)
- Social Security benefits records
- Unemployment insurance documents and/or printout
- Copy of Authorization to Receive Cash Public Assistance
- Copy of public assistance check
- Telephone verification
- Applicant statement if no other documents are available

OPTION 3

OTHER ADULT ELIGIBILITY

OTHER ADULT ELIGIBILITY	
Income verification is NOT required if customer	
ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
BASIC SKILLS DEFICIENT (BSD)	TABE (Assessment)CASAS (Assessment)
Applicant Statement cannot be used	 School records showing test scores from a generally accepte standardized test within the last year
The term basic skills deficient, means that a low-income individual has English reading, writing, or computing skills at or below the	Academic assessment, transcripts, or other school documentation AND
9th grade level (8.9 or lower) on a generally accepted standardized test or a comparable	Barrier entered on the WIOA Application
score on a criterion-reference test. The Act does not provide flexibility to local areas to further define basic skills deficient.	If an individual is an English Language Learner (ELL) <u>and</u> BSD, no documentation is required. However, if the participant is BSD and NOT ELL, then a case note and/or assessment/record is needed.
HOMELESS	Signed Program Application (UPAF) Program Application (UPAF)
Includes: Victims of the <u>Violence Against Women Act</u> (42 U.S.C. 14043e-2(6)); and	 Barrier entered on the WIOA Application No documentation is required
The McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360 et seq.);	
FOSTER CARE	Signed Program Application (UPAF) But the Market Application (UPAF) But the Mar
A foster youth is defined as:	 Barrier entered on the WIOA Application No documentation is required
An individual who is in foster care or has aged out of the foster care system, or	
Who has attained 16 years of age and left foster care for kinship guardianship or adoption, or	
An individual who was formerly in foster care, but returned to their families before turning 18, or	
A child eligible for assistance under sec. 477 of the Social Security,	
<u></u>	

INDIVIDUAL WITH DISABILITIES

Has a physical (motion, vision, or hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities;

and

Has a record of such an impairment or is regarded as having such an impairment.

and

The individual's physical or mental impairment constitutes or results in a substantial impediment to employment.

- Signed Program Application (UPAF)
- Barrier entered on the WIOA Application
- · No documentation is required

TABLE 2: ADULT ELIGIBILITY REQUIREMENTS

ADULT PROGRAM PRIORITY OF SERVICE

The application of priority of service varies depending on the eligibility requirements of the WIOA adult program. The following describes how priority of service applies to the WIOA adult program. Reference EDD Directive: WSDD-228

Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.	Veterans and eligible spouses who are: Recipient of Public Assistance Low-Income (70%) Basic Skills Deficient
2ND PRIORITY Individuals who are the recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.	Any Individual who are: Recipient of Public Assistance Low-Income (70% lower living standards) Basic Skills Deficient
3RD PRIORITY	Veterans and eligible spouses who are NOT:
Veterans and eligible spouses who are not included in WIOA's priority groups.	Low-Income Recipients of Public Assistance Basic Skills Deficient

4TH PRIORITY Priority populations established by the Governor and/or Local Workforce Development Board (Local Board).	 Displaced homemakers (as defined in WIOA sec. 3(16)); Low-income individuals (as defined in WIOA sec. 3(36)); Indians, Alaska Natives, and Native Hawaiians (as defined in WIOA sec. 166(b)); Individuals with disabilities, including youth who are individuals with disabilities (as defined in WIOA sec. 3(25) (includes individuals who are in receipt of Social Security Disability Insurance); Older individuals (age 55 and older) (as defined in WIOA sec. 3(39)); Ex-offenders ("offender" as defined in WIOA sec. 3(38)); Homeless individuals or homeless children and youths (see Attachment III); Youth who are in or have aged out of the foster care system; Individuals who are: English language learners (WIOA sec. 203(7)), Individuals who have low levels of literacy (an individual is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual's family, or in society); and Individuals facing substantial cultural barriers; Eligible migrant and seasonal farmworkers (as defined in WIOA sec. 167(i) (1-3); Individuals within two years of exhausting lifetime TANF eligibility; Single parents (including single pregnant women); Long-term unemployed individuals (unemployed for 27 or more consecutive weeks); and Other groups as the Governor involved determines to have barriers
5TH PRIORITY	to employment All other individuals not included in Priority 1 through 4
Other individuals not included in WIOA's priority groups.	

TABLE 3: DISLOCATED WORKER ELIGIBILITY REQUIREMENTS

DISLOCATED WORKER ELIGIBILITY

The dislocated worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the dislocated worker program provides services to assist them in reentering the workforce.

CATEGORY 1 AND 2: GENERAL DISLOCATED WORKER ELIGIBILITY

ELIGIBILITY CRITERIA & DEFINITION

ELIGIBLE FOR OR HAS EXHAUSTED UNEMPLOYMENT COMPENSATION (UC)

Terminated or laid off, or has received notice of termination or layoff, and is eligible for or has exhausted entitlements to UC and is unlikely to return to previous industry or occupation.

Must document A. B and D

NOT ELIGIBLE FOR UNEMPLYMENT COMPENSATION (UC)

Terminated or laid off, or has received notice of termination or layoff, and has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment but is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law and is unlikely to return to previous industry or occupation.

Must document C and D

MILITARY SERVICE MEMBERS

Still active military service members may apply for services prior to date of discharge but must be fully separated from the military to be determined eligible for and receive services.

Must document A, B and C

ACCEPTABLE DOCUMENTATION

Conditions:

- A. Terminated or laid off (Date of Actual Qualifying Dislocation), and
- B. Eligible for or has exhausted entitlement to UI,
- C. Has been employed for a duration sufficient to demonstrate attachment to the workforce; and
- D. Unlikely to Return (document one)
 - Low demand or decline
 - ii. Wage Comparison
 - iii. Outdated Skills
 - iv. Physical or mental limitation
 - v. Aged 55 or older
 vi. Terminated for
 conduct that
 precludes return
 to that specific
 occupation

Documentation:

- A1. Verification from Employer
- A2. Rapid Response List
- A3. Notice of Layoff
- A4. Public Announcement with documentation from an UI data source (see Workforce Services Directive [WSD] 16-08 for acceptable sources)
- A5. Self-Attestation
- B1. UI Printout from EDD
- B2. *RESEA CalJOBS Events Calendar Record
- B3. *Initial Assistance Workshop (IAW) CalJOBS Events Calendar Record.
- B4. *Personalized Job Search Assistance Workshop (PJSA) CalJOBS Events Calendar Record.
- B5. For Claimant, Exhaustee, or Exempt from Work Search: Documentation from
- Unemployment Insurance (UI) B6. Public Assistance Records
- B7. Self-Attestation
- *CalJOBS Events Calendar is populated via electronic record from UI system
- C1. UI Printout from EDD
- C2. Pay Stubs
- C3. Employer Collateral Contact
- C4. Self-attestation

D(i)

- a. Qualifying Occupations list
- b. Labor market information
- c. Labor analysis

D(ii)

a. Comparison of current job listing wages to previous wage

D(iii)

- a. Work History
- b. Labor Market Information
- c. Self-attestation

D(iv)

- a. Doctor's Statement
- b. Vocational Rehab or L&I Statement

D(v)

- a. Driver's License
- b. Tribal ID card
- c. Military ID
- d. Birth certificate
- e. Federal or State ID
- f. Public Assistance record
- g. US Passport
- h. DD-214

D(vi)

- a. Termination letter
- b. Other document substantiating reason for dismissal

CATEGORY 3

PERMANENT CLOSURE OR SUBSTANTIAL LAYOFF

Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the Permanent closure of <u>or</u> substantial layoff at a plant, facility, or enterprise.

Must Document A and B

Conditions:

- A. 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, and
- B. Worked with employer

Documentation:

- A1. Layoff or termination notice or letter from employer
- A2. WARN notice
- A3. Newspaper article
- A4. Self-attestation

AND

- B1. Employer list of laid off employees
- B2. Printout from EDD
- B3. Pav stub
- B4. Self-attestation (work history)

CATEGORY 4

EMPLOYED AT FACILITY THAT ANNOUNCED CLOSURE

Individual is employed at a facility at which the employer has made a general announcement that the facility will close.

Must Document A and B

Conditions:

- A. Is employed at a facility at which employer has made a general announcement that the facility will close, <u>and</u>
- B. Works with employer

Documentation:

A1. Any general announcement made by the employer, reported by media, or communicated in some other fashion indicating date of closure.

AND

- B1. Employer list of employees
- B2. Printout from EDD
- B3. Current Pay stub
- B4. Self-attestation (work history)

CATEGORY 5

PREVIOUSLY SELF-EMPLOYED

Individual was previously self-employed (including farmers, ranchers, and fishermen), but is unemployed due to general economic conditions in the community of residence or because of natural disaster.

Must Document

- A, and B; or
- (

Conditions:

- A. Self Employed, but unemployed, and
- B. As a result of general economic conditions, **or**
- C. Because of natural disaster

Documentation:

- A1. Tax returns
- A2. Business license
- A3. Self-Attestation

AND B OR C

- Newspaper article
- Foreclosure notice
- Documentation that disaster caused going out of business
- Self-attestation

CATEGORY 6

DISPLACED HOMEMAKER

An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income; or 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, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; and is unemployed or underemployed and is

experiencing difficulty in obtaining or upgrading

Conditions:

- Has been dependent on income of family member & no longer supported by that income, and
- B. Is unemployed or underemployed & experiencing difficulty obtaining or upgrading employment

Documentation:

- A1. Separation or divorce decree
- A2. Divorce Papers/Court Record
- A3. Spouse's layoff notice or UI claim
- A4. Spouses' death record
- A5. Tax Returns/ Bank Records
- A6. Self-attestation

AND

B1. UI Printout from EDD B2. Self-attestation

employment. The state UC law and is unlikely to return to previous industry or occupation.

Must document A and B

CATEGORY 7 AND 8

SPOUSE OF A MEMBER OF THE ARMED FORCES

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.

or

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.

Conditions:

- A. A military spouse who is unable to continue an employment relationship due to the service member's permanent change of military station; or
- B. A military spouse who lost employment as a result of the service member's discharge from the military.

Note: A military spouse may also qualify as a displaced homemaker.

Documentation:

- A1. Military spouse's ID Card
- A2. Marriage Certificate

<u>AND</u>

- B1. Lay off or termination notice
- B2. Call to last employer
- B3. UI Printout from EDD
- B4. Certification of expected separation (Fed. Civilian)
- B5. DD-214 (Military separation)
- B6. Self-attestation

Must document A and B

CATEGORY 12

NATIONAL DISLOCATED WORKER GRANT (NDWG) ELIGIBILITY

Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above but is an individual that meets DWG eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster.

Conditions:

Reference: TEGL 16-21 Updated National Dislocated Worker Grant Program

Documentation:

- Meets DW Categories 1-8
- Meets criteria as designated by the NDWG

TABLE 4: PRIOR OR CURRENT ENROLLMENT IN CALJOBS	
ELIGIBILITY CRITERIA & DEFINITION	ACCEPTABLE DOCUMENTATION
RE-ENROLLMENT	Re-Enrollment Request form completed and approved by
Applicant Statement cannot be used	SDWP Program Specialist and kept in applicant's eFile
A person who is in follow up services and has previously had a WIOA application in CalJOBS.	
Note: Re-enrollment approval is not required if the individual's WIOA application is no longer active.	
DUAL-ENROLLMENT	Dual-Enrollment Request form completed and approved by
Applicant Statement cannot be used	SDWP Program Specialist and kept in applicant's eFile
A person who has an active WIOA application in CalJOBS and is requesting to enroll in two Title I programs	
CO-ENROLLMENT	Refer to Chapter 5: Activity Code Dictionary to document
Applicant Statement cannot be used	appropriate referrals after enrollment. Referrals prior to enrollment should be documented in the Partner Portal.
A person who has an active WIOA application in CalJOBS and is referred to other non-Title I programs (i.e., Title II, III, IV and other non-WIOA SDWP special projects)	No form is required for co-enrollment