

PARTNER WORK

ADULT/DISLOCATED WORKER ELIGIBILITY POLICY

Purpose

This Partner4Work policy ensures every Workforce Innovation and Opportunity Act (WIOA) participant in the City of Pittsburgh and Allegheny County who receives WIOA Adult/Dislocated Worker program funded services is eligible and registered to receive those services.

Affected Parties

This policy applies to all Pittsburgh/Allegheny County WIOA Title I Adult and Dislocated Worker participants and to individuals interested in enrolling in these programs.

Pittsburgh/Allegheny County WIOA Title I Adult and Dislocated Worker staff and Partner4Work staff are responsible for implementing this policy.

References

- WIOA Section 3(2), (5), (15), (16), (36)

Definition of Key Terms

“Basic Skills Deficient” individuals are:

- A youth with English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- A youth or adult who 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.

“Displaced Homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; 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, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.

“Low-income individuals” meet one or more of the characteristics listed below:

- Recipient of Cash Public Assistance

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- Family Income that does not exceed the higher of 70% of the Lower Living Standard Income Level (LLSIL) or the poverty line
- Receives Food Stamps or was determined eligible to receive in the last six months
- Homeless
- Publicly supported Foster Child
- Individual with a disability and own income at or below 70% of the LLSIL or the poverty line
- Receives, or is eligible to receive a free or reduced-price school lunch
- An individual who resides in a high poverty area, defined as an area that has a poverty rate of at least 30% (set every 5 years, using ACS 5-year estimates)

“**Self-attestation**” occurs when an individual states his or her status for a particular data element, and then signs and dates a form acknowledging this status.

“**Self-certification**” means an individual’s signed attestation that the information said individual submitted to demonstrate eligibility for a program under title I of WIOA is true and accurate.

Eligibility Requirements

WIOA Adult Eligibility

WIOA Title I Adult participants must meet basic eligibility requirements. These include:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the U.S.; and
- Meet selective service registration requirements (males only) (see below).

See the Partner4Work Priority of Service Policy for additional eligibility requirements for Adults to qualify for priority of service to receive training or career services.

WIOA Dislocated Worker Eligibility

WIOA Title I Dislocated Worker participants must meet basic eligibility requirements. These include:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the U.S.; and
- Meet selective service registration requirements (males only) (see below).

Also, WIOA Title I Dislocated Worker participants must fit in one of the following five categories, as described in WIOA Section 3 (15):

1. Terminated/Laid Off; Eligible for UC and Unlikely to Return
 - a. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);

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- b. Is eligible for or has exhausted entitlement to unemployment compensation; or
 - c. 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; and
 - d. Is unlikely to return to a previous industry or occupation;
2. Permanent Closure/Substantial Layoff/General Announcement of Employer Closure
 - 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, military installation, or enterprise;
 - b. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - c. For purposes of eligibility to receive services other than training services described in WIOA section 134(c)(3), career services described in WIOA 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 or military installation will close;
 3. Formerly Self-Employed/Currently Unemployed
 - a. 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;
 4. Displaced Homemaker (see *Definition of Key Terms*, p. 1)
 5. Military Spouse
 - a. Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), 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
 - b. Is the spouse of a member of the Armed Forces on active duty and who also is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Underemployment:

Individuals who are working, but underemployed, may still meet the eligibility requirements for Adult Priority of Service and/or Dislocated Worker. Partner4Work defines “underemployed” as meeting one or more of the following criteria:

- An individual who is employed less than full-time who is seeking full-time employment, including individuals who may be employed at full-time across multiple positions, but are seeking full-time employment at a single position;
- An individual who is employed in a position that is inadequate with respect to their skills and training;
- An individual who is employed, but earning a wage that is below the self-sufficiency wage as defined by Partner4Work’s Self-Sufficiency Policy; or
- An individual who is employed, but whose earnings are not sufficient compared to their previous position’s earnings from their previous employment.

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Policy

Primary Eligibility Review

It is the WIOA Title I Adult/Dislocated Worker staff's responsibility to review and sign off on all registration paperwork for completeness and accuracy. Staff must maintain a centrally controlled file for each program applicant and registrant which contains copies of all eligibility documents collected. Title I program staff will provide Federal, State, and Partner4Work monitors with access to such records given reasonable notice.

Self-Certification

Self-certification is allowed as a viable source for documenting eligibility for all WIOA Title I program participants. For Adult and Dislocated Worker participants, self-certification must be limited and only available as a last resort. Self-certification must only be used for Adult and Dislocated Worker participants for the following eligibility criteria:

- Date of dislocation (Dislocated Worker)
- Displaced Homemaker (Dislocated Worker)
- Reemployment opportunity is poor/unlikely to return to work (Dislocated Worker)
- Permanently or temporarily laid off as a consequence of disaster (Dislocated Worker)

Self-certification, including the WIOA Statement of Family Size/Family Income Form, must **not** be used for determining income eligibility for WIOA services. The WIOA Statement of Family Size/Family Income Form may be used for documenting income when **not** needed for determining eligibility. Providers are encouraged to utilize telephone verification prior to self-attestation for Adult and Dislocated Worker participants where possible. Telephone verification involves verification of eligibility criteria through phone calls with recognized governmental or social services agencies. Information obtained through this method should be documented on the **attached** Telephone/Document Inspection Verification Form.

Random Sampling Methodology

In order to verify applicant self-certification usage and to monitor self-attestations, Partner4Work will adopt a random sampling methodology. The methodology will verify eligibility in self-attested applications and will be implemented for all Title I programs.

Based on previous experience, Partner4Work estimates that less than 1% of participants report incorrect information when self-attesting on application forms. For the purposes of ensuring the validity of self-attested data, Partner4Work will use a 90% confidence interval and 5% margin of error. A random sample of the population utilizing self-attestation will be selected to verify if the information those individuals reported is correct. The size of the sample depends on the size of the population and is outlined in the table below. Population will be measured by funding stream (e.g. Dislocated Worker) and not by individual provider. Participants selected through the random sampling methodology will be notified at the time of eligibility and required to provide additional eligibility documentation.

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Population Size	Random Sample Size
25	8
50	9
75	9
100	10
200	10
300	10
400	10
500	14
750	20
1000	26

If more than 10% of examined participants are found to be ineligible, Partner4Work will take corrective action, including providing technical assistance to providers utilizing self-certification as a form of eligibility.

Selective Service Requirements

Every male citizen and male permanent resident noncitizen in the United States between the ages of 18 and 26 are required to register with Selective Service. Males who failed to register with Selective Service by their 26th birthday and can provide written explanation and supporting documentation of any of the following may be eligible for WIOA services:

- Over the age of 26 and were willing but unknowing of the requirement to register with Selective Service;
- Incarceration, institutionalization, or hospitalization between the ages of 18-26; OR
- Non-citizen status and non-permanent resident status before age 26.

Partner4Work will monitor Selective Service exceptions to ensure that proper procedures are followed.

Effective Date: April 3, 2020

WIOA Adult Eligibility

The Workforce Innovation and Opportunity Act (WIOA) defines adult eligibility. Each applicant must document all the categories in box A.

Eligibility point	Most common documentation
Social security number	Signed social security card; social security benefits document; employment records or paystubs (with number); DD-214; UC records
Citizenship or eligibility to work	Birth certificate; alien registration card; public assistance records; social security card (Work Eligible) with ID; U.S. passport
Age/date of birth	Birth certificate; gov't-issued ID or driver's license; public assistance records
Address	Government-issued ID; postmarked envelope; lease; public assistance records
Selective service registration (males 18+ only)	Internet verification of registration; DD-214; stamped post office receipt

WIOA Reporting on Special Populations

WIOA requires reporting on special populations being served. The following are examples of special populations and documentation that may be used to verify this information. This information is not required for determining WIOA Adult program eligibility.

Special Population	Documentation Examples
Displaced homemakers	See Dislocated Worker Eligibility form
Low-income individuals	Pay stubs; pension statement; UC documentations, statement of family size/family income, public assistance records (COMPASS)
Indians, Alaska Natives, and Native Hawaiians	Tribal ID
Individuals with disabilities	OVR or agency letter; medical records; self-certification; telephone verification
Older individual	55 years of age or older
Ex-offenders	Court document; probation letter; halfway house residency, self-certification
Homeless individuals	Letter from shelter or individual providing shelter; self-certification; telephone verification
Youth who is in or has aged out of the foster care system	Court documentation, self-certification; telephone verification
Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers	Standardized test score (TABE or CASAS); school records, Self-certification
Migrant & seasonal farmworker	Paystubs, self-certification
Individuals within 2 years of exhausting lifetime eligibility under TANF	Benefits statement
Single parent (including single pregnant women)	Child's birth certificate; doctor's note; telephone verification; self-certification
Veteran	Self-Attestation
Long-term unemployed (at the time of training, have been unemployed for 20 or more weeks)	UC Claim information; UI Documents

Note: The information in this document should be used as a supplemental tool and **not** a replacement or alternative to P4W's Eligibility Policy.

WIOA TELEPHONE VERIFICATION/DOCUMENT INSPECTION FORM

IDENTIFYING INFORMATION			
Applicant's Name	_____	_____	_____
	Last	First	MI
Participant ID	_____	Date:	_____

WIOA ELIGIBILITY VERIFICATION BY TELEPHONE

NAME AND/OR NUMBER OF DOCUMENT _____

ELIGIBILITY ITEM(S) TO BE VERIFIED: _____
INFORMATION VERIFIED: _____
AGENCY PROVIDING VERIFICATION: _____
AGENT VERIFYING ELIGIBILITY ITEM: _____
DATE AND TIME OF VERIFICATION: _____
TELEPHONE NUMBER OF AGENCY PROVIDING VERIFICATION: _____

WIOA ELIGIBILITY VERIFICATION BY DOCUMENT INSPECTION

NAME AND/OR NUMBER OF DOCUMENT _____

ELIGIBILITY ITEM TO BE VERIFIED: _____
INFORMATION VERIFIED: _____
DOCUMENT TO BE INSPECTED: _____
ORIGINAL SOURCE OF DOCUMENT: _____
REASON FOR DOCUMENT INSPECTION: <input checked="" type="checkbox"/> REMOTE SITE ELIGIBILITY, NO COPIER AVAILABLE.
<input type="checkbox"/> ON SITE ELIGIBILITY, NO COPIER AVAILABLE.
<input type="checkbox"/> DOCUMENT CANNOT BE COPIED

<p>I ATTEST THAT THE INFORMATION RECORDED BY ME ON THIS DOCUMENT WAS OBTAINED THROUGH TELEPHONE CONTACT OR DOCUMENT INSPECTION ON THE ABOVE DATE. AS INDICATED BY THE AGENT, ALL INFORMATION WAS OBTAINED FROM DATA PREVIOUSLY DETERMINED AND RECORDED IN THE APPLICANT'S RECORDS AT THE AGENCY PROVIDING THE ELIGIBILITY VERIFICATION.</p> <p style="text-align: center;">OR</p> <p>I ATTEST THAT THE DOCUMENT INSPECTION VERIFIED THE PRIMARY/SECONDARY ITEMS REQUIRED TO DETERMINE ELIGIBILITY FOR THE WIOA PROGRAM.</p>	
<p>_____</p> <p>ELIGIBILITY SPECIALIST'S SIGNATURE</p>	<p>_____</p> <p>DATE</p>

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
STATEMENT OF FAMILY SIZE/FAMILY INCOME**

IDENTIFYING INFORMATION			
Applicant's Name: _____			
Last	First	MI	
Address: _____			

Participant ID: _____		Application Date: _____	

To be completed by WIOA Applicant with staff assistance

For use in completing this form, the definitions of FAMILY and FAMILY INCOME can be found in this attachment.

Please provide information regarding the applicant's FAMILY as requested below.

FAMILY MEMBER'S NAME	RELATIONSHIP TO APPLICANT	FAMILY MEMBER INCOME (Last Six Months)
Total Number in Family:		Total Income: 0

If applicable, please complete the following information for FAMILY MEMBERS not currently residing in the applicant's residence (see instructions).

NAME	LOCATION	REASON

I attest to the best of my knowledge that the information above is true and correct.

Signature of Applicant _____
Date

CORROBORATING WITNESS – I attest to the best of my knowledge that the information is true and correct.

Name _____ Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ Relationship to Applicant _____