

**WIA ELIGIBILITY DOCUMENTATION REQUIREMENTS**

Workforce Investment Act Policies and Procedures

**POLICY #: W401**

Date: March 19, 2014

**BACKGROUND:**

In Washington State, the Employment Security Department (ESD) and workforce development councils previously maintained separate Workforce Investment Act (WIA) program eligibility policies for Adult, Dislocated Worker and Youth. In addition, other policies were created regarding specific program requirements (e.g. priority for services under the Adult Program and defining dependents for the low-income criteria). Together, the numerous policies contained redundancies and made it cumbersome to clarify new guidance relating to some, or all, of the various policies. Recently, ESD and the Spokane Area Workforce Development Council (SAWDC) integrated all eligibility policies creating this WIA Eligibility Policy and accompanying Eligibility Policy Handbook and attachments.

This resulting WIA Eligibility Policy includes a comprehensive “handbook” that accomplishes the following:

* Consolidates, replaces and rescinds several policy documents (see Supersedes Section);
* Details specific WIA Adult, Dislocated Worker and Youth program eligibility criteria;
* Incorporates instruction specific to WIA Title 1-B programs; and
* Identifies acceptable documentation of various eligibility criteria that align with WIA Data Element Validation requirements.

NOTE: This policy specifically addresses eligibility, but the eligibility process alone does not complete the enrollment process. Additional documentation and procedures are required to complete registration and enrollment. Some of the local registration procedures have been added as an additional section (Section 7) in the accompanying handbook.

**POLICY:**

**Program Eligibility**

This policy addresses eligibility requirements for Wagner-Peyser and the Title 1-B Adult, Dislocated Worker, and Youth programs. Program eligibility requirements are detailed in the attached handbook.

**Data Element Validation and Documentation Requirements**

Workforce development councils are required to maintain adequate documentation to ensure credibility of eligibility determinations and to support data element validation requirements in alignment with this policy and WorkSource Policy 1003 – Data Element Validation. The U.S. Department of Labor Employment and Training Administration (DOL/ETA) mandates annual Data Element Validation to assess the accuracy of reported participant data. DOL/ETA has established specific documentation requirements, and several of the data elements validated through this process pertain to program eligibility.

It is the policy of ESD to align WIA program eligibility documentation with existing Data Element Validation documentation requirements for any eligibility components that are included under data validation (refer to handbook Sec. 6). Aligning these requirements will increase efficiencies and ensure data validation requirements are met (for eligibility components) at the time of participant enrollment. In this way, eligibility documentation will support future data validation efforts.

**Self-Attestation**

It is the policy of ESD to allow workforce development councils to utilize self-attestation as a minimum documentation requirement for any eligibility component unless specific documentation requirements are provided in DOL/ETA guidance (e.g., Data Element Validation requirements in [TEGL 28-11](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9545) or Selective Service documentation requirements in [TEGL 11-11](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8779) Change 2) or state law (e.g., the requirements governing Unemployment Insurance eligibility determination). In an effort to reduce the amount of administrative burden resulting from the capture and maintenance of paper documentation, Employment Security Department encourages the use of self-attestation (as defined in this document, its handbook and [TEGL 28-11](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9545)) wherever permissible under federal guidelines. The SAWDC will allow the use of self-attestation only as outlined in the attached handbook.

The SAWDC and its subcontractors will use the self-attestation forms provided in the handbook. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or this policy will result in potential disallowed costs. Properly documented self-attestation will serve as documentary evidence of eligibility determination and will not, in and of itself, warrant disallowed cost findings through annual program monitoring.

**DEFINITIONS:**

For a complete list of definitions, refer to the Eligibility Policy Handbook listed as Attachment A.

**ATTACHMENTS:**

* Attachment A - Eligibility Policy Handbook
* Attachment B - Eligibility & Priority of Service Verification Forms (for Adult, or Dislocated Worker, or Youth)
* Attachment C - Self-Attestation for Adults / Dislocated Workers
* Attachment D - Self-Attestation for Youth
  + - Attachment E - Consent for Release of Unemployment Insurance Data for WIA Title I-B Program

Eligibility Determination

* Attachment F - Chart of Services
* Attachment G - WIA Participant File Document Checklist

**REFERENCE:**

* Washington State WorkSource System Policy #1019: Eligibility Guidelines and Documentation Requirements
* Washington State WorkSource System Policy #1019 Attachment A: Eligibility Policy Handbook
* Workforce Investment Act (WIA) of 1998
* Workforce Investment Act; Final Rules 20 CFR Part 652 et al.

**SUPERSEDES:**

* W500 Adult – Priority of Service (2007)
* W600 Dislocated Worker (2012)
* W700 Youth (2009)
* W405 Independent Individual (2008)
* W406 Self-Sufficiency
* W401 Registration (2008)

Revision History: New policy replacing W500 Adult (2007), W600 DW (2012), W700 Youth (2009), W405 Independent Individual (2008), and W406 Self-Sufficiency (2009), W401 Registration (2008)