

# Greater Memphis Workforce Development Board

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## GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT BOARD (GMLWDB)

### GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA

**EFFECTIVE DATE:** July 1, 2020

**DURATION:** Indefinite

**POLICY:** Eligibility Documentation

**PURPOSE:** This policy provides guidance regarding acceptable sources of documentation for establishing eligibility for WIOA Title I programs.

**REFERENCE(S):** WIOA of 2014 (Pub.L. 113-128), July 22, 2014 WIOA Final Rules, August 9, 2016 TEGL No. 8-15

**BACKGROUND:**

The Workforce Innovation and Opportunity Act of 2014 specifies eligibility requirements for WIOA Title I Adult, Dislocated Worker and Youth programs. These requirements serve as the minimum standards for determining one's eligibility for program services.

**POLICY:**

WIOA guidelines and the State's Management System (VOS) require the following data elements to enroll an individual in WIOA services. Items with an asterisk(\*) require match documentation. Match means that the data on the application must be the same as the documentation that is in the participant file. For example, Temporary Assistance to Needy Families (TANF) participation can be determined by a match with the state's public assistance database that yields supporting information such as dates of participation and services rendered.

**Adult**

Individual must meet the following basic eligibility criteria for the Adult program:

- 18 years or older\*
- US Citizen or Authorized to work in the US\*
- Selective Service Registration (Applicable to males born on or after 01/01/1960 [www.sss.gov](http://www.sss.gov))\*

In addition to the basis eligibility criteria, the following should be obtained and/or verified for each Adult participant, if applicable.

- Gender
- Social Security Number\*
- Race/Ethnicity/Heritage
- Type of disability if the individual considers themselves to have one\*

- Veteran Status\*
- Employment Status\*
- Unemployment Compensation\*
- Long-term unemployment
- Farmworker Status
  - Current highest school grade completed
  - Federal reported highest school grade completed\*
  - School Status\*
  - TANAF\*
  - Supplemental Nutrition Assistance Program (SNAP)\*
  - Supplemental Security Income (SSI)\*
  - Income-based public assistance\*
  - Refugee Cash Assistance\*
  - Social Security Disability Insurance Income (SSDI)\*
  - Pell Grant
  - Annual Income

**Dislocated Worker**

Individuals must be eligible Adults, who meet the following eligibility criteria for the Dislocated Worker program:

- US Citizen or Authorized to Work in the US\*
- 18 years or older\*
- Selective Service Registration (Applicable to males born on or after 01/01/1960 [www.sss.gov](http://www.sss.gov))\*

A Dislocated Worker must also fit into one of the following categories:

- Terminated/Laid Off; Eligible for Unemployment Insurance and Unlikely to Return\*
- Permanent Closure/Substantial Layoff"
- General Announcement of Employer Closure\*
- Former Self-Employed/Currently Unemployed\*
- Displaced Homemaker\*

**Youth**

Individuals must meet the following eligibility criteria for the Youth Program:

- US Citizen or Authorized to Work in the US\*
- Selective Service Registration (Applicable to males born on or after 01/01/1960 [www.sss.gov](http://www.sss.gov))\*

Additional eligibility requirements for In School Youth (ISY) include:

- Between 14 and 21 years of age
- Attending school, including secondary and post-secondary school
- Low income
- One or more of the following barriers:
  - o Basic skills deficient
  - o English Language Learner
  - o Offender
  - o Homeless Individual
  - o Pregnant or Parenting (if individual appears visibly pregnant from staff observation)
  - o Disability

Additional eligibility requirements for Out of School Youth (OSY) include:

- Not attending any school (including secondary or post-secondary)
- Between 16 and 24 years of age
- One or more of the following barriers:
  - School dropout
  - Youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year, calendar quarter
  - Recipient of a secondary diploma or its recognized equivalent who is a low income individual and is
    - Basic skills deficient; or
    - English Language Learner
  - Subject to the juvenile or adult justice system
  - Homeless individual, runaway, or foster care, or aged out of the foster care system
  - Pregnant or parenting (if individual appears visibly pregnant from staff observation)
  - Disability
  - Low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment

For each data element indicated for a participant, there must be appropriate supporting documentation in the participant file.

The WIOA Eligibility and Verification Checklist is used when conducting data validation checks. Greater Memphis Local Workforce Development Board encourages staff and Service Providers' Case Managers to utilize the WIOA Eligibility and Verification Checklist when determining an individual's eligibility for WIOA services. The checklist identifies documents that may be used to satisfy eligibility requirements.

#### **DEFINITIONS**

For purposes of this Policy, words shall have the meanings provided in GMLWDA Guidelines on Adult, Dislocated Worker and Youth Programs and Service Eligibility.

#### **APPLICANT SELF-ATTESTATION**

- A. Much of the documentation required to meet WIOA eligibility guidelines is readily available through various agencies and other sources. Self-Attestation is a last resort allowing individuals a means to self-certify WIOA eligibility items, which are not verifiable or may cause undue hardship to obtain. The Greater Memphis Local Workforce Development Board staff must retain records of efforts made to obtain missing documents before resorting to Applicant Self-Attestation. As determined by the Greater Memphis Local Workforce Development Board in its sole discretion, an applicant may provide an Applicant Self-Attestation Statement, along with supporting documentation, to satisfy the data elements specified on the Applicant Self-Attestation Statement.
- B. Applicant Self-Attestation Requirements. An Applicant Self-Attestation Statement must (a) identify the applicant's status for the applicable data element; (b) be signed and dated by the applicant; (c) include a detailed record of efforts to obtain missing information; and (d) be signed and dated by the Greater Memphis Local Workforce Development Board staff and/or Service Provider's Case Manager. In addition, Greater Memphis Local Workforce Development Board staff and/or the Service Provider's Case Manager must enter detailed case notes in Virtual One-Stop (VOS), the State of Tennessee's electronic management database.

When a minor is applying for WIOA services, all reasonable attempts must be made to secure the signature of the parent or legal guardian on the WIOA application and the Application Self-Attestation Statement. If no parent or legal guardian is available, the signature of a responsible adult

involved in the minor's life will suffice. A responsible adult must be age 18 or older and can be a family member who has no legal guardianship, but provides room and board to the applicant; a religious person who is currently familiar with the minor's family history; a counselor at the homeless shelter, etc.

In its sole discretion, the Greater Memphis Local Workforce Development Board reserves the right to modify the Applicant Self-Attestation Statement and requirements.

## **INQUIRIES**

Please contact Amber Covington, Executive Director, [acovington@memphischamber.com](mailto:acovington@memphischamber.com), with any questions or concerns regarding this policy.



Desi Franklin  
Workforce Midsouth, Inc. Board

  
Adopted Date

*GMLWDB is a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299*