

PA Department of Labor & Industry
Workforce Investment Center
Bureau of Workforce Investment
WORKFORCE INVESTMENT INFORMATION NOTICE NO. 3-99, Change 2
August 5, 2002

TO : ALL LOCAL WORKFORCE INVESTMENT AREAS

FROM : JOHN C. VOGEL
Director
Bureau of Workforce Investment

SUBJECT: The Bureau of Workforce Investment is distributing the attached guidance information relevant to Title I WIA Eligibility Criteria for Registration and WIA Acceptable Eligibility Verification.

INQUIRIES: If you have questions concerning this issuance, please direct inquiries to one of the following Performance Coordination Services staff members by e-mail or telephone.

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- Purpose.** To provide an easy reference for Title I WIA Program Eligibility Criteria for Registration along with Corresponding Act/Regulation Citations for adults, youth, and dislocated workers. Additional information is provided on WIA Eligibility Statements/Definitions, Selective Service Registration information, Poverty Income Guidelines, 70% of the Lower Living Standard Income Level, a Composite of WIA Acceptable Verification Sources, a WIA Acceptable Eligibility Verification Listing, Statement of Family Size/Family Income, Self-Certification Requirements, and Telephone/Document Inspection Verification Requirements.

These instructions (WIIN 3-99, Change 2) replace those transmitted via WIIN 3-99, Change 1, dated September 18, 2000.

2. **Reference.** Public Law 105-220, dated August 7, 1998; WIA Final Regulations, dated August 11, 2000; Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, dated November 19, 2001; Federal Register, Vol. 64, No. 218, dated November 12, 1999; Federal Register, Vol. 67, No. 31, dated February 14, 2002; and Local Workforce Investment Area (LWIA) Plan Instructions.
3. **Discussion.** Title I WIA Program Eligibility Criteria for Registration and Corresponding Act/Regulation Citations, WIA Eligibility Statement/Definitions, Selective Service Registration, WIA Definitions for Title I Eligibility, Poverty Guidelines and 70% of the Lower Living Standard Income Level, Composite of WIA Acceptable Verification, WIA Acceptable Eligibility Verification Listing, Statement of Family Size/Family Income, Self-Certification, and Telephone/Document Inspection Verification Requirements.
4. **Action Required.** Local areas are requested to widely distribute copies of this issuance to staff and Team PA CareerLink partners within your local area.

Workforce Investment Information Notice No. 3-99, Change 2 has been posted on the PA Workforce Website and can be accessed at www.paworkforce.state.pa.us.

5. **Attachments.**

- **ATTACHMENT A**

Title I WIA Program Eligibility Criteria for Registration and Corresponding Act/Regulation Citations.

- **ATTACHMENT B**

- WIA Eligibility Statement/Definitions – Adult (18 or older)
- WIA Eligibility Statement/Definitions – Youth (14 – 21)
- WIA Eligibility Statement/Definitions – Dislocated Worker

- **ATTACHMENT C**

Selective Service Registration

NOTE: For information on Selective Service regulations, please refer to the following:

- TEGL 4-89 (dated 03/19/90) – Application of Selective Service Registration Requirements in Section 504 of the Job Training Partnership Act (JTPA)
- TEGL 8-98 (dated 11/04/98) – Selective Service Registration

Selective Service Telephone Verification No. (847) 688-6888;
Internet Verification/Registration (www.sss.gov).

- **ATTACHMENT D**

WIA Definitions for Title I Eligibility

- **ATTACHMENT E**

- Poverty Income Guidelines (02/14/02, 02/16/01, 02/15/00, and 03/18/99)
- 70% of the Lower Living Standard Income Level (04/08/02, 05/09/01, 05/12/00, and 05/14/99)
- Geographic Description of Pennsylvania Labor Market Areas (Metropolitan/Non-Metropolitan Areas)

- **ATTACHMENT F**

Composite of WIA Acceptable Verification

- **ATTACHMENT G**

WIA Acceptable Eligibility Verification Listing

- **ATTACHMENT H**

Statement of Family Size/Family Income

- **ATTACHMENT I**

Self-Certification

- **ATTACHMENT J**

Telephone/Document Inspection Verification Requirements

6. **Expiration Date.** Workforce Investment Information Notice No. 3-99, Change 2 and the attachments will be updated as necessary to reflect amendments to WIA, changes in federal regulations, and new USDOL policy directives.

**TITLE I WIA PROGRAM ELIGIBILITY CRITERIA FOR REGISTRATION
AND CORRESPONDING ACT/REGULATION CITATIONS**

ELIGIBILITY	ADULT (18 or Older)	YOUTH (14 – 21)	DISLOCATED WORKER
GENERAL ELIGIBILITY – All registered individuals must meet Citizenship/Eligible to Work, Selective Service (if applicable), & Age.			
CITIZENSHIP OR ELIGIBLE TO WORK	Act 188(a)(5)	Act 188(a)(5)	Act 188(a)(5)
SELECTIVE SERVICE REGISTRANT	Act 189(h)	Act 189(h)	Act 189(h)
AGE	Act 101(1) 20 CFR 663.110	Act 101(13)(A) 20 CFR 664.200(a)	20 CFR 663.110
ECONOMIC ELIGIBILITY – Youth must meet the definition of Section 1 (Low Income) AND Section 2 (Barrier)			
1. LOW INCOME INDIVIDUAL [Act 101(25)] Any one of the following six elements: A. Cash public assistance B. Family income at or below the Poverty Line or 70% of the Lower Living Standard Income Level C. Receives Food Stamps or was determined eligible to receive in last six months D. Homeless per 103(a) & (c) of the McKinney Act E. Publicly supported foster child Individual with a disability whose own income is at or below the Poverty Line or 70% of the Lower Living Standard Income Level [20 CFR 664.250]		Act 101(25) 20 CFR 664.200(b)	
2. BARRIERS – is within one or more of the following categories: [Act 101(13)] A. Basic Skills Deficient [Act 101(4); 20 CFR 664.200(c)(1) and 20 CFR 664.205] B. School Dropout [Act 101(39); 20 CFR 664.200(c)(2)] C. Homeless, Runaway, or Foster Child [20 CFR 664.200(c)(3)] D. Pregnant or Parenting [20 CFR 664.200(c)(4)] E. Offender [20 CFR 664.200(c)(5)] F. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment [20 CFR 664.200(c)(6) and 20 CFR 664.210]		Act 101(13)(c) 20 CFR 664.200(c)	
If a Youth is not Low Income and does not have a Barrier, then the Youth must meet the definition of (3) Exceptions.			
3. EXCEPTIONS (Any one of the following) Not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such individuals are within one or more of the following categories: [Act 129(c)(5); 20 CFR 664.220] A. School Dropout [Act 101(39)] B. Basic Skills Deficient [Act 101(4); 20 CFR 664.205] C. Behind Grade Level D. Pregnant or Parenting E. Individual with disabilities, including learning disabilities [Act 101(17)] F. Homeless or Runaway Youth G. Offender [Act 101(27)] H. Serious barriers to employment as identified by the local board and described in the local plan.		Act 129(c)(5) 5% 20 CFR 664.220 5%	
DISLOCATED WORKER ELIGIBILITY			
1. DISLOCATED WORKER [Act 101(9)] Any one of the five categories: A. Terminated/Laid Off; Eligible for UC and Unlikely to Return B. Permanent Closure/Substantial Layoff C. General Announcement of Closure D. Formerly Self-Employed/Currently Unemployed E. Displaced Homemaker [Act 101(10)]			Act 101(9)(A); 20 CFR 663.115 Act 101(9)(B); 20 CFR 663.115 Act 101(9)(B); 20 CFR 663.115 Act 101(9)(C); 20 CFR 663.115 Act 101(9)(D); 20 CFR 663.120

TITLE I WIA PROGRAM ELIGIBILITY CRITERIA FOR REGISTRATION AND CORRESPONDING ACT/REGULATION CITATIONS

PURPOSE – the Program Eligibility for Registration chart shows “AT-A-GLANCE” the Title I WIA eligibility criteria for the Adult (18 or older), Youth (14–21), and Dislocated Worker programs.

REGISTRATION – the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual’s application.

[20 CFR 663.105 (Adult and Dislocated Worker); 20 CFR 664.215 (Youth)]

DESCRIPTION: This chart is displayed as a four-column chart that consists of Eligibility, Adult (18 or older), Youth (14–21), and Dislocated Worker programs. When an Act/Regulation Citation is listed in a specific column, the registered individual must meet the eligibility criteria if they are to receive staff-assisted core, intensive, and training services under WIA as an adult (18 or older) and/or dislocated worker. Likewise, a registered individual who is a youth must meet the youth eligibility criteria if they are to receive youth services.

GENERAL INSTRUCTIONS:

- **Eligibility column denotes the three areas for Eligibility (General, Economic, and Dislocated Worker).**

For General Eligibility Criteria, all registered individuals must meet the definition of Citizenship or Eligible to Work, Selective Service Registrant (if applicable), and Age.

- **Adult (18 or older) column denotes the specific Act and Regulation Citation for eligibility under the Adult (18 or older) program.**

Registered adults (18 or older) must meet the definition of General Eligibility, which includes Citizenship or Eligible to Work, Selective Service Registrant (if applicable), and Age.

Adults who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible. **[20 CFR 663.105(b)]**

- **Youth (14–21) column denotes the specific Act and Regulation Citation for eligibility under the Youth (14–21) program.**

Registered youth (14–21) must meet the definition of General Eligibility, which includes Citizenship or Eligible to Work, Selective Service Registrant (if applicable), and Age, plus be a Low Income Individual and have one or more Barriers.

If the youth does not meet the definition of low income and barriers, they must meet the definition of one or more of the categories listed under Exceptions.

No more than 5% of the participants in each local area may be individuals who do not meet the income criteria to be considered eligible youth, if such individuals are within one or more the categories defined by Exception.

All youth participants must be registered. **[20 CFR 664.215]**

- **Dislocated Worker column denotes the specific Act and Regulation Citation for eligibility under the Dislocated Worker program.**

Registered dislocated workers must meet the definition of General Eligibility, which includes Citizenship or Eligible to Work, Selective Service Registrant (if applicable), and any one of the five categories of Dislocated Worker.

Dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible. **[20 CFR 663.105(b)]**

PARTICIPANT – an individual who has registered under 20 CFR 663.105 or 20 CFR 664.215 and has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIA Title I. Participation commences on the first day, following determination of eligibility, on which the individual begins receiving core, intensive, training, or other services provided under WIA Title I. **[20 CFR 660.300]**

ACT AND/OR REGULATION CITATION

**WIA ELIGIBILITY STATEMENT
ADULT (18 OR OLDER)**

Act 188(a)(5)

Act 189(h)

Act 101(1); 20 CFR 663.110

Act 134(d)(4)(E); 20 CFR 663.600

An individual (18 or older) shall be eligible to participate in the WIA Title I Adult Program if such individual meets:

General Eligibility consists of:

- Citizenship or Eligible to Work
- Selective Service Registrant (if applicable)
- Age

NOTE: If funds allocated to a local area for adult employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for **intensive** and **training** services.

Each Local Workforce Investment Board must develop a priority of service policy regarding Workforce Investment Act (WIA) Title I Adult intensive and training services. The Local Workforce Investment Board's priority of service policy must include, but is not limited to, public assistance and other low-income individuals in the local area. The Local Workforce Investment Board will indicate its priority of service policy in its WIA local plan, specifying the target groups that will receive priority service.

ATTACHMENT B WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

ADULT (18 or older)

Individuals must meet General Eligibility, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. **[Act 189(h)]**

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998 must be followed.

Age – the term adult means an individual who is age 18 or older. **[Act 101(1) and 20 CFR 663.110].**

ATTACHMENT B

ACT AND/OR REGULATION CITATION

Act 188(a)(5)
Act 189(h)

Act 101(13)(A); 20 CFR 664.200(a)

Act 101(25); 20 CFR 664.200(b)

Act 101(13)(c); 20 CFR 664.200(c)

WIA ELIGIBILITY STATEMENT YOUTH (14 – 21)

An individual who is not less than 14 and not more than 21 shall be eligible to participate in the WIA Title I Youth Program if such individual:

Meets General Eligibility, which consists of providing a verification source for each applicable category.

- Citizenship or Eligible to Work
- Selective Service Registrant (if applicable)
- Age

AND

Meets the definition and provides a verification source for one of the following Low-income categories:

- Cash Public Assistance
- Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL)
- Receives Food Stamps or was determined eligible to receive in the last six months
- Homeless per 103(a) and 103(c) of the McKinney Act
- Publicly supported Foster Child
- Individual with a disability and own income at or below Poverty Line or 70% of the LLSIL

AND

Meets the definition and provides a verification source for one or more of the following Barrier categories:

- Basic Skills Deficient
- School Dropout
- Homeless, Runaway, or Foster Child
- Pregnant or Parenting
- Offender
- Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment

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ACT AND/OR REGULATION CITATION

Act 129(c)(5); 20 CFR 664.220

WIA ELIGIBILITY STATEMENT YOUTH (14 – 21) (continued)

OR

If NOT Low-income with a Barrier, youth MUST meet the definition and provide a verification source for one of the following Exceptions:

- School Dropout
- Basic Skills Deficient
- Behind Grade Level
- Pregnant or Parenting
- Individual with disabilities, including learning disabilities
- Homeless or Runaway
- Offender
- Serious barriers to employment as identified by the local board and described in the local plan.

NOTE: A youth may be determined eligible at age 13, but must be age 14 at the time a service is provided.

ATTACHMENT B WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

YOUTH (14 – 21)

Individuals must meet General Eligibility, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

Note: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. **[Act 189(h)]**

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998, must be followed.

Age – for youth is not less than age 14 and not more than age 21 **[Act 101(13) and 20 CFR 664.200(a)]**

Youth must meet the definition of one of the six Low-income categories AND must meet the definition of one of the six youth Barriers. If the youth is not Low-income with a Barrier, youth must meet the definition of one of the eight Exception categories.

Low-income Individual – an individual who

- (A) receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program;
- (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level for an equivalent period;
- (C) is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

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WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

YOUTH (14 – 21) (continued)

- (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

BARRIERS

A low-income youth (14 – 21) who has one or more of the following barriers:

Deficient in Basic Literacy Skills – an individual who

- (1) Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
- (2) Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

School Dropout – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Homeless, Runaway Youth, or Foster Child

- **Homeless** – qualifies as a homeless individual that is an individual who lacks a fixed regular, adequate nighttime residence, and any adult or youth who has a primary nighttime residence that
 - (a) is a publicly or privately operated shelter for temporary accommodation;
 - (b) an institution providing a temporary residence for individuals intended to be institutionalized; or
 - (c) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law (Section 103 of the Stewart B. McKinney Act); or is a runaway youth.

- **Runaway Youth** – a youth (14–18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.
- **Foster Child** – a foster child is an individual on behalf of whom State or local government payments are made.

ATTACHMENT B WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

YOUTH (14 – 21) (continued)

- **Pregnant or Parenting Youth** – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.
- **Offender** – any adult or juvenile
 - (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
 - (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment – definitions and eligibility verification requirements regarding the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion must be established by the Local Board.

EXCEPTIONS (YOUTH)

Exceptions/Youth Only – up to five percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth provided that they are within one or more of the following categories.

Deficient in Basic Literacy Skills – an individual who

- (1) Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
- (2) Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.

[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]

School Dropout – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Behind Grade Level – individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual.

Homeless or Runaway Youth

- Homeless – qualifies as a homeless individual, that is an individual who lacks a fixed regular, adequate nighttime residence; and any adult or youth who has a primary nighttime residence that is
 - (1) a publicly or privately operated shelter for temporary accommodation;
 - (2) an institution providing a temporary residence for individuals intended to be institutionalized; or

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WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

(3) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law (Section 103 Stewart B. McKinney Act).

- **Runaway Youth** – a youth (14–18) who absents himself or herself from home or place of legal residence without permission of parents or legal guardian.

Pregnant or Parenting Youth – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.

An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment – definitions and eligibility verification requirements regarding the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion must be established by the Local Board.

Offender – any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Serious Barriers – to employment as identified by the Local Board and described in the local plan.

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ACT AND/OR REGULATION CITATION

Act 188(a)(5)
Act 189(h)

20 CFR 663.110

Act 101(9)(A); 20 CFR 663.115

Act 101(9)(B); 20 CFR 663.115
Act 101(9)(B); 20 CFR 663.115
Act 101(9)(C); 20 CFR 663.115

Act 101(9)(D); 20 CFR 663.120

WIA ELIGIBILITY STATEMENT DISLOCATED WORKER

An individual shall be eligible to participate in the WIA Title I Dislocated Worker Program if such individual:

Meets General Eligibility, which consists of providing the appropriate verification to verify:

- Citizenship or Eligible to Work
- Selective Service Registrant (if applicable)
- Age

AND

Meets the definition and provides the verification source for one of the following categories:

- Terminated/Laid Off; Eligible for UC and Unlikely to Return to Previous Industry or Occupation
- Permanent Closure/Substantial Layoff
- General Announcement of Closure
- Formerly Self-Employed/Currently Unemployed
- Displaced Homemaker

ATTACHMENT B WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

DISLOCATED WORKER

Individuals must meet General Eligibility, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. **[Act 189(h)]**

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998, must be followed.

Age – to be eligible for the dislocated worker program, an individual must be 18 years of age or older. **[20 CFR 663.110]**

A dislocated worker must meet the definition of one of the five dislocated worker categories.

A dislocated worker is an individual who has been:

- **Terminated/Laid Off and Eligible for UC and Unlikely to Return** – has been terminated or laid off, or who has received a notice of termination or layoff, from employment and is eligible for or has exhausted entitlement to unemployment compensation;

OR

has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation;

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WORKFORCE INVESTMENT ACT ELIGIBILITY STATEMENT

DISLOCATED WORKER (continued)

- **Permanent Closure/Substantial Layoff** – 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;
- **General Announcement of Closure** – is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- **Formerly Self-Employed/Currently Unemployed** – 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; or
- **Displaced Homemaker** – an individual who has been providing unpaid services to family members in the home and who
(A) has been dependent on the income of another family member but is no longer supported by that income; AND
(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

SELECTIVE SERVICE REGISTRATION

In accordance with Section 189(h) of the Workforce Investment Act, which states that the U.S. Secretary of Labor shall insure that each individual participating in any program established under this Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such section.

WHO MUST REGISTER

Almost all male U.S. Citizens and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. It's important to know that even though he is registered, a man will not automatically be inducted into the military. In a crisis requiring a draft, men would be called in sequence determined by random lottery number and year of birth. Then, they would be examined for mental, physical, and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces.

A chart of who must register is available on page three of Attachment C.

NON-CITIZENS

Some non-citizens are required to register. Others are not. Non-citizens who are not required to register with Selective Service include men who are in the U.S. on student or visitor visas and men who are part of a diplomatic or trade mission and their families. Almost all other male non-citizens are required to register, including illegal aliens, legal permanent residents, and refugees. The general rule is that if a male non-citizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service. For a more detailed list of which non-citizens must register, see the **Who Must Register for Selective Service Chart**.

DUAL NATIONALS

Dual nationals of the U.S. and another country are required to register, regardless of where they live, because they are U.S. nationals.

HOSPITALIZED OR INCARCERATED MEN

Young men in hospitals, mental institutions, or prisons do not have to register while they are committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.

DISABLED MEN

Disabled men who live at home must register with Selective Service if they can reasonably leave their homes and move about independently. A friend or relative may help a disabled man fill out the registration form if he can't do it himself.

Men with disabilities that would disqualify them from military service still must register with Selective Service. Selective Service does not presently have authority to classify men, so even men with obvious handicaps must register now, and if needed, classifications would be determined later.

ATTACHMENT C

FULL-TIME MILITARY EXEMPTED FROM REQUIREMENT

Young men serving in the military on full-time active duty do not have to register. Those attending the service academies do not have to register. If a young man leaves the military before turning 26, he must register.

NATIONAL GUARD AND RESERVES

Members of the Reserve and National Guard not on full-time active duty must register.

CONSCIENTIOUS OBJECTORS

Men who would be classified as conscientious objectors if they were drafted must also register with Selective Service. If a draft begins and they are called, they would have the opportunity to file a claim for exemption from military service based upon their religious or moral objection to war.

For information on selective service regulations, please refer to the following:

- TEGL 4-89 (dated 03/19/90) – Application of Selective Service Registration Requirements in Section 504 of the Job Training Partnership Act (JTPA)
- TEGL 8-98 (dated 11/04/98) – Selective Service Registration

Selective Service Telephone Verification No. (847) 688-6888;
Internet Verification/Registration (www.sss.gov).

For copies of the above listed documents, please contact one of the following Performance Coordination Services staff by e-mail or telephone.

Mike Fuller	mifuller@state.pa.us	(717) 787-6874
Sue Wise	suwise@state.pa.us	(717) 787-6520
Julie Shakespeare	jshakespea@state.pa.us	(717) 783-0127
Kevin Lyter	klyter@state.pa.us	(717) 783-4888

WHO MUST REGISTER FOR SELECTIVE SERVICE?

CATEGORY	YES	NO
All male U.S. citizens born on or after January 1, 1960, who are 18 but not yet 26 years old, except as noted below:	X	
MILITARY-RELATED		X*
Active duty military		X*
Men attending service academies, like the U.S. Air Force Academy		X*
Men attending the U.S. Coast Guard Academy		X*
Men attending the Merchant Marine Academy	X	
Men receiving Officer Training at The Citadel, North George College, Norwich University, and Virginia Military Institute		X*
Members of the National Guard or Reserves not on active duty	X	
Delayed Entry Program Enlistees	X	
Men who separate from active duty for any reason before they turn 26	X*	
Men rejected for enlistment for any reason before turning 26	X	
ALIENS**		X
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired visas (Forms I-94, I-95A), or those with Border Crossing Documents (Forms I-185, I-186, or I-444))		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (Form I-688)	X	
Special agricultural workers (Form I-688A)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
CONFINED		X*
Incarcerated, hospitalized, or institutionalized for medical reasons		X*
HANDICAPPED PHYSICALLY OR MENTALLY		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

* MUST register within 30 days of release unless already age 26 or already registered when released, or exempt during entire period age 18 through 25.

** Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when their address is permanent in the United States. Habitual residence is presumed whenever a national, or a citizen of the Republic of the Martial Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Adult** – except in Sections 127 and 132, an adult is an individual with an age of 18 or older. [**Act 101(1) and 20 CFR 663.110**]
- **Age** – the term adult means an individual who is age 18 or older [**Act 101(1) and 20 CFR 663.110**]; for youth age is not less than 14 and not more than 21 [**Act 101(13) and 20 CFR 664.200(a)**].
- **Basic Skills Deficient** – an individual who
 - (1) computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
 - (2) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society. [**Act 101(19); Act 203(12); and 20 CFR 664.205**]
- **Behind Grade Level** – individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual. [**Act 129(C)(5)**]

When determining the level of deficiency for a youth participant, it is essential to determine the grade level at which they should be functioning. In order to enter the first grade, a child must be six years old on or before September 1st.

- **Cash Public Assistance** – an individual who is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation.
 - Temporary Assistance to Needy Families (TANF) (also include individuals receiving Aid to Families with Dependent Children (AFDC) during JTPA application or participation who were grandfathered into WIA)
 - General Assistance (GA) (State/local government)
 - Refugee Cash Assistance (RCA)
 - Supplemental Security Income (SSI-SSA Title XVI)

Public assistance recipients may also include participants, who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency. [**Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E**]

- **Citizenship/Eligible to Work** – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the in the United States (applies to all programs under Title I Attorney General to work). [**Act 188(a)(5)**]

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Corroborative Witness** – a person who personally knows or can identify the WIA applicant and who is reasonably likely to be able to verify the applicant’s statement on the Statement of Family Size/Family Income Form. The witness signing the Statement of Family Size/Family Income Form may accomplish such verification.
[See Attachment H of WIIN 3-99, Change 2]

- **Dislocated Worker** – an individual who
 - (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff from employment;
 - (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation;
or
(II) has been employed for a duration sufficient to demonstrate to the appropriate entity at a one-stop center, referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; AND
 - (iii) is unlikely to return to a previous industry or occupation.
 - (B) (i) 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;
 - (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; OR
 - (iii) for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
 - (C) 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; **OR**
 - (D) is a displaced homemaker.**[Act 101(9)]**

- **Displaced Homemaker** – an individual who has been providing unpaid services to family members in the home and who
 - (A) has been dependent on the income of another family member but is no longer supported by that income; AND
 - (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.**[Act 101(10)]**

- **Documentation** – to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms and signed self-certification statement.

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Eligible Youth** – an individual who
 - (A) is not less than age 14 and not more than age 21;
 - (B) is a low-income individual; and
 - (C) is an individual who has one or more of the following barriers:
 - (i) deficient in basic literacy skills;
 - (ii) a school dropout;
 - (iii) homeless, a runaway, or a foster child;
 - (iv) pregnant or a parent;
 - (v) an offender;
 - (vi) an individual who requires additional assistance to complete an educational program, or to secure and hold employment.

[Act 101(13)]

- **Employed at Registration** – an employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]

- **Exceptions/Youth Only** – up to five percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth provided that they are within one or more of the following categories.

- (a) School Dropout;
- (b) Basic Skills Deficient;
- (c) Are one or more grade levels below the grade level appropriate to the individual's age;
- (d) Pregnant or Parenting
- (e) Possess one or more disabilities, including learning disabilities;
- (f) Homeless or Runaway;
- (g) Offender; or
- (h) Face Serious Barriers to employment as identified by the Local Board.

[20 CFR 664.220 and Act 129(c)(2)(5)]

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Family** – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
 - (A) a husband, wife, and dependent children.
 - (B) a parent or guardian and dependent children.
 - (C) a husband and wife.

[Act 101(15)]

A dependent child is defined as a child:

Under age 19 at the end of the previous calendar year; **or**
Under age 24 at the end of the previous calendar year and was a student.

A dependent child was a student if he or she:

Was enrolled as a full-time student at a school during any 5 months of the previous calendar year or took a full-time, on-farm training course during any 5 months of the previous calendar year. The course had to be given by a school or a state, county or local government agency. A school includes technical, trade and mechanical schools. It does not include on-the-job training courses or correspondence schools.

Also, regardless of residence and/or citizenship, anyone claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed to be part of the person's family for the current year. To negate this assumption, the person who was claimed as a dependent for income tax purposes would be required to provide information that demonstrates the individual is no longer financially dependent.

In applying the definition of family, runaway youth, emancipated youth, and court adjudicated youth separated from the family through involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, or placed as a result of a court order) shall not be classified as dependent children.

Individual with a disability and own income at or below the Poverty Line or 70% of the Lower Living Standard Income Level.

[20 CFR 663.640 – Adult; 20 CFR 664.250 – Youth]

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Family Income** – for the purpose of determining WIA income eligibility. List the total income received by you and members of your family from (1) gross wages and salaries (before deductions); (2) net self-employment income (gross receipts minus operating expenses); and (3) other money income from sources such as net rents, social security, pensions, alimony, government and armed forces retirement payments, insurance policy annuities, and other sources of periodic income.

Inclusions for Family Income

- Money wages and salaries before any deductions;
- WIA OJT wage payments to participants;
- Disaster Relief Employment Wages;
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from social security, railroad retirement, strike benefits from union funds, worker's compensation (public/private), and training stipends;
- Alimony;
- Military family allotments or other regular support from an absent family member or someone not living in the household;
- Pensions whether private government employee (including military retirement pay);
- Regular insurance or annuity payments;
- College or university grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust;
- Net gambling or lottery winnings;
- Net self-employment income (gross receipts minus operating expenses).

Exclusions for Family Income

- Unemployment compensation; **[Act 101(25)(B)]**
- Child support payments; **[Act 101(25)(B)]**
- Cash welfare payments (including TANF, SSI, RCA, GA); **[Act 101(25)(B)]**
- Old Age and Survivors Insurance (OASI) benefits received under Section 202 of the Social Security Act (42 U.S.C. 402); **[Act 101(25)(B)]**
- Foster care payments; **[Act 101(25)(B)]**
- Needs-based scholarship assistance;
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- Federal Work Study, PLUS, Stafford and Perkins loans like any other kind of loan are debt and not income;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- IRA withdrawals;
- Capital gains;
- Non-cash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance;
- WIA payments to participants (except OJT wages) shall not be considered as income for the purposes of determining eligibility.

NOTE: When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination.

- **Follow-up Services (Adult and Dislocated Worker)** – follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under subtitle (B) of Title I of WIA who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate. [20 CFR 662.240(b)(11)]
- **Follow-up Services (Youth)** – follow-up services for youth may include:
 - (1) leadership development and supportive service activities listed in 20 CFR 664.420 and 20 CFR 664.440;
 - (2) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
 - (3) assistance in securing better paying jobs, career development and further education;
 - (4) work-related peer support groups;
 - (5) adult mentoring; and
 - (6) tracking the progress of youth in employment after training.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities. [20 CFR 664.450]

- **Food Stamps** – is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977. [Act 101(25)(C)]
- **Foster Child** – a foster child is an individual on behalf of whom state or local government payments are made. [Act 101(25)(E)]
- **Homeless** – an individual who lacks a fixed regular, adequate night time residence; and any individual who has a primary night time residence that is:
 - (a) a publicly or privately operated shelter for temporary accommodation;
 - (b) an institution providing temporary residence for individuals intended to be institutionalized; or
 - (c) a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

The term homeless does not include a person imprisoned or detained pursuant to an Act of Congress or State law. [Section 103(a) and Section 103(c) of the Stewart B. McKinney Act]

- **Individual with a Disability** – means an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)). [Act 101(17)]

Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

- (1) (i) the phrase *physical or mental impairment* means
 - (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (B) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- (ii) the phrase *physical or mental impairment* includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The phrase “physical or mental impairment” does not include homosexuality or bisexuality.

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- (2) the phrase *major life activities* means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- (3) the phrase *has a record of such an impairment* means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
- (4) the phrase *is regarded as having an impairment* means
 - (i) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the recipient as being such a limitation;
 - (ii) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
 - (iii) has none of the impairments defined in paragraph (1) of this definition but is treated by the recipient as having such an impairment.

[20 CFR 37.4]

The following questions and answers are in regard to disabled individuals and can be found in 20 CFR 663.640 (Adult) and 20 CFR 664.250 (Youth) of the Final Rules.

20 CFR 663.640 May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult?

Yes. Even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income:

- (a) meets the income criteria established in WIA section 101(25)(B); or
- (b) meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F))

20 CFR 664.250 May a disabled youth whose family does not meet income eligibility criteria under the Act be eligible for youth services?

Yes. Even if the family of a disabled youth does not meet the income eligibility criteria, the disabled youth may be considered a low-income individual if the youth's own income:

- (a) meets the income criteria established in WIA section 101(25)(B); or
- (b) meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F))

- **Individual Employment Plan (IEP)** – the individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. [20 CFR 663.245]

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Individual Who Requires Additional Assistance** – definitions and eligibility verification requirements regarding the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion of 20 CFR 664.200(c)(6) must be established by the Local Board.
[20 CFR 664.210]
- **Literacy** – an individual’s ability to read, write, and speak in English, and to compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society. **[Act 203(12); 20 CFR 660.300]**
- **Local Board** – a local workforce investment board established under WIA section 117 to set a policy for the local workforce investment system.
[20 CFR 660.300]
- **Lower Living Standard Income Level (LLSIL)** – the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of the U.S. Department of Labor based on the most recent lower living family budget issued by the Secretary. **[See Attachment E of WIIN 3-99, Change 2]**
- **Low-income Individual** – an individual who
 - (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - (B) received an income, or is a member of a family that received a total family income, for the six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of
 - (i) the Poverty Line for an equivalent period; or
 - (ii) 70 percent of the Lower Living Standard Income Level (LLSIL) for an equivalent period;
 - (C) is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
 - (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
 - (E) is a foster child on behalf of whom State or local government payments are made;
or
 - (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.
[Act 101(25)]

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Not Employed at Registration** – an individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment. [*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]
- **Offender** – an individual
 - (A) who is or has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial; or
 - (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.[*Act 101(27)*]
- **Out-of-School Youth** – an eligible youth, at the time of registration, who is a school dropout or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. [*Act 101(33)*]

For reporting purposes only, all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent and except those who are attending postsecondary school and are not basic skills deficient.

[*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]

An individual who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 30 percent expenditure requirement for out-of-school youth.

[*20 CFR 664.310*]

- **Participant** – an individual who has registered under 20 CFR 663.105 or 20 CFR 664.215 and has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIA Title I. Participation commences on the first day, following determination of eligibility, on which the individual begins receiving other core, intensive, training or other services provided under WIA Title I. [*Act 101(34); 20 CFR 660.300*]
- **Pregnant or Parenting Youth** – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.
[*Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E*]
- **Poverty Guidelines** – are issued by the Department of Health and Human Services and are used for administrative purposes – for instance, for determining whether a person or family is financially eligible for assistance or services under a particular Federal program. [*Federal Register, Volume 67, Number 31, February 14, 2002, pp. 6931 – 6933; See Attachment E of WIIN 3-99, Change 2*]

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Poverty Line** – the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved. **[Act 101(36)]**

- **Priority Policy (for intensive and training services)** – if funds are limited, priority shall be given to recipients of public assistance and other low-income individuals for **intensive** and **training** services. **[20 CFR 663.600 and Act 134(d)(4)(E)]**

Each Local Workforce Investment Board must develop a priority of service policy regarding Workforce Investment Act (WIA) Title I Adult intensive and training services. The Local Workforce Investment Boards' priority of service policy must include, but is not limited to, public assistance and other low-income individuals in the local area. The Local Workforce Investment Board will indicate its priority of service policy in its WIA local plan, specifying the target groups that will receive priority service. **[Local Plan Instructions]**

Funds allocated for dislocated workers are not subject to this requirement.

- **Public Assistance** – Federal, State, or local government cash payments for which eligibility is determined by a needs or income test. **[Act 101(37)]**
- **Public Assistance Recipient** – a participant who is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation.
 - Temporary Assistance to Needy Families (TANF) (also include individuals receiving Aid to Families with Dependent Children (AFDC) during JTPA application or participation who were grandfathered into WIA)
 - General Assistance (GA) (State/local government)
 - Refugee Cash Assistance (RCA)
 - Supplemental Security Income (SSI-SSA Title XVI)

Public assistance recipients may also include participants who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency. **[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]**

- **Register** – the process for collecting information to determine an individual's eligibility for services under WIA Title I. Individuals may be registered in a variety of ways as described in 20 CFR 663.105 and 20 CFR 664.215. **[20 CFR 660.300]**

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Registration (Adults and Dislocated Workers)**

- (a) Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.
- (b) Adults and dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible.
- (c) EO data must be collected on every individual who is interested in being considered for WIA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from the recipient.

[20 CFR 663.105]

- **Registration (Youth)**

- (a) All youth participants must be registered.
- (b) Registration is the process of collecting information to support a determination of eligibility.
- (c) EO data must be collected on individuals during the registration process.

[20 CFR 664.215]

- **Runaway Youth** – a youth (14 – 18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

- **School Dropout** – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

[Act 101(39)]

- **Selective Service Registrant** – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. **[Act 189(h)]**

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998 must be followed. [See Attachment C of WIIN 3-99, Change 2]

- **Self-Certification** – an individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate. **[20 CFR 660.300]**

WIA DEFINITIONS FOR TITLE I ELIGIBILITY

- **Self-Sufficiency** – local boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level, as defined in WIA Section 101(24). Self-sufficiency for a dislocated worker may be defined in a relation to a percentage of the layoff wage. The special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency. Self-sufficiency may be defined differently for an adult and a dislocated worker. The self-sufficiency definition can be found in your Local Plan. **[20 CFR 663.230]**
- **Supportive Services** – services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title. **[Act 101(46); Also see Youth Supportive Services]**
- **Underemployed** – occurs when an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment.
[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1]
- **Verification** – to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).
- **Youth Leadership Development Opportunities** – leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as:
 - (a) exposure to postsecondary educational opportunities;
 - (b) community and service learning projects;
 - (c) peer-centered activities, including peer mentoring and tutoring;
 - (d) organizational and team work training, including team leadership training;
 - (e) training in decision-making, including determining priorities; and
 - (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.**[20 CFR 664.420]**
- **Youth Supportive Services** – supportive services for youth, as defined in WIA section 101(46), may include the following:
 - (a) linkages to community services;
 - (b) assistance with transportation;
 - (c) assistance with child care and dependent care;
 - (d) assistance with housing;
 - (e) referrals to medical services; and
 - (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.**[20 CFR 664.440; Also see Supportive Services]**

INTRODUCTION

The Poverty Income Guidelines and the 70% of the Lower Living Standard Income Levels are updated each year, but not at the same time.

When the Poverty Income Guidelines and the 70% of the Lower Living Standard Income Level charts are updated, they are sent out via e-mail and then updated in this Workforce Investment Information Notice. Please note that we will **not replace** the page providing the income guidelines for the previous years. Instead, we will issue the updated income guidelines as a new page, which will allow you to keep a history of these guidelines as part of this Workforce Investment Information Notice.

Should you have any questions regarding these charts, please contact one of the following Performance Coordination Services staff members by e-mail or telephone:

Mike Fuller	mifuller@state.pa.us	(717) 787-6874
Sue Wise	suwise@state.pa.us	(717) 787-6520
Julie Shakespeare	jshakespea@state.pa.us	(717) 783-0127
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ATTACHMENT E

Poverty Income Guidelines for All States except Alaska and Hawaii

Poverty Income Level (Effective 03-18-99)

Size of Family Unit	Poverty Guideline
1	\$8,240
2	\$11,060
3	\$13,880
4	\$16,700
5	\$19,520
6	\$22,340
7	\$25,160
8	\$27,980

For a family unit with more than eight members, add \$2,820 for each additional member.

70% of the Lower Living Standard Income Level (Eff. 05-14-99)

Family Size	Metropolitan Area	Non-Metropolitan Area
1	\$7,230	\$7,140
2	\$11,850	\$11,700
3	\$16,260	\$16,070
4	\$20,070	\$19,830
5	\$23,690	\$23,400
6	\$27,700	\$27,370

Metropolitan – for more than six persons add \$4,010 for each person.
 Non-Metropolitan – for more than six persons add \$3,970 for each person.

NOTE: Refer to the Geographic Description of Pennsylvania Labor Market Areas on the following pages so that you can determine which counties are Metropolitan or Non-Metropolitan.

ATTACHMENT E

Poverty Income Guidelines for All States except Alaska and Hawaii

Poverty Income Level (Effective 02-15-00)

Size of Family Unit	Poverty Guideline
1	\$8,350
2	\$11,250
3	\$14,150
4	\$17,050
5	\$19,950
6	\$22,850
7	\$25,750
8	\$28,650

For a family unit with more than eight members, add \$2,900 for each additional member.

70% of the Lower Living Standard Income Level (Eff. 05-12-00)

Family Size	Metropolitan Area	Non-Metropolitan Area
1	\$7,410	\$7,310
2	\$12,150	\$11,980
3	\$16,670	\$16,450
4	\$20,580	\$20,300
5	\$24,290	\$23,960
6	\$28,410	\$28,020

Metropolitan – for more than six persons add \$4,120 for each person.
 Non-Metropolitan – for more than six persons add \$4,060 for each person.

NOTE: Refer to the Geographic Description of Pennsylvania Labor Market Areas on the following pages so that you can determine which counties are Metropolitan or Non-Metropolitan.

ATTACHMENT E

Poverty Income Guidelines for All States except Alaska and Hawaii

Poverty Income Level (Effective 02-16-01)

Size of Family Unit	Poverty Guideline
1	\$8,590
2	\$11,610
3	\$14,630
4	\$17,650
5	\$20,670
6	\$23,690
7	\$26,710
8	\$29,730

For a family unit with more than eight members, add \$3,020 for each additional member.

70% of the Lower Living Standard Income Level (Eff. 05-09-01)

Family Size	Metropolitan Area	Non-Metropolitan Area
1	\$7,660	\$7,530
2	\$12,550	\$12,340
3	\$17,230	\$16,940
4	\$21,260	\$20,910
5	\$25,090	\$24,680
6	\$29,340	\$28,860

Metropolitan – for more than six persons add \$4,250 for each person.
 Non-Metropolitan – for more than six persons add \$4,180 for each person.

NOTE: Refer to the Geographic Description of Pennsylvania Labor Market Areas on the following pages so that you can determine which counties are Metropolitan or Non-Metropolitan.

ATTACHMENT E

Poverty Income Guidelines for All States except Alaska and Hawaii

Poverty Income Level (Effective 02-14-02)

Size of Family Unit	Poverty Guideline
1	\$8,860
2	\$11,940
3	\$15,020
4	\$18,100
5	\$21,180
6	\$24,260
7	\$27,340
8	\$30,420

For a family unit with more than eight members, add \$3,080 for each additional member.

70% of the Lower Living Standard Income Level (Eff. 04-08-02)

Family Size	Metropolitan Area	Non-Metropolitan Area
1	\$7,780	\$7,650
2	\$12,750	\$12,540
3	\$17,500	\$17,220
4	\$21,600	\$21,250
5	\$25,490	\$25,080
6	\$29,810	\$29,330

Metropolitan – for more than six persons add \$4,320 for each person.
 Non-Metropolitan – for more than six persons add \$4,250 for each person.

NOTE: Refer to the Geographic Description of Pennsylvania Labor Market Areas on the following pages so that you can determine which counties are Metropolitan or Non-Metropolitan.

ATTACHMENT E

GEOGRAPHIC DESCRIPTION OF PENNSYLVANIA LABOR MARKET AREAS

<u>MAJOR AREAS (Metropolitan Statistical Areas (MSAs))</u>	<u>GEOGRAPHIC DESCRIPTION</u>
ALLENTOWN-BETHLEHEM-EASTON MSA -----	Carbon, Lehigh, and Northampton Counties
ALTOONA MSA -----	Blair County
ERIE MSA -----	Erie County
HARRISBURG-LEBANON-CARLISLE MSA-----	Cumberland, Dauphin, Lebanon, and Perry Counties
JOHNSTOWN MSA -----	Cambria and Somerset Counties
LANCASTER MSA -----	Lancaster County
NEWBURGH, NY-PA PMSA -----	Pike County
PHILADELPHIA PMSA -----	Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties
PITTSBURGH MSA -----	Allegheny, Beaver, Butler, Fayette, Washington, and Westmoreland Counties
READING MSA-----	Berks County
SCRANTON-WILKES-BARRE-HAZLETON MSA -----	Columbia, Lackawanna, Luzerne, and Wyoming Counties
SHARON MSA-----	Mercer County
STATE COLLEGE MSA-----	Centre County
WILLIAMSPORT MSA-----	Lycoming County
YORK MSA -----	York County

ATTACHMENT E

<u>SMALL LABOR MARKET AREAS (LMAs)</u> <u>(Non-Metropolitan Areas)</u>	<u>GEOGRAPHIC</u> <u>DESCRIPTION</u>
ADAMS LMA -----	Adams County
ARMSTRONG LMA -----	Armstrong County
BEDFORD LMA -----	Bedford County
BRADFORD LMA -----	Bradford County
CAMERON LMA -----	Cameron County
CHAMBERSBURG-WAYNESBURG LMA-----	Franklin and Fulton Counties
CLARION LMA -----	Clarion County
CLEARFIELD-JEFFERSON LMA -----	Clearfield and Jefferson Counties
CLINTON LMA-----	Clinton County
CRAWFORD LMA -----	Crawford County
ELK LMA -----	Elk County
FOREST LMA-----	Forest County
FRANKLIN-FULTON LMA -----	Franklin and Fulton Counties
GREENE LMA -----	Greene County
HUNTINGDON LMA -----	Huntingdon County
INDIANA LMA-----	Indiana County
JUNIATA LMA -----	Juniata County
LAWRENCE LMA-----	Lawrence County
MCKEAN LMA -----	McKean County
MIFFLIN LMA -----	Mifflin County

ATTACHMENT E

<u>SMALL LABOR MARKET AREAS (LMAs)</u> <u>(Non-Metropolitan Areas)</u>	<u>GEOGRAPHIC</u> <u>DESCRIPTION</u>
MONROE LMA -----	Monroe County
NORTHUMBERLAND-SNYDER-UNION- MOUNTOUR LMA -----	Northumberland, Snyder, Union, and Montour Counties
POTTER LMA-----	Potter County
SCHUYLKILL LMA -----	Schuykill County
SULLIVAN LMA -----	Sullivan County
SUSQUEHANNA LMA-----	Susquehanna County
TIOGA LMA -----	Tioga County
VENANGO LMA-----	Venango County
WARREN LMA -----	Warren County
WAYNE LMA-----	Wayne County

NOTE: An area qualifies as a Metropolitan Statistical Area (MSA) if there is a city with a population of at least 50,000 or an urbanized area of at least 50,000 with a total metropolitan population of at least 100,000. MSAs are defined in terms of entire counties. The term Metropolitan Statistical Area replaces Standard Metropolitan Statistical Area (SMSA).

If an area has a population of more than one million and meets certain criteria, that area is classified as a Consolidated Metropolitan Statistical Area (CMSA) and its components are considered as Primary Metropolitan Statistical Areas (PMSAs).

MSAs and PMSAs are large Labor Market Areas (LMAs) having an integrated economic and social situation and recognized urban population nucleus of substantial size, usually a central city with a population of 50,000 or more. The labor market concept may be defined as that total local area where job transactions occur. This concept takes into consideration the idea that a person residing in the LMA can obtain employment anywhere in the area without the necessity of changing their place of residence. The U.S. Office of Management and Budget establish all MSAs and PMSAs.

COMPOSITE OF WIA ACCEPTABLE ELIGIBILITY VERIFICATION

Introduction

The Commonwealth has taken an innovative approach within its goal of designing and achieving a “paperless” system. It is perfectly acceptable to utilize the applicable Team PA CareerLink Module screen(s) to capture both the eligibility verification sources including priority policy sources as the means of ensuring local staff viewed the appropriate sources.

It is important to note that verification is far different than hard copy documentation.

Verification means to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).

Documentation means to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms, and signed self-certification statement.

Therefore, all registered adults must verify the General Eligibility criteria, which consist of citizenship or eligible to work, selective service registrant (if applicable), and age. Should a registered adult reach the 2nd tier (intensive) and/or 3rd tier (training) of services, then verification must be provided in accordance with the locally adopted priority policy.

Local Workforce Investment Areas have the option to maintain hard copy documentation for eligibility.

ATTACHMENT F

COMPOSITE OF WIA ACCEPTABLE ELIGIBILITY VERIFICATION

The chart of Acceptable Eligibility Verification for the Workforce Investment Act provides examples of verification sources for the following eligibility criteria.

GENERAL ELIGIBILITY
Must meet all of the following:
Citizenship/Alien Status Birth Date/Age Selective Service Registrant

YOUTH ECONOMIC ELIGIBILITY (Low Income)
Must meet at least one of the following:
Cash Public Assistance Individual/Family Income Individual Status/Family Size Food Stamps Homeless Supported Foster Child Individual with a Disability

DISLOCATED WORKER ELIGIBILITY
Must meet at least one of the following:
Terminated/Laid Off; Eligible for UC and Unlikely to Return Permanent Closure or Substantial Lay-Off General Announcement of Closure Formerly Self-Employed/Currently Unemployed Displaced Homemaker

YOUTH BARRIERS
Must meet one or more of the following:
Basic Skills Deficient School Dropout Homeless, Runaway Youth, or Foster Child Pregnant or Parenting Offender Requires Additional Assistance to complete educational program or to secure and hold employment

EXCEPTION 5% WINDOW FOR YOUTH
Must meet any one of the following exceptions if NOT Low Income and Barrier:
1. School Dropout 2. Basic Skills Deficient 3. Behind Grade Level 4. Pregnant or Parenting 5. Individuals with Disabilities 6. Homeless or Runaway Youth 7. Offender 8. Serious Barrier to employment as identified by the local board and described in the local plan.

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
GENERAL ELIGIBILITY CRITERIA**

Individuals must meet the following General Eligibility Criteria, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration. Although an individual's Social Security Number is not considered General Eligibility Criteria, it must be verified.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
<p>SOCIAL SECURITY NUMBER</p> <p>Assignment of pseudo Social Security Number is forbidden by IRS regulations.</p> <p>NOTE: An unsigned social security card is valid, and a child's social security card is valid if signed by a parent. When the child reaches working age (14 or 15), the parent can apply for another card, which can then be signed by the child.</p>	<p>DD-214, Report of Transfer or Discharge (if Social Security Number is listed)</p> <p>Employment Records</p> <p>IRS Form Letter 1722</p> <p>Letter from Social Service Agency</p> <p>Drivers License (if Social Security Number is listed)</p> <p>Pay Stub</p> <p>Social Security Benefit Documents</p> <p>Social Security Card/Notice of Social Security Number Assignment</p> <p>W-2 Form</p> <p>U. C. Records (if Name and Social Security Number is shown)</p> <p>Self-Certification Form</p> <p>Telephone Verification</p> <p>Other</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>CITIZENSHIP OR ELIGIBLE TO WORK</p> <p>DPA records of printout of a parent can be used as proof of citizenship of dependent children.</p> <p>If, on the verification source, the place of birth is not in the United States, additional verification may be needed.</p> <p>* From List B of the I-9 Form the Voter Registration Form cannot be used.</p>	<p>Alien Registration Card Indicating Right to Work (INS Form I-151, I-551, I-94, I-688A I-197, I-179)</p> <p>Baptismal Certificate (if Place of Birth is shown)</p> <p>Birth Certificate</p> <p>DD-214, Report of Transfer or Discharge (if Place of Birth is shown)</p> <p>Food Stamp Record</p> <p>Foreign Passport Stamped Eligible to Work</p> <p>Hospital Record of Birth (if Place of Birth is shown)</p> <p>Hand Gun Permit</p> <p>Naturalization Certification</p> <p>Public Assistance Records</p> <p>U. S. Passport</p> <p>Social Security Card (Work Eligible) with I. D.</p> <p>Native American Tribal Document</p> <p>One verification source from List A of the I-9 Form OR one verification source from List B AND one verification source from List C of the I-9 Form*</p> <p>Self-Certification Form</p> <p>Telephone Verification</p> <p>Other</p>	<p>X</p>	<p>X</p>	<p>X</p>

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
GENERAL ELIGIBILITY CRITERIA**

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
AGE/BIRTHDATE	Baptismal Record (if Date of Birth is shown) Birth Certificate DD-214, Report of Transfer or Discharge Paper Driver's License Federal, State or Local Government Identification Card Hospital Record of Birth (if Full Name is shown) Passport Public Assistance/Social Service Records School Records/Identification Card Work Permit Self-Certification Form Telephone Verification Other	X	X	X
SELECTIVE SERVICE REGISTRANT	Selective Service Advisory Opinion Letter Selective Service Registration Record (Form 3A) DD-214, Report of Transfer or Discharge Stamped Post Office Receipt of Registration Internet Verification/Registration (www.sss.gov) Selective Service Telephone Verification (847) 688-6888 Other	X	X	X

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
ECONOMIC ELIGIBILITY CRITERIA**

Must meet at least one of the following Economic Eligibility Criteria, which consists of Individual/Family Income, Individual Status/Family Size, Cash Public Assistance, Food Stamps, Homeless, Supported Foster Child, and Individuals with Disabilities.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
<p>INDIVIDUAL/FAMILY INCOME</p> <p>Verification should be provided for each applicable income source.</p> <p>If the applicant is low-Income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified, and family income does not need to be verified or recorded.</p>	<p>Alimony Agreement Statement of Family Size/Family Income Award Letter from Veterans Administration Bank Statement (Direct Deposit) Compensation Award Letter Court Award Letter Employer Statement/Contact Farm or Business Financial Records Housing Authority Verification Pay Stubs Pension Statement Public Assistance Records Quarterly Estimated Tax for Self-employed Persons (Schedule C) Social Security Benefits UI Documents and/or Printout Self-Certification Form Telephone Verification Other</p>	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	
<p>INDIVIDUAL STATUS/FAMILY SIZE</p> <p>If the applicant is low-Income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child to determine Low-Income Individual Family size; does not need to be verified, but the family for the individual needs to be established.</p>	<p>Statement of Family Size/Family Income Birth Certificate Decree of Court Disabled (See Individuals with a Disability) Divorce Decree Landlord Statement Lease Marriage Certificate Medical Card Most Recent Tax Return supported by IRS Documents (e.g., Form Letter 1711) 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) Self-Certification Form Telephone Verification Other</p>	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
ECONOMIC ELIGIBILITY CRITERIA**

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
<p>CASH PUBLIC ASSISTANCE</p> <p>If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.</p>	<p>Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Medical Card Showing Cash Grant Status Public Assistance Identification Card Showing Cash Grant Status Public Assistance Records/Printout Refugee Assistance Records Self-Certification Form Telephone Verification Other</p>	X	<p>Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services</p>	
<p>FOOD STAMPS</p> <p>If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.</p>	<p>Current Authorization to Obtain Food Stamps Current Food Stamp Recipient Food Stamp Card with Current Date Letter from Food Stamp Disbursing Agency Postmarked Food Stamp Mailer with Applicable Name and Address Public Assistance Records/Printout Self-Certification Form Telephone Verification Other</p>	X	<p>Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services</p>	
<p>HOMELESS</p> <p>If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.</p>	<p>Written Statement from an Individual Providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency Self-Certification Form Telephone Verification Other</p>	X	<p>Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services</p>	

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
ECONOMIC ELIGIBILITY CRITERIA**

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
<p>SUPPORTED FOSTER CHILD</p> <p>If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.</p>	<p>Court Contact Court Documentation Medical Card Verification of Payments made on Behalf of the Child Written Statement from State/Local Agency Self-Certification Form Telephone Verification Other</p>	X	<p>Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services</p>	
<p>INDIVIDUALS WITH DISABILITIES</p> <p>20 CFR 663.640 May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult?</p> <p>Yes, even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual is to be considered a low-income individual if the individual's own income:</p> <p>(a) Meets the income criteria established in WIA section 101(25)(B); or</p> <p>(b) Meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F).)</p>	<p>Letter from Drug or Alcohol Rehabilitation Agency Letter from Child Study Team stating Specific Disability Medical Records Observable Condition (Self-Certification Form Needed) Physician's Statement Psychiatrist's Diagnosis Psychologist's Diagnosis Rehabilitation Evaluation Sheltered Workshop Certification Social Service Records/Referral Social Security Administration Disability Records Veterans Administration Letter/Records Vocational Rehabilitation Letter Workers Compensation Record Self-Certification Form Telephone Verification Other</p>	X	X	

WIA ACCEPTABLE ELIGIBILITY VERIFICATION YOUTH BARRIERS CRITERIA

Youth must be within one or more of the following Youth Barriers which consist of Basic Skills Deficient, Pregnant or Parenting, School Dropout, Offender, Homeless, Runaway Youth or Foster Child, and Requires Additional Assistance.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
YOUTH BARRIERS	BASIC SKILLS DEFICIENT Assessed by a Generally Accepted Standardized Test School Records Self-Certification Form Telephone Verification Other	X		
YOUTH BARRIERS	PREGNANT OR PARENTING Birth Certificate Hospital Record of Birth Medical Card Physician's Note Referrals from Official Agencies School Program for Pregnant Teens School Records Statement from Social Service Agency Self-Certification Form Telephone Verification Other	X		
YOUTH BARRIERS	SCHOOL DROPOUT Attendance Record Dropout Letter Self-Certification Form Telephone Verification Other	X		

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
YOUTH BARRIERS CRITERIA**

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
YOUTH BARRIERS	OFFENDER Court Documents Halfway House Resident Letter of Parole Letter from Probation Officer Police Records Self-Certification Form Telephone Verification Other	X		
YOUTH BARRIERS	HOMELESS, RUNAWAY YOUTH Written Statement from an Individual providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency Self-Certification Form Telephone Verification Other OR FOSTER CHILD Court Contact Court Documentation Medical Card Verification of Payment made on Behalf of the Child Written Statement from State/Local Agency Self-Certification Form Telephone Verification Other	X		
YOUTH BARRIERS	REQUIRES ADDITIONAL ASSISTANCE Self-Certification Form Other	X		

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
EXCEPTIONS YOUTH 5% WINDOW CRITERIA**

EXCEPTIONS (YOUTH) SPECIAL RULE (5% WINDOW) – Not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such individuals are within one or more of the following categories: School Dropout, Basic Skills Deficient, Behind Grade Level, Pregnant or Parenting Youth, Individuals with Disabilities, Homeless or Runaway Youth, Offender, and Serious Barriers to Employment.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
EXCEPTIONS (YOUTH) SPECIAL RULE (5% WINDOW)	SCHOOL DROPOUT Self-Certification Form Attendance Records Dropout Letter Telephone Verification Other	X		
	BASIC SKILLS DEFICIENT (English reading, writing, or computing skills at or below the 8th grade level) Assessed by a Generally Accepted Standardized Test School Records Telephone Verification Other	X		
	BEHIND GRADE LEVEL Report Card School Records Telephone Verification Other	X		
	PREGNANT OR PARENTING YOUTH Birth Certificate Hospital Record of Birth Medical Card Physician's Note Referrals from Official Agencies School Program for Pregnant Teens School Records Statement from Social Service Agency Self-Certification Form Telephone Verification Other	X		
	INDIVIDUALS WITH DISABILITIES (including learning disabilities) Letter from Drug or Alcohol Rehabilitation Agency Letter from Child Study Team stating Specific disability Medical Records Observable Condition (Self-Certification Form Needed) Physician's Statement Psychiatrist's Diagnosis	X		

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
DISLOCATED WORKER CRITERIA**

DISLOCATED WORKER – the term “dislocated worker” means an individual who (a) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or 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 is unlikely to return to a previous industry or occupation; (b) 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; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services, intensive services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (c) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in a community in which the individual resides or because of natural disasters; or (d) is a displaced homemaker.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	<p>TERMINATED/LAID OFF/RECEIVED NOTICE OF TERMINATION OR LAYOFF Certification of Expected Separation Layoff Letter from Employer Verification from Prospective Employer Verification from Employment Agency Self-Certification Form Other</p> <p style="text-align: center;">AND ELIGIBLE FOR UI</p> <p>UI Documents and/or Printout E.S. Contact Profile Reemployment Program (PREP) Service Activity Plan Other</p> <p style="text-align: center;">AND UNLIKELY TO RETURN (Reemployment Opportunity is poor)</p> <p>Contact with Separating Employer Job Service Contact Layoff/Termination Notice Profile Reemployment Program (PREP) Service Activity Plan Statewide/Local Labor Market Information UC Printout listing Reason for Termination Self-Certification Form Telephone Verification Other</p>			X

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
DISLOCATED WORKER CRITERIA**

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	PERMANENT CLOSURE OF PLANT/FACILITY/ ENTERPRISE OR SUBSTANTIAL LAYOFF Certification of Expected Separation Letter from Employer Media Announcement with Employment Verification Contact with Separating Employer Layoff Notice Public Notice as determined by the State's Rapid Response Coordination Services UI Documents and/or Printout WARN Notice to Individual with Separating Employer WARN Notice to Labor Union which represents Worker Self-Certification Form Telephone Verification Other			X
DISLOCATED WORKER	GENERAL ANNOUNCEMENT OF CLOSURE Verification from Media Source Employer Verification Self-Certification Form Telephone Verification Other			X

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
DISLOCATED WORKER CRITERIA**

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	FORMERLY SELF-EMPLOYED/CURRENTLY UNEMPLOYED Business License/Permit IRS Forms Labor Market Information Unemployment Rate Approved Labor Market Analysis Business Ledgers Chapter 7 – Bankruptcy published in Newspaper (Date must be shown) Chapter 11 – Bankruptcy published in Newspaper (Date must be shown) Failure of Business Supplier Failure of Business Customer Depressed Prices or Market Federal/State Declaration of Disaster BWI Approved Disaster AND Permanent Dislocation Self-Certification Form Telephone Verification Other			X

**WIA ACCEPTABLE ELIGIBILITY VERIFICATION
DISLOCATED WORKER CRITERIA**

Displaced Homemaker – an individual who has been providing unpaid services to family members in the home and who
 (A) has been dependent on the income of another family member but is no longer supported by that income; **AND**
 (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION	Youth	Adult	Dislocated Worker
<p>DISLOCATED WORKER</p> <p>The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who</p> <p>(A) has been dependent on the income of another family member but is no longer supported by that income;</p> <p>AND</p> <p>(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>DISPLACED HOMEMAKER</p> <p>IRS Forms Court Records Medical Records Bank/Financial Records Divorce Decree Spouse Death Certificate Spouse Disability check Self-Certification Form</p> <p>AND</p> <p>Employer Verification Job Search Verification Self-Certification Form Telephone Verification Other</p>			<p>X</p>

**INSTRUCTIONS FOR COMPLETING WORKFORCE INVESTMENT ACT (WIA)
STATEMENT OF FAMILY SIZE/FAMILY INCOME**

In cases where the recommended verification sources of Family Size/Family Income verification are unavailable, or the attainment of such documentation would place an undue hardship on the applicant, then this form may be used.

The purpose of this form is to verify the WIA applicant's family size at time of registration and family income during the last six months (26 weeks). This entails verifying the size and makeup of the applicant's FAMILY. This form is only necessary when eligibility is based on FAMILY INCOME.

The applicant should complete the **Statement of Family Size/Family Income** with the assistance of WIA intake staff to ensure it is completed correctly. The applicant will then take the form to have it signed by a witness who can corroborate the given information.

Family – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) a husband, wife, and dependent children.
- (B) a parent or guardian and dependent children.
- (C) a husband and wife.

A dependent child is defined as a child:

- Under age 19 at the end of the previous calendar year, or
- Under age 24 at the end of the previous calendar year and was a student.

A dependent child was a student if he or she:

- Was enrolled as a full-time student at a school during any 5 months of the previous calendar year or took a full-time, on-farm training course during any 5 months of the previous calendar year. The course had to be given by a school or a state, county or local government agency. A school includes technical, trade, and mechanical schools. It does not include on-the-job training courses or correspondence schools.

Also, regardless of residence and/or citizenship, anyone claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed to be part of the person's family for the current year. To negate this assumption, the person who was claimed as a dependent for income tax purposes would be required to provide information that demonstrates the individual is no longer financially dependent.

In applying the definition of family, runaway youth, emancipated youth, and court adjudicated youth separated from the family through involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, or placed as a result of a court order) shall not be classified as dependent children.

An individual with a disability and own income at or below the Poverty Line or 70% of the Lower Living Standard Income Level.

Family Income – for the purpose of determining WIA income eligibility, list the total income received by you and members of your family from (1) gross wages and salaries (before deductions); (2) net self-employment income (gross receipts minus operating expenses); and (3) other money income from sources such as net rents, social security, pensions, alimony, government and armed forces retirement payments, insurance policy annuities, and other sources of periodic income.

Inclusions for Family Income

- Money wages and salaries before any deductions;
- WIA OJT wage payments to participants;
- Disaster Relief Employment Wages;
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from social security, railroad retirement, strike benefits from union funds, worker's compensation (public/private), and training stipends;
- Alimony;
- Military family allotments or other regular support from an absent family member or someone not living in the household;
- Pensions whether private government employee (including military retirement pay);
- Regular insurance or annuity payments;
- College or university grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust;
- Net gambling or lottery winnings;
- Net self-employment income (gross receipts minus operating expenses).

Exclusions for Family Income

- Unemployment compensation;
- Child support payments;
- Cash welfare payments (including TANF, SSI, RCA, GA);
- Old Age and Survivors Insurance (OASI) benefits received under Section 202 of the Social Security Act (42 U.S.C. 402);
- Foster care payments;
- Needs-based scholarship assistance;
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans like any other kind of loan are debt and not income;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- IRA withdrawals;
- Capital gains;
- Non-cash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance;
- WIA payments to participants (except OJT wages) shall not be considered as income for the purposes of determining eligibility.

NOTE: When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination.

IDENTIFYING INFORMATION

Please complete this block with the WIA applicant's name, address, social security number, and application date.

FAMILY MEMBERS NAME/RELATIONSHIP TO APPLICANT/FAMILY MEMBER INCOME

- List the names of all FAMILY MEMBERS living in the applicant's residence on the date of registration.
- Indicate the relationship of each FAMILY MEMBER to the applicant.
- Indicate the income during the last six months (26 weeks) of each FAMILY MEMBER living in the applicant's residence on the date of registration.
- Complete the block Total Number in Family.
- Complete the block Total Income (if applicable).

NAME/LOCATION/REASON

- List the names of any FAMILY MEMBERS not currently residing in the applicant's residence.

This should include any FAMILY MEMBER who is not currently living in the residence but would be considered a part of the applicant's family. These absences may be due to temporary and voluntary residence elsewhere (e.g., attending school or college, or visiting relatives). It would not include involuntary temporary residence elsewhere (e.g., incarceration, or placement as a result of a court order). Members of the Armed Forces on extended temporary assignment elsewhere are considered to be assigned involuntarily and would not be considered as part of the applicant's FAMILY.

- Indicate the location of the absent family member.
- Indicate the reason for the absence. Include whether the absence is voluntary or involuntary and if it is temporary or permanent.

The applicant must sign and date the form.

A corroborating witness must sign and date the form attesting to the accuracy of the given information. The corroborating witness may live in or out of the residence, and may or may not be related to the applicant. The witness must have verifiable knowledge of the applicant's FAMILY STATUS.

**WORKFORCE INVESTMENT ACT
STATEMENT OF FAMILY SIZE/FAMILY INCOME**

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

Social Security Number _____ Application Date: _____			

To be completed by WIA applicant with staff assistance

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

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:

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 _____

Street Address _____ City _____ State _____ Zip _____

Telephone Number _____ Relationship to WIA Applicant _____

Self-Certification Requirements

After review of the eligibility criteria, along with possible ways to verify the criteria, it was found that much of the verification was readily available through a number of agencies or sources. In some cases, definitive verification is required (e.g., eligibility to work (I-9 requirements under IRCA) and Selective Service Registration or exemption for males.

WIIN 3-99, Change 2 allows for the use of Self-Certification to verify those items that in some cases are not verifiable or may cause undue hardship for individuals to obtain. A Self-Certification may be used after all practicable attempts to secure verification have failed.

In order to utilize the Self-Certification as verification, the Self-Certification Form, or facsimile, must be utilized.

Use of the Self-Certification Form is as follows:

If an applicant states that he/she cannot provide evidence that no income was received during the past six months, and that he/she was unemployed for that period, **the blank spaces following the words “I certify, under penalty of law, that the following information is true”** must be completed. For example:

“Have received no income from any source during the past six months, I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends.”

NOTE: When using the “Self-Certification” form, the “Counselor’s Signature/Date” found in the “Certification” block must be completed. It is a local decision as to the completion of the “Reviewer’s Signature/Date”.

SELF-CERTIFICATION FORM

IDENTIFYING INFORMATION			
Applicant's Name _____	_____	_____	_____
	Last	First	MI
Address _____			
Social Security Number _____		Application Date: _____	

I HEREBY CERTIFY UNDER PENALTY OF LAW, THAT THE FOLLOWING INFORMATION IS TRUE.

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

 APPLICANT'S SIGNATURE and DATE

 APPLICANT'S PHONE NUMBER

APPLICANT'S ADDRESS

SIGNATURE OF PARENT OR GUARDIAN (as needed)

The above Self-Certification is being utilized for verification of the following eligibility criteria:

CERTIFICATION
I certify that the individual whose signature appears above provided the information recorded on this form.
Counselor's Signature/Date: _____
Reviewer's Signature/Date: _____

Telephone/Document Inspection Verification Requirements

Introduction

WIA eligibility criteria may be verified by telephone contacts with cognizant governmental or social service agencies, or by document inspection. The information obtained must be verified by recording the information on a standardized form such as the example contained on page two of Attachment J. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency or the document used. Telephone verification must include the name of the agency representative providing the verification information.

In some cases, the information provided by an agency through telephone contact may be sufficient to satisfy multiple WIA eligibility criteria. For example, verification that an applicant has been determined eligible to receive TANF can satisfy the requirement for Youth program eligibility.

Verification of eligibility through document inspection is appropriate when documents cannot or may not be machine-copied.

Agencies that may assist in verifying via telephone are as follows:

- 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
- Other State and local government agencies

When WIA eligibility verification is accomplished via telephone or document inspection, Local Workforce Investment Areas are required to use a standardized form, such as the example on page two for monitoring and audit purposes.

WIA TELEPHONE VERIFICATION/DOCUMENT INSPECTION FORM

IDENTIFYING INFORMATION

Applicant's Name _____
Last First MI
Social Security Number _____ Date: _____

WIA 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: _____

WIA 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: REMOTE SITE ELIGIBILITY, NO COPIER AVAILABLE.
 ON SITE ELIGIBILITY, NO COPIER AVAILABLE.
 DOCUMENT CANNOT BE COPIED.

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.
OR
I ATTEST THAT THE DOCUMENT INSPECTION VERIFIED THE PRIMARY/SECONDARY ITEMS REQUIRED TO DETERMINE ELIGIBILITY FOR THE WIA PROGRAM.

ELIGIBILITY SPECIALIST'S SIGNATURE DATE