



**Workforce Southwest Washington
Workforce Innovation and Opportunity Act Policies and Procedures**

**ELIGIBILITY GUIDELINES AND DOCUMENTATION REQUIREMENTS
POLICY #: 3028 Revision 2**

Original Policy Date: 8/28/2013
Effective Date: 7/1/2015

Revision Date: 3/14/2018

Purpose:

To communicate integrated eligibility guidelines and documentation requirements for Wagner-Peyser, Workforce Innovation and Opportunity Act Title 1 Youth, Adult, Dislocated Worker, Jobs for Veterans State Grant, and Trade Adjustment Assistance programs.

Background:

This integrated WIOA eligibility policy includes an eligibility and documentation “Handbook” that details specific WIOA Title I Youth, Adult, and Dislocated Worker program eligibility criteria and incorporates supplemental guidance specific to WIOA Title I programs.

The Handbook identifies acceptable documentation of various eligibility criteria that align with the data element validation (DEV) requirements as of the issuance of [TEGL 22-15](#). The Handbook will be updated and revised accordingly when WIOA DEV requirements are issued by the U.S. Department of Labor Employment and Training Administration (DOL/ETA).

Policy:

a. Program Eligibility

This policy addresses eligibility requirements for Wagner-Peyser, Title 1 Adult, Dislocated Worker, Youth, Jobs for Veterans State Grant, and Trade Adjustment Assistance programs.

Program eligibility requirements are detailed in the [handbook](#).

b. Data Element Validation (DEV) and Documentation Requirements

Service Providers are required to maintain adequate documentation to ensure credibility of eligibility determinations and to support DEV requirements in alignment with this policy and [WorkSource Policy 1003 – Data Element Validation](#).

The U.S. Department of Labor (DOL) mandates annual DEV to assess the accuracy of reported participant data through specific documentation requirements. Several of the data elements validated through this process pertain to program eligibility.

It is the policy of the state to align WIOA program eligibility documentation with existing DEV documentation requirements for any eligibility components that are included under DEV (refer to handbook Sec. 6). Aligning these requirements will increase efficiencies and ensure DEV requirements are met (for eligibility components) at the time of

participant enrollment. In this way, eligibility documentation will support future data validation efforts.

As noted, the Handbook identifies acceptable documentation of various eligibility criteria that align with WIA DEV requirements as of the issuance of [TEGL 22-15](#). The Handbook will be updated and revised accordingly when DEV requirements for WIOA are issued by DOL. Until that guidance is available, Service Providers are directed to continue referring to WIA-based DEV requirements in [TEGL 22-15](#).

In addition to the alignment described above, there are other eligibility components not addressed by DEV. The state has aligned its policy with additional documentation requirements provided by DOL (e.g. Selective Service Registration) and the state (e.g. Unemployment Insurance), and ESD has established eligibility documentation requirements for additional eligibility components that are not addressed by DOL.

c. Self-Attestation

It is the policy of WSW to utilize self-attestation as a minimum documentation requirement for any eligibility component unless specific documentation requirements are provided in DOL guidance (i.e. DEV requirements in [TEGL 22-15](#) or Selective Service documentation requirements in [TEGL 11-11, Change 2](#)) or state law (i.e. the requirements governing UI eligibility determination). In an effort to reduce the amount of administrative burden resulting from the capture and maintenance of paper documentation, WSW allows the use of self-attestation (as defined in this document, its handbook and [TEGL 22-15](#)) wherever permissible under federal guidelines. These guidelines have been noted in the attached handbook.

To ensure properly documented customer self-attestation, WSW requires Service Providers to use the attached sample self-attestation form. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or guidance or this policy may result in disallowed costs. Properly documented self-attestation serves as documentary evidence of eligibility determination and does not, by itself, warrant disallowed cost findings. At the same time, properly documented self-attestation does not, by itself, preclude disallowed cost findings if it is determined during monitoring, reviews, or audits that the attestation was false.

Definitions:

For a complete list of definitions refer to the attached handbook.

Data Element Validation (DEV) – The federally mandated process by which the state annually assesses the accuracy of reported participant data (refer to WorkSource System Policy 1003 and [TEGL 22-15](#)).

Self-Attestation – Self-attestation (also referred to as a participant statement) occurs when a participant (applicant) states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) a participant (applicant) identifying his or her status for a permitted data element and (b) signing and dating a form attesting to this self-identification. These forms can be accessed in Sec. 7 of the attached handbook.

References:

- [Workforce Innovation and Opportunity Act of 2014](#)
- [WIOA Final Rule; 20 CFR Parts 676, 677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016](#)
- [WIOA Final Rule; 20 CFR Parts 603, 651,652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016](#)
- [Public Law 107-288, Jobs for Veterans Act \(JVA\) of 2002](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-04](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-04, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 17-05](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-09](#)
- [Training and Employment Guidance Letter \(TEGL\) 11-11 Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 9-12](#)
- [Training and Employment Guidance Letter \(TEGL\) 11-12](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 08-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-16, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Veterans Program Letter \(VPL\) 03-14](#)
- [Veterans Program Letter \(VPL\) 03-14, Change 1](#)
- [Veterans Program Letter \(VPL\) 03-14, Change 2](#)
- [Veterans Program Letter \(VPL\) 04-14](#)
- [WorkSource System Policy 1003, Revision 1 - Data Element Validation](#)
- [WorkSource System Policy 1009, Revision 2 - Priority of Service for Veterans and Eligible Spouses](#)
- [WIOA Title I Policy 1019, Revision 3 – Eligibility Guidelines and Documentation Requirements](#)
- [WIOA Title I Policy 5403 - Records Retention and Public Access](#)
- [WIOA Title I Policy 5607, Revision 3 – Employer Criteria and Cost Sharing for Training Provided to Incumbent Workers](#)
- [WorkSource Information Notice \(WIN\) 0027, Change 3 - Use of UI Claimant Web Site in Place of WIA001 Report](#)
- [WorkSource Information Notice \(WIN\) 0041 - Address Confidentiality Program](#)

- [WorkSource Information Notice \(WIN\) 0084, Change 1 – Supplemental State Guidance for the WIOA Title I Youth Program](#)

Supersedes:

- 3028 Eligibility Guidelines and Documentation Requirements Rev 1

Website:

<http://workforcesw.org/providers#policies>

Attachments:

Attachment A: Eligibility Handbook ([click here](#))

Attachment B: Self Attestation Adult/Dislocated Worker Form ([click here](#))

Attachment C: Self Attestation Youth Form ([click here](#))