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**TECHNICAL ASSISTANCE MEMO #13**

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**DATE:** MARCH 19, 2012  
**TO:** WIA SERVICE PROVIDERS  
**FROM:** AMY GIMLIN, SWWDC DATA AND COMPLIANCE MANAGER  
**RE:** SELF-CERTIFICATION REQUIREMENTS

**ATTACHMENTS:** TEGL 31-09 AND SWWDC SELF-CERTIFICATION POLICY #3016

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This is a reminder about how to properly document eligibility using self-certification for all WIA participants.

According to the SWWDC Policy #3016, self-certification may be used if an eligibility criterion is not documentable or it may cause an undue hardship for individuals to obtain. There are several cases where self-certification is not acceptable. For example, it is not acceptable to document an applicant's age or selective service number. Some items can be documented with a self-certification form if the applicant is receiving ONLY a core service. However, if they receive an intensive or training service, you cannot use a self-certification form. For a complete list, please refer to TEGL 31-09 prior to documenting with a self-certification form to ensure federal compliance.

Once it has been determined that a self-certification form is appropriate, a SKIES case note must be entered detailing why the form was used and why other documentation was unavailable. This case note should be completed by the case manager who determined a self-certification form acceptable.

Please contact me if there are any questions about how to document this information properly in SKIES or the paper file.

AG