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April 8, 2020

To: All WIOA Subrecipients of the Orange County Workforce Development Board

From: Carma Lacy
Director of Workforce Development

Subject: WIOA Documentation Requirements
Information Notice No. 20-OCWDB-09
Supersedes Policy and Procedure No. 10-OCWDA-04

PURPOSE:

The purpose of this policy is to communicate the documentation requirements necessary to support eligibility determinations in the Workforce Innovation and Opportunity Act (WIOA) adult, dislocated worker, and youth programs.

EFFECTIVE DATE:

Immediately

REFERENCES:

Workforce Innovation and Opportunity Act, Pub. L. 113-128.

29 U.S.C. 3101 et seq.

USDOL, Training and Employment Guidance Letter No. 39-11, Guidance on Handling and Protection of Personally Identifiable Information (PII), (June 28, 2012).

Training and Employment Guidance Letter (TEGL) 7-18 Data Validation Attachment 1 Source Documentation for WIOA Core Programs

State of California WSD19-03 Performance Guidance

State of California WSD18-03 Pathways to Services, Referral, and Enrollment

State of California WSD17-07 Youth Program Requirements

State of California WSD16-18 Selective Service Requirements

BACKGROUND:

On December 19, 2018 the United States Department of Labor (USDOL) released TEGL 7-18 which outlined the requirements on the performance accountability system requirements set forth in section 116 of WIOA. The



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guidance provided information about the guidelines the state and local areas must use for ensuring data submitted are valid and reliable.

All Subrecipients are responsible for ensuring that adequate documentation is retained to minimize the risk of disallowed costs. The Local Board supports the development of a balanced documentation and verification policy that is not excessively intrusive and burdensome and is, at the same time, a good faith and reasonable effort to establish WIA eligibility.

Definitions

Personal information and personally identifiable information (PII) - Any information describing anything about a person, indicating actions done by or to a person, or indicating a person's personal characteristics, which can be retrieved from a system by a name, identifying number, symbol, or other identifier assigned to a person. This information can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Registration - The process of collecting information to support a determination of eligibility for the WIOA adult, dislocated worker, and youth programs. This information may be collected through methods, including electronic data transfer, personal interview, or an individual's application.

Workforce service providers (WSPs) - Local areas, career services providers, youth program providers, and CCMEP lead agencies that carry out a workforce development activity or program.

Policies and Procedures

The guidelines in this policy are intended to provide information to subrecipient to ensure compliance with the data collection and reporting requirements.

Workforce service providers (WSPs) Local areas, career services providers, youth program providers, and Youth lead agencies must verify or confirm eligibility requirements through an examination of documents or by using one or more of the additional methods of source documentation described below.

Documentation requirements to support WIOA adult and dislocated worker eligibility are tied to the level of services provided to the participant. For adults and dislocated workers receiving only basic career services which do not trigger participation in the WIOA program, the local area may accept information provided by these reportable individuals at face value to complete the basic intake process without requiring source documentation.

Documentation requirements increase for participants who receive basic career services triggering participation, individualized career services, or training services. WIOA youth program eligibility documentation does not vary between types of services or program elements received.

Attachment I provides guidance for the specific types of source documents that may be used to verify participant eligibility at each level of service.

Electronic Files

Through the use of document scanning, subrecipients are no longer required to maintain hard copy files of participant information that are scanned into the CALJOBS system. Additionally,

documents scanned into the CALJOBS system take the place of hard files for verification, monitoring, and audit purposes. Such records shall only be maintained in the CalJOBS system unless a subrecipient chooses to maintain both a CalJOBS electronic file and a paper file. Subrecipients must ensure that all scanned documents are inspected visually to ensure they are complete, clear, and easily read. Visual inspections for documents that are scanned into CalJOBS system must be complete, clear and legible as well as properly aligned.

Original content of a scanned document must not be altered or modified once it has been finalized. While scanning the original document is preferred, scanning legible verified documents provided by partners may serve as sufficient documentation. Documents uploaded into the CalJOBS system must always be current and kept current through program participation. In addition, case notes must identify the intent and purpose of all documents that are uploaded into the CalJOBS system.

Subrecipients must upload verification documents within CalJOBS as soon as documentation is made available and in accordance with eligibility guidelines and timeframes. Subrecipients must ensure that participant information is accurately reported in CalJOBS and that documents are uploaded for all fields that require verification.

However, the documentation requirements remain unchanged. If WSPs use electronic files, the documents must be available to the program and fiscal monitors and auditors for monitoring purposes.

Attaching Documents to Case Notes and/or Activities

All documents pertinent to participant activities should be scanned through case notes and/or activities to support those entries. Subrecipient specific forms that aid in assessing the needs of the participant (e.g. supportive services determination, training eligibility determination, etc.) must be attached to the case notes of specific activities. Subrecipients must also attach documents to case notes and/or activities for documentation of services that provided under the appropriate activity (e.g. job referral verification, resume assistance, etc.)

Electronic Signatures

Document Imaging includes the addition of electronic signatures to any necessary documents or forms. Subrecipients are encouraged to use electronic signatures for participant convenience.

Additional methods of Source Documentation

For documentation of eligibility for WIOA adult, dislocated worker, and youth programs, there are multiple forms of acceptable source documentation. In most instances, one of the source documents listed in Attachment I, Allowable Source Documentation for WIOA Program Eligibility, should be used to verify the eligibility of a participant. Below are additional methods that WSPs may use if, per Attachment I of this policy letter, the method is permissible for the eligibility criteria or data element being verified.

1. Telephone or Electronic Communication

In instances where telephone or electronic communication is acceptable and used, the case file must contain the name of the agency representative, the date of the conversation, and the result of the eligibility verification.

WSPs must use Attachment II: WIOA Telephone Eligibility Verification, to document telephone communication. If a telephone communication is used to

verify dislocation, the case file must contain the date and reason for termination, and a possible recall date if applicable.

2. Self-Attestation

Self-Attestation occurs when a participant states his or her status for an eligibility or set of eligibility criteria, and then signs and dates a form acknowledging this status. The key elements for self-attestation are:

- The participant identifying his or her status for permitted eligibility criteria; and
- Signing and dating the form attesting to this self-identification.

WSPs must use Attachment III: Self-Attestation Form.

Note that self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third-party corroboration are not available.

Local areas may add the Self Attestation form to a local area WIOA Adult and Dislocated Worker eligibility determination form if all the components of the form, including language, remain intact. The self-attestation is not blanket verification for all eligibility components as noted in Attachment I. Within this self-attestation, the individual must document which specific elements of eligibility he or she is attesting (e.g., authorization to work, proof of termination or layoff, etc.) and how he or she meets the eligibility criteria

WSPs must be cognizant that not all eligibility source documentation may be verified with self-attestation. Therefore, self-attestation does not alleviate or replace the need to collect documentation of some eligibility elements from the individual.

3. Case Notes

Case notes refer to statements placed in CALJOBS by the case manager and identify, at a minimum, the following:

- A participant's status for a specific eligibility criterion or set of eligibility criteria;
- The date on which the information was obtained; and
- The case manager who obtained the information.

4. Cross-Match

A cross-match requires the WSP staff to acquire detailed supporting evidence for the eligibility criteria in another database (e.g., public assistance records). An indicator or presence of a social security number in a database alone is not sufficient evidence to document WIOA eligibility; additional details such as the date of the eligibility determination, date of participation, and services rendered should be obtained from the cross-match to confirm the accuracy and currency of the information.

5. State Management Information System (MIS)

State MIS refers to specific, detailed information that is stored in CALJOBS and supports eligibility criteria. An indicator such as a checkmark or date on a computer screen is not acceptable source documentation.

Handling and Protecting Personally Identifiable Information (PII)

Identifying information collected about adult, dislocated worker, and youth workforce program participants is not considered a public record, should only be used for workforce program administrative purposes, and should not be disclosed to the general public or to unauthorized individuals. Identifying information includes, but is not limited to, names, home and email addresses, phone numbers, social security numbers, dates of birth, and other identifying information collected or maintained about individual job-seekers, those seeking education or training, and those seeking assistance in overcoming their barriers to employment.

Moreover, certain types of personally identifiable information (PII) about workforce participants are more sensitive and confidential than others, because the disclosure of such information could result in financial or other harm to the individual whose name or identity is linked to that information. Such information requires a higher level of security — including staff training — to prevent unauthorized access, use and disclosure. Examples of the types of PII that are more sensitive, and therefore subject to a higher level of security, include, but are not limited to, social security numbers (SSN), state and federal tax identification numbers, driver's license numbers, state identification numbers, credit and debit card numbers, bank and financial account numbers, student educational records (including transcripts, and information about current or prior enrollment, course progress, or graduation), medical history and information about an individual's current or prior physical or mental status, financial information, and information identifying the individual as an applicant for or recipient of unemployment compensation benefits, or food or cash assistance.

Any WSP staff who work directly with job-seekers and other workforce program participants, or who handle or process PII about workforce participants, must take steps to ensure that PII is processed in a manner that will protect the confidentiality of the records/documents, and that PII is not accessed, viewed, or used by either the general public, or unauthorized staff at OMJ Center partner organizations.

Federal law, OMB Guidance, and United States Department of Labor (USDOL) policies require that PII and other sensitive information be protected. To ensure that PII and sensitive information is handled appropriately, WSPs must:

1. Ensure PII is not transmitted to unauthorized users and all PII transmitted through e-mail or stored electronically (e.g., DVD or thumb drive) is encrypted.
2. Take necessary steps to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure.
3. Ensure that any PII used as part of the WIOA grant has been obtained in conformity with applicable Federal and state laws governing confidentiality of information. PII shall not be stored on personally owned equipment, at off-site locations (e.g., employee's home), and on personal e-mail accounts.
4. Ensure that all PII obtained through the WIOA grant is stored in an area that is physically safe from access by unauthorized persons at all times.

5. Store PII only on secure work servers and equipment that are approved by ODJFS or the local board. Storing PII on personally owned equipment, at off-site locations (e.g., employee's home), and on personal e-mail accounts is prohibited.
6. Advise all local area and/or provider staff who have access to sensitive/confidential/proprietary/private data of the confidential nature of the information, the safeguards required to protect the information, and the civil and criminal sanctions for noncompliance with such safeguards.
7. Implement policies and procedures regarding the handling of PII, including staff acknowledgement of their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data.

Outlined below are requirements to protect PII

1. Before obtaining a participant's SSN, the WSP should have the participant sign a release acknowledging the use of social security numbers for eligibility determination and federal grant purposes only.
2. WSPs should use unique identifiers for participant tracking instead of the SSN. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to an individual, such as using a truncated or masked SSN (e.g., last 4 digits only).
3. WSPs using an electronic system in addition to CALJOBS for basic career services tracking or other registration processes must truncate or mask an individual's SSN in such systems.
4. WSPs using paper applications containing SSNs must, at a minimum, enter the basic intake information and the SSN in CALJOBS the day the information is received and destroy the paper application if feasible. If all eligibility information is not placed in CALJOBS that day, staff must mask the SSN on the paper application and store in a secure manner.
5. Documentation of SSNs (e.g., physical copy of social security card) shall not be obtained until such time WIOA eligibility is determined, the individual receives a WIOA adult, dislocated worker, or WIOA CCMEP youth program service which triggers participation in the program, and the individual becomes a participant.
6. When an individual becomes a participant, the WSP must attempt to obtain and verify the SSN for performance reporting purposes but shall not deny access to the American Job Center's resource room or to WIOA program services if the individual does not disclose his or her SSN. If the individual refuses to provide an SSN, the local area will assign a temporary alternative identifying number. The individual will use this number for identification during subsequent visits to the One Stop center or for program-funded activity tracking.
7. WSPs should keep SSNs electronically in CALJOBS minimizing the use of paper files. If paper files are used or if the participant's SSN is listed on other forms of source documentation listed in Attachment A, the WSP must ensure that the SSN on the paper document has been masked.
8. WSPs must use appropriate methods for destroying sensitive PII in paper files and securely deleting sensitive electronic PII.

9. WSP staff at the One Stop center or other service delivery location shall not leave records containing PII open and unattended.
10. WSPs shall store documents containing PII in locked cabinets when not in use.
11. Local providers shall report within 24 hours any breach or suspected breach of PII by the area or its subrecipient to the Director of Workforce Development and follow any instructions provided.

Retention of Records

Subrecipients are to retain records for a period of at least three (3) years after submittal of the final closeout expenditure report for that funding period.

ACTION

Bring this policy to the attention of all affected staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS

Attachment I: Allowable Source Documentation for WIOA Program Eligibility

Attachment II: WIOA Telephone Eligibility Verification Form

Attachment III: Self-Attestation Verification Form

Attachment IV: Citizenship/Authorization to Work Verification Form



ATTACHMENT I

Allowable Source Documentation for WIOA Program Eligibility

Adult Verification Items by Service Level

Adult Program Eligibility Criteria	Documentation in File (one document per group required)
<p>Age/Birth Date</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service or Training:</p> <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ State, federal, or local government ID ▪ Passport ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ School record or ID cards ▪ Tribal records
<p>Citizenship Status/ Authorization to Work in the US</p> <p>Cannot collect for self-service or information services only</p> <p>May collect for May verify for activities such as initial assessment, career counseling, occupational career counseling, aptitude testing, mentoring, classroom training and group counseling</p> <p>Must verify for employment activities such as work experiences, transitional jobs, internships, and pre- apprenticeship training, job placement assistance</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Verification document(s) that satisfy List A, List B, or List C of the Form I-9
<p>Selective Service Registration</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Selective service card ▪ Selective Service acknowledgement letter ▪ Report of Separation form (Form DD-214) ▪ Selective Service registration card. ▪ Selective Service verification form (Form 3A). ▪ Stamped post office receipt of registration. ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual

SOURCE DOCUMENTATION: ATTACHMENT I

Adult Program Eligibility Criteria	Documentation in File
Adults Low-Income	Priority is given to adult participants receiving an individualized career service or training service who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient
<p>1. TANF – Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a Federal income-based public assistance program</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Cross match with public assistance records via state MIS system
<p>2. Other Cash Public Assistance – Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program (includes refugee assistance and other cash public assistance)</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Copy of authorization to receive cash public assistance ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ Refugee assistance records ▪ Verification from the refugee assistance provider
<p>3. Family Income – Determined when an individual received income, or is a member of a family that received income that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income (see workforce glossary for list of includable/ excludable income)</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements ▪ Award letter from Veterans Affairs ▪ Unemployment Insurance documents ▪ Low-income Housing Authority verification ▪ Documentation of Child Support ▪ Documentation of Old-Age Survivors Insurance benefits ▪ Self-Attestation, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported

SOURCE DOCUMENTATION: ATTACHMENT I

Adult Program Eligibility Criteria	Documentation in File
<p>4. Supplemental Nutrition Assistance Program (SNAP) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SNAP</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ Copy of authorization to receive SNAP
<p>5. Supplemental Security Income program (SSI) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ Copy of authorization to receive SSI
<p>Basic Skills Deficient An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3[5]). Rather than limit assessment to formal testing, state policy provides flexibility to assess individuals who may be basic skills deficient through staff observation, enrollment in Title II Adult Education/Literacy programs, lack of a secondary school credential or its equivalent, or other objective criteria as defined by local policy.</p>	<ul style="list-style-type: none"> ▪ School Records ▪ A referral or records from a Title II Basic Adult Education program or English Language Learner program ▪ Results of academic assessment ▪ Case notes ▪ Self-Attestation

Adult Eligibility Criteria	Documentation in File
<p>Employed Adults</p>	<p>If an individual is being considered for training services and is employed, local areas must determine if the applicant is self-sufficient before providing those services</p>
<p>Self-Sufficiency – Documentation is based on the local definition of self-sufficiency</p>	<p>Training:</p> <ul style="list-style-type: none"> ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements if the income is received by direct deposit ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements

Dislocated Worker Eligibility Criteria and Documentation by Service Level

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
<p>Age/Birth Date</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ State, federal, or local government ID ▪ Passport ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ School record or ID cards ▪ Tribal records
<p>Citizenship Status/ Authorization to Work in the US Cannot collect for self-service or information services only. May collect for May verify for activities such as initial assessment, career counseling, occupational career counseling, aptitude testing, mentoring, classroom training and group counseling</p> <p>Must verify for employment activities such as work experiences, transitional jobs, internships, and pre-apprenticeship training, job placement assistance</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Citizenship Status/Authorization to Work Self-Attestation ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records
<p>Selective Service Registration</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Selective service card ▪ Selective Service acknowledgement letter ▪ Report of Separation form (Form DD-214) ▪ Selective Service registration card. ▪ Selective Service verification form (Form 3A). ▪ Stamped post office receipt of registration. ▪ Verification from the Selective Service web site ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual
<p>Date of Dislocation</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Verification from employer ▪ Rapid response list ▪ Determination of UI Benefits letter ▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance ▪ Self-Attestation

SOURCE DOCUMENTATION: ATTACHMENT I

Dislocated Worker Program Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
A. Terminated or laid off, or received a notice of termination or layoff from employment (If dislocated workers are RESEA/UCRS eligible, they only have to document number 5 below. If dislocated workers are not RESEA/UI eligible, they must document numbers 1, 2, 3 and 4 to document the eligibility criteria.)	
1. Proof of employment with layoff employer	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Pay stub ▪ Letter from employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ DE 8406 Personalized Job Search Assistance (PJSA) appointment notice form ▪ DE 8530 Reemployment Eligibility Assistance (REA) letter ▪ DE 1106/Z Appointment notice of referral to an Initial Assistance Workshop (IAW) ▪ Screen print of IAW schedule ▪ Reemployment plan generated from IAW ▪ Invitation letter to Self-Employment Assistance (SEA) orientation ▪ Screen print of SEA schedule. ▪ DD214 ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ For Trade Eligible – CALJOBS Screen Shot ▪ Self-Attestation
2. Proof of termination or layoff	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Layoff letter from employer ▪ Employer contact: phone or electronic verification ▪ Individual's name on a WARN notice ▪ Determination of Unemployment Compensation Benefits letter or check ▪ For Trade Eligible – CALJOBS Screen Shot ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse ▪ Self-Attestation

¹ Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

SOURCE DOCUMENTATION: ATTACHMENT I

<p>Dislocated Worker Program Eligibility Criteria</p>	<p>Documentation in File All dislocated workers must be within one of the following categories (one document per group required)</p>
<p>A. Terminated or laid off, or received a notice of termination or layoff from employment (If dislocated workers are RESEA/UCRS eligible, they only have to document number 5 below. If dislocated workers are not RESEA/UI eligible, they must document numbers 1, 2, 3 and 4 to document the eligibility criteria.)</p>	
<p>4. Unlikely to return to previous industry or occupation</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Internet site, such as CalJOBSSM that indicates lack of industry/occupation availability ▪ Screen print of Labor Market Information Division screens that indicates lack of industry/occupation availability ▪ Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations ▪ Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations ▪ Employment Specialist's determination ▪ DE 1106/Z Appointment notice of referral to an IAW ▪ Screen print of IAW schedule ▪ Reemployment plan generated from IAW ▪ Invitation letter to SEA orientation ▪ Screen print of SEA schedule ▪ If one of the above is not available, documented telephone verification from the EDD field office will suffice ▪ DE 8406 PJSA appointment notice form ▪ For Trade Eligible - CALJOBS Screen Shot ▪ Self-Attestation
<p>5. Has been identified as meeting the criteria for REA selection</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ UI letter to claimant ▪ Phone verification with UI staff ▪ Printout of REA selection

SOURCE DOCUMENTATION: ATTACHMENT I

<p>B. Plant closure or substantial layoff (An individual must be in each of the three sub-categories below.)</p>	
<p>I. Terminated or laid off, or 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 (Must document each of the following three categories to document the eligibility criteria.)</p>	
<p>1. Proof of employment with an employer that closed or is experiencing substantial layoffs</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Pay stub ▪ Letter from employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ Self-Attestation
<p>2. Proof of termination or layoff</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Layoff letter from the employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ Individual's name on a WARN notice ▪ Bankruptcy documents, if declared under Chapter 7, Title 11 U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance ▪ UI Form 501 (Separation Statement), when completed on both sides and signed by an employer representative ▪ Employer contact: phone or electronic verification ▪ Self-Attestation
<p>3. Proof of closure or substantial layoff</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Employer notice ▪ WARN notice ▪ Employer contact: phone or electronic verification ▪ News article/general announcement

SOURCE DOCUMENTATION: ATTACHMENT I

<p>II. Is employed at a facility at which the employer has made a public announcement that such facility will close within 180 days (Must document both of the following two categories to document the eligibility criteria.)</p>	
<p>1. Proof of employment in closing facility</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Pay stub • Bankruptcy documents, if declared under Chapter 7, Title 11, U.S.C. • Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Letter from employer or union representative ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ Self-Attestation
<p>2. Proof of a public announcement of closure within 180 days</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Employer notice ▪ WARN notice ▪ Employer contact: phone or electronic
<p>III. For purposes of eligibility to receive services other than training services described in Section 134(c)(3), career services described in Section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close (Must document both of the following two categories to document the eligibility criteria.)</p>	
<p>1. Proof of employment at closing facility</p>	<p>Basic Career Service Triggering Participation and Individualized Career Service:</p> <ul style="list-style-type: none"> ▪ Pay stub ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Letter from employer ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ Self-Attestation
<p>2. Proof of announcement</p>	<p>Basic Career Service Triggering Participation and Individualized Career Service:</p> <ul style="list-style-type: none"> ▪ Employer notice ▪ News article/media announcement ▪ Employer contact: phone or electronic verification ▪ WARN notice

SOURCE DOCUMENTATION: ATTACHMENT I

<p>C. Self-employed individual, including employment as a farmer, rancher, or fisherman, but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters (Must document both of the following two categories to document the eligibility criteria.)</p>	
<p>1. Evidence of self-employment</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Business license or permits ▪ Bankruptcy documents listing both the name of the business and the applicant's name ▪ Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication ▪ Copy of articles of incorporation for the business listing the applicant as a principal ▪ IRS forms ▪ Other evidence of self-employment ▪ Self-Attestation
<p>2. Evidence of business closure</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Chapter 7 or Chapter 11 bankruptcy published in newspaper, with the date shown ▪ Evidence of business failure of supplier or customer ▪ Insurance claims, or other proof of income loss ▪ Disaster insurance claim ▪ Federal or state declaration of disaster ▪ Self-Attestation

<p>D. Displaced homemaker, an individual who has been providing unpaid services to family members in the home</p>	
<p>An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty obtaining or upgrading employment</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Court records ▪ Divorce documents ▪ Bank records ▪ Public assistance records ▪ Spouse's layoff notice ▪ Spouse's death record ▪ Notice of deployment, call or order to active duty or change of station ▪ Pay Stubs, tax returns or other documents to verify decrease in income ▪ State MIS ▪ Self-Attestation

SOURCE DOCUMENTATION: ATTACHMENT I

E. Military Spouse	
<p>Spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty state of such member</p> <p>Or</p> <p>Spouse of a member of the Armed Forces who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty obtaining or retaining employment</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Marriage license or Income Tax return; and ▪ Notice of deployment, call or order to active duty or change of station; or ▪ Self-Attestation to substantiate loss of employment as a direct result of relocation of member of Armed Forces; or ▪ Self-Attestation to substantiate unemployment or underemployment

Employment Status at Participation	<p>Employed</p> <ul style="list-style-type: none"> ▪ Pay Stub ▪ Case notes showing information collected from participant <p>Not Employed</p> <ul style="list-style-type: none"> ▪ Case notes showing information collected from participant <p>Underemployed</p> <ul style="list-style-type: none"> ▪ Career planners determination ▪ Telephone verification ▪ Self-attestation
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Youth Eligibility

Documentation in File (one document per group required)			
Age/Birth Date	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license state, federal, or local government ID ▪ Passport </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ School record or ID cards ▪ Tribal records ▪ Crossmatch with Department of Public Health vital records ▪ Hospital Record of birth </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license state, federal, or local government ID ▪ Passport 	<ul style="list-style-type: none"> ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ School record or ID cards ▪ Tribal records ▪ Crossmatch with Department of Public Health vital records ▪ Hospital Record of birth
<ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license state, federal, or local government ID ▪ Passport 	<ul style="list-style-type: none"> ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ School record or ID cards ▪ Tribal records ▪ Crossmatch with Department of Public Health vital records ▪ Hospital Record of birth 		

SOURCE DOCUMENTATION: ATTACHMENT I

Documentation in File (one document per group required)	
<p>Citizenship Status/ Authorization to Work in the US</p> <p>Consideration of TEGL 2-14 must be followed</p>	<ul style="list-style-type: none"> ▪ Verification document(s) that satisfy List A, List B, or List C of the Form I-9
<p>Selective Service Registration</p>	<ul style="list-style-type: none"> ▪ Selective service card ▪ Selective Service acknowledgement letter ▪ Report of Separation form (Form DD-214) ▪ Selective Service registration card. ▪ Selective Service verification form (Form 3A). ▪ Stamped post office receipt of registration. ▪ Selection Service status information letter ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual
<p>School Status at Participation</p>	<ul style="list-style-type: none"> ▪ Applicable records from educational institution ▪ Training provider verification of enrollment ▪ Case notes with verification of enrollment from educational institution <ul style="list-style-type: none"> ▪ State MIS ▪ Self-Attestation
<p>Receipt of High School Diploma</p>	<ul style="list-style-type: none"> ▪ School records ▪ Diploma ▪ Letter or other documentation from school system ▪ Self-Attestation
<p>Employment Status at Participation</p>	<p>Employed</p> <ul style="list-style-type: none"> ▪ Pay Stub ▪ Case notes showing information collected from participant <p>Not Employed</p> <ul style="list-style-type: none"> ▪ Case notes showing information collected from participant <p>Underemployed</p> <ul style="list-style-type: none"> ▪ Career planners determination ▪ Telephone verification ▪ Self-attestation

SOURCE DOCUMENTATION: ATTACHMENT I

Youth Eligibility Criteria	Documentation in File
Low-Income Individual	Low-income is required for all in-school youth and for out-of-school youth who has a secondary school diploma and is basic skills deficient (or an English language learner), or requires additional assistance to enter or complete an education program or to secure or hold employment
<p>1. TANF – Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a Federal income-based public assistance program</p>	<ul style="list-style-type: none"> ▪ Cross match with public assistance records via state MIS system ▪ Public Assistance Check/Records ▪ Medical cared showing Public Assistance status ▪ Refugee assistance records ▪ Statement from county welfare office
<p>2. Other Cash Public Assistance – Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program (includes refugee assistance and other cash public assistance)</p>	<ul style="list-style-type: none"> ▪ Copy of authorization to receive cash public assistance ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ Refugee assistance records ▪ Verification from the refugee assistance provider
<p>3. Family Income – Determined when an individual received income, or is a member of a family that received income that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income (see workforce glossary for list of includable/ excludable income)</p>	<ul style="list-style-type: none"> ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements ▪ Award letter from Veterans Affairs ▪ Unemployment Insurance documents ▪ Low-income Housing Authority verification ▪ Documentation of Child Support ▪ Documentation of Old-Age Survivors Insurance benefits ▪ Public Assistance Records ▪ Self-Attestation, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported

SOURCE DOCUMENTATION: ATTACHMENT I

Youth Eligibility Criteria	Documentation in File
<p>4. Supplemental Nutrition Assistance Program (SNAP) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SNAP</p>	<ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records ▪ Medical card with Food Stamp status ▪ Food stamp card with current date • Current food stamp receipt • Postmarked food stamp mailer with applicable name and address ▪ Copy of authorization to receive SNAP
<p>5. Supplemental Security Income program (SSI) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI</p>	<ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (CRIS-E printout) ▪ Copy of authorization to receive SSI
<p>6. Free or Reduced Price Lunch</p>	<ul style="list-style-type: none"> ▪ The most recent school year reduced price or free lunch eligibility status document for the individual or school ▪ Approval Letter ▪ WIOA Application ▪ Self-Attestation
<p>7. Youth living in a high-poverty area</p>	<ul style="list-style-type: none"> ▪ Must use Census tract data to determine if the youth is living in a high poverty area ▪ www://FactFinder.census.gov/ (For directions for using this website and determining a high-poverty area, consult USDOL Training and Employment Guidance Letter (TEGL) No. 21-16

Youth Eligibility Criteria	Documentation in File	
Youth Barriers	Youth must document one of the following barriers	
<p>1. Basic skills deficient (<i>In-School and Out-of-School</i>)</p>	<p>In-School</p> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes 	<p>Out-of-School</p> <ul style="list-style-type: none"> ▪ Standardized assessment test
<p>2. English language learner (<i>In-school and Out-of-School</i>)</p>	<ul style="list-style-type: none"> ▪ School records ▪ Case notes ▪ Self-Attestation 	
<p>3. School dropout (<i>Out-of-School</i>)</p>	<ul style="list-style-type: none"> ▪ Applicable records from educational institution ▪ State MIS ▪ WIOA Intake form ▪ School board verification of dropout status ▪ Dropout Letter ▪ Self-Attestation 	
<p>4. Not attending school (<i>Out-of-School</i>)</p>	<ul style="list-style-type: none"> ▪ School records ▪ Court documents ▪ Self-Attestation 	

SOURCE DOCUMENTATION: ATTACHMENT I

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers
5. Homeless or Runaway (<i>In-School and Out-of-School</i>)	<ul style="list-style-type: none"> ▪ Verification from a shelter or social services agency ▪ Written statement from individual providing residence ▪ WIOA Application ▪ Self-Attestation
6. Foster Child or Emancipated Foster Child (<i>In-School and Out-of-school</i>)	<ul style="list-style-type: none"> ▪ Case notes ▪ Court documentation ▪ Verification from a social services
7. Pregnant or parenting youth (<i>In-school and Out-of-school</i>)	<ul style="list-style-type: none"> ▪ Physician's statement ▪ Birth certificate if parenting ▪ Baptismal record ▪ Case notes ▪ Verification with social service ▪ Self-Attestation
8. Offender (<i>In-school or Out-of-School</i>)	<ul style="list-style-type: none"> ▪ WIOA intake ▪ Court records ▪ Halfway house resident ▪ Letter or phone call from parole officer ▪ Letter or phone call from probation officer ▪ Police records ▪ Self-Attestation
9. Individual with a disability (<i>In-school and Out-of-School</i>)	<ul style="list-style-type: none"> ▪ Letter from drug or alcohol rehabilitation agency ▪ Medical records ▪ Physician's statement ▪ Case notes ▪ Psychologist or Psychiatrist diagnosis ▪ Social Security disability records ▪ Sheltered workshop certification ▪ School record of disability determination ▪ Social services records ▪ Veterans Affairs award letter ▪ Vocational rehabilitation letter ▪ Worker's compensation record ▪ Observable condition (self-attestation with the interviewer serving as the corroborating witness) ▪ Rehabilitation evaluation ▪ Telephone verification ▪ Other applicable, verifiable, documentation ▪ Self-Attestation

SOURCE DOCUMENTATION: ATTACHMENT I

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers
10. Require additional assistance to complete educational program or to secure and hold employment (In-School and Out-of-School)	
Is an emancipated youth	<ul style="list-style-type: none"> ▪ Case notes ▪ Court documentation ▪ Verification from a social services
Has been referred to or is being treated by an agency for a substance abuse problem	<ul style="list-style-type: none"> ▪ Physician statement ▪ Medical records ▪ Court Records ▪ Group Home Letter ▪ Letter from a Social Services Agency ▪ Self-Attestation
Has experience a traumatic event, is a victim of abuse, or resides in an abusive environment as documented by a school official or other qualified professional	<ul style="list-style-type: none"> ▪ School Records ▪ Medical records ▪ Court Records ▪ Shelter Statement
Has Serious medical, emotional, or psychological problems documented by a qualified professional	<ul style="list-style-type: none"> ▪ Medical records ▪ Psychological ▪ Evaluation Letter ▪ School Counselor ▪ Social Services Records
Has never held a job (does not apply to a youth 17 years of age or younger)	<ul style="list-style-type: none"> ▪ EDD Records ▪ Self-Attestation
Has been fired from a job within 12 months prior to application (does not apply to a youth 17 years of age or younger)	<ul style="list-style-type: none"> ▪ Employer Records ▪ School Representatives Statement ▪ Probation/Parole Officers Statement ▪ Self-Attestation
Has never held a job for more than 13 consecutive weeks (does not apply to a youth 17 years of age or younger)	<ul style="list-style-type: none"> ▪ EDD Records ▪ School Representatives Statement ▪ Self-Attestation
Attends Continuation School	<ul style="list-style-type: none"> ▪ School Records ▪ School ID
Has an incarcerated parent/legal guardian	<ul style="list-style-type: none"> ▪ Letter from a Corrections Facility ▪ Correction/Probation/Police Officers Statement ▪ Court Records ▪ Criminal Background Check ▪ Self-Attestation
Immigrant/Refugee youth with substantial cultural barriers	<ul style="list-style-type: none"> ▪ School Records ▪ Documentation from Agencies that work with Immigrant/Refugee Populations ▪ Employer Statement

SOURCE DOCUMENTATION: ATTACHMENT I

Data Element Documentation

Some individual data elements that are not related to eligibility must be documented due to federal reporting requirements (when applicable).

Data Element Validation	Documentation in File (one document per group required)
Date of Program Entry	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training for Adults and DW or eligibility and a service for Youth:</p> <ul style="list-style-type: none"> ▪ Individual Plan for Employment ▪ Electronic Records ▪ Program intake documents, such as eligibility determination documentation or program enrollment forms.
Employment status at participation	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training for Adults and DW or eligibility and a service for Youth: :</p> <ul style="list-style-type: none"> ▪ Case notes ▪ Pay stub ▪ Bank statements ▪ State MIS ▪ Self-Attestation
Veteran status	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training for Adults and DW or eligibility and a service for Youth::</p> <ul style="list-style-type: none"> ▪ DD214 ▪ Cross match with veteran data ▪ Letter from U.S. Department of Veterans Affairs ▪ State MIS
Other reasons for exit (global exclusions from performance)	<ul style="list-style-type: none"> ▪ Case notes ▪ Information from partner services ▪ MIS systems ▪ Information from institution or facility ▪ WIOA status/exit forms ▪ Electronic Records ▪ Withdrawal form with explanation
Type of Training Service	<ul style="list-style-type: none"> ▪ Copy of enrollment record ▪ File documentation with notes from program staff ▪ Cross-match between dates of service and vendor training information ▪ Vendor training documentation ▪ Electronic Records ▪ Individual Training Account ▪ Attendance records

SOURCE DOCUMENTATION: ATTACHMENT I

Data Element Validation	Documentation in File (one document per group required)
Participated in Postsecondary Education During Program Participation	One of the following: <ul style="list-style-type: none"> ▪ Data match with postsecondary data system ▪ Copy of enrollment record ▪ File documentation with notes from program staff ▪ School records ▪ Transcript or report card
Enrolled in Secondary Education Program	<ul style="list-style-type: none"> ▪ Copy of enrollment record ▪ File documentation with notes from program staff ▪ School Records ▪ Transcript or Report Card ▪ Data match to School K-12 data system
Date Enrolled in Post Exit Education or Training program leading to a Post-Secondary Credential	<ul style="list-style-type: none"> ▪ Copy of enrollment record ▪ File documentation with notes from program staff ▪ School Records ▪ Transcript or Report Card ▪ Data match to Post Secondary data system
Employment post exit	<ul style="list-style-type: none"> ▪ Detailed Case notes ▪ Automated employment data base systems ▪ Administrative records ▪ Survey of participants ▪ Contacts with employers ▪ Employer statement of earnings ▪ Family or business financial records ▪ Self-employment worksheets signed and attested to by participant ▪ Quarterly estimated tax for self-employed persons ▪ UI wage records ▪ Pay stub
Type of Recognized Credential	<ul style="list-style-type: none"> ▪ Data Match ▪ Copy of Credential/Diploma ▪ School Records/Transcripts ▪ Follow up survey of program participants ▪ Case notes documenting information obtained from education or training provider
Date attained Recognized Credential	<ul style="list-style-type: none"> ▪ Data Match ▪ Copy of Credential ▪ School Records ▪ Follow up survey of program participants ▪ Case notes documenting information obtained from education or training provider

SOURCE DOCUMENTATION: ATTACHMENT I

Data Element Validation	Documentation in File (one document per group required)
Date of most recent measurable skills gain: EFL	<ul style="list-style-type: none"> ▪ Pre and Post Test measuring EFL Gain ▪ Adult High School transcript showing EFL Gain ▪ Post-Secondary education or training determined through data match, survey documentation, or program notes
Date of most recent measurable skills gain: EFL: Post-Secondary Transcript/Report Card	<ul style="list-style-type: none"> ▪ Transcript ▪ Report Card <p>These must meet the following state standards:</p> <ul style="list-style-type: none"> ▪ the participant is meeting the State’s academic standards outlined by the CDE ▪ Enrolled in secondary education: transcript or report card for one semester meeting the State’s academic standards. ▪ Enrolled in postsecondary education: transcript or report card showing a completion of a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over two completed consecutive semesters during the PY, and showing that the participant is meeting the State's academic standards
Date of most recent measurable skills gain: EFL: Secondary Transcript/Report Card	<ul style="list-style-type: none"> ▪ Transcript ▪ Report Card
Date of most recent measurable skills gain: EFL: Training Milestone	<ul style="list-style-type: none"> ▪ OJT or Registered Apprenticeship ▪ Contract and/or Evaluation from employer or training provider <p>These must show a satisfactory or better progress report from the OJT employer or training provider documenting progress of meeting established benchmarks</p>
Date of most recent measurable skills gain: EFL: Skills Progression	<ul style="list-style-type: none"> ▪ Results of knowledge based exam or certification of completion ▪ Documentation demonstrating progress in attaining technical or occupation skills ▪ Documentation from employer or training provider ▪ Copy of credential
Youth Placement in Quarter 2 or 4	<ul style="list-style-type: none"> ▪ Cross Data match with other agencies ▪ Copy of enrollment record ▪ File documentation with notes from program staff ▪ School records ▪ Transcript or report card ▪ Vendor/Training Provider training documentation ▪ Automated employment database systems ▪ Survey of participants ▪ Contacts with employers ▪ Pay stubs ▪ Employer statement of earnings ▪ Apprenticeship verification ▪ Documentation of military service ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ UI wage records



ATTACHMENT II WIOA Telephone Eligibility Verification

Applicant Name Last	First	MI
Customer ID Number	Date	

Documents have been verified for the following eligibility criteria

Name of Document Inspected

Agency Providing Verification

Name of Agency Representative

Agency Representatives Phone Number

Date and time of Verification

Name of Eligibility Staff Person

I attest that the information recorded by me on this document was obtained through a telephone contact on the above date. As indicated by the agency representative, all information was obtained from data previously determined in the applicant's records at the agency providing the eligibility verification.

Eligibility/Intake Person Signature	Date
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ATTACHMENT III Self-Attestation Verification Form

Applicant Name Last		First	MI
Customer ID Number		Date	

I hereby certify, under penalty of perjury, 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 signature	Date
Applicant Phone #	
Applicant Address	
Signature of Parent or Guardian (as needed)	

The above applicant signature self-attestation statement is being utilized for documentation of the following eligibility criteria:

Intake Person Name	
Signature	Date



ATTACHMENT IV
Citizenship Status/ Authorization to Work Self Attestation

Applicant Name Last First MI

Customer ID Number Date

I hereby certify, under penalty of perjury, that I am one of the following:

- A citizen, or national of the United States, or
A lawful permanent resident, or
A refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work US

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 signature Date

Applicant Phone #

Applicant Address

Signature of Parent or Guardian (as needed)

The above applicant self-attestation statement is being utilized for documentation of citizenship status/authorization to work in the United States

Intake Person Name

Signature Date