



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
24-09	August 15, 2024	CMD, GMD	1 of 6
SUBJECT: WIOA TITLE I ADULT AND DISLOCATED WORKER ELIGIBILITY DETERMINATION			

I. PURPOSE

The purpose of this directive is to provide guidance regarding the requirement to register, document and verify eligibility for Adult and Dislocated Worker services funded through the Workforce Innovation and Opportunity Act (WIOA) program administered by the Employment and Economic Development Department (EEDD).

II. GENERAL INFORMATION

The Workforce Innovation and Opportunity Act (WIOA) supersedes the Workforce Investment Act (WIA) and reaffirms, reforms, and modernizes the public workforce system, bringing together and enhancing several key training, education, and employment programs.

WIOA provides resources, services, and leadership tools for the workforce system to help individuals find and maintain good jobs and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.

The purpose of WIOA is to:

- increase, particularly for individuals with barriers to employment, access to employment and training resources, including educational opportunities and support services needed to succeed in the labor market;
- facilitate the alignment of workforce investment, education, and economic development systems for a comprehensive, accessible, and high-quality workforce development system;
- improve the quality and labor market relevance of workforce investment,

education, and economic development efforts to provide individuals with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide employers with the skilled workers needed to succeed in a global economy;

- promote improvement in the structure and delivery of services through the workforce development system to better address the educational and training needs of workers, job seekers, and employers;
- increase the prosperity of workers and employers; the economic growth of communities, regions, and states; and the global competitiveness of the United States; and
- provide workforce investment activities that increase participants' employment, retention, earnings, and attainment of recognized postsecondary credentials, and as a result, improve the quality of the workforce, reduce dependency on public assistance, increase economic self-sufficiency, meet the skills requirements of employers.

WIOA removes the sequence of service requirements established under WIA, and it clarifies that there is no sequence of service requirement to receive training, it further clarifies that at a minimum, to be eligible for training an individual must receive either an interview, evaluation or assessment and career planning or any other method through which the case manager can obtain enough information to make an eligibility determination for training services.

The America's Job Centers of California (AJCC) system is the primary service delivery system for adult and dislocated worker services in California. Through AJCCs, adult and dislocated workers can access a continuum of services funded under WIOA and required partner agencies. WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services.

Adults and dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible. Registration is also the point at which performance accountability information begins to be collected. The process of registration includes the collection of information to support a determination of eligibility and completion of the WIOA Application. Equal Opportunity data must be collected on every individual who is interested in being considered for WIOA Title I financially assisted aid, benefits.

Service priority for individualized career services and training Services must be given, regardless of funding levels, to the following:

- public assistance recipients;
- other low-income adults; and

- individuals who are basic skills deficient.

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. The existing guidance on priority of service for veterans remains in effect.

This PPD supersedes PPD D-17, Rev. 2 WIOA Title I Adult and Dislocated Worker Eligibility Determination, dated July 1, 2023.

References

- [WIOA \(Public Law 113-128\) Sections 3 and 134](#)
- [Title 20 Code of Federal Regulations \(CFR\), Sections 680.150, 680.600, 680.610, and 680.650](#)
- [WSD15-14, WIOA Adult Program Priority of Service, dated January 22, 2016](#)

III. POLICY

It is the policy of EEDD that all WIOA applicants, who receive services other than self-service or informational activities, will be registered and determined eligible for WIOA funded activities in accordance with the policies and procedures set forth in this directive.

The eligibility determination will include completion of the CalJOBS Eligibility Explorer, documentation and verification of eligibility factors, and a final review of eligibility determination.

IV. PROCEDURE

When a determination is made that a customer needs WIOA individualized career or training services, it is required that the respective customer get registered for the program. To be registered, eligibility determination must be made. The following procedures will be used to determine eligibility:

1. The respective case manager will schedule an appointment with their customer and complete an initial assessment to determine if they appear to be eligible for WIOA-funded services. The case manager will determine the level of service required, the appropriate funding source (Adult and/or Dislocated Worker) and will refer them to an Intake and Referral Specialist. The Intake and Referral Specialist will provide the customer with a list of documents they will need to bring with them to verify eligibility. The WIOA Documentation Checklist (Attachment 1) will provide staff with a comprehensive list of documents that can be used to verify each applicable eligibility factor.

Documentary evidence of eligibility factors will be required. However, if

documentary evidence is not verifiable, not readily available, or will entail privation or suffering (undue hardship) for the customer to obtain such documentation, self-attestation may be used. This will require a formal request (Attachment 2) by the respective case manager to the Division Manager for approval. Every possible effort must be made (and documented) to collect all necessary documentation to verify eligibility prior to using an Applicant Statement.

While the eligibility criteria for Adults and Dislocated Workers vary, there are some “General Eligibility Requirements” that apply to both groups of individuals. The following must be verified for all customers:

- Citizenship/Right to Work
- Selective Service Registration Status (for males born on or after January 1, 1960)
- Age
- Targeted populations

There are no additional eligibility criteria for the adult program, however, priority of service for career and training services funded by and provided through the adult program will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient in accordance with the local policy on priority of service. The following criteria, as applicable, in addition to the “General Eligibility” criteria are needed to identify priority of service level:

- Family Size/Status
- Income from all sources for the 6-month period prior to Application Date (countable income must not exceed the limits established by the California Budget Project)
- Any barrier that affects the eligibility determination process (such as disability).
- All sources of public assistance, including, but not limited to, TANF, SSI, General Relief, Food Stamps, SNAP
- Homeless status
- Foster Child status

If it is determined that the customer needs individualized career or training services and appears eligible for Dislocated Worker services, in addition to the “General Eligibility” criteria, verification of one or more of the following eligibility categories as outlined in section 3(15) (A-E) of WIOA is required to qualify as a dislocated worker:

Terminated/Laid-Off

- Termination/Lay-off status;
- UI eligible or exhausted; or
- Sufficient attachment to the workforce; and

- Unlikely to return to previous industry/occupation.

Laid Off Due to Plant Closure (within 180 days of closure) or Substantial Layoff

- Notice of closure; and
- Verification employee is affected by layoff.

Self-Employed

- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of natural disasters; or general economic conditions in the community where the individual resides.

Displaced Homemaker

An individual who has been providing unpaid services to family members in the home who:

- 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 having trouble either obtaining or upgrading employment; **OR**
- Is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section); a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code; a permanent change of station; or a service-connected (as defined in section 101(16) of title 38, United States Code) death or disability; **OR**
- Is unemployed or underemployed and is having trouble either obtaining or upgrading employment.

Dislocated/ Separating Military Service Members

- A non-retiree military service member who was discharged or released from service under other than dishonorable or has received a notice of military separation (defined by LWDB (see Section 4.2.1)). Per proposed 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance.

Military Spouse

- Is, the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), 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; OR
 - Is, the spouse of a member of the Armed Forces on active duty and who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
2. The Intake and Referral staff will schedule an appointment for the customer to come in with his/her documentation. During this appointment staff will complete the online WIOA application on CalJOBS, and any other documents necessary to finalize the eligibility process. If a customer does not bring all documents needed to complete the eligibility process, the customer will be re-scheduled.
 3. Upon completion of all forms, and documentation of all eligibility items, staff will forward the complete eligibility packet to a designated staff person for review, and final eligibility determination.
 4. Upon Completion of Final Eligibility Determination, WIOA application is forwarded for entry into the CalJOBS statewide system and a completed copy is forwarded to case manager for registration into the WIOA program.

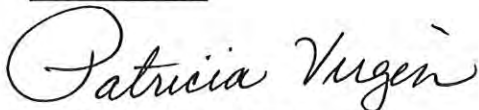
V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director EEDD via Managers and Supervisors.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee will be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:vf

Attachment 1: WIOA Documentation Checklist

Attachment 2: Formal Request for Approval of Applicant Statement

WIOA Adult/Dislocated Eligibility Criteria Checklist

Participant Information

- **Full Name:** _____
 - **Date of Birth:** _____
 - **Contact Information:**
 - Phone: _____
 - Email: _____
-

1. Age Requirement

- **Criteria:** Participant is 18 years of age or older.
- **Acceptable Documentation:**

- Driver's License
- Birth Certificate
- State or Federal Photo ID
- Passport

- **Verified By:** _____
-

2. U.S. Citizenship or Legal Right to Work

- **Criteria:** Participant is a U.S. citizen or has legal authorization to work in the U.S.
- **Acceptable Documentation:**

- U.S. Passport
- Social Security Card
- Birth Certificate
- Permanent Resident Card (Green Card)
- Unexpired Employment Authorization Document (EAD)

- **Verified By:** _____

3. Selective Service Registration (For Males Only)

- **Criteria:** If male and born after December 31, 1959, participant is registered with Selective Service.
- **Acceptable Documentation:**

- Selective Service Registration Card
- Selective Service Verification (www.sss.gov)
- Acknowledgment Letter from Selective Service
- DD-214 Form (if applicable)

- **Verified By:** _____

- Not Applicable (if female or under 18)
-

WIOA Adult Eligibility

4. Income Eligibility

- **Criteria:** Participant meets the low-income requirements.
- **Acceptable Documentation:**

- Pay Stubs (last 6 months)
- Public Assistance Records (TANF, SNAP, SSI)
- Homeless Shelter Statement (on a letterhead)
- Unemployment Insurance Records
- Family Size Verification (e.g., Tax Return, Birth Certificates of Dependents)

- **Verified By:** _____
-

WIOA Dislocated Worker Eligibility

5. Employment Status

- **Criteria:** Participant is unemployed due to specific reasons outlined below.

- **Acceptable Documentation:**

Layoff Notice, Plant Closure Notice, WARN notice or Termination Letter

Unemployment Insurance Benefit Award Letter

Proof of Unemployment Insurance Exhaustion

- **Verified By:** _____

Self-Employed: Proof of business closure due to economic conditions or natural disaster.

Displaced Homemaker: Evidence of loss of income support (e.g., divorce papers, death certificate).

- **Verified By:** _____

Barriers to Employment:

- **Criteria:** Participant faces additional barriers to employment (check all that apply).

- **Acceptable Documentation:**

Basic Skills Deficient: Test Scores (CASAS)

English Language Learner: Career Scope Assessment or Self attestation

Homeless: Shelter Verification (in a letter head) or Applicant Statement as last resort

Disability: Medical Records or a Doctor's note, SSI/SSDI Documentation

Other Significant Barriers: Specific Documentation Based on Barrier, describe below

Priority of Service Determination

- **Criteria:** Participant qualifies for priority of service under WIOA.
- **Priority Groups (Check All That Apply):**

- Veterans and Eligible Spouses
- Recipients of Public Assistance (TANF, SNAP, SSI)
- Other Low-Income Individuals
- Individuals with Disabilities
- Individuals with Barriers to Employment (e.g., basic skills deficient, homeless)

- **Verified By:** _____
-

Eligibility Determination

- **Based on the information provided, the participant is:**

- Eligible for WIOA Adult Services
- Eligible for WIOA Dislocated Worker Services
- Not Eligible for WIOA Services

- **Referrals to Partner Agencies:**

- **Intake & Referral Specialist Signature:**

- **Date:** _____
-

Supervisor/Manager Review

- **Reviewed By:** _____
- **Date of Review:** _____
- **Case Manager Assigned:** _____

- **Comments:**

Instructions for Intake Referral Specialist:

Use this checklist to verify the eligibility of participants for WIOA Adult and Dislocated Worker services. Ensure that all required documentation is provided and attached. Prioritize participants according to the criteria for priority of service. Note any eligibility issues or additional considerations in the comments section.

APPLICANT STATEMENT

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY THAT I _____

My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Workforce Innovation and Opportunity Act program and may result in action to recover any moneys paid to me while participating.

Applicant's Signature and Date

Applicant's Address



OFFICE USE ONLY

The above applicant statement is being utilized for documentation of the following eligibility criteria:

Signature and Date of Certifying Staff