



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

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-10	July 1, 2024	Departmental	1 of 10
SUBJECT: NFJP ADULT AND YOUTH 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 Youth services funded through the National Farmworker Jobs Program (NFJP) program administered by the Employment and Economic Development Department (EEDD).

II. GENERAL INFORMATION

The NFJP grant, funded by the U.S. Department of Labor, offers career services, training, and housing assistance to migrant and seasonal farmworkers (MSFWs). NFJP supports participants in gaining the skills necessary to secure, maintain, and advance in agricultural jobs or transition into new careers. To promote economic stability for farmworkers, the program also addresses a critical need by providing safe and sanitary permanent and temporary housing. Authorized under [Section 167 of the Workforce Innovation and Opportunity Act \(WIOA\)](#), NFJP specifically serves low-income MSFWs, primarily working in agriculture or fish farming, along with their dependents.

Definitions

- A. **Eligible Seasonal Farmworker:** As defined in WIOA Section 167(i)(3)(A), means a low-income individual who:
- a. According to [TEGL 18-16, Change 2, page 5](#), the NFJP definition of seasonal farmworker include:
 - Individuals who are or were employed on a seasonal basis and move from one seasonal activity to another;

- Individuals who are or were employed year-round with variable schedules or activities depending on the type of farming and the time of year, such as work on dairy farms or farms that raise livestock or poultry, etc;
 - Individuals who are or were employed during peak or off season and either work in another type of employment during the year or have periods of unemployment; or
 - Any other individuals whose work history the grantee determines fits the definition.
- b. The term 'employed' includes three groups of workers:
- Individuals who are self-employed farmworkers,
 - Individuals who work as unpaid farmworkers, and
 - Individuals who are hired farmworkers, including direct hires and workers employed by farm labor contractors
- c. For 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment, and
- The phrase "primarily employed in agricultural or fish farming labor" in the definition of an eligible seasonal farmworker refers to an individual who either:
 1. Earns at least 50 percent of their total income from farmwork or;
 2. Spends at least 50 percent of their working hours employed in farmwork.

a) Demonstration of both 1 and 2 is not required.
 - The term "chronic unemployment or underemployment" in the definition of an eligible seasonal farmworker refers to the overall nature of the agricultural or fish farming labor force, not to an individual applicant's employment status.
 1. Grantees do not need to demonstrate that an individual is either chronically unemployed or underemployed.
- d. Faces multiple barriers to economic self-sufficiency.

- B. **Eligible Migrant Farmworker:** As defined in WIOA Section 167(i)(2), means an eligible seasonal farmworker as defined in WIOA Section 167(i)(3) whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.
- C. **Eligible Migrant and Seasonal Farmworker (MSFW) Youth:** Defined in 20 C.F.R. 685.110 as an eligible MSFW aged 14-24 who is individually eligible or a dependent of an eligible MSFW.
- a. Grantees can enroll participants aged 18-24 as either MSFW or an MSFW youth participant, but they cannot be enrolled in both categories at the same time.
- D. **Dependent of an MSFW:** as defined in 20 CFR 685.110 is an individual who:
- a. Was claimed as a dependent on the eligible MSFW's Federal income tax return for the previous year; or
 - b. Is the spouse of the eligible MSFW; or
 - c. If not claimed as a dependent for Federal income tax purposes, is able to establish:
 - A relationship as the eligible MSFW's;
 - 1. Child, grandchild, great grandchild, including legally adopted children;
 - 2. Stepchild;
 - 3. Brother, sister, half-brother, half-sister, stepbrother, or stepsister;
 - 4. Parent, grandparent, or other direct ancestor but not foster parent;
 - 5. Foster child;
 - 6. Stepfather or stepmother;
 - 7. Uncle or aunt;
 - 8. Niece or nephew;
 - 9. Father-in-law, mother-in-law, son-in-law; or

10. Daughter-in-law, brother-in-law, or sister-in-law; and

- The receipt of over half of his/her total support from the eligible MSFW's family during the eligibility determination period.
- For the purposes of determining eligibility for a “dependent of an eligible MSFW,” the dependent’s farmworker family member is required to demonstrate that they are an “eligible MSFW” by meeting both the eligibility requirements in criterion A (farmworker status) and criterion B (low-income status).

E. **Low-Income Individual:** means an individual as defined in WIOA Section 3(36)(A), and incorporating the low-income provision of the NFJP appropriations language in Public Law 116-260, who meets at least one of the following six provisions:

- a. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.); the block grants to states for temporary assistance for needy families (TANF) program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or the supplemental security income (SSI) program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.); or state or local income-based public assistance;
- b. Is in a family with total family income that does not exceed the higher of:
 - 150 percent of the poverty line as defined by the Office of Management and Budget; or
 - 70 percent of the Lower Living Standard Income Level (LLSIL);
 1. Net income (earnings after taxes) may be used for income calculations if available; gross income may be used if net is not available
- c. Is a homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), or a homeless child or youth (as defined under Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- d. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

- e. Is a foster child on behalf of whom State or local government payments are made; or
 - f. Is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement (WIOA Section 3(36)(A)).
- F. **Family Income and Low-Income Eligibility:** For the purposes of calculating family income to determine low-income status as defined under WIOA Section 3(36)(A) for an individual who resides with their family in a single residence, grantees must use “family” as defined in 20 CFR 675.300, which means two or more persons related by blood, marriage, or decree of a court, who are living in a single residence, and are included in one or more of the following categories:
- a. A married couple and dependent children;
 - b. A parent or guardian and dependent children; or
 - c. A married couple
- G. **Farmwork:** Is defined as the cultivation and tillage of the soil, dairying, production, cultivation, growing, and harvesting of any agricultural or horticultural commodities. This includes the raising of livestock, bees, fur-bearing animals, or poultry, farming of fish, and any practices (including any forestry or lumbering operations) performed by a farmer, or on a farm, as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market, or to carriers for transportation to market. It also includes the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. For the purposes of this definition, agricultural commodities means all commodities produced on a farm including crude gum (oleoresin) from a living tree products processed by the original producer of the crude gum (oleoresin) from which they are derived, including gum spirits of turpentine and gum rosin. Farmwork also means any service or activity covered under § 655.103(c) of this chapter and/or 29 CFR 500.20(e) and any service or activity so identified through official Department guidance such as a Training and Employment Guidance Letter.

References

[Section 167 of the Workforce Innovation and Opportunity Act \(WIOA\)](#)
[National Farmworker Jobs Program Guide](#)
[Technical Assistance Guide – Title 1 Eligibility](#)
[CFR 685 – National Farmworker Jobs Program Under Title I of the WIOA](#)

[TEGL 2-14](#)
[TEGL 8-18](#)
[TEGL 11-11](#)
[TEGL 18-16 Change 2](#)
[CFR 681.440](#)
[Jobs for Veterans Act](#)
[Military Selective Service Act](#)
[Directive 24-05, Selective Service](#)
[Directive 23-08, WIOA Adult Priority of Service.](#)

III. POLICY

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

The eligibility determination process will include registration in the Grant Performance Management System (GPMS), which serves as the primary platform for grantees to enter, track, and report participant data. Each NFJP Adult and Youth program may utilize its own interest or pre-eligibility form as part of its intake process. Eligibility determination also requires the collection and verification of required documentation, including income information calculated using net income when available, or gross income when net is not available, as well as a final review to confirm the participant meets all program criteria. Only one of the low-income provisions outlined in WIOA Section 3(36)(A) and applicable NFJP guidance must be met to establish low-income status.

NFJP eligibility is subject to ongoing review as part of EEDD's internal oversight and monitoring efforts to ensure program integrity and compliance with federal requirements. Staff must document the basis for income calculations, the provision under which low-income status was determined, and ensure all determinations align with [TEGL 18-16 Change 2](#).

IV. PROCEDURE

When a determination is made that an applicant needs NFJP services, it is required that the respective applicants get registered for the program. To be registered, eligibility determination must be made. The following procedures will be used to determine eligibility:

A. Eligibility Requirements

To receive services through NFJP, individuals must meet program eligibility requirements. To be considered a program participant, an individual must

complete the eligibility determination process, receive an assessment (if applicable), and obtain a program service beyond self-service, informational activities, or eligibility determination, such as basic career services, individualized career services, or training.

Eligibility is based on two key factors: farmworker status **and** low-income status. For detailed definitions of these terms and qualifying criteria, please refer to the General Information section of this directive.

- Note: Separate documentation of multiple barriers is not required for eligibility purposes. Farmworker and low-income status are each considered barriers to employment under [WIOA Section 3\(24\)](#). However, any additional barriers identified during intake should still be documented to support career planning and improve service effectiveness.

Per [TEGL 18-16 Change 2, page 6](#), When an MSFW youth is individually eligible this means their own income and farmwork status meets the low-income and farmwork requirements. When enrolling an individual aged 16-24 who is individually eligible as an MSFW youth, EEDD is not required to determine if that individual is a dependent. When enrolling an individual aged 16-24 as a dependent, grantees are required to determine if an individual is a dependent.

To determine whether the youth or adult program would best meet the needs of MSFW youth, EEDD can conduct an assessment of the youth's occupational skills, prior work experience, employability, and needs [20 CFR §681.440]. This can be compared to the career assessment and individual employment plan provided to NFJP adult.

An objective assessment could include [WIOA sec. 127(C)(1)(A) and 20 CFR §681.420(a)(1)]:

- Structured in-depth interviews;
- Skills and aptitude assessments;
- Performance assessments (for example, skills or work samples, including those that measure interest and capability to train in nontraditional employment);
- Interest or attitude inventories;
- Career guidance instruments;
- Aptitude tests; and
- Basic skills tests.

Participation in programs and activities receiving WIOA funds “shall be available to citizens or nationals of the United States, lawfully admitted

permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States” [WIOA Sec. 188(a)(5)]. TEGL No. 2-14 establishes that Deferred Action for Childhood Arrivals (DACA) individuals also have the right to work in the United States.

Please refer to [Directive 24-05, Selective Service](#) for Selective Service registration requirements

To learn about what could be considered included income and possible methods to use to calculate income, see Attachment 1. For a detailed list of acceptable source documents, please refer to Attachment 2.

B. Eligibility Determination Period:

- Farmworker Status: To determine an applicant’s farmworker status, grant recipients must verify that, during any consecutive 12 consecutive months out of the 24 months immediately preceding the date of application, the individual either (1) earned at least 50% of their total income from qualifying agricultural work, or (2) performed qualifying agricultural work for at least 50% of their total employment time. Verification must include documentation of employment and proof of income (such as pay stubs, W-2 forms, and tax returns) to ensure accurate eligibility determination. All determinations should be conducted efficiently to support timely access to services.
 - An applicant’s eligibility determination must be completed as efficiently as possible to ensure timely access to services. If there is a significant delay between the initial application and enrollment, grantees must review and update the information to confirm that the applicant remains eligible at the time of enrollment.
 - When an applicant was unavailable for work in the period immediately preceding the date of application because he/she had been in the armed forces, institutionally confined by incarceration or other legal detainment, hospitalized, or otherwise unavailable due to a documented disability, grantees may establish an eligibility determination period during the 24 months immediately preceding the date of such unavailability, provided, however, that such period may not begin more than 48 months prior to the date of application.
- Low-Income Status: To determine low-income status, grantees must calculate annualized income using the individual’s income from the six months immediately preceding the date of application, based on their

current financial circumstances. Refer to Attachment 1 for calculation guidance.

Applicants who, within the six (6) months immediately preceding the date of application, have received benefits from a federally or state-administered, means-tested public assistance program - such as Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or Medical/Medicaid - are deemed to have met the low-income eligibility requirement without the need for additional income verification.

C. Priority of Service

For more information on Priority of Service, please refer to [Directive 23-08, WIOA Adult Priority of Service](#).

D. Departmental Procedures

The following procedures outline the responsibilities of Case Management Division (CMD) staff involved in the implementation of this policy. These steps are intended to ensure accurate and timely eligibility determinations, consistent documentation, and adherence to federal program requirements. To maintain compliance and promote consistency in service delivery, each CMD role is assigned defined duties related to the enrollment and case management of participants under the NFJP grant. The process is as follows:

- a. The respective case manager will schedule an appointment with their applicant and complete an initial assessment to determine if they appear to be eligible for NFJP-funded services. The case manager will determine the level of service required and will refer them to an Intake and Referral Specialist. The Intake and Referral Specialist will provide the applicant with a list of documents they will need to bring with them to verify eligibility. The Documentation Checklist (Attachment 3) will provide staff with a comprehensive list of documents that can be used to verify each applicable eligibility factor.
- b. 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 applicant to obtain such documentation, self-attestation may be used. This will require a formal request (Attachment 3) 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.

- c. The Intake and Referral staff will schedule an appointment for the applicant to come in with his/her documentation. During this appointment staff will complete registration on the GPMS, the online NFJP application on CalJOBS, and any other documents necessary to finalize the eligibility process. If a applicant does not bring all documents needed to complete the eligibility process, the applicant will be re-scheduled.
 - Individuals who are determined ineligible for NFJP should be referred to other AJCC services or alternative programs for which they may qualify.
- d. 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.
- e. Upon completion of the final eligibility determination, the NFJP application is forwarded for entry into both the GPMS and CalJOBS. GPMS serves as the official system of record for the NFJP program. A completed copy of the application is also forwarded to the case manager for registration into the NFJP program.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

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

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:vf

Attachment 1: Included Income, Excluded Income and Examples of Methods to Calculate Income Tool

Attachment 2: NFJP Source Documentation

Attachment 3: NFJP Eligibility Checklist

Included Income, Excluded Income, and Examples of Methods to Calculate Income Tool

The definition of a low-income individual under the Workforce Innovation and Opportunity Act (WIOA) Section 3(36) does not exclude unemployment compensation (this includes Pandemic Emergency Unemployment Compensation, Pandemic Unemployment Assistance, and Extended Benefits), old-age survivors insurance benefits, or child support payments from income calculations as they were previously excluded under the Workforce Investment Act (WIA) Section 101(25). ETA used the U.S. Department of Labor's Bureau of Labor Statistics definition of income to develop this tool.¹ This tool aims to increase NFJP grantees' understanding of what types of income would count towards the income requirement to qualify for NFJP and provide examples of methods to calculate income.

- A. Examples of the types of income that could be included when making eligibility determination based on income are outlined in the table below.

Included Income	
Income: Earnings before Taxes	• Wages and salaries;² • Self-employment income; • Social Security (Old-Age Survivors and Disability Insurance), private and government retirement; • Interest, dividends, rental income, and other property income; • Unemployment and workers' compensation; and • Regular contributions for support (alimony and child support) – Please note, the term <i>regular</i> for this source of income. If an individual is a parent and cannot rely on receiving contributions such as child support, grantees may consider this when calculating income. Important to Know: When gathering information about an individual's income, please note that some types of Federal, State, or local income-based public assistance may automatically qualify someone as low-income. • For example, under WIOA Section 3(36)(A)(i), an individual meets the low-income eligibility when they receive, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.); the program of block grants to States for temporary assistance for needy families program (TANF) under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or the supplemental security income (SSI) program established under

¹ <https://www.bls.gov/cex/csxgloss.htm>

² <https://www.bls.gov/bls/glossary.htm>

	title XVI of the Social Security Act (42 U.S.C. 1381 <i>et seq.</i>); or State or local income-based public assistance; • Additionally, per WIOA Section 3(50), the term "public assistance" means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test. State or local income-based public assistance payments, which includes but is not limited to the following type of assistance: • Utility • Child care • Nutrition • Housing
--	--

- B. Examples of types of income that could be excluded when making eligibility determination based on income are outlined in the table below. When calculating income, do not include any allowance, earnings, or payments stemming from participation in WIOA Title I programs. Per 20 CFR 683.275 (d), allowances, earnings, and payments to individuals participating in programs under title I of WIOA are not considered as income for purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any Federal or Federally-assisted program based on need, other than as provided under the Social Security Act (42 U.S.C. 301 *et seq.*).

Excluded Income	
Volunteer/Job Training Payments	• Allowances, earnings, and payments to individuals participating in programs under title I of WIOA; • Any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973; • Payments to volunteers under Section 8(b)(1)(B) of the Small Business Act (SCORE and ACE); and • Payments and allowances to individuals participating in AmeriCorps to the extent excluded by the National and Community Service Act of 1990.
Student Financial Aid	• Student financial assistance received under Title IV of the Higher Education Act of 1965, including the Pell Grant, Supplemental Education Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and

	Byrd Honor Scholarship Programs, to the extent excluded by the Act; and • Payments received under the Carl D. Perkins Vocational Education Act, as amended by the Carl D. Perkins Vocational and Applied Technology Act Amendments of 1990, P.L. 101-392.
Military Service-related Income	• Any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income, in accordance with VA Title 38 U.S.C. 4213 and 20 CFR 683.230. For additional information about assisting Veterans, please see Training and Employment Guidance Letter NO. 10-09. All pay and/or financial allowances earned while a veteran was on active duty are exempt. Title 38 U.S.C. 4213 also exempts from inclusion in “low income” calculations any financial benefits received by a covered person under the following Chapters of Title 38 of the U.S. Code: 11. Compensation for service-connected disability or death. 13. Dependency and indemnity compensation for service-connected deaths. 30. All-volunteer force educational assistance program. 31. Training and rehabilitation for veterans with service-connected disabilities. 35. Survivors’ and dependents’ educational assistance. 36. Administration of educational benefits Also excluded from “low income” calculations are benefits received under Chapter 106 of Title 10 U.S. Code, Educational assistance for members of the selected reserve. Note: Pension payments authorized by Title 10 U.S. Code, such as those received by military retirees whether or not their retirement was based on disability, are not exempt and are to be included in “low income” calculations. Also not exempt are pension benefits paid under Chapter 15 of Title 38 U.S. Code.

Lump sum payments	Lump sum payments or large cash settlements are not counted as income since they are not received on a regular basis. These funds may be provided as compensation for a loss that must be replaced, such as payment from an insurance company for fire damage to a house. Note: When lump sum payments are put into a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.
--------------------------	---

C. Examples of Methods for Calculating Income

MSFWs experience earnings fluctuations throughout the year due to the nature of working in the agriculture industry. Determining whether an individual meets the low-income requirement by gathering source documentation for the past 12 months may be challenging and may distort an individual's financial circumstance at the time of application. NFJP grantees have the discretion to develop policies, outline methodologies, and select a method that annualizes an individual's income in a way that reflects the financial circumstances of an individual at the time of application. Grantees must document any changes in wages and salaries, and document the reason they chose a specific method to annualize an individual's income. When calculating an individual's family income under WIOA Section 3(36)(A)(ii), grantees may use one item from the source documentation list for the Participant Individual Record Layout (PIRL) Data element #802 in Attachment II of TEGL 23-19 Change 2.

Net Income or Gross Income. Depending on the type of source documentation that an applicant provides, a grantee may have access to an individual's net income or gross income information. To encourage flexibility and allow grantees to use the full list of source documentation while balancing consistency, ETA recommends that grantees use the net income to calculate an individual's family income, if it is available. However, if the net income is not available, grantees may use the gross income when calculating an individual's family income.¹ All methods must be aligned with the grantee organization's policies and procedures.

Note: Gross usually refers to total earnings, before any deductions (such as tax withholding) including, where applicable, overtime payments, shift differentials, production bonuses, cost-of-living allowances, commissions, etc. See definition at <https://www.bls.gov/bls/glossary.htm#earnings>. Net refers to total earnings after any deductions.

NFJP grantees have the flexibility to use different methods for calculating income and should use a method that considers an individual's current income. Methods to annualize income are not limited to but may include the following approaches below. When annualizing an individual's income, grantees must also include other sources of income that are listed above

under section A, of this tool. The examples below demonstrate three different ways to calculate an individual's wages. The methods only reflect income calculations to determine an individual's eligibility for NFJP.

- **Salary Method:** Use this method for individuals who have pay stubs or other source documentation covering the most recent 6 months of their family's wages. Grantees should use this method when there is little or no variation in the wages or salaries for any of the pay stubs submitted for income verification. To calculate an individual's annual income based on wages or salaries, first, multiply the pay listed on the paystub or source documentation by the number of pay periods in the six-month determination period. Next, multiply the result by two to determine the annual wages or salaries. Example: Five pay stubs are provided indicating wages of \$772 each. The pay frequency is biweekly (13 times in six months). $[(\$772 \times 13 = \$10,036) \times 2] = \$20,072$.
- **Average Pay Method:** Use this method for individuals who have six monthly bank statements or other source documentation which show variation in the individual's wages. These variations may result for several reasons, including overtime or work for a different employer. In circumstances where variation exists, grantees can determine an individual's average wages by adding the total wages and dividing the result by the number of monthly bank statements. Example: an individual shows bank statements from the most recent 6 months. The bank statements for 6 months show the following monthly income \$770, \$290, \$490, \$490, \$490, and \$490. The total income for the individual for 6 months is \$3,020. To calculate the monthly average, divide the result by 6. Then to calculate the individual's annual income from wages, multiply the month average \$503 by 12 to calculate annual income ($\$503 \times 12 = \$6,040$).
- **Intermittent Work Method:** Use this method for individuals who have irregular income or are self-employed. In circumstances where the individual does not have steady work, the grantee should ask the individual to supply as many pay stubs or other source documentation, as possible. To determine average wages, use the individual's income from the prior month. When using the Intermittent Work Method, the grantee must explain missing pay stubs, non-work periods, etc. and selected method in their case notes. Grantees should use any information that an individual submits to calculate annual income.

NFJP grantees have the discretion to develop policies, outline methodologies, and select a method that gives a result that reflects the financial circumstances of applicants at the time of application. For example, if the Salary Method provides a more accurate reflection of an individual's current income, use the Salary Method to calculate annual income. If using the Intermittent Work Method with source documentation for the prior month's income provides a more accurate reflection of an individual's current income, this method may be used as a basis for calculating annual income. ETA recommends NFJP grantees to work with their AJC and other local or state agencies that provide income-based public assistance to learn about other methods to calculate annual income (for example, energy assistance, medical assistance, child care assistance, or community development block grant assistance).

Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation
Source Documentation Validation Instructions

The data element source documentation table lists the data elements that grantees are either required or encouraged to validate as part of the data validation framework referenced in Attachment I (please refer to Attachment I for program-specific guidance). The table displays the PIRL data element numbers, data element names, definitions/instructions, program specific requirements, and source documentation needed to perform data element validation on each data element. All grantees reporting performance data in accordance with section 116(d) of WIOA must use the same data element definitions in the PIRL. All programs required to conduct data validation, as outlined in Attachment I, must use the source documentation in Attachment II.

A. Understanding the Source Documentation Attachment layout/columns

1. Columns for “Data Element Number,” “Data Element Name,” and “Data Element Definitions/Instructions” are not to be cited as the latest PIRL data elements. When seeking current PIRL related information, please visit [ETA's performance website](#) for current reporting requirements.
2. An “X” in the column represents the data elements applicable to a particular program for validation.
3. The “Source Documentation” column lists acceptable source documentation by each element. Programs may choose any of the acceptable source documentation from the list. Grantees may be more restrictive and authorize a smaller subset of allowable source documentation in their grantee policy. Grantees choosing to establish more restrictive source documentation policies should carefully consider the impacts (direct or indirect) those restrictions may have on providing equitable and accessible services to populations with barriers that can make obtaining certain source documents difficult.
4. The “Program Specific Parameters” column lists any special conditions or notes a program office may require. Source documentation requirements in this column, if any, will supplement or supersede those listed in the Source Documentation column as these requirements may limit acceptable source documentation.

B. Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If multiple sources conflict, the most authoritative source should be used to determine if the data element is valid and accurate.

The general categories of source documentation types include:

1. **Case Notes:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager who obtained the information.
2. **Cross-Match:** A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate.
3. **Electronic Records which may include:**
 - **Participant Source Documents:** Participant source documents maintained in the grantee’s management information system (MIS) or other official record keeping system.
 - **Grantee participant service record:** Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee’s MIS or other official record keeping system.
4. **Self-Attestation:** Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

Attachment II: NFJP Source Documentation

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
INTAKE/ELIGIBILITY					
200	Date of Birth (WIOA)	Record the participant's date of birth.	X	• Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)." For Job Corps: Job Corps also allows the following where the applicant's name and date of birth is identified: i) Department of Homeland Security (DHS) documents including Document I-55 Permanent Resident Card and Form I-94 Arrival/Departure Record ii) Employment records
202	Individual with a Disability (WIOA)	Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.	X	• School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
802	Low Income Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who: (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (iv) State or local income-based public assistance. (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); (d) Is a foster child on behalf of whom State or local government payments are made; (e) Is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or (g) Is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	X	• Award Letter From Veteran’s Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training For Youth Living in a High Poverty Area: Case notes documenting High Poverty Area status. For Job Corps: i) Documented phone contact with case worker attesting to family receipt of cash payments from income-based public assistance; ii) A letter from caseworker or support provider attesting to the applicant’s status as Homeless or documented attempts to obtain such a letter accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income; iii) A letter or other documentation from the U.S. Department of Agriculture verifying the applicant’s eligibility for free or reduce lunch, or written documentation from the last school attended by the applicant verifying the applicant’s eligibility; iv) Letter from a caseworker or public agency personnel attesting to the status of the applicant as a Foster Child, or documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant; v) Tax returns or W-2s
808	Migrant and Seasonal Farmworker Status	Record 1 if the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency. Record 2 if the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. Record 3 if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24. Record 4 if the participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. Record 5 if the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. *Note: This element is used both by the NFJP Program eligibility status type and by other programs to identify participants with this (WIOA sec. (3) defined) barrier to employment.	X	• Cross-Match with Public Assistance Records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case notes • Self-Attestation	For NFJP: Additionally, when determining dependent status use the definition of dependent at 20 CFR 685.110.
CASE MANAGEMENT					
900*	Date of Program Entry (WIOA)	Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	X	• Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
901*	Date of Program Exit (WIOA)	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant.	X	• A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)	For Grants funded by the National Apprenticeship Act: • Validate only for registered apprentices who have completed. • Validate for all pre-apprentices, as appropriate. • Validate RA completions with a copy of the Certificate of Completion, electronic record (e.g., from the AI Demographic Portal or SAA system), email or other written transmission from the Registration Agency stating the apprentice completed (but has not yet received their Certificate of Completion). • Validate for all pre-apprentices using documentation from educational or work experience provider including attendance records or a letter stating successful completion.
907	Recipient of Incumbent Worker Training	Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i). Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4). Record 3 if the participant received Incumbent Worker training services under both Statewide funds (Governor's Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4). Record 4 if the participant received Incumbent Worker training services under H1B. Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170). Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167). Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	X	• Signed Incumbent Worker Training agreement • Cross-Match • Case notes	
923*	Other Reasons for Exit (WIOA)	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only). Record 06 if the participant, who was determine to be eligible, is later determined not a have met eligibility criteria. NOTE: This circumstance applies only to the VR program, in which participant eligibility is routinely revisited during the participation period. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant. Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA. Record 00 if the participant meets none of the above conditions.	X	• Information from partner services • WIOA or program status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility • Case notes	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • File documentation with notes from program staff • Information from partner services • WIOA status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1004	Date of Most Recent Career Service (WIOA)	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services). Leave blank if the participant did not receive career services.	X	• Case notes • Cross-Match • Electronic Records	
1007	Date of Most Recent Reportable Individual Contact	Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	X	• Case notes • Cross-Match • Electronic Records	
1300	Received Training (WIOA)	Record 1 if the participant received training services as defined by program specific guidance. Record 0 if the participant did not receive training services.	X	• Cross-Match • Vendor/Training Provider Records • Signed Training Contract • Individual Training Account • Electronic Records	
1303*	Type of Training Service #1 (WIOA)	Use the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1310*	Type of Training Service #2 (WIOA)	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be instances when other codes are clearly not appropriate. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1315*	Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1332*	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Record 0 if the participant was not in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation, which includes if the participant was enrolled in a postsecondary education program that does not lead to a credential or degree from an accredited postsecondary education institution at any point during program participation. Leave blank if the participant was not in a postsecondary education program, as defined in program specific guidance. Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.	X	• Data match with postsecondary data system • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.
YOUTH PROGRAM SERVICES/ELEMENTS (Not Captured Elsewhere)					
1401*	Enrolled in Secondary Education Program (WIOA)	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HISET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.	X	• Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card • Data match to State K-12 data system	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1406*	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the first date after exit that the participant enrolled in or attended an education or training program that leads to a recognized postsecondary credential after program exit. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.	X	• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match • Follow-up survey from program participants	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.
EMPLOYMENT AND JOB RETENTION DATA					
1600*	Employed in 1st Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1602*	Employed in 2nd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1606*	Employed in 4th Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	• UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
WAGE RECORD DATA					

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1704*	Earnings 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	X	• UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	• For non-state Apprenticeship grantees, ETA performs UI wage data match on behalf of grant recipients. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
EDUCATION AND CREDENTIAL DATA					
1800*	Type of Recognized Credential (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1801*	Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. • For grants funded under the National Apprenticeship Act, validate month and year only.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1806*	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant.	X	• Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes	
1807*	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	Record the most recent date of the participant’s transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.	X	• Transcript • Report Card	For Grants funded by the National Apprenticeship Act: Validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
1808*	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	Record the most recent date of the participant’s transcript or report card for secondary education for one semester showing that the participant is meeting the State unit’s academic standards. Leave blank if this data element does not apply to the participant.	X	• Transcript • Report Card	For Grants funded by the National Apprenticeship Act: Validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
1809*	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant.	X	• Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain	For Grants funded by the National Apprenticeship Act: Also include proof of wage increase. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1810*	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant.	X	• Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam	For Grants funded by the National Apprenticeship Act: Also include proof of wage increase and copy of interim credential. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Results of knowledge-based exam or certification of completion. • Documentation demonstrating progress in attaining technical or occupational skills • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
1811*	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant was enrolled during program participation in an education or training program that either 1) leads to a recognized credential, including a secondary education program; or 2) a training program that leads to employment; as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps, YouthBuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.	X	• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
ADDITIONAL OUTCOME DATA					
1900*	Youth 2nd Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	X	• Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Cross-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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1901*	Youth 4th Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	X	• Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Cross-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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
NATIONAL FARMWORKER JOBS PROGRAM					

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	National Farmworker Jobs Program (NFJP)	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
2212	Housing Services	Record 1 if the participant received temporary housing services as described in 20 CFR 685.360 Record 2 if the participant received permanent housing services as described in 20 CFR 685.360 Record 3 if the participant received both temporary housing services as described in 20 CFR 685.360 and permanent housing services as described in 20 CFR 685.360. Record 0 if the participant did not receive any housing services.	X	• Program application • Receipt of Services • Housing Services Contract • Case notes	
2232	Family status for NFJP Housing Services (WIOA Sec. 167)	Record 1 if the individual is an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent or temporary housing services. Record 2 if the individual is an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services or temporary housing services. Record 3 if the individual is not an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent housing services. Record 4 if the individual is not an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services.	X	• Program application • Receipt of Services • Housing Services Contract • Case notes	
3008	Family Unit Size	Record the number of individuals (including the participant) that live with the individual and are a part of the individual's family, as defined by 20 CFR 685.110.	X	• Program application • Receipt of Services • Housing Services Contract • Case notes	
MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS					
2700	Social Security Number	Record the Social Security Number (SSN) assigned to the participant. NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.	X	• SSN Card • Other Federal or State ID with SSN	For YouthBuild and, DINAP documents may also include: • Self-Attestation • Intake Application • Enrollment Form

Case Manager: _____ App: _____

National Farmworker Jobs Program (NFJP) Eligibility Checklist

Please provide one item from each category below so we may be able to process your application.

Please feel free to ask if you have any questions about the following requested information.

Name: _____ Last 4 of SS#: _____ Date: _____

Legal Right to Work:

- ☐ Unexpired U.S Driver License/ID Card
- ☐ U.S. Social Security Card
- ☐ Birth Certificate
- ☐ U.S. Passport/Passport Card
- ☐ Permanent Resident Card
- ☐ Employment Authorization Document

Age Requirement:

- ☐ U.S Driver License/ID Card
- ☐ Birth Certificate
- ☐ Passport
- ☐ Other: _____

Selective Service (for Males born after 1959):

- ☐ Official Letter of Verification (printout from www.sss.gov)
- ☐ Selective Service Registration Card
- ☐ DD214 Form

Income Eligibility:

- ☐ Last Paystub(s)
- ☐ W-2 Form(s)
- ☐ Public Assistance Records (incl. Medical)
- ☐ Profit & Loss Statement
- ☐ Unemployment Insurance Records
- ☐ Other: _____

Family Size:

- ☐ Marriage Certificate
- ☐ Birth Certificate(s) of Dependent(s)
- ☐ Verification of Benefits
- ☐ Official Foster Placement Document
- ☐ Tax Return

Financial Support from MSFW Household:

- ☐ Mail Showing Shared Address
- ☐ Lease Agreement
- ☐ Applicant Statement

Farmworker Eligibility:

- ☐ 50% Of the Time as a Farmworker
- ☐ 50% Of Total Wages as a Farmworker
- ☐ Dependent of an Eligible Farmworker

Intake Staff Only:

- ☐ Application Signature Page (if applicable)
- ☐ Attachment A
- ☐ RVD Family Size
- ☐ Applicant Statement (if applicable)
- ☐ Release of Information Form
- ☐ Grievance & Complaint Procedure Form
- ☐ Equal Opportunity

CASAS Scores Deficient: Yes ~ No

- Eligible for NFJP Adult Services
- Eligible for NFJP Youth Services
- Eligible for Related Assistance Only

Intake Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

ALTERNATE CONTACTS

Applicants Name:_____ S.S.#:_____

Name, Address and Phone Numbers of (2) Alternate Contacts

(You must use (2) people who do not reside with you)

Name: _____

Address: _____

City: _____ State:_____ Zip Code:_____

Phone:_____

Email Address:_____

Relationship: _____

Name: _____

Address: _____

City: _____ State:_____ Zip Code:_____

Phone:_____

Email Address:_____

Relationship: _____

Family members supported by the family income during the past 12 months are:

	Name	Age	Relation to Customer	Verification
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Employer Name & City	From	To	Job Title	Wage	Hours	Reason for Leaving

APPLICANT STATEMENT

Applicant Name	First:	Last:
Eligibility Criteria		

AN APPLICANT STATEMENT SHOULD ONLY BE USED IF THERE IS NO OTHER DOCUMENTATION AVAILABLE FOR THE CRITERIA INDICATED ABOVE AS LISTED ON THE TABLE OF DOCUMENTATION

APPLICANT SELF-ATTESTATION	
I hereby certify, under penalty of perjury, that I	
I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE AND I UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE EXIT FROM THE PROGRAM AND/OR PENALTIES AS SPECIFIED BY THE LAW.	
SIGNATURES	
Applicant Signature Date Parent / Guardian Signature <i>(If Under 18 or Need for Additional Backup Documentation)</i> Date	
Parent/Guardian Name:	Relationship to Applicant:

FOR STAFF USE ONLY
DOCUMENT ATTEMPTS TO COLLECT ALL OTHER ACCEPTABLE DOCUMENTATION FOR THE ABOVE LISTED CRITERIA.
Documentation not readily available Would cause a delay in providing services Would cause undue hardship for the participant to obtain

THE FOLLOWING STAFF SIGNATURE CERTIFIES THAT NO OTHER ELIGIBILITY DOCUMENTATION IS AVAILABLE FOR THE ABOVE LISTED CRITERIA.

 NAME OF CERTIFYING STAFF

 SIGNATURE OF CERTIFYING STAFF

 DATE

THE CERTIFIED STATEMENT ABOVE MAY BE SUBJECT TO FUTURE AUDIT

AUTHORIZATION FOR RELEASE OF INFORMATION

Client Name: _____

Date: _____

Purpose: San Joaquin County WorkNet Youth Programs– Workforce Innovation and Opportunity Act (WIOA) & National Farmworkers Job Program (NFJP), needs your permission to share or receive personal information about you with certain organizations to best serve you.

Voluntary: Your authorization is voluntary. If you do not provide authorization, you will still receive (WIOA) services; however, these services may be limited as WorkNet will be unable to refer your case to another agency, co-enroll you in additional services, contact an employer to review your performance, or discuss your case with a school or training provider.

Scope of Information: This authorization covers all information that is personal to you, including, but not limited to, academic status and performance, employment status, skill assessment information, as well as services provided by other private or government agencies. This authorization does not authorize the exchange of any health (mental or physical) information.

Use of Information: By signing this authorization, you allow WorkNet to collect, use, and exchange your personal information with participating partners, employers, contractors, vocational training providers, public and private education institutions, and other entities with which WorkNet interacts or contracts on your behalf. WorkNet will use this information only to support and document your activities and outcomes, to post exit information, and to assess, plan, and facilitate the delivery of services for your benefit. WorkNet may share or receive this information either verbally, in writing, or by computer data transfer.

Expiration: This authorization automatically expires in 12 months from the date entered at the top of the form. If your participation extends beyond one year, either as an active or follow-up participant, you will need to complete a new authorization form. You may also revoke your authorization prior to the date of expiration by notifying your Case Manager, in writing, of your intent to revoke authorization.

Signatures: A properly completed and signed photocopy of this authorization is as valid as the original. By signing below, you acknowledge that you have received a copy of this authorization.

Minors: If a client is under 18, this authorization is only valid if signed by the client's parent or legal guardian.

Name or Title of Party: _____
Agency Name (if applicable): _____
Address: _____
Phone Number: _____
Email Address: _____
Fax Number: _____

Specific Documentation: _____

Permission to **Release** ☐ and/or **Obtain** ☐ the above identified documentation (check either or both boxes)

My signature below acknowledges that I have read this authorization, or it has been read to me, and I understand all aspects of the authorization to my satisfaction. My signature also acknowledges that I give authorization to WorkNet to provide or receive the above identified documentation from the above identified party.

Client: _____
(Signature) (Print) (Date)

Legal Guardian: _____
(Signature) (Print) (Date)

Legal Guardian's relationship to Client: _____

San Joaquin County Employment & Economic Development Department (WorkNet/AJCC) GRIEVANCE AND COMPLAINT PROCEDURES

Workforce Innovation and Opportunity Act (WIOA), 20 Code of Federal Regulations (CFR) Proposed Rules, Section 683.600, requires that recipients of WIOA funds establish and maintain hearing and appeal procedures for handling program related grievances/complaints, except for grievances related to Job Corps. WIOA Proposed Rules 20CFR 683.600 defines the requirements for both the local and State grievance procedures.

San Joaquin County WorkNet/America's Job Center of California (AJCC), in compliance with WIOA federal regulations and State directives, has established a grievance/complaint procedure for the prompt review, impartial consideration and equitable disposition for complaints (administrative and/or Equal Employment Opportunity) presented by a complainant in any WorkNet Center under WIOA §181(c) (1). This does not cover complaints concerning fraud and abuse or alleged discrimination due to participant disabilities.

- At all levels of the grievance/complaint process, complainants have the right to be represented, at their own expense, by a person or persons of their choosing.
- All complainants have the right to technical assistance provided at no cost by WorkNet/AJCC.
- Grievances/complaints must be filed within **one (1) year** of the alleged violation. All grievances/complaints, amendments and withdrawals must be in writing.

I. **Filing the Grievance/Complaint**

Grievances/complaints must be in writing, signed and dated. The date the grievance/complaint is received by WorkNet, its service providers, One-Stop partners or subrecipients, shall be considered the date of filing. The grievance/complaint shall be considered a request for hearing. WorkNet/AJCC shall issue a written decision within sixty (60) days of the filing date.

A. Complaint Information

1. The grievances/complaints must provide the following in the original filing:
 - a. The full name, telephone number and mailing address of the complainant;
 - b. Full name, telephone number and mailing address of the agency and person involved (respondent);
 - c. A statement of allegations in a clear and concise statement of the facts, including dates and any supporting documentation available;
 - d. What the complainant believes are the violation(s) of the Act, regulations, labor standards, grants or agreements, to the best of the complainant's knowledge;
 - e. Grievances/complaints against individuals, including participants or staff shall indicate how those individuals did not comply with the WIOA law, regulation or contract; and
 - f. Remedy sought by the complainant.

B. Timeline for filing original complaint

1. Any absence of the required information shall constitute grounds for dismissal of the grievance/complaint.
2. The written complaint must be made within one (1) year of the alleged occurrence.
3. Complaints alleging discrimination on the basis of a participant's disability must be filed within 180 days of occurrence.
4. A complainant has the right to withdraw their grievance/complaint in writing at any time prior to the formal hearing.
5. Grievances/complaints may be amended to clarify issues, but not to add new allegations.
6. All complaints submitted to WorkNet/AJCC must be mailed to:
Stockton WorkNet Center, Attention: Patricia Virgen, 6221 West Lane, Suite 105, Stockton, CA 95210.

C. Informal resolution of the complaint

1. WorkNet/AJCC shall notify the complainant and the respondent of the opportunity for an informal resolution.

2. Respondents must make good faith efforts to resolve all grievances/complaints prior to the scheduled hearing. Failure on the part of either party to exert good faith efforts shall not constitute a basis for dismissing a grievance or complaint, nor shall it be considered to be a part of the facts to be judged in the resolution process.
3. WorkNet/AJCC shall ensure that any grievance/complaint not resolved in the informal resolution process, shall be provided a formal hearing, regardless of the merit of the grievance/complaint.
4. When a complaint has been resolved through the informal resolution process, WorkNet/AJCC shall attempt to contact the complainant and have them provide a written withdrawal of the complaint within 10 days of the receipt of the notice of resolution or impasse where a complainant decides not to proceed to an administrative hearing.

D. Hearing process

Complainant may have representation if desired. Both parties shall have the opportunity to examine relevant records and documents, to present written or oral testimony and to call and/or question witnesses. The hearing shall be recorded either mechanically or by a court reporter. If an informal resolution is not possible between the complainant and respondent, WorkNet/AJCC must notify the complainant in writing of the next formal procedural step in the grievance process.

II. Notice of Hearings

In the event a decision cannot be reached through the informal resolution process, WorkNet/AJCC shall:

- A. Conduct a hearing by an impartial independent hearing officer within thirty (30) days of the filing a grievance/complaint.
- B. Notify the complainant and respondent of the "Notice of Hearing" not less than ten (10) days prior to the date of the hearing by certified mail (return receipt requested). The time of the hearing may be earlier if mutually agreed to by both parties.
- C. The following information shall be included in the written Notice of Hearing;
 1. Grievances/complaint case number, name of complainant, name of respondent, date of grievance/complaint;
 2. Date, time and location of the hearing before an impartial hearing officer and an opportunity to present evidence; and
 3. A statement of the alleged violation(s). These statements must accurately reflect the content of the grievance or complaint as submitted by the complainant. However, clarifying notes may be added to assure that the grievance or complaint is addressed accurately.
- D. A request for a five (5) day postponement may be granted either party upon a showing of good cause to the Hearing Officer, provided the hearing is still conducted within thirty (30) days of the filing of the grievance/complaint.

III. Rules of the Hearing

- A. Shall be held in an informal manner;
- B. The presentation of both written and oral testimony will be allowed;
- C. Both parties may present witnesses and the right to cross-examine the witness; and
- D. Both parties have the right to examine all relevant records and documents submitted.
- E. The hearing will be recorded electronically or by a court reporter.

IV. Decision

- A. The decision shall be made not later than sixty (60) days after the filing date (Note: Time spent in informal resolution efforts may not extend this time limit) and must include:
 1. The names of the parties involved;
 2. A statement of the alleged violation and any related issues;
 3. A statement of facts;
 4. The decision on the issue and the reasons for the decision;

5. Description of the corrective action, if necessary to comply with the decision; and
6. Notification that an adverse decision may be appealed by the complainant to the State Review Panel; and
7. Notice of the right to file a complaint with the ORC Regional Office pursuant to §144(c) of Public Law 97-300, within ten (10) days of the receipt of the decision when any party disagrees with the decision.

B. The decision shall be delivered to all parties by first class mail.

C. If the decision is not issued within sixty (60) calendar days of the date of the filing of the complaint, or if either party is dissatisfied with the local hearing decision, either party has the right to file an appeal with the State.

A State hearing may be requested by submitting a written notice of appeal to:

Chief, Compliance Review Office, MIC 22-M, Employment Development Department, PO Box 826880, Sacramento, CA 94280-0001

D. If the State Review Panel has issued an adverse decision regarding a grievance or complaint, or has not issued a decision within 60 days of receipt of a local level appeal, request for EDD review, or grievance or complaint, the complainant may file an appeal with the Secretary.

This appeal process applies to grievances and complaints that originated at the local or state level. Appeals of an adverse decision must be filed within 60 days of receipt of the adverse decision from the State Review Panel. In cases where the State Review Panel did not issue a decision, the complainant must file an appeal within 120 days of either of the following:

1. The date on which the complainant filed the appeal of a local level decision or request for EDD review with the state.
2. The date on which the complainant filed the grievance or complaint with the state.

All appeals to the Secretary must be sent to the DOL National Office via certified mail with return receipts requested. Copies of the appeal must simultaneously be provided to the DOL Employment and Training Administration (ETA) Regional Administrator and the respondent. Mailing addresses for the DOL National Office and ETA Regional Administrator are included below:

DOL National Office

Secretary of Labor
Attn: Assistant Secretary of ETA
U.S. Department of Labor
200 Constitution Avenue, NW Washington, DC 20210

ETA Regional Administrator

Office of Regional Administrator
U.S. Department of Labor
P.O. Box 193767 San Francisco, CA 94119-3767

3. Grievances or complaints filed directly with the Secretary that were not previously filed with the Local Area and/or state will be remanded to the Local Area or state, as appropriate. The Secretary shall issue a final determination no later than 120 days after receiving the appeal.

NO INDIVIDUAL SHALL BE DENIED SERVICE OR OTHERWISE INCUR RETALIATION BECAUSE OF HIM/HER EXERCISING HIS/HER RIGHT UNDER THE LAW TO FILE A COMPLAINT OR GRIEVANCE.

Signature

Date

SAN JOAQUIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities. TDD
or Relay Service users please call 1-800-735-2929 for assistance.

6221 WEST LANE, SUITE 105, STOCKTON, CALIFORNIA 95210 (209) 468-3500 FAX (209) 462-9063

Equal Employment Opportunity is THE LAW

It is against the law for San Joaquin County Employment and Economic Development Department (hereto known as WorkNet/ America's Job Center of California), a recipient of Federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment and Opportunity Act of 2014 (WIOA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I - financially assisted program or activity.

SJC WorkNet/AJCC will not discriminate in any of the following areas:

- Deciding who will be admitted or have access to any WIOA Title I financially-assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under any SJC WorkNet/AJCC program or activities:

You may file a complaint within 180 calendar days from the date of the alleged violation with either the SJC WorkNet/AJCC Equal Opportunity Officer (or designee) or, with the:

Director: Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue N.W. (Room N-4123)
Washington, D.C. 20210

- If you elect to file your complaint with the SJC WorkNet/AJCC, you must wait until the SJC WorkNet/AJCC issues a written Notice of Final Action or until thirty (30) calendar days have passed, (whichever is sooner) before filing with CRC.
- If SJC WorkNet/AJCC has not provided you with a written decision within sixty (60) calendar days of the complaint, you need not wait for the Notice of Final Action to be issued, but may file a complaint with CRC within thirty (30) calendar days of the expiration of the sixty (60) day period.
- If you are dissatisfied with the SJC WorkNet/AJCC's resolution to your complaint, you may file a complaint with CRC within thirty (30) calendar days of the date you received the Notice of Final Action from the SJC WorkNet/AJCC.

Complaints filed with the San Joaquin County WorkNet/AJCC should be addressed to:

Employment and Economic Development
Department of San Joaquin County (WorkNet AJCC)
Attention: Andrea Moccia, EO Officer
6221 West Lane, Suite 105 Stockton, CA 95210
Phone: (209) 468-3579

Client Signature: _____

Date Signed: _____

SAN JOAQUIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM Auxiliary aids and services available upon request to individuals with disabilities. TDD or Relay Service users please call 1-800-735-2929 for assistance.