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Date: August 22, 2014

TO: Sacramento Works Job Centers (SWJCs), Sacramento Training Centers (SWTCs), SETA-Funded WIA Providers, Site Supervisors, SETA Managers and Monitors

FROM: Kathy Kossick, Executive Director

SUBJECT: Eligibility or Demographic Data Collection and Criteria
WIA Directive #IS22-09 (Revision #5)

Purpose:

This directive provides guidance under the Workforce Investment Act (WIA) program regarding WIA Eligibility.

Effective Date:

This directive is effective on the date of issue.

REFERENCES:

- WIA §101(9, 17, 25), 112 (b)(17)(A)(iv), 134(c)(4)(G)(iii),134(d)(4)(A) 136(b)(2)(A), Sections: 181(b),188(a)(5),189(h)
- EDD WIA Eligibility Technical Assistance Guide (TAG)
- Eligible to Work Section 9601.5 of CA Unemployment Insurance
- Title 20 Code of Federal Regulation (CFR) Sections: §662.280, 663.05-663.120, 663.220, 663.160(b) & 663.240(b), 663.310, 663.500, 663.508, 663.640 and 665
- Title 34 Code of Federal Regulation (CFR) §668.37
- Section 3(a) of Military Selective Services Act
- WSD 10-12

Policy and Procedures:

All programs and services established or receiving assistance under WIA Tile I must comply with the eligibility requirements. These requirements apply to both formula and discretionary grants awarded by the Employment and Training Administration under the WIA. They do not apply to programs funded or solely authorized by the Wagner–Peysner Act.

“Preparing People for Success: in School, in Work, in Life”

I. Sacramento Works Job and Training Center Eligibility

1. Eligibility Requirements for WIA Intensive Services

The customer must provide proof of:

- Right-to-Work (RTW). The RTW documents are listed in the Employment Development Department (EDD) brochure, “*Attention All Job Seekers.*” (See attachment F of SacWorks Customer Flow, WIA Directive #ISOI-08 (Revision #6),
- Age/birth date, and
- Selective Service Registration, if applicable.

These documents must be scanned into the Vault system within SacWorks before the creation of the Participation. Only original, unexpired RTW documents will be scanned. Center/Site Staff must not photocopy RTW documents to scan later.

For details about the enrollment process consult the *SacWorks Customer Flow, WIA Directive.*

2. Non-registration Policy for Selective Service

To enroll in programs funded by the WIA, males born after December 31, 1959, must be registered for Selective Service. Center/Site Staff will determine if a customer has registered, using the auto-populated fields in SacWorks. If male customers have not registered and have not reached their 26th birthday, Center/Site Staff will assist the customer to register online. If the customer is 26 years of age or older, they can no longer register and must provide a valid reason indicating that they did not “knowingly and willfully” fail to register. The customer will be asked to complete the “*Request for Status Information Letter*” (Attachment A). Section 2 of the letter will ask the customer to explain the reason they failed to register with Selective Service upon reaching 18 and before reaching age 26.

Valid reasons for customers failing to register for Selective Service, adopted by the local Workforce Investment Board (WIB) as local policy, include:

- Being in the military
- Being Incarcerated, institutionalized or hospitalized
- Entered the country after age 26

Other valid reasons can be approved on a case by case basis

For additional information about valid reasons or any questions about Selective Service (<https://www.sss.gov/default.htm>)

Customers must provide supporting documentation for the “valid” reasons listed above.

- If no supporting documentation is available complete an “*Applicant Statement(s)*” (Attachment B) explaining why the customer failed to register.
- If the Center/Site Staff determines that the customer “knowingly and willfully,” failed to register, the customer will not be enrolled in WIA funded services.

II. Type of Enrollments

1. The Adult Program Eligibility

An individual who meets the eligibility requirements specified above may participate in the WIA Adult program. The Sacramento Works Board has approved utilizing the Self-Sufficiency Calculator to determine the need for WIA-funded services. Staff must refer to <http://www.insightccd.org/calculator.html> before enrolling adult customers. In order to receive financial assistance from WIA (supportive services and/or training—either through a SWTC or Scholarship), the customer’s family income must be lower than the income level determined by the Self-Sufficiency Calculator.

Priority of services formula for Adult and Dislocated Worker (DW) programs:

Veterans and/or eligible spouses of veterans are guaranteed first priority service. Additionally, SETA receives funding to provide priority of enrollment to special populations including individuals with disabilities, welfare recipients, and DWs. The Sacramento Works Board has determined that there is sufficient funding in the region to provide employment and training services to adults and has determined that a strict priority of service system is not necessary for the formula WIA Adult/DW program. Customers who are DWs, veterans, or eligible spouses of veterans must provide documentation of their status for the purpose of tracking, reporting, and ensuring that the services are being provided by priority and to those most in need.

2. The Dislocated Program Eligibility

The DW must meet the Eligibility requirements for WIA intensive services (section I.1 page 2), and at least one of the following criteria:

- A. Has been terminated or laid-off
- B. Has been terminated or laid-off as a result of any permanent closure, or any substantial layoff
- C. Was self-employed
- D. Is a displaced homemaker;
- E. Has voluntarily terminated employment and is receiving, or has been determined eligible to receive unemployment compensation.

For complete criteria definitions see (Attachment C)

WIA 25% Additional Assistance Funds for DW

The 25% Additional Assistance grant provides services to workers laid off from Sacramento area employers identified and approved by EDD as experiencing a mass layoff event. Alternatively, recent separation from the military also qualifies DWs for this assistance.

4. CalWORKs Funded Eligibility

CalWORKs funded programs are only available to recipients age 18 or older. Eligibility for all CalWORKs funded program is determined by the County of Sacramento's Department of Human Assistance (DHA.) Once eligibility has been approved by DHA, verification documents must be scanned into the Vault.

5. Eligibility for all Other Grants

For all other grants, current, future, or not listed in this directive, eligibility must be verified through the assigned program/project coordinator or manager.

For a guide to "Program Eligibility and Data Collection," see (Attachment D)

For questions about this directive, contact Mae Chu at Maechu@delpaso.seta.net and Ralph Giddings at RALPH@delpaso.seta.net.

To obtain proof of military service (DD Form 214, Official Military Personnel File), visit this website [Proof of military service \(DD Form 214, Official Military Personnel file\)](#).

Have you ever served in the U.S. military or attended a military service academy/school?

Yes (Please Continue) No (SKIP to Section 3)

US Army US Navy US Marine Corps US Air Force US Coast Guard

List dates of active duty service: _____ to _____

List dates of reserve duty service: _____ to _____

Did you attend a military service academy?

- The United States Military Academy (USMA)
 The United States Naval Academy (USNA)
 The United States Air Force Academy (USFA)
 The United States Coast Guard Academy (USCGA)

List dates of attendance: _____ to _____

Were you enrolled in an officer procurement program at a military school or university?

- The Citadel
 University of North Georgia
 Norwich University
 Virginia Military Institute
 Texas A&M
 University of Virginia Polytechnic and State University

List dates of attendance: _____ to _____

SECTION 3 - INCARCERATED / INSTITUTIONALIZED / HOSPITALIZED

Please attach proof if you were CONTINUOUSLY incarcerated, institutionalized, hospitalized, or home confined for the entire period from your 18th through 26th birthdays. If you were released, escaped, or otherwise out of custody for 30 days or more, you do not need to complete this form. Call us at (888) 655-1825.

Were you **CONTINUOUSLY** incarcerated, institutionalized, hospitalized, or home confined for the entire period of time between your 18th and 26th birthdays?

Yes (Please Continue) No (SKIP to Section 4)

Please indicate the type of confinement and provide start and release dates. (Attach separate sheet if necessary)

Institutionalized Incarcerated Hospitalized Home Confined

_____ to _____ _____ to _____ _____ to _____

_____ to _____ _____ to _____ _____ to _____

SECTION 4 - TRANSGENDER

The Military Selective Service Act, including the requirement to register, applies to all individuals who were designated male at birth. If you were born female and have transitioned to male, you must provide a copy of your female birth certificate (or medical documentation to show that a transition has taken place) and legal documentation to show any changes to your name.

My sex at birth was:

Male Female (I have or will transition to male)

into your country. If you remained in the US and requested a change of status, send a copy of the approved "Notice of Action" you received from USCIS.

You must include any times that you entered the United States illegally or without inspection, (no documentation is necessary). Likewise, you must list any times when you violated the terms of your visa, overstayed your visa, or for any other reason became an undocumented immigrant.

You should provide as much information as possible. We will use the information you send to determine your registration status. For a list of acceptable documents, please see our [List of acceptable documents](#).

Please list your immigration history showing all arrivals, departures and other changes in status, starting with the date of arrival that first put you in the United States between your 18th and 26th birthdays and continuing until you were past your 26th birthday. Use a separate sheet if necessary.

Arrival / Start Date	Good Until Date	Departure / End Date	USCIS Status

SECTION 6 - REASON FOR FAILURE TO REGISTER BEFORE AGE 26

Provide a written explanation for not registering with the Selective Service System. If you believe you did register, please provide a detailed explanation in the space provided below stating when, where, and how you registered. Include all addresses you may have used at that time.

SECTION 7 - YOUR SIGNATURE

Sign, date, and return this form to the address listed below with copies of ALL supporting documents showing proof of your claim. You may include any other supporting information you would like us to consider. **IMPORTANT:** Do not send original documents. The Selective Service System may not return original documents. You should retain a copy of all documents and correspondence submitted.

Signature

Month / Day / Year

**Selective Service System
ATTN: SIL
PO Box 94638
Palatine, IL 60094-4638**

HELPFUL INFORMATION

- Please print this form. This form cannot be submitted online. Please type all requested information on the form before printing. ATTACH A COPY of all supporting documentation (**DO NOT submit originals**), and mail them to the address provided.
- This form is for use only by men born after December 31, 1959, who are not registered and are now 26 years and older or transgender who were born females.
- This form is not a registration form. Submitting this form will not register you with the Selective Service System.
- We will issue a Status Information Letter based on the information you provide. KEEP the original copy in your permanent files for future reference.
- If you are denied a right, benefit, or privilege because you are not registered, submit a copy of your Status Information Letter from the Selective Service System, and a separate letter in which you explain, to the best of your ability, the reasons for your failure to register to the agency administering the right, benefit, or privilege. That agency, NOT the Selective Service System, will make the final determination regarding your eligibility. The Selective Service System does not approve, disapprove, or make any recommendations to determine your eligibility for any right, benefit, or privilege you are seeking.
- Immigrant men over the age of 31 who are seeking naturalization and who did not register are no longer required to provide a "status information letter" or documentation of their status from the Selective Service System to USCIS. If asked for a status information letter, these men may print a form letter concerning their request for a letter for use with USCIS from <http://www.sss.gov>.

WIA DISLOCATED WORKER WORKSHEET

Attachment C

APPLICANT NAME: _____

DATE: _____

- A. Has been terminated or laid off, or has received a notice of termination or layoff from employment; **AND**
1. Is eligible for, or has exhausted entitlement to unemployment compensation; **OR**
 2. *Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a Center Site but shows sufficient attachment to the workforce*, but is not eligible for unemployment compensation due to insufficient earnings **OR** having performed services for an employer that was not covered under a State unemployment compensation law, **AND**
 3. Is unlikely to return to a previous industry or occupation.
- Terminated **OR** Laid Off from employer How Verified: _____
- UIB How Verified: _____
- Unlikely to Return How Verified: _____
- Occupations/industry shows negative or slow (10% or lower) job growth. Please refer to a specific primary occupation in CareerGPS.com (<http://www.careergps.com/occupations.asp>) for occupational forecast job growth information (“Employment Change” Percent); **OR**
 - Customer has been unemployed 15 of the last 26 weeks; **OR**
 - Customer has documented job search efforts and has been unable to find employment in their previous occupation; **OR**
 - Lack of Job Orders in Occupation on file at Job Service Office **OR**
 - Rejection Letter **OR**
 - Worker Profile and Reemployment Service (WPRS)
- B. Has been terminated or laid off, or has received a notice of termination or layoff from employer as a result of any permanent closure of, or any *substantial layoff* at a plant, facility or enterprise; **OR**
1. Is employed at a facility that the employer has made a general announcement that the facility will close within 180 days; **OR**
 2. For purposes of eligibility to receive services other than training services, intensive services or supportive services, is employed at a facility at which the employer has made a *general announcement* that such facility will close.
 3. When calculated based on the number of full-time employees in the local area only, at least 20% of an employer’s workforce or 20 employees, whichever is less.
- Letter from Employer and/or Agency of Dislocation
- How Verified: _____
- C. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
- Tax Forms—Scheduled E for the last 3 years Applicant Statement(s)
- D. Is a Displaced Homemaker – an individual who has been providing unpaid services to family members in the home and who:
1. Has been dependant on the income of another family member, but is no longer supported by that income; **AND**
 2. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- Court Documents Applicant Statement(s)
- E. Has voluntarily terminated employment, and is receiving, or has been determined eligible to receive unemployment compensation or has subsequently exhausted entitlement to unemployment compensation since terminating employment voluntarily, and is unlikely to return to a previous industry or occupation.

Program Eligibility and Data Collection

Funding Stream	Qualifying Criteria (Demographic Tracking)	Data Collection Elements	Documentation or Verification	
1. WIA - Adult General Eligibility	1 Be at least 18 years of age or older at registration	Birth Date	<ul style="list-style-type: none"> • Baptism or Church Record • Birth Certificate • Hospital Record of Birth • DD 214, Report or Transfer or Discharge Paper\ • Social Security Card 	<ul style="list-style-type: none"> • Federal, State or Local Government Issued Identification Card • Passport • School Records • Driver's License • Public Assistance/ social Service Records
	2. Legal Right-to-Work (RTW)	Authorization (Right) to Work	Verification documents: <ul style="list-style-type: none"> • That satisfy List A of 1-9 • That satisfy List B and C of I-9 	
	3. Selective Services System (SSS) Registration https://www.sss.gov/default.htm	Selective Services (SS) Registration applies to males (age 18 and older), born after December 31, 1959.	If an individual is registered, the SacWorks system will display the registration number and date.	
	If not registered in the SSS: <ul style="list-style-type: none"> ➤ Being in the military. ➤ Being incarcerated, institutionalized or hospitalized. ➤ Entered the country after age 26. Other valid reasons approved by on a case-by-case basis.	NA	<ul style="list-style-type: none"> • Form DD-214 • Screen printout of the SSS verification • SSS Status Information Letter • SSS Registration Card • SSS Registration Record (form 3A) • SSS Verification Form • Verification from Parole Officer 	

Funding Stream	Qualifying Criteria (Demographic Tracking)	Data Collection Elements	Documentation or Verification
<p>2. WIA – Adult/DW General Eligibility (Adults who are enrolling as DW or NEG need to meet the criteria as a Dislocated Worker).</p>	<p><i>In addition to “Adult” requirements, DW must establish that they: (A, B, C <u>or</u> D). See “WIA DW Worksheet “ (Attachment C)</i></p> <p>A. Have been terminated or laid-off.</p>	Termination or Layoff	<ul style="list-style-type: none"> • Verification from Employer • Rapid Response List • Telephone Verification • EDD Award Letter or Verification • Applicant Statement (s) (if and when all other means of verification are exhausted)
	<p>B. Have been terminated or laid-off, or have received a notice of termination or layoff from employment as a result of any permanent closure, or any substantial layoff (<i>e.g., a substantial layoff is it may be one which affects at least 50 employees who worked 20 or more hours per week, and comprise at least one third of the lay-off employers’ local workforce</i>) at a plant, facility, or enterprise).</p>	Unlikely to Return	<ul style="list-style-type: none"> • Career GPS.com http://www.careergps.com/ • Notice of Layoff, Worker Adjustment and Retraining Notification (WARN). (<i>WARN provides protection to employees, their families, and communities by requiring employers to give affected employees and other state and local representatives notice 60 days in advance of a plant closing or mass layoff</i>)
	<p>C. Was self-employed; (unemployed as a result of general economic conditions in community or because of natural disaster)</p>	Self Employment	<ul style="list-style-type: none"> • Tax Statements • Bankruptcy documents • Business License • Public Announcement • Applicant Statement (s) (if and when all other means of verification are exhausted)
	<p>D. Is a displaced homemaker.</p>	Displaced Homemaker	<ul style="list-style-type: none"> • Court documents • Applicant Statement (s) (if and when all other means of verification are exhausted)
	<p>E. Has voluntarily terminated employment and is receiving, or has been determined eligible to receive unemployment compensation.</p>	Termination or Layoff	<ul style="list-style-type: none"> • Same documentation required by Termination or Layoff.

Funding Stream	Qualifying Criteria (Demographic Tracking)	Data Collection Elements	Documentation or Verification
3. WIA – Adult (201) For adults who are enrolling in Adult WIA-funded program	<i>In addition to “Adult” requirements, they must be below the Self-sufficiency guidelines</i>	Public Assistance Recipient	<ul style="list-style-type: none"> • DHA Documentation
		Supplemental Security Income (SSI) and State disability Insurance (SDI)	<ul style="list-style-type: none"> • Social Security Administration printout
		Unemployment Insurance (UI)	<ul style="list-style-type: none"> • EDD printout
	The Sacramento Works Board has approved a self-sufficiency standard for use in determining need for training services. The Self-Sufficiency Calculator can be found on-line @ http://www.insightcced.org/calculator.html		<ul style="list-style-type: none"> • Self-Sufficiency Calculator

Funding Stream	Eligibility Criteria	Data Collection Elements	Documentation or Verification
<p>4. WIA - Youth (301) Applies to all youth enrolling in a WIA funded program.</p>	<p>1. Not less than age 16 and not more than age 21 (the age requirement is a local policy and may differ according to the program)</p>	<p>Birthrate/AGE: Must be 16-21 years of age at time of registration</p>	<ul style="list-style-type: none"> • Birth Certificate • Baptismal or Church Record • Hospital Certificate • Driver's License/State ID Card
	<p>2. Legal right to work</p>	<p>Authorization right to work</p>	<p>Verification Document(s) List A or List B & C of the I-9 form</p>
	<p>3. Selective Service System registered, if male ages 18-21 years of age. (If youth turns 18 during program year, youth must register for selective service).</p>	<p>Selective Service Registration: Males 18 years of age or older, born after January 1, 1960, must be selective service registered.</p>	<p>Selective Service System Registration Letter On-Line verification can be found @ https://www.sss.gov/default.htm</p>
	<p>4. SacWorks Registration – Youth Addendum must be completed and signed by the youth acknowledging receipt of (a) Customer Code of Conduct, (b) Authorization for Release of Information, (c) Complaint and Grievance Procedures. If youth is under 18 years of age, the registration must be signed by a parent/guardian.</p>	<p>SacWorks Registration – Addendum Family Size: Family includes husband, wife, or legal guardian, and all children under 18 years of age and dependent children over 18 years of age.</p>	<p>SacWorks Registration – Youth Addendum in participants' hard file</p>
	<p>5. A low income youth and</p>	<p>Family Income: Include all income received by all family members during the last six months (all verification must be current). {Consult the 70% Lower Living Standard Income Level(LLSIL) and Poverty Guidelines} http://www.doleta.gov/llsil/2014/</p>	<ul style="list-style-type: none"> • Pay stubs, or Letter from Employer • Current TANF Verification • UIB verification • SSI Award Letter • Social Security, or Pension Benefits/Widows and Survivors Benefits
	<p>6. Be one or more of the following:</p> <ul style="list-style-type: none"> • Deficient in basic skills • School Dropout • Homeless • Runaway 	<p>Basic Skills Deficient: A youth can be considered deficient in basic literacy or numeracy skills if the youth</p> <ul style="list-style-type: none"> • Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; OR • Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society; OR 	<ul style="list-style-type: none"> • School records • Generally accepted standardized test (G.A.I.N., etc.)

<ul style="list-style-type: none"> • Foster Child • Pregnant or Parenting • Offender • An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment <p>7. On an individual basis and with approval from SETA’s Youth Workforce Development Analyst Supervisor, not more than 5% of youth that do not meet the income criteria may be served by WIA. These individuals must meet one or more of the following criteria:</p> <ul style="list-style-type: none"> • Be deficient in basic skills • School Dropout • Are One or more grade levels below the grade level appropriate to the individual’s age • Pregnant or Parenting • One or more disabilities, including learning disabilities • Homeless • Runaway • Offender • An individual who requires additional assistance to complete an educational program or to secure and hold employment 	<ul style="list-style-type: none"> • Their latest transcript indicates a GPA of less than 2.0 on a 4.0 scale or its equivalent in English, Math, or Science; OR • Has a progress report from a current instructor of English, Math, or Science, indicating that the student is at risk of receiving a D or F grade in the class; OR • For each year of secondary education, is at least two semester credits behind the rate required for graduation. 	
	School Dropout	<ul style="list-style-type: none"> • School Statement/Records • Applicant Statement (s)
	Homeless or Runaway	<ul style="list-style-type: none"> • Applicant Statement (s) • Statement Social Service Agency • Temporary residency verification • Statement from Shelter • Telephone verification
	Foster Youth	<ul style="list-style-type: none"> • Placement Agreement • DHA Printout • Court Record • Verification of payments made on behalf of youth • Telephone verification
	Pregnant or Parenting	<ul style="list-style-type: none"> • Child’s birth certificate • Medical document
	Offender	<ul style="list-style-type: none"> • Probation or Parole letter • Court or Police record • Telephone verification • Statement from halfway house • Applicant Statement (s)
	Individuals with Disabilities	Current School or medical records