

ADULT PROGRAM ELIGIBILITY

POLICY #: 200

Date of Policy: 4/23/09

Date of Current Revision: 2/22/11

Effective Date: 4/23/09

POLICY:

It is the policy of the Southwest Washington Workforce Development Council that Adult eligibility determination shall be consistent with WIA Law and Regulations and with State WIA Policy Number 3636 and that determination is valid and adequately documented.

Adults who receive WIA funded services other than self-service or informational activities must be registered and determined eligible to receive those services.

In accordance with WIA; an eligible adult is defined as an individual who at the time of application:

1. is not less than 18 years of age; and
2. is a United States citizen or eligible non-citizen; and
3. for males born on or after January 1, 1960, in compliance with the Selective Service Act.
4. Additionally, enrollment decisions in the process of selecting individuals should follow the SWWDC Priority of Service policy.

Participants must be eligible on the first day of enrollment into a WIA funded service.

Acceptable Documentation and Record Keeping

WIA Program Operators shall complete a 100% verification of eligibility and ensure that appropriate documentation is maintained. Each file must include a signed enrollment form and documents that confirm the eligibility requirements. All eligibility issues that arise must be referred to the WDC Executive Director or designee for investigation and resolution. All documents supporting eligibility must be included in the applicant's file and available for review by the administrative entity.

The acceptable documentation for determining eligibility is outlined in Attachment A of this policy. This documentation criterion is consistent with State Policy Number 3636.

Order of priority for methods of verification is:

- 1) Documentary evidence identified in Attachment A or approved by the SWWDC.
- 2) If documentary evidence is not available or if it cannot be provided when time is of the essence, collateral contacts that confirm the participant's eligibility by someone outside the participant's immediate family or participant self-certification of eligibility criteria may be used. SKIES case notes must include an explanation of attempts to obtain all other possible documentation and why it is not available. The participant must be advised that all information is subject to verification and that false registration is grounds for immediate termination and prosecution under the law.

REFERENCES

- State of Washington WIA Policy #3636
- 20 CFR Part 663 Subpart A, B, and C

ATTACHMENTS: ADULT PROGRAM ELGIBILITY CRITERIA FORM

ADULT PROGRAM ELIGIBILITY DOCUMENTATION CHECKLIST
Policy #: 200A

Eligibility Criteria	Conditions	Acceptable Documentation: Only one document from this column per eligibility criterion is required.
Age	Must be 18 years of age or older	<input type="checkbox"/> Birth Certificate or Hospital Record of Birth <input type="checkbox"/> Drivers License or DMV Identification <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Voter Registration Card <input type="checkbox"/> DD Form 214 (Report of Transfer or Discharge) <input type="checkbox"/> Alien Registration Card <input type="checkbox"/> Food Stamp Records or Medical Coupons <input type="checkbox"/> School enrollment documents <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> US Passport <input type="checkbox"/> Native American Tribal Document(s)
Citizenship or Eligible non-citizen	Legally entitled to employment within the U.S. and territories	<input type="checkbox"/> Social Security Card <input type="checkbox"/> US Birth Certificate <input type="checkbox"/> US Hospital Record of Birth <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> INS Card <input type="checkbox"/> Foreign passport stamped "eligible to work" (not expired) <input type="checkbox"/> Native American Tribal Document(s) <input type="checkbox"/> Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility if not available at time of enrollment, then they should be acquired within 90 days of enrollment)
Selective Service Registration	Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service.	<input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Receipt of Registration <input type="checkbox"/> On-line Confirmation or Telephone verification with Selective Service <input type="checkbox"/> DD Form 214 (Report of Transfer or Discharge)
Picture Identification	Individual photo used to prove identity	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> State ID Card
Social Security Number	Identification number assigned to the individual by the Social Security Administration under the Social Security Act	<input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> Employment Records <input type="checkbox"/> IRS Form Letter 1722 <input type="checkbox"/> Letter from Social Security Administration <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> Social Security Card <input type="checkbox"/> W-2 Form

<p><i>Cash Public Assistance and or Food Stamps</i></p>	<p><i>Individual that is receiving state or local government assistance base on need</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Public Assistance Record or Printout</i> <input type="checkbox"/> <i>Refugee Assistance Records</i> <input type="checkbox"/> <i>Medical Card Showing Cash Grant Status</i> <input type="checkbox"/> <i>Public Assistance Identification Showing Cash Grant Status (Award Letter)</i> <input type="checkbox"/> <i>Letter From Food Stamp Disbursing Agency</i>
<p><i>Individual/Family Income</i></p>	<p><i>Total family income calculated by taking the total reportable family income and annualizing by multiplying the family income by two</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Applicant Statement</i> <input type="checkbox"/> <i>Compensation Award Letter</i> <input type="checkbox"/> <i>Employer Statement</i> <input type="checkbox"/> <i>Farm or Business Financial Records</i> <input type="checkbox"/> <i>Pay Stubs</i> <input type="checkbox"/> <i>Pension Statement</i> <input type="checkbox"/> <i>Public Assistance Records</i> <input type="checkbox"/> <i>Quarterly Estimated Tax for Self Employed Persons</i> <input type="checkbox"/> <i>Social Security Benefits</i> <input type="checkbox"/> <i>Unemployment Insurance Documents and or Printout</i>
<p><i>Individual With Disabilities</i></p>	<p><i>Any individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities and has a record of such as impairment, or is regarded as having such an impairment</i></p> <p><i>Any individual who has a physical or mental impairment that constitutes or results in a substantial impediment to employment</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Physician's Statement and or Diagnosis</i> <input type="checkbox"/> <i>Social Service Records and or Referral</i> <input type="checkbox"/> <i>Workers Compensation Record</i>
<p><i>Homeless</i></p>	<p><i>Individual that lacks a fixed regular, and adequate nighttime residence; and who has a primary nighttime residence that is:</i></p> <ul style="list-style-type: none"> <i>a) a public or private operated shelter for temporary accommodations</i> <i>b) an institution that provides temporary residence for individuals intended to be institutionalized</i> <i>c) a public or private place not designed for, or ordinarily used as , a regular sleeping accommodation for human beings</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Applicant Statement</i> <input type="checkbox"/> <i>Other</i>

I have reviewed a copy of the marked documents above and confirm that they are current and correct documents that meet the requirements of the Workforce Investment Act of 1998.

WIA Staff Signature
