

Telephone/Document Inspection Verification and Self Certification Policy Policy #: 540

Revised Date: 11/26/07

Effective Date: 6/1/2006

TELEPHONE/DOCUMENT INSPECTION VERIFICATION REQUIREMENTS

WIA eligibility criteria may be verified by telephone contacts with cognizant governmental or social service agencies, or by document inspection. The information obtained must be verified and recorded on the **Telephone/Document Inspection Verification form**. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency or the document used. Telephone verification must include the name of the agency representative providing the verification information.

In some cases, the information provided by an agency through telephone contact may be sufficient to satisfy multiple WIA eligibility criteria.

A non-exclusive list of agencies that may assist in verifying via telephone is as follows:

- Local Schools
- Social Security Administration
- Veterans Administration
- Social Services agencies
- Medical and health facilities
- Vocational rehabilitation facilities
- Drug and alcohol rehabilitation facilities
- Housing authorities
- Homeless shelters
- Judicial agencies and institutions
- Other State and local government agencies

Verification of eligibility through document inspection is appropriate when documents cannot or may not be machine-copied.

When WIA eligibility verification is accomplished via telephone or document inspection, the attached standardized form must be used and retained in the appropriate client file (medical information must be stored in a separate file) for monitoring and audit purposes.

SELF CERTIFICATION REQUIREMENTS

Self-certification is allowable to verify those items that in some cases are not documentable or may cause undue hardship for individuals to obtain. Self certification cannot be used to document age, citizenship or eligible non-citizen, and selective service registration.

A self-certification may be used after all practicable attempts to secure verification have failed. The only case where a self-certification can be used other than a last resort is for individuals who will receive only core services.

When using self-certification as documentation, the **Self-Certification Form** must be utilized. Case notes must reflect why other documentation was unavailable. The applicant must be informed that all information is subject to verification and that false information is grounds for termination and possible prosecution under the law.



WIA TELEPHONE VERIFICATION AND DOCUMENT INSPECTION FORM

IDENTIFYING INFORMATION		
Applicant's Name:	_____	_____
	Last	First MI
Date:	_____	SKIES ID: _____ Phone #: _____

WIA ELIGIBILITY VERIFICATION BY TELEPHONE

Name and/or Number of Document: _____

Eligibility Item(s) to be Verified:	_____
Information Verified:	_____
Agency Providing Verification:	_____
Date and Time of Verification:	_____
Phone Number of Agency Providing Verification:	_____

WIA ELIGIBILITY VERIFICATION BY DOCUMENT INSPECTION

Name and/or Number of Document: _____

Eligibility Item to be Verified:	_____
Information Verified:	_____
Document Inspected:	_____
Original Source of Document:	_____
Reason For Document Inspection:	<input type="checkbox"/> Remote Site Eligibility, No Copier Available <input type="checkbox"/> Participant Refusal <input type="checkbox"/> Document Cannot Be Copied

I attest that the information recorded by me on this document was obtained through telephone contact or document inspection.

Staff Signature

Date



SELF-CERTIFICATION FORM

Policy #: 541

IDENTIFYING INFORMATION		
Applicant's Name _____	_____	_____
Last	First	MI
SKIES ID: _____	Phone #: _____	

This self-certification is being utilized for verification of the following eligibility criteria
(Note: Self certification cannot be used to document age, citizenship or eligible non-citizen, and selective service registration):

I hereby certify under penalty of law, that the following information is true, and all practicable attempts to secure verification of this fact have failed:

I attest that the information stated above is true and accurate, and understand that the above information is subject to verification, and if misrepresented, incomplete, or false, that there are grounds for program termination and possible prosecution under the law.

Applicant's Signature _____
Date

Signature of Parent or Guardian (as needed)

CERTIFICATION
I certify that this self-certification form is a last resort, that I have reviewed the SWWDC Self-Certification Policy, and that I have documented my efforts to locate this information in SKIES case notes.
Printed Staff Name: _____
Staff Signature and Date: _____

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