

ADULT PROGRAM ELIGIBILITY POLICY #: 3002

Original Policy Date: 4/23/2009
Effective Date: 4/23/2009

Current Revision Date: / /2012

Purpose:

Southwest Workforce Development Council (SWWDC) is issuing this policy to ensure that participating adults meet the minimum eligibility requirements for Workforce Investment Act programs.

Policy:

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 (reference SWWDC Policy #3026 Selective Service Requirements);
4. Additionally, enrollment decisions in the process of selecting individuals should follow the Washington WorkSource System Policy 3640 Revision 2 (Eligibility and Priority for Services), as well as SWWDC Policy #3001 WIA Programs Service Priority.

Customers 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 SWWDC 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/Resources:

- State of Washington WIA Policy #3636
- Washington WorkSource System Policy 3640 Revision 2 Eligibility and Priority for Services
- 20 CFR Part 663 Subpart A, B, and C
- Southwest Washington Workforce Development Council Policy #3026 Selective Service Requirements
- Southwest Washington Workforce Development Council Policy #3001 WIA Programs Service Priority

Attachments:

- ADULT PROGRAM ELGIBILITY DOCUMENTATION CHECKLIST