

# Washington State WorkSource System Policy

---

**Policy Number:** 1019, Revision 9

**Policy Title:** Eligibility Policy and Handbook

**Effective Date:** March 25, 2024

## 1. **Purpose:**

To communicate eligibility guidelines for the Wagner-Peyser, Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker, Jobs for Veterans State Grant, and Trade Adjustment Assistance programs.

## 2. **Background:**

This integrated WIOA eligibility policy includes the Eligibility Policy Handbook that details specific WIOA Title I Youth, Adult, and Dislocated Worker program eligibility criteria and incorporates added guidance specific to WIOA Title I-B programs.

Note: This policy addresses eligibility, but the eligibility process alone may not complete the enrollment process. Local Workforce Development Boards (LWDBs) may require more documentation and procedures to complete registration and enrollment.

## 3. **Policy:**

### a. **LWDB Accountability**

LWDBs will only be held accountable to the laws, rules, and guidance in effect at the time decisions are made on eligibility, documentation, self-attestation, and local responsibilities.

### b. **Program Eligibility**

This policy addresses eligibility requirements for the Wagner-Peyser, WIOA Title I Adult, Dislocated Worker, and Youth, Jobs for Veterans State Grant, and Trade Adjustment Assistance programs.

Program eligibility requirements are detailed in the attached [Handbook](#).

### c. **Local Responsibilities**

LWDBs are responsible for establishing local procedures to align with this policy. Specifically, LWDBs must address the following components at the local level:

## **i. General:**

- A. Identification of the local record keeping system to be used.
- B. Local documentation requirements, including:
  - Any supplemental documentation requirements (i.e., local requirements could stipulate additional documentation is required for eligibility criteria, beyond the minimum requirement contained in the Handbook); and
  - Additional documentation requirements for eligibility that do not otherwise require documentary evidence (i.e., local parameters for determining “unlikely to return to a previous industry or occupation”, among others, which could include a documentation requirement). Refer to Section 8 of the Handbook.
- C. LWDB determinations regarding the use of self-attestation when allowed (see Section 8 of the Handbook).
- D. The determination of whether or not youth who do not live at home, or youth ages 18-24 who do live at home, will be regarded as individuals rather than dependents, including the parameters for these determinations (Section 7.6 of the Handbook).
- E. Additional criteria, if any, to help staff determine family size and income for the WIOA Title I Youth and Adult programs (Section 7.6 of the Handbook).

## **ii. Youth Program:**

Local parameters and policy for the definition of:

- A. Low income, based on the definition at WIOA Section 3(36). LWDBs establish income verification requirements and what is included or excluded as income (Sections 2.4 and 7.6 of the Handbook).
- B. “Requires additional assistance” (Category 7 for in-school youth; Category 8 for out-of-school youth).
- C. Whether or not to use self-attestation for the locally established parameters (Section 2.1 of the Handbook).
- D. Determination of whether or not the LWDB will utilize the 5 percent window to serve participants under the WIOA Youth program who do not meet the low-income criteria (Section 2.3 of the Handbook).

## **iii. Adult Program:**

Low income, based on the definition at WIOA Section 3(36). LWDBs establish income verification requirements and what is included or excluded as income (Sections 5.6 and 8 of the Handbook).

Priority of service beyond Categories 1, 2, and 3. LWDBs can establish added priority groups beyond those covered by Categories 1, 2, and 3 as long as those added priorities groups are defined in local policy.

## **iv. Dislocated Worker Program:**

Local parameters for the definition of:

- A. "Unlikely to return to a previous industry or occupation."
- B. "Substantial layoff" under WIOA Section 3(15)(B)(i) (under Dislocated Worker definition).
- C. "General announcement" of plant closing under WIOA Section 3(15)(B)(ii) or (iii).
- D. "Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters" for determining the eligibility of self-employed individuals, including family members and farm or ranch hands, under WIOA Section 3(15)(C).
- E. "Employment that leads to self-sufficiency" for a dislocated worker when determining whether the individual needs training services to obtain employment (20 CFR 680.210). Refer to Section 4.4 of the Handbook for additional guidance on "Stop-Gap" employment.
- F. The designated timeframe prior to planned separation (no earlier than 18 months prior) during which military service members can receive Dislocated Worker services. Refer to Section 4.2 of the Handbook for guidance.

#### **4. Definitions:**

Refer to the Handbook for a complete list of definitions.

#### **5. References:**

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#)
- [WIOA Final Rule; 20 CFR Parts 676, 677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016](#)
- [WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016](#)
- [Public Law 107-288, Jobs for Veterans Act \(JVA\) of 2002](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-04](#)
- [Training and Employment Guidance Letter \(TEGL\) 22-04, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-09](#)
- [Training and Employment Guidance Letter \(TEGL\) 11-11, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 04-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 08-15](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-16, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Training and Employment Guidance Letter \(TEGL\) 21-16, Change 1](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-19, Change 2](#)
- [Training and Employment Guidance Letter \(TEGL\) 07-20](#)
- [Veterans Program Letter \(VPL\) 07-09](#)
- [Veterans Program Letter \(VPL\) 03-14](#)
- [Veterans Program Letter \(VPL\) 03-14, Change 1](#)
- [Veterans Program Letter \(VPL\) 03-14, Change 2](#)

- [Veterans Program Letter \(VPL\) 03-19](#)
- [WorkSource System Policy 1003, Revision 6 - Data Element Validation](#)
- [WorkSource System Policy 1009, Revision 3 - Priority of Service for Veterans and Eligible Spouses](#)
- [WIOA Title I Policy 5403, Revision 1 - Records Retention and Public Access](#)
- [WIOA Title I Policy 5602, Revision 3 – Supportive Services and Needs-Related Payments](#)
- [WIOA Title I Policy 5607, Revision 6 – Incumbent Worker Training](#)
- [WIOA Title I Policy 5617, Revision 2 – Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program](#)
- [WorkSource Information Notice \(WIN\) 0041, Change 1 - Address Confidentiality Program](#)

#### **6. Supersedes:**

WorkSource System Policy 1019, Revision 8

#### **7. Website:**

[Workforce Professionals Center](#)

#### **8. Action:**

LWDBs are required to implement and comply with the requirements contained within this policy and the Eligibility Policy Handbook (Attachment A) within 90 days of publication. Together, the policy and handbook represent the minimum federal and state requirements. LWDBs may modify the handbook to incorporate any additional local policy requirements, including local determinations required by Section 3.e of this policy, or LWDBs may update local policies to align with this policy and handbook.

LWDBs and their contractors, as well as Employment Security Regional Directors, must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

#### **9. Attachments:**

- Attachment A – [Eligibility Policy Handbook \(PDF\)](#)
- Attachment A – [Eligibility Policy Handbook \(Word version provided for local implementation\)](#)

#### **Direct Inquiries To:**

*Employment System Administration and Policy  
Employment System Policy and Integrity Division  
Employment Security Department  
P.O. Box 9046  
Olympia, WA 98507-9046  
[SystemPolicy@esd.wa.gov](mailto:SystemPolicy@esd.wa.gov)*