**Workforce Investment Act Title I-B  
Washington State Policies**

**SECTION D: Program Plans and Operations**

*Grantees, subrecipients, and contractors funded under the Workforce Investment Act (WIA), whether in whole or in part, must abide by the Workforce Investment Act of 1998, the WIA Regulations, all applicable Office of Management and Budget (OMB) Circulars, state requirements in laws and rules (Revised Code of Washington and Washington Administrative Code), Office of Financial Management (OFM) policies and the Washington State WIA policies.*

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| **EFFECTIVE DATE: WIA POLICY NUMBER: SUBJECT:** | November 19, 2001 3636 Determination of Adult Eligibility for Services Funded under the  WIA Title 1-B Adult Employment and Training Grant |

[BACKGROUND](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#BACKGROUND) | [POLICY |](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#POLICY) [DEFINITIONS](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#DEFINITIONS)[REFERENCES](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#REFERENCES) | [SUPERSEDES |](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#SUPERSEDES) [WEBSITE](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#WEBSITE) | [INQUIRIES](http://www.wa.gov/esd/1stop/policies/documents/archive/3636rev1.htm#INQURIES)

**BACKGROUND**

The Employment Security Department (ESD), on behalf of the Governor, and the Workforce Development Councils (WDC) may establish state and local policies and procedures for One-Stop operators to use

While the Department of Labor (DOL) allows states and local governments flexibility to use discretion to address registration, state and local governments must ensure that adults registered under WIA Title I-B are determined eligible. Registration is an information collection process that documents a determination of eligibility.

The intent of this policy is to set minimum acceptable policy standards for development of local policy which addresses both an individual’s eligibility for WIA funded core and intensive services, and qualifying for enrollment in WIA funded intensive and training services based on the local policy requirements of the State Policy on Eligibility and Priority for Service.

Eligibility

Adults who receive WIA funded services other than self-service or informational activities must be registered and determined eligible to receive those services. An adult must be 18 years of age or older to receive services as defined in Section 101(1). To be eligible, an adult also must meet the citizenship status requirements as described in Section 188 (a)(5) and selective service registration status (when applicable) as required under Section 189(f). Additional requirements are established by law and regulation for intensive services around employment and self-sufficiency. These requirements are incorporated into the state policy on eligibility and priority for Services.

The State has established specific policy requirements in Policy 3640 for eligibility for individual to receive WIA Title IB Adult funded intensive services, and WIA Title IB Adult funded training services. Eligibility determination shall be made on a case by case basis and shall meet the policy criteria set forth in the local plan.

Priority Selection

The State has also established specific policy requirements in Policy 3640 for priority selection for WIA Title IB Adult funded intensive services and training services. Enrollment decisions in the process of selecting individuals should follow locally established polices directing priority service to low income and welfare recipients.

Note:

For eligibility documentation for the Title I-B Dislocated Worker Grant, see WIA Policy # 3920.

For eligibility documentation for the Title I-B Youth Eligibility and Application, see WIA Policy # 3638.

**POLICY**

A local policy must be developed which ensures that adequate and correct determinations of adult eligibility and priority for services are made and are valid.

The WDC must establish a local eligibility determination policy for an individual to receive WIA funded services that are consistent with WIA law and regulations as well as state policy and the policy described herein.

The local policy must also establish that adequate and correct determinations are made and are valid when an individual is enrolled in intensive and training services according to state and local priority selection policies for intensive and training services. This local policy must be maintained on file and available for review.

This local policy must ensure that individuals registered as adults are eligible for the appropriate services in accordance with the basic eligibility requirements for WIA (age, selective service registration and citizenship or eligible non-citizen) as well as the criteria and requirements described in State Policy 3640.

At a minimum, local policy must identify the record keeping system that will be used to ensure documentary evidence confirms the individual’s eligibility. Documentary evidence must include a completed application for each applicant. If records that document eligibility cannot be obtained, local policy must describe under what circumstances other actions will be taken to substantiate eligibility, such as collateral contacts or participant self-certification.

**DEFINITIONS**

None.

**REFERENCES**

* WIA Section.134 (d)(4)(E)
* WIA Policy #3640
* 20 CFR Part 663 Subpart A, B, and C

**SUPERSEDES**

None. This communication is new.

**WEBSITE**

Not available at this time.

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| **Eligibility Criteria**  **Adult** | **Conditions** | **Commonly Used Documentation –.** |
| a. Age | 18 years of age or older | * Birth certificate or hospital record of birth * Drivers license or DMV identification * Baptismal Certificate * Voter registration card * DD Form 214 (Report of Transfer or Discharge) * Alien registration card * Food stamp records or medical coupons * School enrollment documents * Naturalization certificate * Public assistance records * US passport * Native American tribal document(s) |
| b. Citizenship or eligible non-citizen | If the applicant is to be eligible for WIA adult funded services, then the applicant must be legally entitled to work in the United States. | * Social security card * Birth certificate * Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility |
| c. 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. This rule applies to applicants who are 18 through 21 years of age at the time of application.** | Selective service registration card  Receipt of registration  On-line confirmation or telephonic verification with selective service  DD Form 214 (Report of transfer or discharge) |
| Criteria for Service Priority | Conditions | Commonly Used Documentation |
| Local criteria established in relation to state and local policy | Enrollment decisions made in the process of selecting individuals should follow locally established policies. | Documents and procedures established by WDC policy. |

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