



**WorkSource System Policy**  
**Workforce & Career Development Division**

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Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the Workforce & Career Development Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information notices, and technical assistance.

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**Policy Number:** 1019  
**To:** Washington WorkSource System  
**Date of Publication:** May 31, 2013

**Subject: Eligibility Guidelines and Documentation Requirements**

**1. Purpose:**

To communicate integrated eligibility guidelines and documentation requirements for Wagner-Peyser and Workforce Investment Act (WIA) Title 1-B Youth, Adult, and Dislocated Worker programs.

**2. Background:**

The Employment Security Department (ESD) previously maintained separate WIA program eligibility policies. In addition, other policies were created regarding specific program requirements (e.g. priority for services under the Adult Program and defining dependent for the low-income criteria). Together, the numerous policies contain redundancies and make it cumbersome to clarify new guidance relating to some, or all, of the various policies. ESD identified a need to create an integrated eligibility policy that pulls together numerous eligibility related documents into one, integrated policy.

The resulting Integrated WIA Eligibility policy includes a comprehensive eligibility and documentation "handbook". The new policy accomplishes the following:

- Consolidates, replaces and rescinds several policy documents;
- Details specific WIA Adult, Dislocated Worker and Youth program eligibility criteria;
- Incorporates supplemental guidance specific to WIA Title 1-B programs; and
- Identifies acceptable documentation of various eligibility criteria that align with WIA data element validation (DEV) requirements.

NOTE: This policy specifically addresses eligibility, but the eligibility process alone may not complete the enrollment process. Workforce Development Councils (WDCs) may require additional documentation and procedures to complete registration and enrollment.

### 3. **Policy:**

#### a. **Program Eligibility**

This policy addresses eligibility requirements for Wagner-Peyser and the Title 1-B Adult, Dislocated Worker, and Youth programs.

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

#### b. **Data Element Validation (DEV) and Documentation Requirements**

WDAs are required to maintain adequate documentation to ensure credibility of eligibility determinations and to support DEV requirements in alignment with this policy and WorkSource Policy 1003 – Data Element Validation.

The U.S. Department of Labor, Employment and Training Administration (U.S. DOLETA) mandates annual DEV to assess the accuracy of reported participant data. DOL/ETA has established specific documentation requirements. Several of the data elements validated through this process pertain to program eligibility.

It is the policy of the state to align WIA program eligibility documentation with existing DEV documentation requirements for any eligibility components that are included under DEV (refer to handbook Sec. 6). Aligning these requirements will increase efficiencies and ensure DEV requirements are met (for eligibility components) at the time of participant enrollment. In this way, eligibility documentation will support future data validation efforts.

In addition to the alignment described above, there are other eligibility components not addressed by DEV. The state has aligned its policy with additional documentation requirements provided by DOL/ETA (e.g. Selective Service Registration) and the state (e.g. Unemployment Insurance), and ESD has established eligibility documentation requirements for additional eligibility components that are not addressed by DOL/ETA (e.g. citizenship / legally entitled to work).

#### c. **Self-Attestation**

It is the policy of the state to allow WDAs to utilize self-attestation as a minimum documentation requirement for any eligibility component unless specific documentation requirements are provided in DOL/ETA guidance (i.e. DEV requirements in TEGl 28-11 or Selective Service documentation requirements in TEGl 11-11 Change 2) or state law (i.e. the requirements governing UI eligibility determination). In an effort to reduce the amount of administrative burden resulting from the capture and maintenance of paper documentation, ESD encourages the use of self-attestation (as defined in this document, its handbook and TEGl 28-11) wherever permissible under federal guidelines. These guidelines have been noted in the attached handbook.

To ensure properly documented customer self-attestation, ESD **STRONGLY** encourages local areas to use the attached sample self-attestation form or one that is substantially similar in content. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under

federal law or this policy will result in potential disallowed costs. Properly documented self-attestation will serve as documentary evidence of eligibility determination and will not, in and of itself, warrant disallowed cost findings through annual program monitoring.

#### **d. Local Responsibilities**

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

##### **i. General:**

- Identification of the local record keeping system to be used.
- Local documentation requirements, including:
  - Any supplemental documentation requirements (i.e. local requirements could stipulate that additional documentation is required for eligibility criteria, beyond the minimum requirement contained in the handbook); and
  - Additional documentation requirements for eligibility criteria that does not otherwise require documentary evidence (i.e. the local parameters for determining “unlikely to return to a previous industry or occupation”, among others, could include a documentation requirement). Refer to handbook Sec. 6.
- The WDC’s determination regarding the use of self-attestation when allowed (handbook Sec. 6)
- The determination of whether or not youth who do not live at home, or youth ages 18-21 who do live at home, will be considered as individuals rather than dependents, including the parameters for these determinations (handbook Sec. 5.5.3).
- Additional criteria, if any, to help staff determine family size and income for the WIA Title 1-B Youth and Adult programs (handbook Sec. 5.5.3).

##### **ii. Youth Program:**

- Local parameters for the definition of:
  - Low income, based on the definition at WIA Sec. 101(25). WDCs establish income verification requirements and what is included or excluded as income (handbook Sec. 5.6 and Sec. 8).
  - “Requires additional assistance” (sixth youth category), including whether or not to utilize self attestation for the locally established parameters (handbook Sec. 2.1).
- Determination of whether or not the WDC will utilize the 5% window to serve participants under the WIA Youth program who do not meet the low income criteria (handbook Sec. 2.2).

##### **iii. Adult Program:**

- Local process for the determination of limited or unlimited funding for Adult intensive and training services (handbook Sec. 3.2).
- The determination of whether or not funding is limited for Adult intensive and training services, including optional priority groups/criteria, if any, beyond the mandated priorities when funding is limited (handbook Sec. 3.3).
- Low income, based on the definition at WIA Sec. 101(25). WDCs establish income verification requirements and what is included or excluded as income (handbook Sec. 5.6)

and Sec. 8).

**iv. Dislocated Worker Program:**

- Local parameters for the definition of:
  - "Unlikely to return to a previous industry or occupation"
  - "Substantial layoff" under WIA Section 101(9)(B)(i) (Dislocated Worker).
  - "General announcement" of plant closing under WIA Section 101(9)(B)(ii) or (iii).
  - "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 WIA Section 101(9)(C).
  - "Employment that leads to self-sufficiency" for a dislocated worker when determining whether an employed worker needs intensive services to obtain or retain employment (CFR 663.230). Refer to handbook Sec. 4.3 for additional guidance on "Stop-Gap" employment.
- 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 handbook sec. 4.2 for guidance.

**4. Definitions:**

For a complete list of definitions refer to the attached [handbook](#).

**Data Element Validation (DEV)** – The federally mandated process by which the state annually assesses the accuracy of reported participant data (refer to Policy 1003 and TEGl 28-11).

**Self-Attestation** – Self-attestation (also referred to as a participant statement) occurs when a participant (applicant) states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) a participant (applicant) identifying his or her status for a permitted data element and (b) signing and dating a form attesting to this self-identification. You access these forms in Sec. 7 of the attached [handbook](#).

**5. Supersedes:**

The following guidance documents have been incorporated in the Eligibility Policy Handbook. All of these documents have been superseded by this policy and its handbook.

- Policy 3638, Youth Eligibility and Application
- Policy 3636 Rev 1, Determination of Eligibility for Services Funded Under the WIA Title I-B Adult
- Policy 3920 Rev 1, Dislocated Worker Eligibility Determination
- Policy 3670, Options for Defining Dependent
- Policy 3640 Rev 2, Eligibility and Priority for Services
- Administrative Notice 06-01 – Veterans and WIA Dislocated Worker Services
- Desk Aid: Assisting Victims of Human Trafficking in the One-Stop System

- WIN 0009 Change 2, Selective Service Requirements for WIA Grants

**6. Website:**

<http://www.wa.gov/esd/1stop/policies/systems.htm>

**7. Action:**

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

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

**8. Attachments:**

[Attachment A – Eligibility Policy Handbook](#) (PDF)

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

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**Approved:**

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