

ALABAMA WORKFORCE INVESTMENT SYSTEM

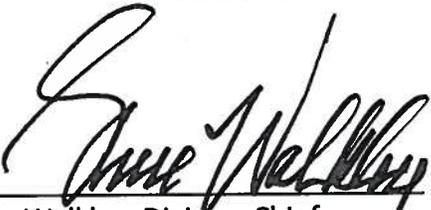
**Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office 5690
Montgomery, Alabama 36103-5690**

March 20, 2014

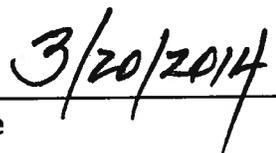
GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2013-08

SUBJECT: *WIA Adult, Dislocated Worker, and Youth Eligibility Training Guide*

- 1. Purpose.** This directive transmits the most recent (updates as of 2013) version of the *WIA Adult, Dislocated Worker, and Youth Eligibility Training Guide*.
- 2. Discussion.** The attached *Eligibility Training Guide* was developed in order to provide consistency and accuracy in the eligibility determination process for Workforce Investment Act (WIA) services. Any WIA services (beyond "Core Services") require that a person be determined eligible for such services before the provision of the services.
- 3. Action.** All staff and subrecipients with participant eligibility determination-related responsibilities should be provided with this information and follow these *Guidelines* in the eligibility determination process.
- 4. Contact.** Any questions should be referred to Tracey Smith, Workforce Development Division at 334-353-5344 or tracey.smith@adeca.alabama.gov.



Steve Walkley, Division Chief
ADECA, Workforce Development Division

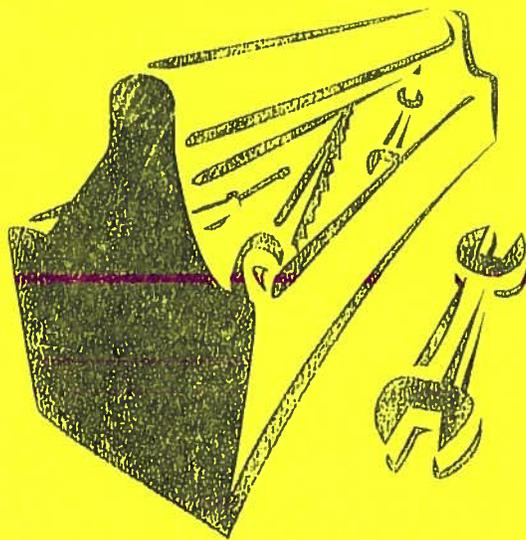


Date

Attachment:

- WIA Adult, Dislocated Workers, and Youth Eligibility Training Guide

WIA Adult, Dislocated Worker and Youth Eligibility Training Guide



Your tools to WIA eligibility certification

Eligibility and Low Income Determination Guidelines

General Eligibility Criteria

- Citizenship / Alien Status (Aliens must have a social security card with the logo Valid for Work Only with DHS Authorization)
- Date of Birth
 - WIA Youth Age 14-21
 - WIA Adult and Dislocated Worker Age 18+
 - Age 16-24 for ARRA-funded Youth Programs
- Selective Service Registration – Males must register with the Selective Service System between their 18th and 26th birth dates. The applicant can register online at: www.sss.gov

The term **Low Income** Individual, WIA Section 101 (25) means an individual who:

- Receives, or is a member of a family that receives cash payments under a Federal, State or local income-based public assistance program,
- Received an income, or is a member of a family that received a total family income, for a 6 month period prior to application for the program, that in relation to family size, does not exceed 70% of the Lower Living Standard Income Level for an equivalent period,
- Is a member of a household that receives (or has been determined within the 6 month period prior to application for the program involved to be eligible to receive) food stamps,
- Qualifies as a homeless individual,
- Is a foster child on behalf of whom State or local government payments are made, or
- Is an individual with a disability whose own income meets the income requirements described for a family of one but who is a member of a family whose income does not meet such requirements.

Youth Barriers:

Deficient in basic literacy skills

- Computes or solves problems, reads, writes or speaks English at or below grade level 8,9
- Is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job in the individual's family or in society

High School Dropout

- An individual who is no longer attending any school and who has not received a Secondary school diploma or its recognized equivalent

Homeless

- An individual who lacks a fixed, regular, and adequate nighttime residence that is:
- Supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill); or
- An institution that provides a temporary residence for individuals intended to be institutionalized, or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Runaway

- A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

Foster Child

- A child on behalf of whom state or government payments are made; and for whom a court order removing the child from the custody of the parent and specifying a managing conservator exists.

Pregnant or Parenting

- An individual who is under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.

Offender

- An individual who is, or has been, subject to any stage of the criminal justice process for whom service under this act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions. Note: this includes misdemeanors

Additional Barrier

An individual (including youth with a disability), who requires additional assistance to complete an educational program or to secure and hold employment. Examples of such participant characteristics include:

- Low academic performance
- Did not pass the Alabama high school graduation exam
- A past record of excessive absences as verified by school officials
- Has been suspended, expelled, or put on probation during high school
- Dropped out of school previously
- Limited English proficiency
- Family environment is not conducive to education or career goals
- Has documented alcohol and/or substance abuse
- Has record of violent behavior
- Lacks motivation or maturity to pursue education or career goals
- Emotional disorder which impairs education or career goals
- Health problems which impair education or career goals
- Eligible for free lunch under the national school lunch programs
- Has inadequate or no work experience
- Lacks marketable, occupational skills that are in demand in the local labor market

WIA Family

Definition

- Two or more persons related by blood, marriage or decree of court
- Living in a Single Residence
- Husband, Wife and Dependent Children
- A Parent or Guardian and Dependent Children
- Husband and Wife

Applicants not meeting above are considered to be “individual” applicants, i.e., a family of “one.”

The phrase “living in a single residence” with other family members includes temporary, voluntary residence elsewhere (e.g. attending school or college, or visiting relatives). It does not include involuntary residence elsewhere (e.g. incarceration, or placement as a result of a court order).

Definition of Dependent Children

For WIA purposes for those individuals under age 19 (or under age 24 and a full-time student) who are living in a single residence and are being claimed as dependents on the parent/guardian income tax return at the time of application or living with the parent/guardian who has legal custody.

**70% Lower Living Standard Income Level
Combined with Federal Poverty Level**

Metropolitan Areas

<u>Family Size</u>	<u>Income</u>
1	11,170
2	15,130
3	19,606
4	24,205
5	28,560
6	33,411

For each additional family member above 6 add 4,843

Non-Metropolitan Areas

<u>Family Size</u>	<u>Income</u>
1	11,170
2	15,130
3	19,326
4	23,057
5	28,154
6	32,925

For each additional family member above 6 add 4,771

METROPOLITAN AREAS INCLUDE:

**Autauga, Bibb, Blount, Calhoun, Chilton,
Colbert, Elmore, Etowah, Geneva, Greene,
Hale, Henry, Houston, Jefferson, Lauderdale,
Lawrence, Lee, Limestone, Lowndes,
Madison, Mobile, Montgomery, Morgan,
Russell, Shelby, St. Clair, Tuscaloosa and
Walker.**

NON-METRO AREAS INCLUDE:

The other 39 counties.

***Revision effective 03/28/12 per Federal Register / Vol. 77, No. 60 (LLSIL) and Federal Register / Vol. 77, No. 17 (HHS Poverty Guidelines).**

WIA Self-Sufficiency Income Chart

A. Metropolitan Areas

(Autauga, Bibb, Blount, Calhoun, Chilton, Colbert, Elmore, Etowah, Geneva, Greene, Hale, Henry, Houston, Jefferson, Lauderdale, Lawrence, Lee, Limestone, Lowndes, Madison, Mobile, Montgomery, Morgan, Russell, Shelby, St. Clair, Tuscaloosa, and Walker.)

Family Size	100% LLSIL	150% LLSIL	200% LLSIL
1	\$12,454	\$18,681	\$24,908
2	\$20,406	\$30,609	\$40,812
3	\$28,008	\$42,012	\$56,016
4	\$34,578	\$51,867	\$69,156
5	\$40,811	\$61,217	\$81,622
6	\$47,730	\$71,595	\$95,460
For Each Additional Family Member above 6, add:			
	\$6,919	\$10,379	\$13,838

B. Non-Metropolitan Areas

(Other 39 Alabama Counties)

Family Size	100% LLSIL	150% LLSIL	200% LLSIL
1	\$12,279	\$18,419	\$24,558
2	\$20,116	\$30,174	\$40,232
3	\$27,609	\$41,414	\$55,218
4	\$34,082	\$51,123	\$68,164
5	\$40,220	\$60,330	\$80,440
6	\$47,036	\$70,554	\$94,072
For Each Additional Family Member above 6, add:			
	\$6,816	\$10,224	\$13,632

Revision effective 03/28/12 per Federal Register / Vol. 77, No.60

(A) Family income shall include:

- (1) Money wages and salaries before any deductions (includes payment for work performed under Title V of OAA);
- (2) Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses);
- (3) Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- (4)** Regular payments from railroad retirement, strike benefits from union funds, workers' compensation, veterans' payments, and training stipends;
- (5) Alimony;
- (6) Military family allotments or other regular support from an absent family member or someone not living in the household;
- (7) Pensions whether private, government employee (including military retirement pay);
- (8) Regular insurance or annuity payments;
- (9) College or university scholarships, grants, fellowships, and assistantships;
- (10) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts;
- (11) Net gambling or lottery winnings.

(B) Family income does not include:

- (1) Unemployment compensation;
- (2) Child support payments;
- (3) Welfare payments (including TANF, SSI, RCA, and GA or General Relief, Emergency Assistance money payments);
- (4) Capital gains;
- (5) Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- (6) Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- (7) Noncash benefits, such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance.
- (8) Allowances or pay received by any person while serving on active duty in the Armed Services, providing that person is now a veteran (i.e., discharged from active duty). Allowances and pay received by any person while serving in Reserve or National Guard on six-month active duty for training, weekend drills, or Summer Camp are also excluded;

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Appendix A

- (9) Educational assistance and compensation payments to veterans and other eligible persons under Chapters 11 (Compensation for Service-Connected Disability or Death), 13 (Dependent Indemnity Compensation for Service-Connected Death), 31 (Vocational Rehabilitation), 34 (Veterans' Education Assistance), 35 (War Orphans' and Widows' Educational Assistance), and 36 (Administration of Education Benefits) of Title 38, United States Code;
- (10) Pell Grants;
- (11) Title IV of the Higher Education Act Federal Supplemental Education Opportunity Grants (FSEOG) and Federal Work Study (FWS);
- (12) Needs-based scholarship assistance;
- (13) Foster care child payments;

(14) Social Security Disability Income (SSDI).

(15)** Regular payments from social security; OASI and survivors.

Methods for Calculating Annualized Income

When calculating income, States and Local Workforce Investment Areas (LWIA) are encouraged to use any one of the following methods as appropriate. The examples are illustrative only and LWIA should obtain as many pay stubs as possible. A minimum of three pay stubs must be used for the straight pay or salary method and the average pay method.

Straight Pay or Salary Method

Under the Straight Pay Method, the participant supplies a sample of pay stubs covering the most recent six months of family income. Upon reviewing the pay stubs the intake worker determines that the wage information on the pay stubs is the same. There is no variation in the wages for any of the pay stubs submitted for the income verification.

The intake worker will calculate the income based upon the wages indicated on one of the pay stubs, since there are no variations in the gross income on the pay stubs. Based upon the length of the pay period represented by the pay stubs, (usually weekly, bi-weekly or monthly) the gross income is multiplied by the number of pay periods in a year. That is, 52 X gross wages, 26 X gross wages, or 12 X gross wages respectively. The result will be the annualized income used to determine eligibility.

Example:

Five (5) pay stubs are provided indicating gross wages of \$548.00 each. The pay stubs are sporadic and cover a period of three (3) months. The pay frequency is bi-weekly. An intake worker would multiply the gross wages indicated on the pay stub by the frequency occurrence.

$$26 \times \$548 = \$14,248$$

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Appendix A

Average Pay Method

Under the Average Pay Method, a sample of six (6) pay stubs are submitted which show variations in the gross earnings. The variations may result from overtime, lost time or work for different employers. In calculating the annualized income, the intake worker must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the intake worker must total the gross earnings of all the pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings the intake worker will then determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.

Example:

Participant provides intake worker with six (6) pay stubs with gross earnings of: \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00. The pay frequency is weekly. The intake worker should do the following:

$$\text{Add: } \$534 + \$475 + \$398 + \$534 + \$498 + \$534 = \$2973.00$$

$$\text{Divide: } \$2976/6 = \$495.50 = \text{Average gross earnings}$$

$$\text{Multiply: } \$495.50 \times 52 = \$25,766 \text{ Annualized gross income}$$

Year-To-Date Method

Under the Year-To-Date Method of calculating annualized gross income, the participant provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the intake worker counts the number of pays that have occurred since January 1, and divides that number into the gross year-to-date earnings indicated on the pay stub. [After this computation, the steps are the same as for the average pay method.] The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in a year to determine the annualized gross earnings.

Example:

Participant provides the intake worker with a recent pay stub whose gross year-to-date earnings are \$13,756. The pay period ended September 30, 2003. The pay frequency is bi-weekly. Upon counting the number of pays that have occurred since January 1, 2003, the intake worker has determined that the participant has been paid 19 times. Calculation of the gross annualized income would be done as follows:

Divide \$13,756 by 19 bi-weekly pays = \$724.00

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Appendix A

Multiply \$724.00 by 26 = \$18,824 (based upon bi-weekly pay frequency 26 pays per year) or

Divide \$13,756 by 38 weekly pays = \$362.00

Multiply \$362.00 by 52 = \$18,824 (based upon weekly pay frequency 52 pays per year)

Intermittent Work Method

When an applicant has not had steady work with one or more employers, she/he should supply as many pay stubs as possible and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six (6) months. In such cases the intake worker should total all wages for the six (6) months. In such cases the intake worker should total all wages for the six-month period and multiply the result by two to annualize the wage income.

If the applicant reports little or no includable income, as shown above, she/he should indicate other resources relied upon for life support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.



STATE OF ALABAMA
DEPARTMENT OF INDUSTRIAL RELATIONS
EMPLOYMENT SERVICE DIVISION
649 Monroe Street
Montgomery, Alabama 36131



Ivia C. Williams
Director

November 13, 2002

MEMORANDUM

TO: Employment Security Office Managers
Employment Security Area Supervisors

FROM: *SCW*
Sylvia C. Williams, Director
Employment Service Division

SUBJECT: WIA Advisory No. PY 02-05
Eligibility Clarifications

Several issues regarding WIA Eligibility have been raised since our WIA training session in August and clarification is needed to ensure consistency and accuracy. When an individual is **referred by the Vocational Rehabilitation Agency, the referral is considered documentation.** The method of referral could be verbal or written and should be documented. If the individual has an observable disability condition, you can document this with the Self-Certification form using the WIA Eligibility Certifier's statement and signature.

If a person with a disability proves to be ineligible due to the family size and income criteria, the individual must be considered a family of ONE, consistent with the definition of Low Income Individual. Refer to pages III-7 & 8 in Technical Assistance Guide (TAG). If the individual has income, then show the income in Item # 20b. The income for the disabled individual, if any, will have to be documented. The Documentation Log provides a list of acceptable documentation for disability and income.

For an individual who is under the age of 19, a parent/guardian, or other responsible adult signature is required. When the individual does not have a parent/legal guardian, the person responsible for the individual may sign the WDD-1A. If coming into the office to sign presents a problem for the parent/guardian/responsible adult, the school counselor or the youth contractor may obtain the signature.

Managers should provide a copy of this advisory to all staff members who have the responsibility of determining eligibility for WIA. Questions concerning this advisory should be addressed to the Employment and Training Section, telephone number (334) 242-8017 or ATTNET 220-8017.

TEMPORARY AGENCY WORKERS

In the case where the worker is employed by a temporary agency but loses work due to a layoff by the worksite employer, that worker may be eligible for Dislocated Worker services.

A notice of layoff must be provided by either the worksite employer or the employer of record.

Documentation of "Unlikely to Return" should be based on the industry or occupation of the dislocation rather than that of the temporary agency.

ALABAMA WORKFORCE INVESTMENT AREA

Department of Economic and Community Affairs
Workforce Development Division
Alabama Workforce Investment Area
401 Adams Avenue
Post Office 5690
Montgomery, Alabama 36103-5690

Date November 7, 2001

AWIA Directive No. PY 01-06

Subject: Alabama Workforce Investment Area (AWIA) Identified Youth Barrier.

Discussion: Section 664.210 of the Workforce Investment Act (WIA) Regulations authorizes Local Areas to define the sixth youth barrier that is to be used when certifying eligibility for programs funded under the Act.

Attached is the AWIA Local Area's definition of "requires additional assistance to complete an educational program or to secure and hold employment." This definition is similar to the barrier used by the State Department of Education for the Jobs for Alabama Graduates (JAG) Program.

Applicants who have one of the "at-risk" barriers may be certified as meeting the sixth youth barrier.

Action: Eligibility certification staff should be aware of this barrier definition in order to increase the number of youth who are determined eligible for the WIA program. It is the responsibility of the applicant or referral agency to provide documentation required for certification.

Contact: Any questions should be referred to Jimmy Lollar, Alabama Workforce Investment Area Section at (334) 242-5153.


Mickey A. Hutto, Supervisor
Alabama Workforce Investment Area

Attachment

**Alabama Workforce Investment Area's
Locally Identified Youth Barrier**

In order to be certified as meeting the AWIA locally indentified Barrier, a youth must meet at least one of the following:

1. Low academic performance (a grade point C or below or basic academic skills in the bottom quartile of the class).
2. Did not pass the Alabama high School Graduation Exam.
3. A past record of excessive absences as verified by school officials.
4. Has been suspended, expelled, or put on probation during high school.
5. Has dropped out of school previously.
6. Limited English proficiency.
7. Family environment is not conducive to education or career goals.
8. Has documented alcohol and/ or substance abuse.
9. Has a record of violent behavior.
10. Lacks motivation or maturity to pursue education or career goals.
11. Emotional disorder which impairs education or career goals.
12. Health problems which impair education or career goals.
13. Eligible for free lunch under the National School Lunch Programs.
14. Has inadequate or no work experience.
15. Lacks marketable, occupational skills that are in demand in the local labor market.

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



STATE OF ALABAMA

OFFICE OF WORKFORCE DEVELOPMENT

DR. MATTHEW HUGHES
DIRECTOR

MEMORANDUM #2009-FLDSVC-071

DATE: April 21, 2009
TO: Career Center Managers, WIA Managers
FROM: Susan (Miller) Norman
Associate Director of Field Services
RE: Dept. of Human Resources Referral

Attached is a referral form that will be provided to you from the Dept. of Human Resources. As you know, it is a Dept. of Labor requirement that public assistance recipients be given priority of service. This form provides you with the following data element validation:

- o Name
- o Date of Birth
- o Verification of current public assistance status

We will continue to require a copy of the Social Security card for the WIA file. This provides you and these participants a much more efficient means of completing a WIA eligibility application and allows us to serve more people who meet this criteria.

SMN

Attachments

c: Matthew Hughes
Mickey Hutto
Ben Barnes
Tracey Varner



Family Assistance/FS Referral/Verification

WIA Applicant:

Name _____ Date of Birth (mm/dd/yyyy) _____

Address (number, street, po box, apt no.) _____

City _____ State _____ Zip Code _____

Phone Number (with area code) _____ Social Security Number _____

Name of FA Grantee if different than applicant: _____

I _____ hereby authorize the release of the requested information to the Alabama Career Center System for verification of WIA eligibility and for the Alabama Career Center to release information on the results of the referral to the Department of Human Resources.

Signature of Applicant _____ Date _____

Certifying Agency: _____ Phone Number (with area code) _____

Signature _____ Title _____

Email Address _____ Date _____

Benefit Type: (The recipient named above is applying for Workforce Investment Act (WIA) assistance.) Check the type of assistance and enter amount currently receiving. If former FS recipient enter start and stop dates.

- Family Assistance (TANF) \$ _____
- Supplemental Social Security \$ _____
- Food Stamps \$ _____ Start Date _____ Stop Date _____

Results of Referral: _____

WIA Provider: _____ Signature _____ Date _____

Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor charge and fine.

Dislocated Worker Eligibility Clarification

The Workforce Investment Act (WIA) has defined four categories of Dislocated Worker. The first category recognizes individuals who are terminated or laid off, or have received a notice of termination or layoff, from employment. These individuals are required to meet the “unlikely to return to previous industry or occupation” criterion of the WIA Dislocated Worker definition.

The portion “unlikely to return to previous industry or occupation” recognizes the breadth of job types and considers whether the individual is likely to return to either his/her prior industry or occupation. The phrase specifically uses the term “unlikely” to return; thus the standard for determining the likelihood of return is not absolute, but rather a matter of judgment based on relevant circumstances. When determining eligibility in these cases, it is recommended to Career Centers to consider a variety of factors including:

- the applicant’s skills, which may be inadequate to meet the needs of the current workforce and economy;
- any decline of the industry in which the applicant has prior work experience;
- an excess of workers with similar experience and skill sets seeking limited employment opportunities within the region; and
- gaps in employment while an applicant searches for new employment which can lessen their likelihood of returning to the same level of occupation or type of job.

The Dislocated Worker definition does not include a specific time frame in which to apply for services. There may be individuals currently employed who have previously lost a job due to a lay-off or plant closure that may still be eligible for Dislocated Worker services. In determining eligibility under these circumstances, Career Centers should consider if the applicant’s current employment is suitable. “Suitable Employment” means work of a substantially equal or higher skill level than the worker’s past adversely affected employment and the wages for such work are not less than 80% of the worker’s average weekly wage. If the applicant’s current employment is not determined suitable, the applicant may be eligible providing he satisfies the other criteria for Dislocated Worker.

Any questions should be referred to Tracey (Varner) Smith, GOWD Field Services, at (334) 293-4713. (10-5-2009)

References: TEGL 22-04 Change 1 dated 9/22/07 and TAA/TRA/State UC Law Section 3304 of Internal Revenue Code of 1954, Trade Act 1974

ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

April 21, 2005

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2004-03, Change 9

SUBJECT: Training and Employment Guidance Letter (TEGL)

1. Purpose. This transmits the following TEGL:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
22-04	3/22/2005	Serving Military Service Members and Military Spouses under the WIA Dislocated Worker Formula Grant

2. Discussion. TEGL No.22-04 clarifies the Department of Labor policy regarding WIA Dislocated Worker Formula Grant-funded services for two populations: (1) military service members (non-retirees) and (2) military spouses.

A review of current WIA law and regulations indicates there is limited policy guidance on serving returning military members (non-retirees) or military spouses as dislocated workers. These populations may more directly be served under the WIA Adult program. However, the Dislocated Worker program has certain definitional requirements that must be met in order for a person to be considered a dislocated worker.

TEGL No. 22-04 provides guidance regarding such definitions, which may facilitate of member of the above-cited populations receiving workforce development services funded under the WIA Dislocated Workers program.

3. Action. This information is provided for information and potential action purposes.

April 21, 2005

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2004-03, Change 3
Page Two

4. Contact. Please direct any questions regarding this information to the USDOL
Regional Office.



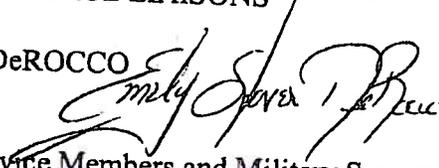
Steve Walkley, Division Director
Workforce Development Division

Attachment

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA
	CORRESPONDENCE SYMBOL OWI
	DATE March 22, 2005

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 22-04

TO: ALL STATE WORKFORCE AGENCIES
 ALL STATE WORKFORCE LIAISONS

FROM: EMILY STOVER DeROCCO
 Assistant Secretary 

SUBJECT: Serving Military Service Members and Military Spouses under the
 Workforce Investment Act Dislocated Worker Formula Grant

1. **Purpose.** To clarify the Department of Labor policy regarding Workforce Investment Act Dislocated Worker Formula Grant-funded services for two populations: (1) military service members (non-retirees) and (2) military spouses.
2. **References.** Workforce Investment Act of 1998 (WIA), as amended; WIA Regulations at 20 CFR Part 663.115; TEGL No. 16-03, Change 1, "NEG Policy Guidance – Assistance for Returning Members of the National Guard and Military Reserves," dated August 18, 2004; TEGL No. 16-03, "NEG Policy Guidance," dated January 26, 2004; and TEGL No. 5-03, "Implementing the Veterans' Priority Provisions of the Jobs for Veterans Act," dated September 16, 2003.
3. **Background.** A review of current WIA law and regulations indicates there is limited policy guidance on serving returning military service members (non-retiree) or military spouses as dislocated workers. These populations may be served with WIA Adult Formula Grant funds in accordance with the requirements of that program. Unlike the WIA Adult Program, however, the WIA Dislocated Worker Formula Grant Program has basic eligibility criteria that must be met for a participant to be considered a dislocated worker.

The Jobs for Veterans Act (PL 107-288) provides an emphasis on serving veterans by establishing a *priority of service* for veterans and certain spouses in all employment and training programs administered by the Department of Labor. The WIA Dislocated Worker Formula Grant Program is one of the affected programs, and guidance was issued in September 2003 (TEGL No. 5-03) explaining how the veterans' priority of

RESCISSIONS	EXPIRATION DATE CONTINUING
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service was to be implemented in all employment and training programs. In general, the guidance holds that the veterans' priority must be applied consistent with programmatic eligibility standards and other priorities mandated by statute.

Thus, to be served in the dislocated worker program, a participant must meet the statutory eligibility criteria to qualify as a dislocated worker and then, if the participant is a veteran or a spouse of certain veterans, must be given priority over dislocated workers who are non-veterans.

4. **Definitions.** For the purposes of this guidance, the following definitions apply:

Veteran - an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, which may include National Guard or Reserve personnel;
Military Spouse - an individual who is married to an active duty service member including National Guard or Reserve personnel on active duty. The surviving spouse of an active duty service member who lost his/her life while on active duty service in Afghanistan, Iraq or other combat-related areas is considered to be a military spouse.
Adult - an individual who is 18 or older.

Dislocated Worker - The term "dislocated worker" is statutorily-defined for receiving services under WIA. The specific requirements for eligibility are at WIA Section 101(9) as well as WIA Sections 173(c)(2)(A) and 173(d)(2) for certain National Emergency Grants (NEGs). Generally, a dislocated worker is an individual who has been or is scheduled to be laid off or terminated and requires assistance (including retraining or upgrading of skills) to find or qualify for new employment in a 21st Century workplace. This includes a single worker or small groups of workers, as well as workers affected by mass layoffs, plant closures, defense downsizing and realignments, certain self-employed individuals as well as displaced homemakers as defined at WIA Section 101(10).

Displaced Homemaker - an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

5. **Policy Clarification.** This guidance provides clarification of the Department of Labor's policy regarding the eligibility of military service members and military spouses for services under the WIA Dislocated Worker Formula Grant Program. It is important to note that WIA regulations provide that state and local boards also have the authority to establish policies and procedures for use in determining an individual's eligibility as a dislocated worker.

1. MILITARY SERVICE MEMBERS

Policy

A basic requirement to qualify as a dislocated worker is that the worker be terminated or laid-off. The term "terminated" is not defined in the law or regulations. It is a Department of Labor policy that being discharged (under honorable circumstances) either voluntarily or involuntarily terminates an employment relationship between an individual and the military and thus falls within the scope of the termination component of the WIA definition of dislocated worker. The separating military personnel must also satisfy the other criteria for dislocated worker eligibility, including the requirement that the individual is "unlikely to return to a previous industry or occupation." Additionally, under the priority of service provisions of the Jobs for Veterans Act, separating service members who, upon discharge, meet the eligibility criteria for dislocated workers would be afforded priority over individuals who are not veterans.

2. MILITARY SPOUSES

Policy

A military spouse who leaves his/her job to follow his/her spouse can be served with dislocated worker formula grant funds in certain circumstances. When the spouse is unable to continue an employment relationship because of the service member's permanent change of military station, or the military spouse loses employment as a result of the spouse's discharge from the military, then the cessation of employment can be considered to meet the termination component of the WIA definition of dislocated worker, as discussed above. The military spouse must also satisfy the other criteria for dislocated worker eligibility, including the requirement that the spouse is unlikely to return to a previous industry or occupation. When these criteria are met, the military spouse is eligible to be served under the Dislocated Worker Formula Grant Program.

Additionally, a military spouse may also qualify to be served as a dislocated worker if he/she meets the definitional requirements for a displaced homemaker.

Surviving spouses of veterans and military service members may also be served with WIA funds. If a surviving spouse qualifies as a dislocated worker or displaced homemaker, he/she could be served under the WIA Dislocated Worker Formula Program.

These requirements are set forth in section 4 of this document. If a surviving spouse does not meet those requirements, he/she could be served under the WIA Adult Formula Program. In either program, a surviving spouse of a veteran may receive priority of service if he/she qualifies for such priority under the Jobs for Veterans Act (P.L. 107-288 (38 USC 4215 (a)(1)(B))).

6. Action Required. States shall distribute this guidance to all appropriate staff.
7. Inquiries. Questions concerning this issuance may be directed to the appropriate Regional Office.

ALABAMA WORKFORCE INVESTMENT SYSTEM
Office of Workforce Development
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

October 4, 2007

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2007-04, Change 01

SUBJECT: Training and Employment Guidance Letter (TEGL)

1. **Purpose.** This transmits the following TEGL:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
22-04, Change 1	9/28/2007	Serving Military Spouses as Dislocated Workers under the Workforce Investment Act Dislocated Worker Formula Grant

2. **Discussion.** TEGL No. 22-04, Change 1 is to clarify Department of Labor policy regarding existing flexibility under the Workforce Investment Act (WIA) to serve military spouses as dislocated workers under the WIA Dislocated Worker formula grant. Specifically, TEGL 22-04, Change 1 indicates that the military spouse's cessation of employment, due to a service member's permanent change of military station or his/her discharge from the military, can also be considered to meet the "unlikely to return to a previous industry or occupation" criterion of the WIA definition of a dislocated worker outlined in Section 101(9)(A)(iii).

3. **Action.** This information is provided for informational and potential action purposes.

4. **Contact.** Please direct any questions regarding this information to the USDOL Regional Office.



Steve Walkley, Division Director
Workforce Development Division

Attachment: TEGL No. 22-04, Change 1

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA
	CORRESPONDENCE SYMBOL OWI
	DATE September 28, 2007

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 22-04, CHANGE 1

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: EMILY STOVER DeROCCO 
Assistant Secretary

SUBJECT: Serving Military Spouses as Dislocated Workers under the Workforce Investment Act Dislocated Worker Formula Grant

1. **Purpose.** The purpose of this guidance is to clarify Department of Labor policy regarding existing flexibility under the Workforce Investment Act (WIA) to serve military spouses as dislocated workers under the WIA Dislocated Worker formula grant.
2. **References.** Workforce Investment Act of 1998, as amended; WIA Regulations at 20 CFR Part 663.115; TEGL No. 2-05, "Workforce Investment System Support of Actions of the 2005 Base Realignment and Closure Commission (BRAC)," dated August 11, 2005; TEGL No. 22-04, "Serving Military Service Members and Military Spouses under the Workforce Investment Act Dislocated Worker Formula Grant," dated March 22, 2005; TEGL No. 16-03, Change 1, "NEG Policy Guidance - Assistance for Returning Members of the National Guard and Military Reserves," dated August 18, 2004; TEGL No. 16-03, "NEG Policy Guidance," dated January 26, 2004; and TEGL No. 5-03, "Implementing the Veterans' Priority Provisions of the Jobs for Veterans Act," dated September 16, 2004.
3. **Background.** Military spouses make an important contribution to the careers of military service members, including helping with retention of military members. However, the careers of military spouses often take a subordinate role to the government's mission, with lifelong consequences for spouses' career advancement and educational attainment. Military spouses experience frequent, and often very significant education and career interruptions due to service

RESCISSIONS None	EXPIRATION DATE: Continuing
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members' assignments to new duty stations. The workforce investment system is uniquely positioned to leverage the full array of its resources, particularly WIA Dislocated Worker formula funding, to implement innovative education, retraining, and reemployment strategies to ensure that military spouses have full access to the resources necessary for their career stability and advancement.

This guidance is intended to amplify the guidance provided in TEGL No. 22-04, and to encourage the workforce system to take full advantage of the flexibility provided by WIA to serve military spouses as dislocated workers under WIA.

4. **Policy Clarification.** WIA regulations provide that state and local boards have authority to establish policies and procedures for use in determining an individual's eligibility as a dislocated worker, as long as they are consistent with the statutory definition of Dislocated Worker (20 CFR 663.115(b)). The Department has previously issued guidance on permissible ways to apply this authority with regard to military spouses. As outlined in TEGL No. 22-04, a military spouse who leaves his/her job to follow his/her spouse to a new duty assignment can be served with WIA Dislocated Worker formula grant funds in certain circumstances. When the spouse is unable to continue an employment relationship due to the service member's permanent change of military station, or the military spouse loses employment as a result of the spouse's discharge from the military, then the cessation of employment can be considered to meet the termination component of the WIA definition of dislocated worker (WIA Section 101(9)(A)(i)). As provided in TEGL No. 22-04, military spouses in such circumstances must still be determined to be "unlikely to return to a previous industry or occupation" in order to qualify as a dislocated worker.

This policy guidance further clarifies that the spouse's cessation of employment, due to the service member's permanent change of military station or his/her discharge from the military, can also be considered to meet the "unlikely to return to a previous industry or occupation" criterion of the WIA definition of dislocated worker outlined in Section 101(9)(A)(iii). This portion of the definition of a dislocated worker recognizes the breadth of job types and considers whether the individual is likely to return to either his/her prior industry or (not "and") occupation. Furthermore, the phrase specifically uses the term "unlikely" to return; thus, the standard for determining the likelihood of return is not absolute, but rather a matter of judgment based on relevant circumstances. In the majority of cases, the circumstances in which military spouses are required to leave a job/occupation as a result of the military member's transfer do not position the spouse to return immediately to his/her previous occupation or industry, particularly at the same level for the following reasons:

- Spouses are generally not resuming employment with the same employer.
- Even if a spouse resumes employment with the same employer, the employment is in a new location, and occupations/jobs will generally not be the same structurally or organizationally as in the prior location.
- When military spouses do get jobs in their new locations, it is likely, as new employees, that they will start at lower levels of seniority than the levels of their positions in their prior locations.
- There is frequently a gap in employment as spouses make the move and search for new employment, which may lessen their likelihood of returning to the same level of occupation or type of job.

Based upon the totality of these circumstances, it would be reasonable for states and local areas to conclude that in the vast majority of cases, military spouses impacted by a service member's duty reassignment or discharge will meet the "unlikely to return to a previous industry or occupation" criterion of WIA Section 101(9)(A)(iii) and could thus be served as dislocated workers under WIA Section 101(9). State and local workforce system leaders are strongly encouraged to reexamine their WIA Dislocated Worker program eligibility policies in light of this clarification and to take full advantage of the flexibility provided under the dislocated worker definition to engage and serve military spouses in need of education, training, and career assistance. Workforce system leaders are also reminded of the broad flexibility provided by WIA for Governors and Local Boards to establish policies and procedures for One-Stop Career Center operators to use in determining an individual's eligibility as a dislocated worker (20 CFR Part 663.115(b)). These policies and procedures could take into account a broad variety of additional factors, including:

- The skills of the spouse, e.g., obsolete or inadequate skills to meet the advancing competency needs of the 21st century workforce and economy;
 - The decline of the industry in which the spouse has prior work experience, in the region to which the spouse has relocated; and
 - An excess number of workers with similar skill sets and experience seeking limited employment opportunities in the region.
5. **Action**. States shall distribute this guidance to all appropriate staff.
 6. **Inquiries**. Questions concerning this guidance may be directed to the appropriate Regional Office.

SELECTIVE SERVICE REGISTRATION

The WIA, Section 189(h) [20 CFR 667.250] requires that a determination of Selective Service Registration Status be made prior to enrollment into WIA-funded programs. Military Selective Service Amendments provide that services must be denied to a male applicant 26 years of age or older if it is determined that he knowingly and willfully failed to register. He may be considered for participation. (See "Who Must Register for Selective Service?" on the following page 6.)

The LWIB has the option to serve those who did not knowingly and willfully fail to register. The LWIB will develop policy and procedures to conform with the new guidance on service to this population of applicants. This local policy would be carried out by the Career Center or entity that determines eligibility.

Only those males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act (MSSA), as amended are eligible for participation in WIA-funded programs and services. Section 189(H) of WIA requires the Secretary of Labor to insure that each individual participating in any WIA program, or receiving any assistance under the WIA, has not violated the requirements of §3 of the MSSA (50 U.S.C. App. 453). This section requires that every male citizen, and every other male residing in the U. S., must register with the Selective Service System between their 18th and 26th birth dates. The Director of the SSS and the Secretary of Labor are required to cooperate in carrying out these provisions.

In 1986, the MSSA was amended by Public Law 99-661, §1366 to require the registration status to be examined and confirmed as follows:

- (g) A person may not be denied a right, privilege, or benefit under Federal law by reason of failure to present himself for and submit to registration under section 3 [50 U.S.C. App. 453] if--
 - (1) the requirement for the person to so register has terminated or become inapplicable to the person; and
 - (2) the person shows by a preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register.

The Conference Report to the amendment clarified "that a nonregistrant is not to be denied any Federal benefit if he can demonstrate that his failure to register was not knowing or willful." This provision was added "in order not to penalize an individual with an obvious disqualifying handicap, such as total paralysis of the limbs, or an individual who has been honorably discharged from the armed services."

Occasionally, males who were subject to SSS registration, but did not register and are now beyond their 26th birth date, apply for assistance from the WIA program. In the past, when grantees completed the "advisory form" for such applicants, the SSS responded with an "advisory opinion letter" which, in effect, ruled on an Applicant's compliance with the WIA requirement to register with the SSS. Since January 1995, the SSS has been issuing "status

information letters" indicating an applicant's Selective Service status, in lieu of the previous system of "advisory opinion letters." This current practice is pursuant to SSS's determination that final decisions for disbursing federally financed domestic benefits, services, rights, or training, rests solely with the various provider agencies which disburse them. In the case of WIA, these provider agencies are the LWIBs.

The LWIB programs disbursing services or benefits have the responsibility for deciding the above cases and determining eligibility for services or benefits on a case-by-case basis.

Individuals who are required to register (Males between the Ages of 18 and 26), but have not registered, and have not yet reached their 26th birth date, should be referred to SSS for registration or registered by the LWIB prior to enrollment in WIA.

Any male over 26 years old who did not register and possesses a "Status Information Letter" from the SSS indicating that he was required to register, but did not, and now cannot be registered because the law does not allow for registration after the age of 26, is presumptively disqualified from participation in WIA-funded services and activities. The burden then falls on the Applicant to provide evidence explaining why he failed to register with the SSS. This could include a written explanation from the Applicant, stating his circumstances at the time of the required registration, and his reasons for not registering, together with supporting documentation.

Since the WIA grantee is now authorized to make these determinations for eligibility purposes, the LWIB staff should evaluate the evidence presented by the applicant and make a determination regarding whether or not the applicant's failure to register with the SSS when required to register is consistent with the above cited amendment to P.L. 99-661, §1366. If after reviewing the evidence, the LWIB determines that the preponderance of the evidence shows that a man's failure to register was not a knowing and willful failure and he is otherwise eligible, services may be granted. If the determination is that the evidence shows the Applicant's failure to register was knowing and willful, WIA services must be denied. Applicants denied services should be advised of the available grievance procedures under WIA. Decisions by the local program are appealable to the State (see item 6. below).

A nonregistrant should be encouraged to offer as much evidence and in as much detail as possible to support his case. Following are examples of documentation/evidence that may be of assistance to LWIBs in making a determination in these cases:

1. A man provides evidence that he served honorably in the U.S. Armed Forces by submitting a copy of his DD Form 214 attesting to his service, or a copy of his Honorable Discharge Certificate. Such documents may be considered prima facie evidence that his failure to register with the SSS was not willful or knowing.
2. Alien males who entered the U.S. on or after attaining their 26th birthday are exempt from the Selective Service registration requirements. Immigration and Naturalization Service (INS) Form I-94 (Arrival/Departure Record) and INS Form I-551 (Alien Registration Receipt Card commonly called the "green card") held by aliens will show the birth date of the alien. Also, INS has granted legal status and employment

authorization to some lawful seasonal agricultural workers (SAWs) and some formerly illegal aliens under the 1986 Immigration Reform and Control Act (IRCA).

3. Immigrant aliens, and refugees, parolees, asylees, SAWs, and IRCA-legalized aliens with work permits can be enrolled into WIA programs only after an SSS registration or exemption is established as outlined above. INS Form I-688 (Temporary Resident Card) will be helpful in establishing the alien's status.
4. Male aliens 26 years of age or older who entered the U.S. illegally and who were subsequently granted legal status by the INS (IRCA-legalized aliens) or who were born on or after January 1, 1960, but who are not registered with the SSS can be enrolled into WIA only after a "status information" letter (formerly called an "Advisory Opinion Letter") has been obtained from SSS. If SSS issues a status information letter that it has no evidence that such individuals knowingly and willfully failed to register, the individuals should provide the LWIB reasons why SSS has no evidence of their registration, and in so doing, provide evidence to convince the LWIB that they did not knowingly or willfully fail to register. The individuals can then be enrolled into WIA programs, if they are otherwise eligible. If SSS is silent on this question, then the LWIB must make the determination, as described above.
5. Third Party Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to LWIBs in making determinations in cases regarding willful and knowing failure to register with the SSS.
6. The WIA and its regulations provide a system for handling grievances, complaints, hearings, and appeal rights. The specific procedures to be followed are developed at the local and State levels in accordance with the provisions of WIA and the regulations at 20 CFR 667.600. Under WIA, the State is responsible for making sure that there is a process in place to handle WIA complaints/appeals at the local level. If a person does not receive a decision at the local level within 60 days of filing a complaint or grievance or is dissatisfied with the decision they receive, they have the right to request a review of their complaint by the State. Please note that under Federal rules, the State's decision is final.

**Policy for Application of Selective Service System Registration Requirement:
in Section 189 (h) of WIA to Applicants 26 Year of Age or Older**

WIA requires that a determination of Selective Service Registration status be made by WIA providers before services can be delivered. The Amendments provide that services may be denied to a male applicant 26 years of age or older if it is determined that the applicant knowingly and willfully failed to register.

The State encourages the Career Center or entity that determines eligibility to thoroughly review Applicant's non-registration status with SSS. Effective immediately, in determining the qualifications of males who failed to register with the Selective Service System to participate in WIA programs, the following steps should be followed:

The Career Center or entity that determines eligibility must determine whether the Applicant has complied with the SSS requirement:

1. The Career Center or entity that determines eligibility will determine if the male has served on active duty in the military and has been discharged. All discharges, other than dishonorable, allow the applicant to be eligible to participate in WIA programs. Appropriate documentation would include making a copy of the applicant's military discharge (Form DD-214) for the intake record. Reserve duty and National Guard service are not acceptable for eligibility.
2. If the Applicant did not serve in the military and is not registered, the entity that determines eligibility will decide if the Applicant has a visible or obvious handicap that would permanently disqualify him from military service. If the Applicant has such a handicap, no further action is necessary. If otherwise eligible, the Applicant may participate in the WIA program. The entity determining eligibility should appropriately document the type of handicap observed and note it in the Applicant's intake record. Other appropriate documentation includes a medical statement or Social Security disability income documentation.
3. If the Applicant does not have a visible or obvious handicap that would permanently disqualify him from military service, has no honorable discharge, and has not complied with Selective Service's Registration requirements, the following procedure will be followed:

The Career Center or entity that determines eligibility will decide whether an Applicant knowingly and willfully failed to register with the SSS.

An Applicant 26 years of age or older who was born on or after January 1, 1960, and does not meet any of the above criteria, must request a Status Information Letter from the SSS if the local LWIB cannot establish the registration status of the individual before further eligibility determination for participation in WIA programs may be considered.

The Career Center instructs the non-registered Applicant, 26 years of age or older, (or those without evidence of registration with the SSS) wishing to participate in WIA programs to send request for a Status Information Letter to:

The Office of General Counsel
Selective Service System
National Headquarters
1515 Wilson Blvd.
Arlington, VA. 22209

Applicant requests must include the following information:

1. The Applicant's name;
2. The Applicant's current address;
3. The Applicant's date of birth;
4. The Applicant's Social Security number (Applicants may voluntarily provide this to the SSS to aid in differentiating among applicants with identical names. The Selective Service does not, however, require this information.); and
5. A statement that the Applicant is requesting a Status Information Letter.

The SSS will respond with a Status Information Letter within 30 days of receipt of each request. The SSS does not render an opinion regarding the circumstances of the Applicant's noncompliance. The Status Information Letter either confirms that a male was required to register and did so or that he is not registered. The SSS does not provide a determination for the failure to register. When the Applicant receives a response from the SSS, the letter should be taken to the Career Center or entity determining eligibility.

The Career Centers are advised of their duty to determine, on a case-by-case basis, whether the Applicant has shown that the failure to register was not a deliberate disregard of the law.

If the Career Center determines that the Applicant's failure to register was reasonably not willful and knowing, then an otherwise eligible male may be enrolled into WIA programs.

Applicants who are determined to have knowingly and willfully failed to comply may not be enrolled into WIA programs.

The Career Centers are encouraged to give preferences to applicants who are honorably discharged veterans or who did comply with the SSS requirements.

WHO MUST REGISTER FOR SELECTIVE SERVICE?
Only Male Persons

CATEGORY	YES	NO
All male U.S. citizens born on or after January 1, 1960, who are 18 but not yet 26 years old, except as noted below:	X	
Military-related		
Members of the Armed Forces on Active Duty (Active Duty for training does not constitute "Active Duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or the Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at The Citadel, North Georgia College, Norwich University, and Virginia Military Institute		X*
National Guardsman and Reservist not on active duty	X	
Delayed Entry Program enlistees	X	
ROTC students	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men Rejected for Enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens**		
Lawful nonimmigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Forms I-94, I-95A, or Border Crossing Documents I-185, I-186, I-586, or I-444)		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (I-688)	X	
Special agricultural workers (I-688A)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated or hospitalized or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

* MUST register within 30 days of release unless already age 26 or already registered when released, or unless exempt during entire period age 18 through 25.

** Residents of Puerto Rico, Guam, Virgin Islands and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national, or a citizen of the Republic of the Martial Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

Who Must Register?

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X**
National Guardsmen and Reservists not on active duty	X	
Delayed Entry Program enlistees	X	
ROTC Students	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Form I-94, or Border Crossing Document DSP-150)		X
Permanent resident aliens (USCIS Form I-551)	X	
Special (seasonal) agricultural workers (I-9)	X	
Special agricultural workers (I-9)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

Information continued on next page

Chart Information Continued:

* Must register within 30 days of release unless already age 26, or already registered when released, or unless exempt during entire period age 18 through 25.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. Citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register. Also, immigrants born before 1960 who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

**The Selective Service System
Office of Public and Intergovernmental Affairs
National Headquarters
Arlington, Virginia 22209-2426
June 26, 2009**



VERIFICATION OF SELECTIVE SERVICE WAIVER
FOR MALES BORN ON OR AFTER JANUARY 1, 1960, AGE 26 OR OLDER
AND HAVE NOT REGISTERED

Applicant's Name: _____ Date of Application: _____

Date of Birth: ___/___/___

The above named Applicant meets all other requirements and is otherwise eligible. Eligibility is based on the following selective service registration waiver:

_____	Institutionalized for the entire period between the ages of 18 and 26
_____	Release Papers (Please attach a copy of the document used to verify the information.)
_____	Name of Institution: _____
_____	Date Entered: ___/___/___
_____	Date Released: ___/___/___
_____	Person Contacted: _____
_____	Job Title: _____ Telephone Number: _____

_____ Received an honorable discharge from the military (Please attach a copy of the document used to verify the information.)

_____ Visible or obvious disability that would permanently disqualify him from military service.

o Please note disability observed: _____

_____ Appeal made to Selective Service and a Registered Status Information letter was received indicating that according to their records the applicant was not required to register.

_____ Entered U.S. after 26th birthday (Please attach a copy of immigration documentation showing U.S. entry date.)

_____ Failure to register was not knowing and willful (Attach documentation.)

CERTIFICATION

I certify that the information provided above is true and that all documentation is, to the best of my knowledge, authentic.

Signature, Title: _____ Date: ___/___/___

Signature, Title: _____ Date: ___/___/___

ALABAMA WORKFORCE INVESTMENT SYSTEM

Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

March 10, 2011

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2010-10

SUBJECT: Selective Service Verification Requirement for Federally-Funded Programs.

- 1. Purpose.** To inform workforce system agencies of the requirement to determine Selective Service Registration Status prior to enrollment into federally-funded programs.
- 2. Discussion.** It has come to the attention of the State that some of the Local Workforce Investment Areas are not collecting the proper Selective Service documentation when registering participants in federally funded programs. The federally-funded programs are only open to those men who register with Selective Service. Only men born after December 31, 1959, are required to show proof of 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.** A chart of who must register is attached.

Registration is the law; a man who fails to register may, if prosecuted and convicted, face a fine of up to \$250,000 and/or a prison term of up to five years. Even if not tried, a man who fails to register with Selective Service before turning age 26 may find that some doors are permanently closed including Student Financial Aid, Citizenship, Federal Jobs, and Federal Job Training.

- 3. Action** It is imperative that every action is taken to determine the Selective Service status of every eligible male participant prior to program registration. Included in this directive are excerpts from Alabama's Forms Preparation and Data Validation Requirements Handbook including the Selective Service Registration overview, Selective Service Registration Requirements, and the WIA Verification of Selective Service Waiver form that should aid in the determination process. Also attached is the Verification of Selective Service Waiver form for programs not funded with Workforce Investment Act (WIA) funds.

If an applicant has passed their 26th birthday without registering for Selective Service the following recourse is available:

1. The applicant must explain to the official handling the case the reasons for the failure to register with Selective Service.
2. Collect as much evidence supporting the case, and as much detail as possible, and retain in the participant's file.

A non-registrant may not be denied any benefit if he can "show by a preponderance of evidence" that his failure to register was not knowingly and willful.

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2010-10

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Who Must Register? Chart

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military-Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
National Guardsmen and Reservists not on active duty	X	
Delayed Entry Program enlistees	X	
ROTC Students	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens**		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Form I-94, or Border Crossing Document DSP-150)		X
Permanent resident aliens (USCIS Form I-551)	X	
Special (seasonal) agricultural workers (I-9)	X	
Special agricultural workers (I-9)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

June 26, 2009: The Selective Service System, Office of Public and Intergovernmental Affairs

* Must register within 30 days of release unless already age 26, or already registered when released, or unless exempt during entire period age 18 through 25.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. Citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register. Also, immigrants born before 1960 who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

NON-CITIZENS

Some non-citizens are required to register. Others are not. Noncitizens who are not required to register with Selective Service include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission and their families. Almost all other male noncitizens are required to register, including illegal aliens, legal permanent residents, and refugees. The general rule is that if a male noncitizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service. For a more detailed list of which non-citizens must register, see the Who Must Register Chart attached.

DUAL NATIONALS

Dual nationals of the U.S. and another country are required to register, regardless of where they live, because they are U.S. nationals. Most are also liable for induction into the U.S. Armed Forces if there is a draft. They would also be eligible for any deferments, postponements, and exemptions available to all other registrants.

However, some aliens and dual nationals would be exempt from induction into the military if there is a draft, depending on their country of origin and other factors. Some of these exemptions are shown below:

- An alien who has lived in the U.S. for less than one year is exempt from induction.
- A dual national whose other country of nationality has an agreement with the U.S. which specifically provides for an exemption is exempt from induction.
- [Some countries have agreements with the U.S. which exempt an alien national who is a citizen of both that country and the U.S. from military service in the U.S. Armed Forces.] An alien who requests and is exempt under an agreement or bilateral treaty can never become a U.S. citizen, and may have trouble reentering the U.S. if he leaves.
- An alien who served at least a year in the military of a country with which the U.S. is involved in mutual defense activities will be exempt from military service if he is a national of a country that grants reciprocal privileges to citizens of the U.S.

During a draft, any claims for exemptions based on any of the above categories would be granted or denied by a man's Selective Service Local Board. (A Selective Service Local Board is a group of five citizen volunteers whose mission, upon a draft, will be to decide who among the registrants in their community will receive deferments, postponements, or exemption from military service based on the individual registrant's circumstances and beliefs.)

Military examiners make the final decision about who will be accepted into the military.

HOSPITALIZED OR INCARCERATED MEN

Young men in hospitals, mental institutions or prisons do not have to register while they are committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register. Also, immigrants born before 1960 who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

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Some non-citizens are required to register. Others are not. Noncitizens who are not required to register with Selective Service include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission and their families. Almost all other male noncitizens are required to register, including illegal aliens, legal permanent residents, and refugees. The general rule is that if a male noncitizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service. For a more detailed list of which non-citizens must register, see the Who Must Register Chart attached.

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However, some aliens and dual nationals would be exempt from induction into the military if there is a draft, depending on their country of origin and other factors. Some of these exemptions are shown below:

- An alien who has lived in the U.S. for less than one year is exempt from induction.
- A dual national whose other country of nationality has an agreement with the U.S. which specifically provides for an exemption is exempt from induction.
- [Some countries have agreements with the U.S. which exempt an alien national who is a citizen of both that country and the U.S. from military service in the U.S. Armed Forces.] An alien who requests and is exempt under an agreement or bilateral treaty can never become a U.S. citizen, and may have trouble reentering the U.S. if he leaves.
- An alien who served at least a year in the military of a country with which the U.S. is involved in mutual defense activities will be exempt from military service if he is a national of a country that grants reciprocal privileges to citizens of the U.S.

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DISABLED MEN

Disabled men who live at home must register with Selective Service if they can reasonably leave their homes and move about independently. A friend or relative may help a disabled man fill out the registration form if he can't do it himself.

Men with disabilities that would disqualify them from military service still must register with Selective Service. Selective Service does not presently have authority to classify men, so even men with obvious handicaps must register now, and if needed, classifications would be determined later.

FULL-TIME MILITARY EXEMPTED FROM REQUIREMENT*

Young men serving in the military on full-time active duty do not have to register. Those attending the service academies do not have to register. However, if a young man leaves the military before turning 26, he must register.

NATIONAL GUARD AND RESERVES*

Members of the Reserve and National Guard not on full-time active duty must register.

CONSCIENTIOUS OBJECTORS

Men who would be classified as Conscientious Objectors if they were drafted must also register with Selective Service. If a draft begins and they are called, they would have the opportunity to file a claim for exemption from military service based upon their religious or moral objection to war.

***NOTE:** If a man failed to register with Selective Service, Section 12(g) of the Military Selective Service Act allows non-registrants to receive benefits under specific conditions. As a veteran, or part-time National Guard or Reservist, the man satisfies those conditions with his DD Form 214 showing the dates of his military service, or a current military ID card if still on active duty or a member of the National Guard and Reserves. These documents serve as evidence that the man's failure to register was not knowing and willful. Therefore, men who served on full-time active duty in the U.S. Armed Forces should not be denied student financial aid, loans, or grants; vocational training under WIA; government employment; and security clearances, on the basis of their failure to register with Selective Service. As long as the man has proof of his active duty military service, such as his DD 214, or current military ID card if still on active duty or a member of the National Guard or Reserves, his subsequent failure to register should not be a bar to any benefits or programs, contingent upon registration compliance, for which he is otherwise qualified.

Excerpts: Alabama's Forms Preparation and Data Validation Requirements Handbook

SELECTIVE SERVICE REGISTRATION

The WIA, Section 189(h) [20 CFR 667 250] requires that a determination of Selective Service Registration Status be made prior to enrollment into WIA-funded programs. Military Selective Service Amendments provide that services must be denied to a male applicant 26 years of age or older if it is determined that he knowingly and willfully failed to register. He may be considered for participation.

The LWIB has the option to serve those who did not knowingly and willfully fail to register. The LWIB will develop policy and procedures to conform with the new guidance on service to this population of applicants. This local policy would be carried out by the Career Center or entity that determines eligibility.

Only those males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act (MSSA), as amended are eligible for participation in WIA-funded programs and services. Section 189(H) of WIA requires the Secretary of Labor to insure that each individual participating in any WIA program, or receiving any assistance under the WIA, has not violated the requirements of §3 of the MSSA (50 U.S.C. App. 453). This section requires that every male citizen, and every other male residing in the U. S., must register with the Selective Service System between their 18th and 26th birth dates. The Director of the SSS and the Secretary of Labor are required to cooperate in carrying out these provisions.

In 1986, the MSSA was amended by Public Law 99-661, §1366 to require the registration status to be examined and confirmed as follows:

(g) A person may not be denied a right, privilege, or benefit under Federal law by reason of failure to present himself for and submit to registration under section 3 [50 U.S.C. App. 453] if –

(1) the requirement for the person to so register has terminated or become inapplicable to the person; and

(2) the person shows by a preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register.

The Conference Report to the amendment clarified "that a nonregistrant is not to be denied any Federal benefit if he can demonstrate that his failure to register was not knowing or willful." This provision was added "in order not to penalize an individual with an obvious disqualifying handicap, such as total paralysis of the limbs, or an individual who has been honorably discharged from the armed services."

Occasionally, males who were subject to SSS registration, but did not register and are now beyond their 26th birth date, apply for assistance from the WIA program. In the past, when grantees completed the "advisory form" for such applicants, the SSS responded with an "advisory opinion letter" which, in effect, ruled on an Applicant's compliance with the WIA requirement to register with the SSS. Since January 1995, the SSS has been issuing "status information letters" indicating an applicant's Selective Service status, in lieu of the previous system of "advisory opinion letters." This current practice is pursuant to SSS's determination that final decisions for disbursing federally financed domestic benefits, services, rights, or training, rests solely with the various provider agencies which disburse them. In the case of WIA, these provider agencies are the LWIBs.

The LWIB programs disbursing services or benefits have the responsibility for deciding the above cases and determining eligibility for services or benefits on a case-by-case basis.

Individuals who are required to register (Males between the Ages of 18 and 26), but have not registered,

and have not yet reached their 26th birth date, should be referred to SSS for registration or registered by the LWIB prior to enrollment in WIA.

Any male over 26 years old who did not register and possesses a "Status Information Letter" from the SSS indicating that he was required to register, but did not, and now cannot be registered because the law does not allow for registration after the age of 26, is presumptively disqualified from participation in WIA-funded services and activities. The burden then falls on the Applicant to provide evidence explaining why he failed to register with the SSS. This could include a written explanation from the Applicant, stating his circumstances at the time of the required registration, and his reasons for not registering, together with supporting documentation.

Since the WIA grantee is now authorized to make these determinations for eligibility purposes, the LWIB staff should evaluate the evidence presented by the applicant and make a determination regarding whether or not the applicant's failure to register with the SSS when required to register is consistent with the above cited amendment to P.L. 99-661, §1366. If after reviewing the evidence, the LWIB determines that the preponderance of the evidence shows that a man's failure to register was not a knowing and willful failure and he is otherwise eligible, services may be granted. If the determination is that the evidence shows the Applicant's failure to register was knowing and willful, WIA services must be denied. Applicants denied services should be advised of the available grievance procedures under WIA. Decisions by the local program are appealable to the State (see item 6. below).

A nonregistrant should be encouraged to offer as much evidence and in as much detail as possible to support his case. Following are examples of documentation/evidence that may be of assistance to LWIBs in making a determination in these cases:

1. A man provides evidence that he served honorably in the U.S. Armed Forces by submitting a copy of his DD Form 214 attesting to his service, or a copy of his Honorable Discharge Certificate. Such documents may be considered prima facie evidence that his failure to register with the SSS was not willful or knowing.
2. Alien males who entered the U.S. on or after attaining their 26th birthday are exempt from the Selective Service registration requirements. Immigration and Naturalization Service (INS) Form I-94 (Arrival/Departure Record) and INS Form I-551 (Alien Registration Receipt Card commonly called the "green card") held by aliens will show the birth date of the alien. Also, INS has granted legal status and employment authorization to some lawful seasonal agricultural workers (SAWs) and some formerly illegal aliens under the 1986 Immigration Reform and Control Act (IRCA).
3. Immigrant aliens, and refugees, parolees, asylees, SAWs, and IRCA-legalized aliens with work permits can be enrolled into WIA programs only after an SSS registration or exemption is established as outlined above. INS Form I-688 (Temporary Resident Card) will be helpful in establishing the alien's status.
4. Male aliens 26 years of age or older who entered the U.S. illegally and who were subsequently granted legal status by the INS (IRCA-legalized aliens) or who were born on or after January 1, 1960, but who are not registered with the SSS can be enrolled into WIA only after a "status information" letter (formerly called an "Advisory Opinion Letter") has been obtained from SSS. If SSS issues a status information letter that it has no evidence that such individuals knowingly and willfully failed to register, the individuals should provide the LWIB reasons why SSS has no evidence of their registration, and in so doing, provide evidence to convince the LWIB that they did not knowingly or willfully fail to register. The individuals can then be enrolled into WIA programs, if they are otherwise eligible. If SSS is silent on this question, then the LWIB must make the determination, as described

above.

5. Third Party Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to LWIBs in making determinations in cases regarding willful and knowing failure to register with the SSS.
6. The WIA and its regulations provide a system for handling grievances, complaints, hearings, and appeal rights. The specific procedures to be followed are developed at the local and State levels in accordance with the provisions of WIA and the regulations at 20 CFR 667.600. Under WIA, the State is responsible for making sure that there is a process in place to handle WIA complaints/appeals at the local level. If a person does not receive a decision at the local level within 60 days of filing a complaint or grievance or is dissatisfied with the decision they receive, they have the right to request a review of their complaint by the State. Please note that under Federal rules, the State's decision is final.

**Policy for Application of Selective Service System Registration Requirements
in Section 189 (h) of WIA to Applicants 26 Year of Age or Older**

WIA requires that a determination of Selective Service Registration status be made by WIA providers before services can be delivered. The Amendments provide that services may be denied to a male applicant 26 years of age or older if it is determined that the applicant knowingly and willfully failed to register.

The State encourages the Career Center or entity that determines eligibility to thoroughly review Applicant's non-registration status with SSS. Effective immediately, in determining the qualifications of males who failed to register with the Selective Service System to participate in WIA programs, the following steps should be followed:

The Career Center or entity that determines eligibility must determine whether the Applicant has complied with the SSS requirement:

1. The Career Center or entity that determines eligibility will determine if the male has served on active duty in the military and has been discharged. All discharges, other than dishonorable, allow the applicant to be eligible to participate in WIA programs. Appropriate documentation would include making a copy of the applicant's military discharge (Form DD-214) for the intake record. Reserve duty and National Guard service are not acceptable for eligibility.
2. If the Applicant did not serve in the military and is not registered, the entity that determines eligibility will decide if the Applicant has a visible or obvious handicap that would permanently disqualify him from military service. If the Applicant has such a handicap, no further action is necessary. If otherwise eligible, the Applicant may participate in the WIA program. The entity determining eligibility should appropriately document the type of handicap observed and note it in the Applicant's intake record. Other appropriate documentation includes a medical statement or Social Security disability income documentation.
3. If the Applicant does not have a visible or obvious handicap that would permanently disqualify him from military service, has no honorable discharge, and has not complied with Selective Service's Registration requirements, the following procedure will be followed:

The Career Center or entity that determines eligibility will decide whether an Applicant knowingly and willfully failed to register with the SSS.

An Applicant 26 years of age or older who was born on or after January 1, 1960, and does not meet any of the above criteria, must request a Status Information Letter from the SSS if the local LWIB cannot establish the registration status of the individual before further eligibility determination for participation in WIA programs may be considered.

The Career Center instructs the non-registered Applicant, 26 years of age or older, (or those without evidence of registration with the SSS) wishing to participate in WIA programs to send request for a Status Information Letter to:

The Office of General Counsel
Selective Service System
National Headquarters
1515 Wilson Blvd.
Arlington, VA. 22209

Applicant requests must include the following information:

1. The Applicant's name;
2. The Applicant's current address;
3. The Applicant's date of birth;
4. The Applicant's Social Security number (Applicants may voluntarily provide this to the SSS to aid in differentiating among applicants with identical names. The Selective Service does not, however, require this information.); and
5. A statement that the Applicant is requesting a Status Information Letter.

The SSS will respond with a Status Information Letter within 30 days of receipt of each request. The SSS does not render an opinion regarding the circumstances of the Applicant's noncompliance. The Status Information Letter either confirms that a male was required to register and did so or that he is not registered. The SSS does not provide a determination for the failure to register. When the Applicant receives a response from the SSS, the letter should be taken to the Career Center or entity determining eligibility.

The Career Centers are advised of their duty to determine, on a case-by-case basis, whether the Applicant has shown that the failure to register was not a deliberate disregard of the law.

If the Career Center determines that the Applicant's failure to register was reasonably not willful and knowing, then an otherwise eligible male may be enrolled into WIA programs.

Applicants who are determined to have knowingly and willfully failed to comply may not be enrolled into WIA programs.

The Career Centers are encouraged to give preferences to applicants who are honorably discharged veterans or who did comply with the SSS requirements.

VERIFICATION OF SELECTIVE SERVICE WAIVER
FOR MALES BORN ON OR AFTER JANUARY 1, 1960, AGE 26 OR OLDER
AND HAVE NOT REGISTERED

Applicant's Name: _____ Date of Application: _____

Date of Birth: ___ / ___ / ___

The above named Applicant meets all other requirements and is otherwise eligible. Eligibility is based on the following selective service registration waiver:

____ Institutionalized for the entire period between the ages of 18 and 26

____ Release Papers (Please attach a copy of the document used to verify the information.)

____ Name of Institution: _____

____ Date Entered: ___ / ___ / ___

____ Date Released: ___ / ___ / ___

____ Person Contacted: _____

____ Job Title: _____ Telephone Number: _____

____ Received an honorable discharge from the military (Please attach a copy of the document used to verify the information.)

____ Visible or obvious disability that would permanently disqualify him from military service.
o Please note disability observed: _____

____ Appeal made to Selective Service and a Registered Status Information letter was received indicating that according to their records the applicant was not required to register.

____ Entered U.S. after 26th birthday (Please attach a copy of immigration documentation showing U.S. entry date.)

____ Failure to register was not knowing and willful (Attach documentation.)

CERTIFICATION

I certify that the information provided above is true and that all documentation is, to the best of my knowledge, authentic.

Signature, Title: _____ Date: ___ / ___ / ___

Signature, Title: _____ Date: ___ / ___ / ___

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA
	CORRESPONDENCE SYMBOL OWI/DWASWS
	DATE May 16, 2012

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 11-11,
CHANGE 2

TO: STATE WORKFORCE AGENCIES
 STATE WORKFORCE ADMINISTRATORS
 STATE AND LOCAL WORKFORCE INVESTMENT BOARD DIRECTORS
 COMPREHENSIVE AND AFFILIATE ONE-STOP CAREER CENTER
 DIRECTORS
 JOB CORPS CONTRACTORS
 INDIAN AND NATIVE AMERICAN WORKFORCE INVESTMENT ACT
 SECTION 166 GRANTEES
 NATIONAL FARMWORKER JOBS PROGRAM GRANTEES
 DISCRETIONARY GRANTEES

FROM: JANE OATES
 Assistant Secretary *Jane Oates*

SUBJECT: Selective Service Registration Requirements for Employment and Training
 Administration Funded Programs

- 1. Purpose.** This Training and Employment Guidance Letter (TEGL) 11-11, Change 2 clarifies the implementation of the Selective Service registration requirements of the Workforce Investment Act (WIA) of 1998 § 189(h), codified at 20 CFR 667.250, and the Military Selective Service Act (50 U.S.C. App. 453), codified at 32 CFR Part 1605. **This guidance clarifies that grantees, subgrantees, or contractors funded or authorized by Title I of WIA must set a policy for potential participants who are males 26 years old or older that failed to register with the Selective Service. The policy may either (1) request a Status Information Letter from a potential participant before making a determination of knowing and willful failure to register; or (2) initiate the process to determine if the potential participant's failure to register was knowing and willful without the first requesting a Status Information Letter (see Section 4. Ensuring Selective Service Compliance in the Public Workforce System).** This clarification replaces and supersedes prior guidance issued.
- 2. Applicable Programs and Services.** All programs and services established or receiving assistance under Title I of WIA must comply with Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by

RESCISSIONS None	EXPIRATION DATE Continuing
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the Employment and Training Administration under WIA. Any grantee with questions regarding the applicability of these requirements should contact their Federal Project Officer.

3. **Selective Service Registration Requirements.** Men born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.) This includes males who are:
- Citizens of the U.S.;
 - Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; and/or
 - Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital or institution; and/or
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
 1. Date of entry stamp in his passport;
 2. I-94 with date of entry stamp on it; or
 3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirements at www.sss.gov. The Selective Service System also provides a quick reference chart showing who must register located at <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

4. **Ensuring Selective Service Compliance in the Public Workforce System.** In order to participate in a program established by or receiving assistance under Title I of WIA, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's Selective Service registration status include:

- Selective Service Acknowledgement letter;
- Form DD-214 "Report of Separation";
- Screen printout of the Selective Service Verification site: www.sss.gov/RegVer/wfVerification.aspx. For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); and/or
- Stamped Post Office Receipt of Registration.

Registration Requirements for Males Under 26

Before being enrolled in WIA Title I-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIA Title I-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIA Title I-funded services must be suspended until he registers.

Registration Requirements for Males 26 Years and Over

Before enrolling in WIA Title I-funded services, all males, 26 years of age or older, must provide (1) documentation of compliance with the Selective Service registration requirement; (2) documentation showing they were not required to register; or (3) if they were required to but did not register, documentation establishing that their failure to register was not knowing and willful.

The grantee, subgrantee, or contractor that enrolls individuals in WIA Title I-funded activities may require that males 26 years and over, who failed to comply with the Selective Service registration requirement, request a Status Information Letter before making a determination that the failure to register was knowing and willful. Alternatively, an entity may initiate its process to determine if the failure to register was knowing and willful without first having the potential program participant request the Status Information Letter. The second option may be preferable for entities that have time limits for enrolling participants (e.g. individuals recently released from incarceration).

Requesting a Status Information Letter. An individual may obtain a *Status Information Letter* from Selective Service if he (1) believes he was not required to register; or (2) did register but cannot provide any of the documentation listed in Section 3. The *Request for Status Information Letter* form can be accessed at <http://www.sss.gov/PDFs/infoform.pdf> and the instructions can be accessed at <http://www.sss.gov/PDFs/instructions.pdf>. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18

through 25.) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the *Status Information Letter* indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in services authorized or funded by Title I of WIA. If the *Status Information Letter* indicates that the individual was required to and did not register, he is presumed to be disqualified from participation in WIA Title I-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

Determining Knowing and Willful Failure to Register. If the individual was required but failed to register with the Selective Service as determined by the *Status Information Letter* or by his own acknowledgment, the individual may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing and willful. The grantee, subgrantee, or contractor that enrolls individuals in WIA Title I-funded activities is responsible for evaluating the evidence presented by the individual and determining whether the failure to register was a knowing and willful failure.

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

1. Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to grantees in making determinations in cases regarding willful and knowing failure to register.

In order to establish consistency regarding the implementation of the requirement, grantees should consider the following questions when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," the authorized organization should consider:

- o Was the individual aware of the requirement to register?
- o If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- o On which date did the individual first learn that he was required to register?
- o Where did the individual live when he was between the ages of 18 and 26?

- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful,” the authorized organization should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

If an authorized organization determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. If the authorized organization determines that evidence shows that the individual’s failure to register was knowing and willful, WIA services must be denied. Individuals denied services must be advised of available WIA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations related to Selective Service.

5. **Inquiries.** Direct all inquiries to Employment and Training Administration Federal Project Officer.



SERVICES THAT COMMENCE PARTICIPATION AND CAN EXTEND EXIT

Services that commence participation	Services that can extend the exit date	Services that DO NOT commence participation or extend the exit date
<ul style="list-style-type: none"> ❖ Self-service or self-directed job search and/or workforce information services (does not pertain to WIA youth) ❖ Staff-assisted job search, job referral, career counseling, skills assessment, testing, job development (working with employer and job seeker), workshops, job clubs ❖ Comprehensive and specialized assessments, such as diagnostic testing and interviewing ❖ Individual or Group counseling, career planning, development of individual employment plan ❖ Case management ❖ Short-term pre-vocational services ❖ Training services (occupational skills, on-the-job training, workplace training, cooperative education, private sector training programs, skill upgrading and/or retraining, entrepreneurial training, job readiness training, adult education and literacy activities in combination with training, customized training) 	<ul style="list-style-type: none"> ❖ DOL funded One-Stop partner program services ❖ All required and other appropriate partner program services ❖ Trade readjustment allowances and other needs-related payments funded by TAA, WIA or NEG that are tied to continuous participation or other activities 	<ul style="list-style-type: none"> ❖ Eligibility determination ❖ Case management administrative activities involving regular contact to obtain information regarding employment status, educational progress, need for additional services, etc. ❖ Income maintenance or support payments (e.g., UI, TANF) ❖ Provide assistance not related to employment services (e.g., giving directions or allowing rest room access) ❖ Post-employment follow-up services designed to ensure job retention, wage gains, and career progress

WIA ADULT AND DISLOCATED WORKER COMMON PERFORMANCE MEASURES*

	Definition	Timing Requirements for Attainment	Exclusions**
Entered Employment Rate	Percentage of participants employed soon after exit.	During 1st quarter after exit.	Participants who are employed on the date of participation. However, Dislocated Workers still employed with the lay-off employer at date of participation are NOT excluded.
Employment Retention Rate	The percentage of Adult and Dislocated Worker participants employed several months after exit.	During 2 nd and 3 rd quarters after exit.	Participants not employed in 1 st quarter after exit.
Average Earnings	Average post-participation earnings.	Average 6-months earnings during the 2 nd and 3 rd quarters after exit.	1) Participants not employed in 1 st , 2 nd , or 3 rd quarter after exit. 2) Participants whose employment in 1 st , 2 nd , or 3 rd quarter was verified through supplemental data
Employment and Credential/Certificate	Participants who 1) Were employed AND; 2) Received a credential.	1) Participant must be employed during 1 st quarter after exit; 2) Credential must be attained by the end of the 3 rd quarter after exit.	Participants who do not receive training services.

*Measures in effect as of 7/1/05. The Employment and Credential Measure is not a Common Measure but remains in effect until WIA reauthorization.
 ** Only participants who have received a countable service and therefore have a 'date of participation' are included in performance measures. Any health/medical reasons, are deceased, or are called up for active duty, may be excluded from all performance measures.

WIA YOUTH COMMON MEASURES

All Youth (Age 14-21 at date of participation)	Definition	Timing Requirements for Attainment	Exclusions**
Placement in Employment or Education	The percentage of participants who are employed, in post-secondary education, or advanced training soon after exit.	During 1st quarter after exit.	1) Participants employed at the date of participation 2) Participants who are not employed but are enrolled in advanced training or postsecondary education at the date of participation.
Attainment of a Degree or Certificate	The percentage of participants who attained a secondary school diploma, GED, or certificate during the program or soon after exit.	During program participation through 3 rd quarter after exit.	Youth who are not enrolled in education at the date of participation or at any point during the program.
Literacy and Numeracy Gains	The percentage of basic skills-deficient, out-of-school youth who increase one or more educational functioning levels.	1) At program exit, or 2) At each anniversary of first date of youth service	1) In-school youth 2) Out-of-school youth who are not basic skills deficient. 3) Youth who exit prior to the second anniversary of date of first youth service

**Note: Any participants institutionalized/incarcerated or relocated to a mandated residential program at exit, participants exited for health/medical reasons or deceased, and participants called up for active duty who do not return to WIA are excluded from all performance measures.

WIA
Adult, Dislocated Worker &
Youth Eligibility Training

- Session Overview
- ▣ Primary Customer
 - ▣ Program vs. Service Eligibility
 - ▣ Adult, Dislocated Worker and Youth Eligibility Criteria
 - ▣ Scenarios

- Primary Customers of WIA Title I
- Job Seekers
 - Employers
- 

WIA Programs

- ▣ Youth, Age 14-21
- ▣ Youth, Age 14 -24 for Stimulus-funded Activities (Stimulus Funds end June 30, 2011)
- ▣ Adults, Age 18 and up
- ▣ Dislocated Workers, Age 18 and up

WIA Program vs. Service Eligibility

- ▣ WIA is not an entitlement program
- ▣ Eligibility criteria permits local flexibility and ability to design programs that are responsive to local needs
- ▣ There is a difference between wanting services and needing services

WIA Program vs. Service Eligibility

- ▣ Access to WIA services is based on many factors which include:
 1. Program eligibility
 2. Suitability for services available (Ability to benefit from and successfully complete program)
 3. Customer career goals and objectives
 4. Local area policies and procedures
 5. Local funding, capacity, and resources

Eligibility Do's and Don'ts

- Eligibility for WIA programs does not equal entitlement for services
- If customer is not eligible, make appropriate and informed referrals to partners and community services
- Be consistent, compliant, and customer-focused (do you screen them in or screen them out?)
- Document as needed – follow federal, state, and local rules but make sure there is a reason why you're requiring the info from the customer!
- Be as expedient as possible – you are the gatekeeper for individuals getting the services they need!!

Adult/Dislocated Worker/Youth Eligibility Criteria – Common to All

Citizenship / Alien Status
(Right-to-Work)

Date of Birth (Age)

Selective Service



Adult /Dislocated Worker/Youth Eligibility Criteria – Common to All

- **Citizenship Status/Authorization to Work:
Section 188(a)(5)**
- Participation in programs and activities shall be available to:
 - Citizens and nationals
 - Lawfully admitted permanent resident aliens, refugees, asylees, and parolees
 - Other immigrants authorized by the Attorney General to work in the United States

Authorization to work, continued

- Not all participants must be citizens, but all participants must be authorized to work



Birth Date / Age

- Date of Birth has to be verified
- Age determines what program the customer is qualified to participate in WIA services
- Regular WIA Youth are 14-21 years of age at time of first Youth Service. Stimulus-funded are 14 -24 years of age.

Adult /Dislocated Worker/Youth
Eligibility Criteria - Common to All

- Proper Selective Service Registration
 - All applicants must meet requirements of the Military Selective Service Act
 - Males born on or after Jan 1, 1960
 - Can register within 6 months of their 18th birthday and up to the age of 26
 - Exempt from registration if he is an honorably discharged veteran or has an obvious mental or physical disability which would permanently disqualify him from military service
- www.sss.gov website to check / verify compliance with this requirement

Adult /Dislocated Worker/Youth Eligibility Criteria

Selective Service, continued

- If registration not found or proven, and exempt categories are not applicable....
 - if he is 18-25 years of age, can register him at application
 - if too old to register, ask if his failure to register was knowing or willful. If "no," he could still be eligible for WIA Services. It is up to the local Career Center to determine eligibility on a case-by-case basis.

Social Security Number

- If applicant does not have a card – refer them to the Social Security Administration to apply for a replacement Social Security Card
- Three types of Social Security cards issued:
 - 1 U.S. citizens and people lawfully admitted to the U.S. on a permanent basis. Card lets you work without restriction.
 2. People lawfully admitted on a temporary basis who have DHS authorization to work. Card notes "VALID FOR WORK ONLY WITH DHS AUTHORIZATION"
 3. People lawfully admitted without work authorization. Card notes "NOT VALID FOR EMPLOYMENT"
- Refer to WIA documentation log for acceptable documentation

Family

Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. A husband, wife, and dependent children
- B. A parent(s) or guardian(s) and dependent children.
- C. A husband and wife.

Dependent children- under age 19 (or under age 24 and a fulltime student) living in single residence and being claimed as dependent on parent/guardian's income tax return at time of application or living with parent/guardian who has legal custody

Family

- The issue of guardianship concerning dependent children may be determined by decree of court or may be determined by a state or federal agency which has established or assumed guardianship.
- The phrase "living in a single residence" includes temporary voluntary residence elsewhere such as attending school or college or visiting relatives.

Adult Eligibility Criteria

- Must be 18 years of age or older
(20 CFR Part 652, sec. 663.110)
- **AWIA Training Services** – adult must be certified low-income (70% Lower Living Standard Income Level)
- **AWIA Adult Stimulus Training Services** – adult must be certified eligible using 200% LLSIL (Stimulus Funds end June 30, 2011)
- Adults do not have to be low income to receive Intensive Services only

Dislocated Workers

- Must be 18 years of age or older
(20 CFR Part 652, sec. 663.110)
- Dislocated Workers do not have to be low income to be eligible for Training Services
- Generally speaking, ... Workers are considered to be dislocated if they lose their jobs through no fault of their own
- However, they must fall into one of four categories in order to satisfy the definition

Four Categories for DW Eligibility

1. Is terminated, laid off, or received notice of termination or lay off from employment
AND....
Is eligible for or has exhausted unemployment benefits (UI)
OR...
Has been employed for a sufficient time to demonstrate attachment to the workforce but is not eligible for UI due to insufficient earnings or having performed services for an employer not covered by UI
AND...
Is unlikely to return to previous industry or occupation

Dislocated Worker Categories, cont

2. Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise
OR...
Is employed at a facility where the employer has made a general announcement that such facility will close within 180 days
OR...
For purposes of eligibility to receive services other than training services in Section 134(d)(4A), intensive services in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close

Dislocated Worker Categories, cont.

3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) and presently unemployed because of:
general economic conditions in the community where the individual resides or a natural disaster

Dislocated Worker Categories, cont.

- 4. Is a displaced homemaker.

"Displaced homemaker" means an individual who has been providing unpaid services to family members in the home and who:

- has been dependent on the income of another family member but is no longer supported by that income;

AND

- is unemployed or underemployed and is experiencing difficulty upgrading or obtaining employment.

Eligible Youth Are Required to Meet ALL Three....

- Age:
Youth (age 14-21)
Stimulus Youth (age 14-24)
and
- Low Income
and
- Have ONE Barrier

What is "Low Income"

- All youth are required to meet Low Income criteria to receive any youth service
- Applicant need only satisfy one of the criteria to meet the definition



Low Income - Categories

- Receives or is a member of a family that receives cash payments under a Federal, State, or local income based public assistance program

Examples: Temporary Aid to Needy Families (TANF), Supplemental Security Income (SSI)

Low Income - Categories

- Received an income, or is a member of a family that received a total family income for the 6-month period prior to application for the program that, in relation to family size, does not exceed the higher of 70% of the Lower Living Standard Income Level for an equivalent period.

Low Income Categories, continued

- Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps
- Qualifies as a homeless individual
- Is a foster child on behalf of whom State or local government payments are made

BARRIER

Offender

- An individual who is, or has been, subject to any stage of the criminal justice process for whom service under this act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions.
- Note: includes misdemeanors.

BARRIER #6

An individual (including youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment.

1. Low academic performance
2. Did not pass the Alabama high school graduation exam
3. A past record of excessive absences as verified by school officials
4. Has been suspended, expelled, or put on probation during high school

BARRIER #6

5. Dropped out of school previously
6. Limited English proficiency
7. Family environment is not conducive to education or career goals
8. Has documented alcohol and/or substance abuse
9. Has record of violent behavior

Scenarios

- Applicant: Jason Taylor
- Date of Birth: 4/20/1972
- Employment Status: Employed full time
\$50,000 annually
Company may file bankruptcy
- Occupation: Machinist
- Family Status: 5 (wife, 3 children under 17)
- Citizenship Status: US citizen
- Services: Wants to find another job

Scenarios

- Applicant: Janice Sanders
- Date of Birth: 08/17/1955
- Employment Status: Unemployed due to closure
of Dunkin and Associates 10
months ago
- Occupation: Bookkeeper for 18 years
- Family Status: 2 (herself and husband)
- Income: Husband retired, 35,000/year
pension
- Citizenship Status: US citizen
- Services: Help in finding a job

Scenarios

- Applicant: Tony Jones
- Date of Birth: 03/15/1990
- Employment Status: Unemployed and a high
school drop-out
- Family Status: 3 (lives with parents)
- Income: Father earns \$17,000/year
- Citizenship Status: US citizen
- Services: Help in finding a job

Scenarios

- Applicant: Jessica McCoy
- Date of Birth: 05/22/1988
- Employment Status: Working part-time with certificate of attendance
- Family Status: 5 (lives with parents)
- Income: Father earns \$60,000/year
- Citizenship Status: US citizen
- Services: Self Sufficiency
- Additional Information Paraplegic

Thanks for your time and attention



Forms

**WORKFORCE INVESTMENT ACT (WIA)
ELIGIBILITY/SERVICE/OUTCOMES DOCUMENTS CHECKLIST**

Participant Name: _____

Verified (✓)	DOCUMENTS (Please Check All Documents Used For Verification)
—	The applicant has submitted a completed application form or entered required information into the electronic data collection system and affixed appropriate signature(s) attesting to the accuracy of the information.
ELIGIBILITY DOCUMENTATION FOR YOUTH, ADULTS, AND DISLOCATED WORKERS	
—	<p>The applicant has provided documents to verify <u>DATE OF BIRTH</u>.</p> <p><input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> Employment Records <input type="checkbox"/> State Issued I.D. or Drivers License <input type="checkbox"/> School Record or I.D. (Showing Age or Birth date) <input type="checkbox"/> Public Assistance or Social Service Records</p> <p>Other _____</p>
—	<p>The applicant has provided documents verifying <u>CITIZENSHIP/RIGHT-TO-WORK</u></p> <p><input type="checkbox"/> A Photo I.D. and US Birth Certificate <u>or</u> a Photo I.D. and a Social Security Card (Photo I.D. includes a State-issued drivers license or I.D. card, school I.D. with photo) <input type="checkbox"/> US Passport or Permanent Resident Card, INS Form I-766 with Unexpired Employment Auth. <input type="checkbox"/> Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94</p> <p align="center"><i>(Consult Federal I-9 Form for Additional Acceptable Documents)</i></p>
—	<p>For Males 18 years and older, <u>SELECTIVE SERVICE REGISTRATION</u></p> <p><input type="checkbox"/> On-line Verification of Registration Printout at www.sss.gov <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Waiver Form</p>
ADDITIONAL REPORTING REQUIREMENTS – ALL PARTICIPANT GROUPS	
—	<p>The applicant has a verified <u>SOCIAL SECURITY</u> number.</p> <p><input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> Employment Records <input type="checkbox"/> Letter from Social Service Agency <input type="checkbox"/> Pay Stub <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> Social Security Card <input type="checkbox"/> W-2 Form <input type="checkbox"/> Telephone Verification <input type="checkbox"/> Other: _____</p>
—	<p><u>VETERAN'S STATUS</u></p> <p><input type="checkbox"/> DD 214 <input type="checkbox"/> Letter/Documentation from VA</p>

LOW INCOME DETERMINATION (NOTE: ALL YOUTH MUST BE LOW INCOME)

FOOD STAMPS

- N/A
- Authorization to Obtain Food Stamps within the last six months prior to application
- Current Food Stamp Receipt
- Food Stamp Card with Current Date
- Letter from Food Stamp Disbursing Agency
- Postmarked Food Stamp Mailer with Applicable Name and Address
- Public Assistance Records/Printout
- Telephone Verification / to be completed and Original placed in Case Management File
- Other _____

CASH PUBLIC ASSISTANCE

- N/A
- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check
- Medical Card Showing Cash Grant Status
- Public Assistance Records/Printouts
- Telephone Verification from Public Assistance Agency
- Other _____

HOMELESS

- N/A
- Applicant Statement
- Written Statement from an Individual Providing Temporary Residence
- Written Statement from Shelter
- Written Statement from Social Service Agency
- Self-Certification Form
- Telephone Verification
- Other _____

SUPPORTED FOSTER CHILD

- N/A
- Court Contact
- Court Documentation
- Verification of Payment made on Behalf of the Child
- Written Statement from State/Local Agency
- Telephone Verification
- Other _____

INDIVIDUAL FAMILY INCOME

- N/A If using TANF, Food Stamps, SSI, Homeless or Foster Child to Determine Low Income
- Individual
- Alimony Agreement
- Applicant Statement
- Award Letter from Veteran Administration
- Bank Statement (Direct Deposit)
- Compensation Award Letter
- Court Award Letter
- Employer Statement/Contact
- Farm or Business Financial Records
- Housing Authority Verification
- Pay Stubs
- Pension Statement
- Public Assistance Records
- Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
- Social Security Benefits
- UI Document or Printout
- Telephone Verification
- Other _____

NOTE:
Documentation
Should be
provided for
each
applicable
income source

<p>_____</p>	<p>NUMBER IN FAMILY</p> <p><input type="checkbox"/> N/A If using TANF, Food Stamps, SSI, Homeless or Foster Child to Determine Low Income Family Size does not need to be documented but the family for the individual needs to be established.</p> <p><input type="checkbox"/> Applicant Statement of Family Status</p> <p><input type="checkbox"/> Decree of Court</p> <p><input type="checkbox"/> Disabled (See Individuals with Disabilities)</p> <p><input type="checkbox"/> Landlord Statement</p> <p><input type="checkbox"/> Marriage Certificate</p> <p><input type="checkbox"/> Medical Card</p> <p><input type="checkbox"/> Most recent tax return supported by IRS document</p> <p><input type="checkbox"/> Public Assistance / Social Service Agency Records</p> <p><input type="checkbox"/> Public Housing Authority (if Resident of or on Waiting List)</p> <p><input type="checkbox"/> Self-Certification Form</p> <p><input type="checkbox"/> Telephone Verification</p> <p><input type="checkbox"/> Other _____</p>
<p>_____</p> <p>Note: If an individual declares a disability, any one of the listed items may be used</p>	<p>For <u>INDIVIDUALS WITH DISABILITIES</u></p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Letter from Drug or Alcohol Rehabilitation Agency</p> <p><input type="checkbox"/> Letter from Transition Team Stating Specific Disability</p> <p><input type="checkbox"/> Medical Records</p> <p><input type="checkbox"/> Observable Condition (Applicant Statement Needed)</p> <p><input type="checkbox"/> Physician's Statement</p> <p><input type="checkbox"/> Psychiatrist's Diagnosis</p> <p><input type="checkbox"/> Psychologist's Diagnosis</p> <p><input type="checkbox"/> Rehabilitation Evaluation</p> <p><input type="checkbox"/> School Record (504 Plan or IEP)</p> <p><input type="checkbox"/> Social Service Records/Referral</p> <p><input type="checkbox"/> Social Security Administration Disability Records</p> <p><input type="checkbox"/> Veterans Administration Letter/Records</p> <p><input type="checkbox"/> Vocational Rehabilitation Letter</p> <p><input type="checkbox"/> Children's Rehabilitation Letter</p> <p><input type="checkbox"/> Workers Compensation Record</p> <p><input type="checkbox"/> Telephone Verification</p> <p><input type="checkbox"/> Other _____</p>

YOUTH BARRIERS

DEFICIENT IN BASIC LITERACY SKILLS

- N/A
- Assessed by a Generally Accepted Standardized Test
- School Records
- Telephone Verification
- Other _____

PREGNANT OR PARENTING

- N/A
- Applicant Statement
- Birth Certificate-(Child's)
- Hospital Record of Birth
- Medical Card
- Physician's Note
- Referrals from Official Agencies
- School Program for Pregnant Teens
- School Records
- Statement from Social Service Agency
- Self-Certification Form
- Telephone Verification
- Other _____

SCHOOL DROPOUT

- N/A
- Applicant Statement
- Attendance Record
- Dropout Letter
- Self-Certification Form
- Telephone Verification
- Other _____

OFFENDER

- N/A
- Applicant Statement
- Court Documents
- Halfway House Resident
- Letter of Parole
- Letter from Probation Officer
- Police Records
- Self-Certification Form
- Telephone Verification
- Other _____

HOMELESS RUN-AWAY YOUTH, OR FOSTER CHILD

- N/A
- Applicant Statement
- Written Statement from an Individual Providing Temporary Residence
- Written Statement from Shelter
- Written Statement from Social Service Agency
- Telephone Verification
- Self-Certification Form
- Other _____

REQUIRES ADDITIONAL ASSISTANCE

(Which is the Additional Barrier) State or Local Board Policy (DOCUMENTATION)

- Barrier _____

DISLOCATED WORKER

Dislocated Worker Category A

_____	<p>Terminated or laid off, or</p> <p>Received notice of termination or layoff,</p> <p>Eligible for UC or has exhausted UC, and</p> <p>Unlikely to return to previous industry or occupation</p>	<p><input type="checkbox"/> Certification of Expected Separation</p> <p><input type="checkbox"/> Local Workforce Development Board Determination</p> <p><input type="checkbox"/> Letter from Employer</p> <p><input type="checkbox"/> Documentation from Employment Agency</p> <p><input type="checkbox"/> UC Screens</p> <p><input type="checkbox"/> Self-Certification Forms</p> <p><input type="checkbox"/> Telephone Verification</p> <p><input type="checkbox"/> DD 214</p> <p>Other: _____</p>
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Dislocated Worker Category B

_____	<p>Terminated or laid off, or</p> <p>Received notice of termination or layoff</p> <p>As the result of a permanent closure or substantial layoff</p>	<p><input type="checkbox"/> Certification of Expected Separation</p> <p><input type="checkbox"/> Letter from Employer</p> <p><input type="checkbox"/> Media announcement with Employment Verification</p> <p><input type="checkbox"/> Self-Certification Forms</p> <p><input type="checkbox"/> Telephone Verification</p> <p>Other: _____</p>
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Dislocated Worker Category C

_____	<p>Formerly Self-Employed (including employment as a farmer, a rancher, or a fisherman) and Presently Unemployed because of:</p> <p>General Economic Conditions in Residing Community, or</p> <p>Permanently Relocated due to Natural Disaster</p>	<p><input type="checkbox"/> Business License or Permit</p> <p><input type="checkbox"/> IRS Documentation</p> <p><input type="checkbox"/> Unemployment Rate</p> <p><input type="checkbox"/> Failure of Business Supplier</p> <p><input type="checkbox"/> Failure of Business Customer</p> <p><input type="checkbox"/> Depressed Prices or Market</p> <p><input type="checkbox"/> Federal or State Declaration of Disaster</p> <p><input type="checkbox"/> Self-Certification</p> <p><input type="checkbox"/> Telephone Verification</p> <p>Other: _____</p>
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Dislocated Worker Category D

_____	<p>Displaced homemaker who was:</p> <p>Previously providing unpaid services, and</p> <p>Has been dependent on the income of another family member, and</p> <p>Is unemployed or underemployed, and</p> <p>Has been having difficulty finding employment or upgrading.</p>	<p><input type="checkbox"/> Applicant Statement</p> <p><input type="checkbox"/> IRS Documentation</p> <p>And</p> <p><input type="checkbox"/> Court Records</p> <p><input type="checkbox"/> Public Assistance Records</p> <p><input type="checkbox"/> Medical Records</p> <p><input type="checkbox"/> Bank Records</p> <p>And</p> <p><input type="checkbox"/> Employer Verification</p> <p><input type="checkbox"/> Job Search Verification</p> <p><input type="checkbox"/> Self-Certification</p> <p><input type="checkbox"/> Telephone Verification</p> <p>Other: _____</p>
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_____	<p>Date of Dislocation</p> <p><input type="checkbox"/> Verification from Employer</p> <p><input type="checkbox"/> Rapid Response list</p> <p><input type="checkbox"/> Notice of layoff</p> <p><input type="checkbox"/> Self-Certification</p> <p><input type="checkbox"/> Other: _____</p>
-------	---

SERVICE AND OUTCOME INFORMATION

_____	EMPLOYMENT STATUS AT PARTICIPATION <input type="checkbox"/> Pay Stub <input type="checkbox"/> Self-attestation <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____
_____	SCHOOL STATUS AT PARTICIPATION/SCHOOL STATUS AT EXIT <input type="checkbox"/> School records <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____
_____	DATE OF EXIT <input type="checkbox"/> Self-attestation <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____
_____	DATE ENTERED TRAINING <input type="checkbox"/> Training vendor documentation <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____
_____	DATE COMPLETED OR WITHDREW FROM TRAINING <input type="checkbox"/> Training vendor documentation <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____
_____	TYPE OF RECOGNIZED CREDENTIAL, DIPLOMA, GED, or CERTIFICATE <input type="checkbox"/> Transcripts <input type="checkbox"/> Certificates <input type="checkbox"/> Diplomas <input type="checkbox"/> Letter or other documentation from school system <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____
_____	YOUTH PLACEMENT/RETENTION INFORMATION <input type="checkbox"/> Apprenticeship verification <input type="checkbox"/> Documentation of military service <input type="checkbox"/> Documentation of advanced training or post secondary education <input type="checkbox"/> Transcripts <input type="checkbox"/> Employer contact <input type="checkbox"/> Case Notes <input type="checkbox"/> Other: _____

COUNSELOR/CLARIFICATION NOTES:

Staff Certifier:

Date:

Reviewer:

Date:

→ KEEP PHOTOCOPIES OF ALL DOCUMENTS USED FOR VERIFICATION IN CLIENT FILE

Income Worksheet

WIA Eligibility

First Name: _____ MI: _____ Last Name: _____

Family Information: (List everyone, including yourself, who has lived in the house where you lived during the last 6 months. List total income received for the last six months by each person, such as wages, *Social Security*, or *type of public assistance or unemployment*).

Family Income (6months prior to application date) _____ / _____ / _____
MM DD YYYY

Name	Relationship	Amount	x2	Total	Source
		Total Annualized Income			

Documents needed for Income Verification:

Allmony agreement, Applicant statement, Award letter from VA, Bank Statement (direct deposit), Compensation award letter, Court award letter, Employer statement/contact, Housing authority verification, , Pay stubs, Pension statement, Public assistant records, Quarterly estimated tax for self-employed persons (schedule C), SS benefits letter, W2, UI documents and/or printout, Self-Certification form, Telephone verification, other _____

TELEPHONE/DOCUMENT INSPECTION VERIFICATION REQUIREMENTS

Introduction

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 documented by recording the information on a standardized form such as the example contained in this part. 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 criteria. For example, verification that an applicant has been determined eligible to receive TANF can satisfy the requirements for Youth and Adult low income determination.

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

Agencies that may assist in verifying via telephone are as follows:

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

When documentation is accomplished via telephone or document inspection, staff are required to use a standardized form, such as the example contained in this part, for monitoring and audit purposes.

For cases where documentation cannot or may not be copied, or is not readily obtainable, a Telephone Verification/Document Inspection Form may be used. This form serves a dual purpose:

1. **Document Inspection** – used in cases when documents cannot or may not be copied, and/or if program recruitment is being conducted in the field; and
2. **Telephone Verification** – used to verify information through governmental, private and/or social service agencies. Information recorded on this form must include all the applicable information to enable a monitor and/or auditor to adequately verify information; i.e., document name, contact name, telephone numbers, addresses, etc.

INSTRUCTIONS FOR COMPLETING APPLICANT STATEMENT OF FAMILY STATUS

In cases where the recommended sources of Family Status documentation are unavailable, or the attainment of such documentation would place an undue hardship on the applicant, then this form may be used.

The purpose of this form is to verify WIA Applicant's Family Status at time of application. This entails documenting the size and makeup of the Applicant's FAMILY. This form is only necessary when eligibility is based on FAMILY INCOME for the past 26 weeks.

The **Applicant Statement of Family Status** should be completed by the applicant with the assistance of WIA intake staff to ensure it is completed correctly. The Applicant will then take the form to have it signed by a witness who can corroborate the given information.

Staff must use the definition of **FAMILY** as described in the WIA Eligibility Policy and Procedures Forms Handbook to complete this form.

FAMILY MEMBERS NAME/RELATIONSHIP TO APPLICANT

- List the names of all FAMILY MEMBERS living in the applicant's residence.
- Indicate the relationship of each FAMILY MEMBER to the Applicant.

NAME/LOCATION/REASON

- List the names of any FAMILY MEMBERS not currently residing in the Applicant's residence.
- This should include any FAMILY MEMBER who, in accordance with the WIA definition of FAMILY is not currently living in the residence but would be considered a part of the Applicant's family. These absences may be due to temporary and voluntary residence elsewhere (e.g. attending school or college, or visiting relatives). It would not include involuntary temporary residence elsewhere (e.g. incarceration, or placement as a result of a court order).
- Indicate the location of the absent family member.
- Indicate the reason for the absence. Include whether the absence is voluntary or involuntary, and if it is temporary or permanent.

The Applicant must sign the form.

A corroborating witness must sign the form attesting to the accuracy of the given information. The corroborating witness may live in or out of the residence, and may or may not be related to the applicant. The witness must have verifiable knowledge of the applicant's FAMILY STATUS.

SELF-CERTIFICATION

(Cannot be used to certify social security no., citizenship, birthdate, or selective service)

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE FOLLOWING INFORMATION IS TRUE:

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

APPLICANTS SIGNATURE and DATE

SIGNATURE OF PARENT OR GUARDIAN (as needed)

APPLICANTS ADDRESS

APPLICANTS PHONE #

The above Self-Certification is being utilized for documentation of the following eligibility criteria:

CERTIFICATION

I certify that the information recorded on this form was provided by the individual whose signature appears above.

Certifier's Signature/Date: _____

Self-Certification Requirements:

After review of the eligibility criteria along with possible ways to document the criteria, it was found that much of the documentation was readily available through a number of agencies or sources. In some cases definitive documentation is required, e.g. eligibility to work (I-9 requirements under IRCA) and Selective Service registration or exemption for males.

WIA allows for use of Self-Certification to document those items that in some cases are not verifiable or may cause undue hardship for individuals to obtain. A Self-Certification may be used after all practicable attempts to secure documentation have failed.

In order to utilize the Self-Certification as documentation, the following requirement must be adhered to:

1. The Self-Certification form, or facsimile, must be utilized.

EXAMPLE: Use of the Self-Certification form is as follows: If an applicant states the he/she cannot provide evidence that no income was received during the past six months, and that he/she was unemployed for that period, the blank spaces following the words "I certify, under penalty of perjury, that the following information is true" may be completed, for example as follows: "have received no income from any source during the past six months, I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends."

APPLICANT STATEMENT

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT I _____

If Applicant cannot obtain a satisfactory witness or provide a telephone contact, explain above.

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

Applicants Signature and Date _____

Corroborating Witness Name _____

Signature of Parent or Guardian (as needed) _____

Corroborating Witness Phone # _____

Applicants Address _____

Corroborating Witness Signature and Date _____

Applicants Phone # _____

Witness' Relationship to Applicant _____

The above applicant statement is being utilized for documentation of the following eligibility criteria:

OFFICE USE ONLY	
TELEPHONE VERIFICATION	
The above named witness has been contacted by telephone to corroborate the information in the applicant statement.	
Signature, Title _____	Date of Phone Contact _____

**WORKFORCE INVESTMENT ACT
VERIFICATION OF TERMINATION OR LAYOFF
DISLOCATED WORKER PROGRAM**

Applicant's Name: _____

Application Date: ___/___/___

TO: THE EMPLOYER OIF THE UNDERSIGNED

Please provide the information requested below as it will assist in establishing my eligibility for the Workforce Investment Act (WIA).

Thank you for your help.

Signature of Applicant

Social Security Number

<u>TO BE COMPLETED BY EMPLOYER</u>	
Employer's Name: _____	
Street Address: _____	
City: _____	State: _____ Zip: _____
Phone Number: (____) _____ - _____	
Position Held: _____	
Employed From: ___/___/___	TO: ___/___/___
Has the Applicant been terminated or received a notice of termination (i.e. separated from Employment due to reasons other than discharge for cause, voluntary departure, or retirement)?	
___ Yes ___ No	
Is the termination a result of the permanent closure of your plant/facility/enterprise?	
___ Yes ___ No	
Is the termination a result of a substantial layoff* at your plant/facility/enterprise?	
___ Yes ___ No	
Was the Applicant's position covered by unemployment insurance?	
___ Yes ___ No	
_____ Signature, Title Date	
PLEASE RETURN TO: Agency's Name _____	
Street Address _____	
City _____	State _____ Zip _____
ATTENTION: _____	

CERTIFICATION

I certify that I have contacted the above named employer/representative and the information provided is true and correct to the best of my knowledge.

Signature, Title

_____/_____/_____
Date

Signature, Title

_____/_____/_____
Date

ALABAMA WORKFORCE INVESTMENT ACT
EMPLOYMENT/INCOME VERIFICATION

WIA Applicant's Name: _____ Application Date: ____/____/____

Employee Name: _____ Relationship to Applicant: _____

TO WHOM IT MAY CONCERN:

This is your authorization to release the information concerning my employment as required below. In order to establish eligibility for training and employment under the Workforce Investment Act, verification of income actually received for the period ____/____/____ to ____/____/____ is needed. Please complete this form as soon as possible as it is required before I or a member of my family can be determined eligible for the program.

Your cooperation and prompt return of this information is appreciated.

Thank you,

Signature of Employee

Social Security Number

TO BE COMPLETED BY THE EMPLOYER

Employers Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Position Held: _____

Employee From: _____ to _____

Income Determination Period for Program Eligibility: _____ to _____

Total Gross Wages/Salary: \$ _____ [Includes all pay received (before deductions) inclusive of income determination period listed above]

Signature of Employer Representative, Title, Date

PLEASE RETURN TO: Agency's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

This information may be completed by the contractor if verified by telephone contact indication who supplied the information and the date the telephone contact was made.

Signature, Title Date

Definitions

DEFINITIONS

Adult Education/Basic Skills/Literacy Skills:

Services or instruction in one or more of the following areas: adult education and literacy services, including workplace literacy services, family literacy services and English literacy services.

Advanced Training/Occupational Skills Training:

An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) coincide with exit rather than short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined below under this attachment).

Basic Skills Deficient/Basic Literacy Skills Deficiency:

The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. (TEGL 28-04 and WIASRD 131)

Basic Skills Goal:

Measurable increase in basic education skills including reading comprehension, math, computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

Behind in Grade Level:

Individuals with educational attainment that is one (1) or more grade levels below the grade level appropriate to the age of the individuals. (Section 129(c)(5)(C))

When determining the level of deficiency for a youth participant, it is essential to determine the grade level at which they should be functioning. According to the Alabama Department of Education, in order to enter the first grade, a child must be six years old on or before September 1.

Certificate:

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency, or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons under provisions of the Montgomery GI Bill.
- Office of Job Corps.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes. (Effective 7/1/05)(WIASRD PY2005)

Credential:

Nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognized successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

Customized Training:

Designed to meet the special requirements of an employer (including a group of employers), that is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual on successful completion of the training, and for which the employer pays for not less than 50 percent of the cost of training. (Sec. 101 (8))

Date of Actual Qualifying Dislocation:

The last day of employment at the dislocation job. (WIASRD 125)

Date of Exit:

Represents the last day on which the individual received a service funded by the program or a partner program.

Date of Program Participation:

Represents the first day, following a determination of eligibility, that the individual begins receiving a service funded by the program. (WIASRD 302)

Diploma:

The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma.

Disability:

Means with respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. (Public Law 101-336 Americans with Disabilities Act of 1990)

Dislocated Worker Category:

- A. has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation;
- B. has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
- C. was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- D. is a displaced homemaker.

Displaced Homemakers only:

An individual who has been providing unpaid services to family members in the home who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. (WIASRD 124)

Note: Underemployment occurs when a worker is either overqualified for his/her job, or is not working full-time and is working fewer hours than desired. For example, a college graduate in microbiology can find no work in his/her field and ends up as a clerk in a department store.

Educational Gain:

At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Eligible Non-Citizen:

Participation in programs and activities financially assisted by WIA "shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States". "Citizens and nationals must prove citizenship with documentation of place of birth or citizenship status.

Permanent Resident and Temporary Resident Aliens must prove citizenship status with an alien registration receipt card issued by the Immigration and Naturalization Service. This card is a photo ID. ID's issued prior to July 1, 1979, will be a Form 1-151 (green card). Subsequent ID's will be Form 1-551 (white card). All permanent resident aliens are "authorized to work".

Lawfully admitted refugees, parolees, and other individuals must prove authorized employment status with an annual-departure record issued by the Immigration and Naturalization Service. If the individual is permitted to work in the U.S., that persons' card will be stamped "Employment Authorized". (Sec. 188(A)(5))

Eligible Veteran Status:

The individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.

The individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. The individual is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101.

The individual does not meet any one of the conditions described above.

Eligible Youth:

Means an individual whom:

- a. is not less than age 14 and not more than age 21
- b. is a low-income individual and
- c. is an individual who is one or more of the following:
 1. Deficient in basic literacy skills
 2. A school dropout
 3. Homeless, a runaway, or a foster child
 4. Pregnant or a parent
 5. An offender
 6. Individual who requires additional assistance to complete an educational program, or to secure and hold employment. (Sec 101(13))

Employed in Any Quarter After the Exit Quarter:

The individual is considered employed in a quarter after the exit quarter if wage records for that quarter show earnings greater than zero. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter of measurement after the exit quarter, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.

Employment Status at Participation:

The participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

The participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is currently on active military duty and has been provided with a firm date of separation from military service.

The individual does not meet any one of the conditions described above. (WIASRD 115)

Exit:

Is determined as follows:

1. a participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner service within the quarter (hard exit) or
2. A participant who does not receive any WIA Title I funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit).

Exit Date:

The last date on which WIA Title I funded or partner services were received by the individual excluding follow-up services.

Exit Quarter:

Represents the calendar quarter in which the date of exit is recorded for the individual.

Family:

Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following:

- A. A husband, wife and dependent children
- B. A parent or guardian and dependent children
- C. A husband and wife.

- The term 'welfare family' is defined as those listed on the welfare grant receiving cash payments under TANF (PRWORA) Act of 1996, General Assistance (State or local government), the Refugee Assistance Act of 1980 (PL 96-212), or SSI.
- The phrase "living in a single residence" with other family members includes temporary, voluntary residence elsewhere (e.g. attending school or college, or visiting relatives). It does not include involuntary residence elsewhere (e.g. incarceration, or placement as a result of a court order).
- Dependent children for WIA purposes are those individuals under age 19 (or under age 24 and a full-time student) who are living in the single residence and are being claimed as dependents on the parent/guardian's income tax return at the time of application or living with the parent/guardian who has legal custody.

Family Income:

For the purpose of determining WIA income eligibility:

(A) Included as Income is:

- money wages and salaries before any deductions (includes payment for work performed under Title V or OAA);
- net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses);
- net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- **regular payments from railroad retirement, strike benefits from union funds, worker's compensation, veterans' payments, and training stipends;
- alimony;
- military family allotments or other regular support from an absent family member or someone not living in the household;
- pensions whether private or government employee (including military retirement pay);
- regular insurance or annuity payments;
- college or university scholarships, grants, fellowships, and assistantships;
- dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts;
- net gambling or lottery winnings.

(B) Excluded from Income is:

- Unemployment compensation.
- Child support payments.
- Welfare payments (including AFDC, SSI, RCA, and GA or General Relief, Emergency Assistance money payments).
- Capital Gains.
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car.
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury.
- Noncash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance.
- Allowances or pay received by any person while serving on active duty in the Armed Services, providing that person is now a veteran (i.e., discharged from active duty). Allowances and pay received by any person while serving in Reserve or National Guard on six-month active duty for training, weekend drills, or Summer Camp are also excluded.
- Educational assistance and compensation payments to veterans and other eligible persons under Chapters 11 (Compensation for Service-Connected Disability or Death), 13 (Dependent Indemnity Compensation for Service-Connected Death), 31 (Vocational Rehabilitation), 34 (Veterans' Education Assistance), 35 (War Orphans' and Widows' Educational Assistance), and 36 (Administration of Education Benefits) of Title 38, United States Code.
- Pell Grants.
- Title IV of the Higher Education Act Federal Supplemental Education Opportunity Grants (FSEOG) and Federal Work Study (FWS).

- Needs-based scholarship assistance.
- Foster care child payments.
- Applicable to older individuals in Section 204(d) Older Worker Programs; 25% of social security benefit payments can be excluded from family income calculations.
- Social Security Disability Income (SSDI).

Food Stamps:

A member of a household that receives (or has been determined within the six month period prior to registration for the program involved to be eligible to receive).

Foster Child:

A child on behalf of whom state or local government payments are made and for whom a court order removing the child from the custody of the parent and specifying a managing conservator exists. (WIASRD 119)

General Assistance:

A participant who receives cash advances from one or more of these sources:

- a. General Assistance (GA) (State/local government)
- b. Refugee Cash Assistance (RCA)
- c. Supplemental Security Income (SSI-SSA Title XVI): (WIASRD 121)

Health/Medical or Family Care:

The participant is receiving medical treatment or providing care for a family member that precludes entry into unsubsidized employment or continued participation in the program. This does not include temporary conditions or situations expected to last for less than 90 days.

High School Diploma Equivalent:

A GED or high school equivalency diploma recognized by the State.

High School Dropout:

The individual has not received a secondary school diploma or its recognized equivalent and is no longer attending any school. (WIASRD 130 (4))

Highest Grade Completed:

Record the highest school grade completed by the individual. This information may be updated at any time during participation in the program. (WIASRD 123)

Homeless:

An individual who lacks a fixed, regular and adequate nighttime residence. (see below/next page homeless/runaway). (Sec. 101(25)(D))

Homeless/Runaway:

An individual who lacks a fixed, regular, adequate nighttime residence; and any adult or youth who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. (WIASRD 126)

Individual:

A person not meeting the definition of family is considered to be an individual (often known as a family of one).

Individual with Disability:

Is an individual who has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and has a record of such an impairment, or is regarded as having such an impairment. (WIASRD 104) (as defined in section 3 of the American with Disabilities Act of 1990 (42 U.S.C. 12102)). (Adult Ed)[670.120](Sec. 101(17))

Institutionalized:

The participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days. Individuals with disabilities (as defined in 29 CFR 37.4) residing in institutions, nursing homes, or other residential environments cannot be excluded under this reason. This reason does not apply to the Responsible Reintegration of Youthful Offenders program.

Job Readiness:

This consists of instruction in work maturity and pre-employment skills. This activity is provided through contracts and/or vouchers to public and/or private service providers. Also includes attitude adjustment, job seeking skills, job keeping skills, job search, extensive job development, close coordination with DSS/TANF case manager, encourage volunteer drug testing prior to job referral. Referral to needed rehabilitation and other supportive services, placement into a job paying at least minimum wage and expected to be permanent, short-term specialized occupational skills training (i.e., a certificate in MicroSoft Office, Windows 95, Lotus, etc.).

Limited English Language Proficiency:

An individual who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language. (WIASRD 116)

Low Income Individual:

Means an individual who:

- a. Receives, or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
- b. Received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (a) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of..
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- c. Is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011, et seq.);
- d. Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- e. Is a foster child on behalf of whom State or local government payments are made; or
- f. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (a) or of subparagraph (b), but who is a member of a family whose income does not meet such requirements. (WIASRD 119)

Military Service:

Reporting for active duty. (TEGL No. 7-99)

Military Status at the Date of Participation:

An individual is considered to be in the military at the date of participation if: a) he/she currently is serving on active military duty and has not been provided with a date of separation from military service, or b) he/she is a member of the National Guard or one of the Military Reserves and is currently serving in a mobilized (i.e., active military duty) status.

Needs-Related Payments:

If the individual received needs related payments WIA title IB funded for the purpose of enabling the individual to participate in approved training funded under WIA Title IB. (WIASRD 329)

Not Employed:

An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment. (WIASRD 115)

Not Employed at Participation:

An individual who does not meet the definition of employed at registration or who, although employed, has received notice of termination of employment.

Number in Family:

Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- a. a husband, wife and dependent children;
- b. a parent or guardian and dependent children; or
- c. husband and wife

→ the term "**welfare family**" is defined as those listed on the welfare grant receiving cash payments under TANF (PRWORA) Act of 1996, General Assistance (State or local government), the Refugee Assistance Act of 1980 (PL96-212), or SSI

- The phrase "**living in a single residence**" with other family members includes temporary, voluntary residence elsewhere (e.g. attending school or college or visiting relatives). It does not include involuntary residence elsewhere (e.g. incarceration, or placement as a result of a court order).
- "**Dependent children**" for WIA purposes are those individuals under age 19 (or under age 24 and a full-time student) who are living in a single residence and are being claimed as dependents on the parent/guardian's income tax return at the time of application or living with the parent/guardian who has legal custody. (Sec 101)(15))

Occupational Skills:

Encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. (TEGL 7-99)

Occupational Skills Goal:

Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

Offender:

An individual who is, or has been, subject to any stage of criminal justice program for whom services under WIA may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. (WIASRD 127)

On-the-Job Training:

Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- provides knowledge or skills essential to the full and adequate performance of the job;
- provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and
- is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. (WIASRD 336)

Out-of-School Youth:

(Sec. 101 (33)) An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. For reporting purposes, this term includes all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent, and except those who are attending post-secondary school and are not basic skills deficient.

Participant:

The term participant means an individual who is determined eligible to participate in the program and receives a service funded by the program in a physical location (e.g., a One-Stop career center). States and grantees are encouraged to consider as participants those individuals who receive services that are available electronically and are not accessed through a physical location. (TEGL 28-04)

Participation Quarter:

Represents the calendar quarter in which the date of participation is recorded for the individual. (TEGL 28-04)

Physical Location:

A physical location means a designated One-Stop career center, an affiliated One-Stop partner site, including a technologically linked access point, where services and activities funded by the program are available, or other specialized centers and sites designed to address special customer needs, such as company work sites for dislocated workers. (TEGL 28-04)

Planned Gap in Service:

No participant activity of greater than 90 days due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.

Post-Secondary Education:

A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/occupational skills training."

Post-test:

A test administered to a participant at regular intervals during the program. (TEGL 28-04)

Pre-test:

A test administered to a participant within 60 days following the date of participation. (TEGL 28-04)

Pregnant or Parenting:

An individual who is under 22 years of age and who is pregnant or a youth (male or female) who is providing custodial care for one or more dependents under age 18. (WIASRD 128)

Public Assistance:

If the individual is a person who is receiving or has received cash assistance or other support services from one of the following sources at any time during participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), and Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments. While this information may be updated during participation, such updating is not required. (WIASRD 121)

Qualified Apprenticeship:

A program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (i.e., State Apprenticeship Council). Approval is by certified registration or other appropriate written credential.

Received Disaster Relief Assistance:

If the NEG participant received disaster relief assistance, which includes, but is not limited to, providing food, clothing, shelter and related humanitarian services; performing demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public structures, facilities and lands located within the designated disaster area, as defined in the grant award document. (WIASRD 330)

Received Pre-Vocational Activities:

If the individual received short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training (i.e., intensive services for adults and dislocated workers). (WIASRD 338)

Received Supportive Services:

If the individual received supportive services (WIA section 134(e)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in activities authorized under WIA title IB. For youth, support services (WIA section 101(46)) for youth include (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) referrals to medical services; and (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear. (WIASRD 328)

Received Workforce Information Services:

If the individual received workforce information services which includes, but is not limited to, information on state and local labor market conditions, industries, occupations and characteristics of the workforce, area business identified skills needs, employer wage and benefit trends, short and long term industry and occupational projections, worker supply and demand, and job vacancies survey results. In addition, workforce information may include local employment dynamics information such as the high growth and high demand industries, workforce availability, business turnover rates, job creation, job destruction, and new hire rates, and labor and commute shed information. (WIASRD 333)

Registration:

The process for collecting information to support determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. Adults and dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible. EO data must be collected on every individual who is interested in being considered for WIA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from the recipient. (Sec. 663.105 (Federal Register, vol. 65 no. 156))

Registration Date:

Should be the date of the first WIA Title 1-B service (other than informational or self-service activities for adults and dislocated workers). (WIASRD 302)

Relocated to a Mandated Residential Program:

For youth participants only, the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program.

Reservists Called to Active Duty:

The participant is a reservist who is called to active duty for at least 90 days.

School Dropout:

The individual has not received a secondary school diploma or its recognized equivalent and is no longer attending any school. (WIASRD 130)

Self Employed:

(Operational definition that can be used for eligibility determination and priority for service).

Self-Service/Informational Activities:

Core Services that do not require registration and tracking.

Self-Sufficiency (For Alabama):

Means employment that pays at least 200% of the lower living standard income level. (GWDD 2005-05, Ch.5)

Separation:

The action by which an individual ceases to be a student in the Job Corps program, either voluntarily or involuntarily. (670.120)

Service Area:

The geographical jurisdiction in which a WIA section 167 grantee is designated to operate. (669.110)

Significant Staff Involvement:

Registration into WIA is required for Adults and Adult Dislocated Workers at the point when significant staff involvement occurs. In the AWIA this occurs when WIA Title I staff begins to provide staff-intensive services such as provision of comprehensive and specialized assessments, development of an individual employment plan, group and/or individual counseling, or the provision of short-term prevocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Single Parent:

A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18. (WIASRD)

Skills Upgrading/Retraining:

Is retraining and other development administered to an individual to close skill gaps resulting from obsolescence; and training and development designed to equip an individual with knowledge and skills leading to another occupation. Skills Upgrading (WtW) means improving the skills of welfare recipients and low-wage workers. (OPM:DOL-ETA: Restructuring Handbook)

Special Disabled Veteran:

If the veteran is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the DVA for a disability, (i) rated a 30 percent or more or, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap. (WIASRD 113)

Special Populations:

Includes: (1) individuals with disabilities; (2) economically disadvantaged; (3) individuals preparing for non-traditional training and employment; (4) single parents, including single pregnant women; (5) displaced homemakers; and (6) individuals with other barriers to educational achievement including individuals with limited English proficiency. (SIC)

Spouse:

The husband or wife of the FA grantee in a two-parent FA unit. (JOBS)

SSI:

Supplemental Security Income (SSI-SSA Title XVI for the Aged, Blind, and Disabled) participant receives cash assistance under a State plan. (WIASRD 121)

Staff-Assisted Services:

Are designed to impart job seeking and/or occupational skills and should require registration. (TEGL No. 7-99)

Temporary Assistance to Needy Families:

The individual is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency at any time during participation in the program. While this information may be updated during participation, such updating is not required. (WIASRD 120)

Underemployed:

Is an individual who is working part-time but desires full time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. (668.150)

Unemployment Compensation Programs:

Authorized under State unemployment compensation laws (in accordance with applicable Federal law), if the individual is an eligible U.C. claimant referred by the Worker Profiling and Reemployment Services (WPRS) system, and meet these three record qualifications:

- If the individual is an eligible U.C. claimant but was not referred by WPRS.
- If the individual exhausted his/her U.C. benefits
- If the individual was neither a U.C. claimant nor an exhaustee.

An eligible U.C. claimant is an individual who has been determined to be monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights. (WIASRD 118)

Work Place Training/ Cooperative Education:

Is largely limited to managers, executives, and those already technically trained. Cooperative education coordinates educational programs with work in the private sector. (DOL-ETA: *Learning a Living: a Blueprint for High Performance*)

Work Readiness Skills Goal:

Work readiness skills include world or work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills, such as using a phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

Youth Needing Additional Assistance:

A youth, aged 14-21, who requires additional assistance to complete an educational program or to secure and hold employment as defined by State or local policy. (WIASRD 129)

Resources

