

SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD
P. O. BOX 6806
PINE BLUFF, AR 71611

Phone (870) 536-1971

Fax (870) 536-7718

southeastarkansas.org/services/workforce/

Acceptable Documentation

PURPOSE: The purpose of this policy is to describe and to detail the Arkansas regulations concerning acceptable documentation required or allowed for various aspects of the WIOA Title I-B Adult, Dislocated Worker, and Youth programs, in accordance with the rules and regulations of the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB) and the Southeast Arkansas Workforce Development Board (SEAWDB).

REFERENCE:

U.S. Department of Labor, *JTPA: A Technical Assistance and Training Series*, 1993 (JTPA TAG)
TEGL 24-91 (JTPA TEGL)

State of Arkansas Employment Security Department, *Employment Assistance Issuance PY 01-17*, 2002
TEGLs 10-09 & 22-15

POLICY:

All eligibility must be documented in participant files, but local areas should not require more documentation than is necessary to prove eligibility for programs. In addition, local areas should not burden applicants with requirements to provide particular documents when other documents are available and acceptable. After eligibility is determined, other barriers to employment may be self-attested to if documentation is not readily available. In an ideal situation, all documentation of a participant should tell the same story. But when conflict arises, case managers should weigh all evidence to determine the true situation. In such cases, official documentation outweighs self-attestation [TEGL 22-15].

The following tables indicate acceptable documentation and are not intended to list eligibility requirements. For eligibility requirements, refer to particular policies detailing eligibility for each program. The requirements are grouped for convenience, but documents are intended to be lists for documentation, and not an eligibility reference.

In order to limit the documentation burden to the applicant, local areas should require the minimum documentation required to adequately document eligibility or need while obtaining documentation required for DOL data validation. To the extent possible, excessive documentation requirements should not discourage valid participation in WIOA programs and case managers should assist applicants in obtaining needed documentation [TEBL 22-15].

The terms “self-attestation”, “self-certification”, “participant statement”, and “applicant statement may be used interchangeably to mean a document by an individual stating his or her status in a particular situation or attesting that the information submitted for eligibility is true and accurate. The document must include [20 CFR 675.300; TEGL 22-15]:

1. The individual must declare his or her status for particular element being attested to.
2. The document must be signed and dated by the individual attesting to the information.

The form and signature may be either on paper with a written signature or in the state management system with an online signature. A signed and dated application is also considered self-attestation, although more details may be needed for particular circumstances. As appropriate, the statement (or attestation or certification) should indicate details of particular situations or information, without violating privacy laws.

See ADWS Policy No. WIOA I-B – 1.2 (*Definitions*) for specific definitions of specific terms. See appropriate policies for eligibility requirements and more detailed information. For each documentation requirement, information is given for both eligibility and data validation, if appropriate. In each case, documentation for data validation must be kept. If the condition documented is for reporting purposes only, only the data validation document must be obtained. If the documentation is for eligibility purposes, more or other information may be required.

Common Eligibility Requirements	Acceptable Documentation (One of the following for each criterion unless otherwise indicated)
Age / Birthday	<p><u>Acceptable for Eligibility and DOL Data Validation (TEGL 22-15)</u></p> <ul style="list-style-type: none"> • Driver’s License • Baptismal record • Birth certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, state or local ID card with birthday • Passport • Hospital record of birth • Public assistance/ social service record • School records • Work permit

	<ul style="list-style-type: none"> • Tribal Records • Cross-match of name & SSN with Department of Vital Statistics
<p>Social Security Number</p>	<p><u>Data Validation from TEGL 22-15 & Eligibility</u></p> <ul style="list-style-type: none"> • Social Security card • Military ID with SSN • State or Federal ID with SSN <p><u>Eligibility:</u> Because giving the SSN is not a requirement for eligibility, but a convenience for performance purposes, the following documents may be used to verify SSN <u>if the documents listed in TEGL 22-15 are not available at time of enrollment</u>. New documentation listed in TEGL 22-15 should be ordered and a copy should be placed in the file when available.</p> <ul style="list-style-type: none"> • W-2 form with name and address • Income tax return (must be signed by taxpayer to indicate acknowledgement that return is accurate) • Letter or form from Social Services agency • Pay stub containing SSN • Social Security benefits letter/form/card • Statement on application, supported by documents or statements from public assistance <p>Note: Although TEGL 22-15 lists passports as acceptable data validation, the SSN is not on a U.S. passport.</p>
<p>Selective Service Compliance</p> <p>See ADWS Policy No. WIOA I-B – 2.1 (<i>Common Eligibility Requirements</i>) for details, as needed.</p>	<p><u>Eligibility:</u></p> <p><u>To document an individual is registered:</u></p> <ul style="list-style-type: none"> • Registration verification from www.sss.gov • Selective Service registration card • Selective Service registration acknowledgement letter • Selective Service status Information Letter • Stamped Post Office Receipt of Registration • Selective Service Registration Record (Form 3A) • Selective Service Verification Form <p><u>To document an individual is exempt:</u></p> <ul style="list-style-type: none"> • Checked Female sex at birth on signed & dated application (self-attestation) • Document verifying date of birth • DD-214 showing military service during full time between age 18 to age 26 • Other document (not self-attestation) verifying exemption, with notes stating how the document verifies exemption.

	<p>Not “willful and knowing”:</p> <p>See ADWS Policy No. WIOA I-B – 2.1 <i>Common Eligibility Requirements</i>, p. 3 for information needed to document that failure to register was not “willful and knowing”. Explain situation and how documentation presented explains that failure was not “willful and knowing.” Also see TEGL 11-11 Change 2 for more information, if needed.</p>
<p>Ability to work in the United States</p>	<p>Eligibility:</p> <p>Documentation required is the same as required for USCIS Form I-9. Although applicants are not required to complete an I-9 unless they will be placed in employment, completing the I-9 at time of registration is acceptable. See USCIS Form I-9 in this manual for instructions, documentation requirements, and a fillable pdf form, or use the checklist on page 3 of ADWS FORM WIOA I-B – 2.1 (<i>Common Eligibility Documentation</i>).</p> <p>Note: Local areas may not discriminate against work-authorized individuals by specifying which of the allowed documents will be accepted from the applicant. They may ascertain the authenticity of documents suspected to be fake. However, if the documentation presented appears to be genuine, documentation requirements have been met [8 USC 1324a].</p>

<p>Veterans’ Priority and Adult Priority</p>	<p>Acceptable Documentation (One document in each of the appropriate categories)</p>
<p>Veteran or eligible spouse (Documentation required at point of determining eligibility or veterans’ priority for benefits [TEGL 10-09])</p>	<p>Veteran: <u>Eligibility Documents from TEGL 10-09:</u></p> <ul style="list-style-type: none"> • DD 214 issued following separation from active duty • Official notice issued by the VA that establishes entitlement to a disability rating that meets eligibility requirements or an award of compensation to a dependent that meets eligibility requirements • An official notice issued by the state veterans’ service agency that documents veteran’s status <p>Eligible Spouse: <u>Eligibility Documents from TEGL 10-09:</u></p> <ul style="list-style-type: none"> • Official notice issued by the VA that establishes entitlement to a disability rating that meets eligibility requirements or an award of compensation to a dependent that meets eligibility requirements [TEGL 10-09] • An official notice issued by the Department of Defense that documents the eligibility of an individual, based on the missing

	<p>or detained status of that individual’s active duty spouse [TEGL 10-09]</p> <ul style="list-style-type: none"> • An official notice issued by the state veterans’ service agency that documents veterans status or spousal rights [TEGL 10-09] <p>Veteran reporting only:</p> <ul style="list-style-type: none"> • Self-attestation • Cross match of name & SSN with veterans data is acceptable for data validation [TEGL 22-15]
Low income	See Low-Income Eligibility Requirements section below
Basic Skills Deficient	<p>Eligibility & Data Validation: Score of 8.9 or below on a standardized test appropriate to the population and approved by SEAWDB and administered in the last 6 months according to policies of local area, a similar instrument administered by an American Job Center partner, or a standardized test with grade equivalency given by school [WIOA § 3(5); 20 CFR 681.290; TEGL 19-16; ADWS Policy No. WIOA I-B – 1.2 (Definitions)]</p> <p>(1) Limited ability to read, write, speak or comprehend the English language:</p> <ul style="list-style-type: none"> • Self-attestation • Observation, documented by case manager • Other documentation for statement <p>(2) Native language is a language other than English</p> <ul style="list-style-type: none"> • Self-attestation • Observation, documented by case manager • Other documentation for statement <p>(3) Lives in a family or community environment where a language other than English is the dominant language</p> <ul style="list-style-type: none"> • Self-attestation • Observation, documented by case manager • Other documentation for statement
Member of priority population identified by SEAWDB	See Individual with Barriers to Employment below

Low-Income Eligibility Requirements	Acceptable Eligibility Documentation (Only one criterion need
--------------------------------------------	----------------------------------------------------------------------

	<p>be documented to determine eligibility. If an element is reported only, either Data validation document <u>or applicant statement</u> is the acceptable documentation.</p>
<p>Receives SNAP, SSI, or other state or local income-based cash public assistance</p>	<p><u>Eligibility & Data Validation:</u></p> <ul style="list-style-type: none"> • Verification of Public Assistance Form with assistance provided within last 6 months • Refugee assistance or other public assistance records • Copy of public assistance check • Other official letter, or other official document verifying that the applicant or his/her family received services within last 6 months <p>If assistance is received by a family member and not the applicant, family connection must be included in document or documented in another way.</p>
<p>Receives cash assistance from TANF program</p>	<p><u>Eligibility & Data Validation:</u></p> <p>Cross-match of name and SSN with State TANF public assistance records</p> <p>Until cross-match can be obtained, verification of public assistance form with assistance provided within last 6 months <u>OR</u></p> <p>Other official letter, or other official document verifying that the applicant or his/her family (with verification of connection, as defined as “family”) with services within last 6 months</p> <p>If TANF is received by a family member and not the applicant, family connection must be included in document or documented in another way.</p>
<p>Receives or is eligible to receive free or reduced-price lunches or an OSY who is a parent living in the same household as a child who is eligible for free/reduced lunches [TEGL 21-16].</p>	<p><u>Eligibility & Data Validation:</u></p> <ul style="list-style-type: none"> • Notification letter from school • Statement from school <p>Notes:</p> <ul style="list-style-type: none"> • Documenting residence in a school district that receive 100% free lunches under the Healthy, Hunger-Free Kids Act of 2010 (Pub. L. 111-296, December 13, 2010, 124 Stat. 3183) is not sufficient documentation to this criterion. Documentation must be provided that the student receives or qualifies free or reduced-price lunches [DOL comments in Final Rule concerning §681.270]

	<ul style="list-style-type: none"> • If documentation is for OSY parent of student who receives free-reduced lunch, parental connection must be documented.
<p>Family below poverty line or 70% of LLSIL</p> <p>See ADWS Policy No. WIOA I-B – 1.2 (<i>Definitions</i>) for definition of “family” for information concerning what income is excluded and included in the calculations</p> <p>Excluded in income calculations are:</p> <ul style="list-style-type: none"> • Cash payments from federal, state, or local income-based public assistance program • Most military pay and allowances, except pensions • One-time payments • Needs-based scholarships • Other income sources listed as excluded under “Low-income individual” in ADWS Policy No. WIOA 1-2 (<i>Definitions</i>) <p>Included in calculations are income sources not excluded, including:</p> <ul style="list-style-type: none"> • Social Security old-age and survivor’s benefits • Unemployment compensation • Child support payments • Gross wages, tips, salary, commissions, or fees • Net self-employment income • Other income listed in the above policy 	<p>Need <u>one item in Group A plus as many documents as required to document family income in Group B</u></p> <p>Group A: Documentation of number of people in family (see definition of family): Self-attestation of name, age, and relationship of family members, combined with one or more of the following documentation:</p> <ul style="list-style-type: none"> • Income tax return listing members of family plus birth documentation for any child born after taxes were filed (Income tax must be signed by taxpayer) • Court document listing all members of family • DHS statement listing all members of family • Birth certificates of children in family • Public Housing Authority Statement • Statement by landlord or other knowledgeable individual (at the discretion of the case manager) to support applicant statement <p>Group B: Self-attestation of family income sources, supported by documented income of all members of family for <u>6 months prior to application</u>. Documents depend on family situation. Documentation may include, but is not limited to:</p> <ul style="list-style-type: none"> • Enough pay stubs to verify six months’ employment • Employer statements • UI Wage statements to document employers, supported by pay stubs or employer statements from those employers • Quarterly statements for self-employed individuals • Financial statements from self-employed individuals • Bank statement to document income sources, supported by pay stubs or employer statements of gross income • Pension statements • Social Security letter • Court documents • Other: <p>Note: If family shows little or no income, applicant must write a statement as to how expenses are being met.</p>

<p>Homeless individual</p> <p>See definition of homeless in See ADWS Policy No. WIOA I-B – 1.2 (Definitions)</p>	<p><u>Eligibility & Data Validation :</u></p> <ul style="list-style-type: none"> • Written statement or telephone verification from shelter, social service agency, school social service officer, or individual providing temporary shelter, detailing where the applicant sleeps at night • If no such statement is available, applicant may complete self-attestation document explaining where he/she sleeps at night
<p>Is a foster child on behalf of whom state or local government payments are made</p>	<p><u>Eligibility and DOL Data Validation:</u></p> <p>Written or telephone verification from social services agency, children’s home, or similar agency</p>
<p>Individual with a disability who meets low-income guidelines even though the family does not</p> <p>(must also document income of individual)</p> <p><u>(Documentation must be kept confidential)</u></p>	<p><u>Eligibility & Data Validation:</u></p> <p><u>Income of individual:</u> Use appropriate income documentation as listed above, except for applicant only.</p> <p><u>Disability:</u></p> <ul style="list-style-type: none"> • Statement, records, or referral from representative of Arkansas Rehabilitation Services or Division of Services for the Blind • Self-attestation if disability is observable, supported by statement from case manager • Statement or letter from drug or alcohol rehabilitation agency • Medical records • School records • Physician’s Statement • Statement from school counselor or ADA official • Psychiatrist’s diagnosis • Psychologist’s diagnosis • Statement from local school, housing, or work area for individuals with disabilities • Social service records, referral, or statement • Social Security Administration disability letter or records • Veterans Administration letter or records • Workers compensation record
<p>Youth programs only – lives in a high-poverty area. Must document residency in a county or census tract determined by the U.S. Censuses Bureau to be a High-Poverty Area.</p>	<p>Document residency in area of youth or parent/guardian, if minor. Documentation must support the address given on the application, and it must contain name of youth or parent/guardian, if youth is a minor:</p> <ul style="list-style-type: none"> • Postmarked mail from government, organization, school, or business addressed to applicant or parent/guardian

<p>See ADWS Form WIOA I-B – 1.3 (Low-Income Documentation) for information concerning determining census tracts from addresses and appropriate ADWS Issuance for poverty areas.</p> <p><u>See SEAWDB Youth Requiring Additional Assistance Policy.</u></p>	<ul style="list-style-type: none"> • School record or identification card • Drivers' license • Utility bill in name of applicant or parent/guardian • Payroll stub or W-2 with address • Verification of address from employer, landlord, or such, at the discretion of the case manager • Rent receipt • Property tax record • Insurance card or policy with name and address of applicant or parent/guardian • Most recent income tax return of individual or parent/guardian (Income tax returns must be signed by taxpayer. Return must list name of applicant.) • Verification by official of Housing Authority, DHS, school, one-stop partner, or social service agency
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Dislocated Worker	Acceptable Eligibility Documentation (Only one category need be documented to determine eligibility, and only one document is required for each criteria within the category.)
<p>Category A – Laid off and unlikely to return to previous occupation OR separating service member</p> <p>See ADWS Policy No. 2.4 Eligibility for Dislocated Worker Program for required information to be documented.</p> <p><u>See SEAWDB Dislocated Worker Eligibility Policy</u></p>	<p><u>Eligibility & Data Validation:</u></p> <ul style="list-style-type: none"> • Laid off: <ul style="list-style-type: none"> ○ Layoff notice or termination notice from employer ○ Telephone verification by last employer (with name, position, and date of contact) ○ Letter from employer confirming layoff or termination status ○ Self-attestation supported by UI statement, document, or form showing receipt of UI benefits after leaving employment • Eligible for or has exhausted entitlement to UI compensation: Any form or statement from ADWS that documents that the individual has been determined monetarily and non-monetarily eligible for benefit payments under one or more state or federal UI compensation programs, that the individual has or has not exhausted benefit rights or benefit period has not ended. These may include: <ul style="list-style-type: none"> ○ UI payment records ○ Monetary determination records plus layoff notice or document ○ Telephone confirmation (documented by certifier) from ADWS local office of both monetary and non-monetary eligibility determination ○ Other documentation from employer or ADWS that applicant qualifies for or will qualify for UI compensation • Employed for a duration sufficient to demonstrate attachment

	<p>to the workforce</p> <p>Any document that applicant has worked during at least 1 quarter in the last year immediately prior to eligibility determination. These may include, but are not limited to:</p> <ul style="list-style-type: none"> ○ Pay check stub ○ Written verification by last employer ○ Phone verification by last employer (with name, position, and date of contact, and signed by person making verification contact) ○ UI wage records <ul style="list-style-type: none"> ● Not eligible for UI compensation due to insufficient earnings or employment not covered by state UI law: Any form or statement from DWS that documents that earnings were insufficient or that employment was not covered, such as: <ul style="list-style-type: none"> ○ Monetary determination record ○ Written or phone verification by DWS ● Unlikely to return to previous occupation (Local area must define “unlikely to return to a previous industry or occupation.” Documents are given as guidelines to document local definition, and local areas may adjust the documentation, if needed, to comply with their definition. Suggested guidelines are to choose A <u>or</u> B): <ul style="list-style-type: none"> A. The industry or occupation shows no growth or a decline in available job opportunities, as determined by ADWS or the LWDB: <ul style="list-style-type: none"> ▪ Labor Market Information ▪ ADWS or LWDB labor analysis B. The applicant has been seeking employment since termination, but is unable to find employment in his/her previous industry or occupation due to economic conditions and/or skill limitations <ul style="list-style-type: none"> ▪ Application with AJL or ADWS local office and no refusal to accept a reasonable job offer ▪ Lack of job offers or rejection letters from employers in the local area ▪ Applicant is insufficiently educated and/or does not have the necessary skills for reentry into the former industry/occupation, as documented through the assessment of the individual’s educational achievement levels, testing, or other suitable means ▪ Statement from doctor, ARS, or DSB indicating that the applicant’s inability to return to previous industry/occupation is due to physical limitations
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Separating service member [20 CFR 680.660(a); TEGL 3-15]: <ul style="list-style-type: none"> ○ DD-214 with separation date ○ Other documentation that shows separation or imminent separation from the Armed Forces
<p>Category B – Unemployed because of business closure or substantial layoff.</p> <p>Must document either permanent closure/substantial layoff or general announcement that facility will close in 180 days AND that applicant was employed at the facility.</p> <p>See ADWS FORM WIOA I-B – 2.4 (<i>Dislocated Worker Eligibility</i>) or ADWS Policy No. WIOA I-B – 2.4 (<i>Eligibility for Dislocated Worker Program</i>) or ADWS Policy No. WIOA 1.2 (<i>Definitions</i>) for more information</p> <p><u>See SEAWDB Dislocated Worker Eligibility Policy</u></p>	<p><u>Eligibility & Data Validation:</u></p> <p>Permanent Closure /Substantial Layoff or General Announcement Plant will Close in 180 days: Any document verifying or announcing the specific situation to be verified, which includes, but is not limited to:</p> <ul style="list-style-type: none"> • Letter or statement from employer • Newspaper article • News media printed article • Document from Governor’s Dislocated Worker Task Force • WARN notice • Business’ Internet web site report • Correspondence from a Union or Elected Official • Eligibility certificate to receive TAA • Rapid response list of affected employees from layoff • Phone verification by last employer (with name, position, and date of contact, and signed by person making verification contact) <p>Worker was employed at the facility Any document that verifies that the applicant is/was employed at the facility, which includes, but is not limited to:</p> <ul style="list-style-type: none"> • Current employee list from employer • Employer list of laid-off employees • Recent check stub from employer • Wage file for UI claimants • Layoff/closure letter to employee from employer or union representative • Phone verification by last employer (with name, position, and date of contact, and signed by person making verification contact) • Eligibility certificate to receive TAA • Rapid response list of affected employees from layoff

<p>Category C – Self-employed individual who is unemployed because of natural disaster or community economic conditions</p> <p>Must document both self-employment status AND either natural disaster or economic conditions</p> <p>Local area must define “unemployed as result of general economic conditions in the community in which an individual resides or because of natural disasters.” Documents are given as guidelines to document local definition, and local areas may adjust the documentation, if needed, to comply with their definition.</p> <p>Must document both self-employment status AND either natural disaster or economic conditions</p> <p><u>See SEAWDB Dislocated Worker Eligibility Policy</u></p>	<p><u>Eligibility & Data Validation:</u></p> <p>Self-Employed:</p> <ul style="list-style-type: none"> • Tax Return with business name and applicant’s name • Business license with applicant’s name • Statement from bank linking applicant to business • Other document showing applicant as owner of business <p>Natural Disaster:</p> <p><u>Self-attestation of reason for closing, including how the natural disaster caused the business to close, supported with documentation of the disaster, such as:</u></p> <ul style="list-style-type: none"> • Newspaper article discussing the disaster • Government information concerning the disaster • Information from local Chamber of Commerce, Economic Development organization, or other such entity concerning the disaster • Other documentation of the natural disaster that caused the business to close <p>Economic Conditions within the community</p> <p>Must document with <u>self-attestation how the economic conditions caused the business to close, supported with documentation of the economic conditions.</u> Economic conditions could be, but are not limited to:</p> <ul style="list-style-type: none"> • Depressed prices or markets for the articles produced or services rendered by the self-employed individual • Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services • Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products and services • Substantial layoff(s) from or permanent closures of plants, facilities or enterprises that support a significant portion of the state or local economy • Reduction in number of residents in local community for other reason. <p>Document the economic condition that caused the business to close. Appropriate documentation includes, but is not limited to:</p> <ul style="list-style-type: none"> • Labor market information
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Documentation of drop in market price of goods and services produced • U.S. Census population or demographics data • Honored checks from applicant’s business to failed business • Copies of cancelled orders or invoices • Signed letter or statement from purchaser of services • Other documentation of closure or layoff of applicable business supplying or receiving services or supporting local economy • Newspaper articles • Information from local Chamber of Commerce, Economic Development organization, or other such entity concerning economic conditions
<p>Category D - Displaced homemaker</p> <p><u>See ADWS Policy No. WIOA – 2.4 (Eligibility for Dislocated Worker Program) or ADWS FORM WIOA I-B – 2.4 (Dislocated Worker Eligibility Determination) for required information to be documented.</u></p> <p><u>See definition of “family” in ADWS Policy No. WIOA – 1.2 (Definitions)</u></p>	<p><u>Eligibility & Data Validation:</u></p> <p>Has been providing unpaid services to family members in the home</p> <ul style="list-style-type: none"> • Recent tax return showing family members • Self-attestation • Other document showing applicant has been providing unpaid services to family members <p>Dependency on income of family member, but no longer supported by that income OR applicant is a spouse of a members of the armed service and family income is significantly reduced because of deployment, call or order to active duty, permeant change of state, or the service-connected death or disability of member (continued on next page)</p> <p>Self-attestation concerning situation PLUS appropriate documentation, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Death certificate ○ Divorce papers ○ Legal separation document ○ Insurance records ○ Bank records ○ Court records ○ Disability declaration ○ Layoff or termination notice of family member ○ Military Document ○ Written statement from supporting family member stating that he/she no longer supports applicant and reason why the support has been withdrawn <p>Unemployed or Underemployed Self-attestation concerning situation PLUS appropriate</p>

	<p>documentation, including, but not limited to:</p> <ul style="list-style-type: none"> ○ AJL or ADWS verification that applicant registered for work and has not been able to find appropriate work ○ Appropriate documentation that applicant meets the definition of “underemployed”
<p>Category E – Unemployed spouse of active duty member of Armed Forces</p> <p>See ADWS Policy No. WIOA – 2.4 (<u><i>Eligibility for Dislocated Worker Program</i></u>) or ADWS FORM WIOA I-B – 2.4 (<u><i>Dislocated Worker Eligibility Determination</i></u>) for required information to be documented.</p>	<p><u>Eligibility & Data Validation:</u></p> <p>Applicant statement (self-attestation) concerning situation AND</p> <p>Documentation to support <u>each</u> of the following criteria mentioned in the applicant statement (Local area and case manager may use discretion in the selection of documentation to support the criteria):</p> <ul style="list-style-type: none"> ▪ Spouse of active duty member of Armed Forces ▪ Lost employment ▪ Loss due to permanent change in duty station of spouse: ▪ Unemployed or underemployed • Experiencing difficulty in obtaining or upgrading employment
<p>Date of actual dislocation – date of last day of employment at the dislocation job</p>	<p><u>Data Validation from TEGL 22-15:</u></p> <ul style="list-style-type: none"> • Self-attestation • Verification from employer • Rapid response list • Notice of layoff • Public announcement with follow-up cross-match of name & SSN with UI wage data or employer’s list of laid-off workers
<p>Employment Status for Dislocated Worker</p>	<p>Acceptable Eligibility Documentation (Only one category need be documented to determine eligibility, and only one document is required for each criteria within the category.)</p>
<p>Unemployed (must document both criteria) [WIOA § 3(61); TEGL 10-16; ETA 9172 – DOL]:</p> <ul style="list-style-type: none"> • Is <u>not</u> working in a paid, unsubsidized job (including self-employment, military, or Registered Apprenticeship) and is <u>not</u> working 15 hours a week or more in an unpaid job on a farm or business operated by a family member or the 	<p>Self-attestation supported by appropriate documentation (one or more) that individual has been making specific efforts to find a job, including, but not limited to, having an open application in AJL and not having refused to accept a reasonable job offer.</p>

<p>participant</p> <ul style="list-style-type: none"> • Is available for work and has been making specific efforts to find a job 	
<p>Underemployed – Employed less than full-time and seeking full-time employment (must meet both criteria):</p> <ol style="list-style-type: none"> 1. Employed part-time 2. Seeking full-time work 	<p>Self-attestation supported by appropriate documentation (document both part-time work and seeking full-time work):</p> <p>Part-time work</p> <ul style="list-style-type: none"> • Pay stub or report, if working less than 30 hours per week • Statement or phone verification with employer that work is part-time <p>Seeking full-time work</p> <ul style="list-style-type: none"> • Application in AJL and has not refused to accept a reasonable full-time job offer • Other documentation that applicant is seeking full-time work
<p>Underemployed – Employed in a position that is inadequate with respect to applicant’s skills and training:</p>	<p>Self-attestation supported by appropriate documentation of each of the following. Specific documents are at the discretion of local areas:</p> <ol style="list-style-type: none"> 1. Documentation of applicant’s skills, training, or education 2. Documentation that applicant has sought work using his/her skills, training, or education 3. Documentation of applicant’s inability to find appropriate work using those skills and training
<p>Underemployed – Employed and meets the definition of a low-income individual</p>	<p>Complete FORM WIOA I-B – 1.3 (<i>Low-Income Determination</i>)</p>
<p>Underemployed – A Dislocated Worker who, <u>for the entire time since layoff</u>, has been either unemployed or earning less than at the job at which he/she was laid off</p>	<p>Self-attestation of the situation, supported by appropriate documentation of unemployment or employment with less earnings than in job at which he/she was laid off. Specific documentation is at the discretion of the local area. It may include, but is not limited to, documentation concerning the income at time of layoff and the income in each of the jobs since layoff.</p>

In-school Youth Eligibility (Must also document low-income)	Acceptable Documentation
<p>Attending school</p>	<p><u>Eligibility & Data Validation:</u></p> <p>Self-attestation PLUS supporting documentation from school, including but not limited to: report card, schedule, and written or telephone verification from the school</p>

Barriers:	(Only one barrier need be documented to determine <u>eligibility</u> . Additional <u>reported</u> barriers may document with self-attestation.)
Basic skills deficient	<p><u>Eligibility & Data Validation:</u></p> <ul style="list-style-type: none"> • Scoring Grade 8.9 or below on an appropriate standardized test administered within the last 6 months • School documents giving current grade-level equivalency of youth’s abilities (in last 6 months)
<p>English language learner</p> <p>Document eligibility as an English language learner, documentation must be provided for #1 <u>and</u> either #2 or #3 at the right.</p> <p>(An English language learner is also Basic skills deficient)</p>	<p>(1) Limited ability to read, write, speak or comprehend the English language:</p> <ul style="list-style-type: none"> • Self-attestation • Observation, documented by case manager • Other documentation for statement <p>(2) Native language is a language other than English</p> <ul style="list-style-type: none"> • Self-attestation • Observation, documented by case manager • Other documentation for statement <p>(3) Lives in a family or community environment where a language other than English is the dominant language</p> <ul style="list-style-type: none"> • Self-attestation • Observation, documented by case manager • Other documentation for statement
Offender or ex-offender (See definition in <u>ADWS Policy No. WIOA – 1.2 (Definitions)</u>)	<p><u>Eligibility & Data Validation:</u></p> <ul style="list-style-type: none"> • Documentation from criminal justice system • Written or telephone verification with court or probation representatives • Self-attestation with sufficient information to describe situation
Homeless individual	See Homeless in Low-Income Eligibility Requirements
Runaway	See Homeless in Low-Income Eligibility Requirements
Foster care or aged out of foster care	See Foster care in Low-Income Eligibility Requirements
<p>Pregnant or parenting:</p> <p>(Custodial parent, non-custodial parent, or pregnant woman)</p>	<p><u>Eligibility & Data validation:</u></p> <p>Self-attestation combined with supporting documentation appropriate to the situation. Documentation may include, but is not limited to:</p> <ul style="list-style-type: none"> • Birth certificate • Hospital record • Income tax return • Custody papers

	<ul style="list-style-type: none"> • Statement from TANF, DHS, or other social services agency • Written or telephone confirmation from physician, nurse, or midwife • Observation of pregnancy status
Individual with a disability	See Individual with a disability in Low-Income Eligibility Requirements
“Requires additional assistance” barrier	<u>Eligibility & Data Validation:</u> Documentation must be detailed in the local plan or in local policy [20 CFR 681.310] See <u>SEAWDB Youth Requiring Additional Assistance Policy</u>

Out-of-school Youth Eligibility	Acceptable Documentation (Out-of-school status and one barrier need be documented to determine eligibility. Data validation needed for all criteria reported)
Not attending school	<u>Eligibility & Data Validation:</u> <ul style="list-style-type: none"> • Self-attestation • Other appropriate documentation if available
Barriers:	Only one barrier need be documented to determine eligibility. Additional reported barriers may document with self-attestation.)
School dropout	<u>Eligibility & Data Validation:</u> <ul style="list-style-type: none"> • Self-attestation • Other appropriate documentation if available
Age of compulsory school attendance but has not attended school in complete quarter <ul style="list-style-type: none"> • Under age 18 • Has not attended school for one (1) quarter • Is not exempt 	<u>Eligibility & Data Validation:</u> See Age/Birthday in Common Eligibility Requirements section of this policy Self-attestation supported by written or telephone documentation from school Document by self-attestation that applicant meets <u>all</u> the following conditions: <ul style="list-style-type: none"> • Has not received a high school diploma or equivalent • Is not enrolled in a postsecondary institution • Does not regularly attend an adult education program • Is not enrolled in the Arkansas National Guard Youth Challenge Program

Low-income recipient of high school diploma or GED®, but basic skills deficient <u>or</u> English language learner	Documentation of low-income status, see Low-Income Eligibility Requirements section Documentation of high school diploma or recognized equivalent: Self-attestation with details concerning place of graduation Documentation of basic skills deficient: Score of 8.9 or below on an appropriate standardized test administered within the last 6 months Documentation of English language learner: See English language learner in In-school Youth Eligibility section
Offender	See Offender in In-school Youth Eligibility section
Homeless	See Homeless in Low-Income Eligibility Requirements section
Runaway	See Runaway in In-school Youth Eligibility section
Foster care or aged out or left for other allowed reasons	See Foster care in Low-Income Eligibility Requirements section
Pregnant or parenting	See Pregnant or parenting in In-school Youth Eligibility section
Individual with a disability	See Individual with a disability in In-school Youth Eligibility section
“Requires additional assistance” barrier (must also document low-income)	Documentation must be detailed in the local plan or in local policy [20 CFR 681.310] <i>See SEAWDB Youth Requiring Additional Assistance Policy</i>

Individual with a Barrier to Employment	Acceptable Documentation (Unless otherwise stated, Self-attestation is adequate documentation if barrier is reported only, and not used for eligibility)
Displaced homemaker	See Category D or E of Dislocated Worker , as appropriate
Low-income individual	See Low-Income Eligibility Requirements
Indian, Alaska Native, Native Hawaiian	Self-attestation (All race and ethnicity are self-attested and do not require documentation.)
Individual with a disability	See Individual with a disability in Low-Income Eligibility Requirements
Older individual	Document for Age/Birthday indicating individual is age 55 or older
Ex-offender or offender	Any one of the following: <ul style="list-style-type: none"> • Self-attestation with sufficient information to describe situation • Written or telephone verification with court or probation representatives • Documentation from criminal justice system

Homeless individual	See Homeless in Low-Income Eligibility Requirements
Youth in or aged out of foster care system	See Foster care in Low-Income Eligibility Requirements
English language learner	See English language learner in In-school Youth Eligibility
Individual with low levels of literacy	See Basic skills deficient in Veterans' Priority and Adult Priority or In-School Youth Eligibility
Individual facing substantial cultural barriers	Self-attestation the individual perceives that his or her attitudes, beliefs, customs, or practices pose a hindrance to employment. Specifics should be given in the statement.
Eligible Migrant and Seasonal farmworker	Verification from Migrant and Seasonal farmworker program official
Within 2 years of exhausting lifetime eligibility under TANF	TEA Printout from State (Self-attestation is not allowed for data validation)
Single parent	Self-attestation combined with supporting documentation that the individual is single and that the individual is a parent. Documentation may include, but is not limited to: <ul style="list-style-type: none"> • Income tax return • Birth certificate • Hospital record • Custody papers • Statement from TANF, DHS, or other social services agency
Pregnant woman	Self-attestation, combined with supporting documentation that may include, but is not limited to: <ul style="list-style-type: none"> • Written or telephone confirmation from physical, nurse, or midwife • Observation of pregnancy status by case manager
Long-term unemployed	Must document that individual was unemployed for at least 27 consecutive weeks, that he/she was available for work during that time, and that he/she was making specific efforts to find a job <i>[[WIOA § 3(61); TEGLs 10-16 & 19-16; ETA 9172 – DOL]</i> : Self-attestation that individual has been unemployed for 27 or more consecutive weeks, supported as possible by documentation such as: <ul style="list-style-type: none"> • UI Records • Employer information • Individual's resume and stated work history • Having an open application in AJL and not having refused to accept a reasonable job offer
Other group(s) as the SEAWDB determines to have barriers to employment	Documentation identified by SEAWDB

Performance Accountability Requirements	Documentation required (TEGL 26-16) Only one document required in each category unless stated otherwise
<p>Employment-related data</p> <p>Note: For any given quarter, the same method must be used for determining employment status and amount of wages.</p>	<p>Primary method of documentation is matching SSN against quarterly UI wage record information.</p> <p>When participants' employment-related data cannot be obtained through the State UI data system (such as federal employees, military employees, individual who are self-employed, or individuals who are working out of state and records cannot be obtained through the Wage Record Interchange System [WRIS]), supplementary data may be obtained from:</p> <ul style="list-style-type: none"> • Federal employment records, such as military employment records, or records from the U.S. Department of Defense, U.S. Postal Service, and U.S. Office of Personnel Management • State New Hires Registry • State Department of Revenue or Taxation • Railroad Retirement System • Tax documents, payroll records, and employer records, such as: <ul style="list-style-type: none"> ○ Copies of quarterly tax payment forms to IRS ○ Copies of pay stubs (minimum of two pay stubs) ○ Signed letter or document from employer on company letterhead attesting to an individual's employment status and earnings • Follow-up survey (self-reported) from program participant • Record of income earned from commission in sales or other similar positions • Detailed case notes verified by employer and signed by case manager • Automated database systems or data matching with other partners with whom data sharing agreements exist • One-Stop operating systems' administrative records, such as current records of eligibility for programs with income-based eligibility (such as, TANF or SNAP) • Self-employment worksheets signed and attested to by program participants (Net profits)

Approved:

 2-20-19
SEAWDB Chairperson Date

Amended:

SEAWDB Chairperson Date