

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

956 S. Main • Colville, WA 99114 • (509) 685-6130 • Fax (509) 685-6094
<http://www.ewpartnership.org> TDD/TTY (800) 833-6384 or 7-1-1

Serving the Counties of
Asotin • Columbia • Ferry • Garfield • Lincoln • Pend Oreille • Stevens • Walla Walla • Whitman

WDC Policy#: 266
Effective Date: 5/22/2014
Revision Date: 07/01/2015

SUBJECT WIOA ELIGIBILITY GUIDANCE AND DOCUMENTATION
REQUIREMENTS

PURPOSE

This document provides the policy and procedures for the Eastern Washington Partnership (EWP) Workforce Innovation and Opportunity Act (WIOA) service providers as they document customer's eligibility for WIOA services. In addition, it provides guidance on the priority of services for the WIOA Adult, Dislocated Worker and Youth programs. The EWP will use Efforts to Outcomes (ETO) for record keeping in accordance with the State.

Note: This policy and attached Handbook may be revised subject to additional DOL guidance, WIOA Final Rules and WIOA-Compliant Data Element Validation (DEV) guidance and requirements.

BACKGROUND

This integrated WIOA eligibility policy includes an eligibility and documentation handbook that details specific WIOA Title I Youth, Adult, and Dislocated Worker program eligibility criteria and incorporates supplemental guidance specific to WIOA Title I programs.

The Handbook identifies acceptable documentation of various eligibility criteria that align with data element validation (DEV) requirements as of the issuance of TEGL 06-14. The Handbook will be updated and revised accordingly when WIOA DEV requirements are issued by the U.S. Department of Labor Employment and Training Administration (DOL/ETA).

POLICY

Program Eligibility

This policy addresses eligibility requirements for Wagner-Peyser and WIOA Title 1 Adult, Dislocated Worker, and Youth programs. Program eligibility requirements are detailed in the Eligibility Policy handbook.

Data Element Validation and Documentation Requirements

Service providers are required to maintain adequate documentation to ensure credibility of eligibility determinations and to support data element validation requirements in alignment with this policy and WorkSource Policy 1003 – Data Element Validation. The U.S. Department of Labor Employment and Training Administration (DOL/ETA) mandates annual Data Element Validation to assess the accuracy of reported participant data. DOL/ETA has established specific documentation requirements, and several of the data elements validated through this process pertain to program eligibility.

It is the policy of the EWP WDC to align WIOA program eligibility documentation with existing Data Element Validation documentation requirements for any eligibility components that are included under data validation. Aligning these requirements will increase efficiencies and ensure data validation requirements are met (for eligibility components) at the time of participant enrollment. In this way, eligibility documentation will support future data validation efforts.

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

Self-Attestation

It is the policy of the EWP to allow service providers to utilize self-attestation as a minimum documentation requirement for any eligibility component unless specific documentation requirements are provided in DOL/ETA guidance (e.g., Data Element Validation requirements in TEGL 06-14 or Selective Service documentation requirements in [TEGL 11-11](#) Change 2) or state law (e.g., the requirements governing Unemployment Insurance eligibility determination).

To ensure properly documented customer self-attestation, the EWP **strongly** encourages service providers to use the self-attestation form provided in the Handbook or one that is substantially similar in content. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or guidance or this policy may result in disallowed costs. Properly documented self-attestation serves as documentary evidence of eligibility determination and does not, by itself, warrant disallowed cost findings. At the same time, properly documented self-attestation does not, by itself, preclude disallowed cost findings if it is determined during monitoring, reviews, or audits that the attestation was false.

DEFINITIONS:

For a complete list of definitions, refer to the **Eligibility Policy Handbook** listed as Attachment A.

ATTACHMENTS:

- Attachment A - Eligibility Policy Handbook
- Attachment B- Self-Attestation for Adults / Dislocated Workers
- Attachment C - Self-Attestation for Youth