ALABAMA JOB TRAINING PARTNERSHIP PROGRAM

Department of Economic and Community Affairs
Workforce Development Division
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JUL 1 7 2000

Governor's Workforce Development Directive (GWDD) No. 00- 05

SUBJECT: The Alabama Technical Assistance Guide

1. **Purpose.** This issues the Alabama Technical Assistance Guide.

2. **Discussion.** Federal regulations governing the Workforce Investment Act (WIA) set forth certain participant eligibility requirements for the program. The Governor is responsible for ensuring that adequate records are in sufficient detail to demonstrate compliance with the relevant eligibility criteria. The Alabama Technical Assistance Guide has been developed to fullfill this responsibility and provide procedures for documenting and verifying eligibility.

3. **Action.** Subrecipients and staff should ensure that their respective eligibility certification staff is provided an Alabama Technical Assistance Guide.

4. **Contact.** Questions regarding this directive should be referred to Fannie Harris at (334) 242-5381 or Cleo Miller at (334) 2425188.

Steve Walkley, Division Director
Workforce Development Division

Attachment

Alabama Technical Assistance Guide For Workforce Investment Act

Workforce Development Division

July 1, 2000

WORKFORCE INVESTMENT ACT

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INTRODUCTION

Part I

INTRODUCTION

Federal regulations governing the Workforce Investment Act (WIA) set forth certain participant eligibility requirements for the program. The Governor is responsible for ensuring that adequate records are maintained "in sufficient detail to demonstrate compliance with the relevant eligibility criteria." The Alabama Technical Assistance Guide has been developed to fulfill this responsibility and provide procedures for documenting and verifying eligibility.

The Alabama Technical Assistance Guide is designed also to help the Local Workforce Investment Board (LWIB)/WIA subrecipient develop an eligibility and verification system that complies with WIA Law and Federal regulations.

The second section contains the general criteria for eligibility.

The third section contains the definitions of the terms used to determine eligibility for WIA.

The fourth section contains the Eligibility Documentation Log and description of acceptable documentation used in verifying eligibility requirements for WIA.

The fifth section identifies acceptable documentation forms used in verifying eligibility requirements listed in the Eligibility Documentation Log.

Users of this guide should understand that their participation in its development is imperative. Input and suggestions from local service providers are requested and required for this guide's continued improvement in meeting the needs of clients at the local level for implementation of the program.

The primary formatting consists of a left column for the inclusion of citations from WIA, Final Rule and the U.S. Department of Labor (DOL). Citations listed as "Section" refers to the Section of WIA and "20 CFR" refers to the Interim Final Rule.

ABBREVIATIONS USED IN THIS GUIDE

CFR .....Code of Federal Regulations
CMS .....Client Management System
DCA .....Defense Conversion Adjustment
DCAP.....Defense Conversion Adjustment Program
DOD .....U.S. Department of Defense
DOE .....U.S. Department of Energy
DOL .....U.S. Department of Labor
DOT .....Dictionary of Occupational Titles
DUA .....Disaster Unemployment Assistance
DVA .....Department of Veteran's Affairs
EEO .....Equal Employment Opportunity
ETA .....Employment and Training Administration
GA .....General Assistance
GED .....General Education Diploma
INS ..... Immigration and Naturalization Service
IRCA .....Immigration Reform and Control Act
IRS .....Internal Revenue Service
LLSIL .....Lower Living Standard Income Level
LWIA .....Local Workforce Investment Area
LWIB .....Local Workforce Investment Board
MSFW.....Migrant Seasonal Farm Worker
MSSA .....Military Selective Service Act
NA .....Not Applicable
OAA .....Older Americans Act
OES .....Occupational Employment Statistics
OMB .....Office of Management and Budget
OPM .....Office of Personnel Management
PY .....Program Year
RCA ..... Refugee Cash Assistance
SSI..... Supplemental Security Income
SSN ..... Social Security Income
SSS ..... Selective Service System
TAG .....Technical Assistance Guide
TANF .....Temporary Assistance of Needy Families
TEGL .....Training and Employment Guidance Letter (DOL)
TEIN .....Training and Employment Information Notice (DOL)
TRA .....Trade Readjustment Allowance
UCFE .....Unemployment Compensation for Federal Employees
UCX .....Unemployment Compensation for Ex-military Personnel
UI .....Unemployment Insurance
U.S. C ..... United States Code
WARN .....Worker Adjustment Retraining Notification Act
WIA .....Workforce Investment Act

ELIGIBILITY CRITERIA

Part II

GENERAL CRITERIA

The following definitions have been quoted from the WIA, unless described otherwise. Each WIA definition is referenced with the appropriate section of WIA.

Act, Section 188 (a)(5)

CITIZEN/ELIGIBLE TO WORK: Participation in programs and activities financially assisted in whole or in part under 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. [Applies to all programs under Title I.]

Act, Section 189(h)
20 CFR 667.250

SELECTIVE SERVICE REGISTRANT: The Secretary shall insure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such Section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this Section.

NOTE: Males born on or after January 1, 1960, must register with the Selective Service System within 30 days after their 18th birthday or at least before they reach the age of 26.

WAIVERS: The MSSA providers for men who did not register and have subsequently turned 26, whereas the LWIB may grant a waiver. Each situation should be assessed individually. Allowable waiver situations are provided on the WIA Verification of Selective Service Waiver form provided in Appendix B of this document.

AGE: The following chart shows WIA age requirements.

REFERENCE	AGE	TITLE I PROGRAM
Act, Section 101(13)	14 through 21*	Youth
Act, Section 101(1)	18 or older *	Adult
20 CFR 663.110	18 and older	Dislocated Worker

* 18 to 21 year olds can receive services as Youth and Adult concurrently.

ELIGIBILITY GLOSSARY

Part III

DEFINITIONS

ECONOMIC CRITERIA/DISLOCATED WORKER CRITERIA

Act, Section 101(1)

ADULT – means an individual who is age 18 or older.

Act, Section 101(4)

BASIC SKILLS DEFICIENT: An individual who has English reading or computing skills at or below 8th grade level (<8.9) on a generally accepted standardized test or a comparable score of a criterion referenced test.

Act, Section 129(c)(5)(C)

BEHIND 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.

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 1st. The following chart was developed to track the grade level/age requirement.

Age on or before September 1	6	7	8	9	10	11	12	13	14	15	16	17
Grade Level	1	2	3	4	5	6	7	8	9	10	11	12

DOL

CORROBORATIVE WITNESS: means a person who personally knows or can identify the WIA Applicant and who is reasonably likely to be able to verify the applicant's statements. Such verification may be accomplished by the witness signing the applicant statement form or by completion of a telephone/document inspection form.

20 CFR 664.205 (a)

DEFICIENT IN BASIC LITERACY SKILLS: At a minimum must include:

(A) Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or

(B) Is unable to compute or solve problems, read, write, or speak English at or below level necessary to function on the job, in the individual's family or in society.

Act. Section 101(10)

DISPLACED HOMEMAKER: The term "displaced homemaker" means an individual who has been providing unpaid services to family members in the home and who:

(A) Has been dependent on the income of another family member but is no longer supported by that income; and

(B) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

NOTE: For purposes of (B) above, 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.

Act. Section 101(9)

DISLOCATED WORKER: The term "dislocated worker" means an individual who:

(A)(i) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;

(ii) (I) 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 non-stop center referred to in section 134(c), attachment to 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

(iii) Is unlikely to return to a previous industry or occupation.

(B) (i) 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;

(ii) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) 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.

DOL

DOCUMENTATION: means to maintain physical evidence, which is obtaining during the verification process, in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms and signed Self Certification.

Act. Section 188(A)(5)

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. IDs issued prior to July 1, 1979, will be a Form 1-151 (green card). Subsequent IDs 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., their card will be stamped "Employment Authorized."

DOL

ELIGIBILITY DETERMINATION: means the entire process used to obtain information about an applicant's eligibility status at the time of application.

Act, Section 101(13)

ELIGIBLE YOUTH: means an individual who:

(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:

(I) Deficient in basic literacy skills.
(II) A school dropout.
(III) Homeless, a runaway, or a foster child.
(IV) Pregnant or a parent.
(V) An offender.
(VI) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

EMPLOYED: An individual who in the past 7 days:

(A) Did any work at all:
(i) As a paid employee; or
(ii) In his or her own business, profession or farm; or
(iii) Worked 15 hours or more during a 7 day period as an unpaid worker in an enterprise operated by a member of the family; or

(B) 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. (This term includes members of the Armed Forces on active duty, who have not been discharged or separated; participants in registered apprenticeship programs; and self-employed individuals.)

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 dislocation rather than that of the temporary agency.**

WARN

FACILITY OR OPERATING UNIT: The term "facility" refers to a building or buildings, and the term "operating unit" refers to a product task or specific work function within or across facilities at the single site. For workers whose primary duties require travel from point, the facility or operating unit to which they are assigned as their home base will define the unit in which they are covered for Worker Adjustment Retraining Notification Act (WARN) purposes.

Act, Section 101(15)

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:(1)

A. A husband, wife, and dependent children;

B. A parent or guardian and dependent children; or

C. A husband and wife.

NOTES:

DOL

1. References to "dependent children" DO NOT INCLUDE grandchildren.

DOL

2. References to "guardian" refer to LEGAL guardian.

DOL

3. Family size is determined based on those individual meeting the above definition at time of application.

Act, Section 101(25)(F)

4. An "individual with a disability" must, for purposes of income eligibility determination, be considered to be an unrelated individual who is a family unit of one consistent with the definition of LOW INCOME INDIVIDUAL at Section 101(25) of the Act.

(1) Individuals not meeting the 3 categories above should be considered "individuals" (See definition of individual in *Abbreviations Used in This Guide*)

5. The definition of **dependent child** is best understood in terms of a definition of **"independent child."** An independent child would be an individual that may be living with their parent or guardian but is not dependent on them for food, shelter, or other forms of required support. In other words, they can demonstrate that, if necessary, they could provide for their own support exclusive of their parent or guardian.

DOL

6. An applicant's family, as determined consistent with the definition should be based on which family configuration will most benefit the applicant in meeting eligibility requirements.

DOL

7. Members of an applicant's nuclear family [(1) a husband, wife, and minor children; (2) a parent or guardian and minor children; (3) a husband and wife] may not be separated from the family for purposes of defining "FAMILY". Separation of individuals from an applicant's family must be consistent with the definition, an applicant who is a 16 year old child (a minor by law) with a child, but lives with parents who provide for basic subsistence, is dependent on the adult parent and may not be counted as the parent.

Act. Section 101 (25)(B)

FAMILY INCOME: For the purpose of determining WIA income eligibility:

(A) Excluded from Income is:

- Unemployment compensation; or U.I.
- Child support payments;
- Cash welfare payments (including TANF, SSI, RCA, GA, Emergency Assistance, and General Relief); or
- Regular payments from Social Security; OASI and Survivors.

(B) Included as Income is:

Everything that is not listed as Excluded from Income above.

Act, Section 101 (25)(E)

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.

Act, Section 101 (25)(D)

HOMELESS: An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

(A) A 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

(B) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(C) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition is from Section 103 of the Stewart B. McKinney Homeless Assistance Act.

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

Act, Section 101 (17)

INDIVIDUAL WITH A DISABILITY: An individual with a disability (as defined in Section 3 of the Americans With Disability Act of 1990 (42 U.S.C. 12102).

NOTE 1: If such a person proves to be ineligible due to family income criteria, that person's income eligibility must, for purposes of income eligibility determination, be considered to be an unrelated individual who is a family unit of one consistent with the definition of LOW INCOME INDIVIDUAL at Section 101 (25) of WIA.

NOTE 2: Since disability may be considered an "IMPAIRMENT TO ONE OR MORE OF THE MAJOR LIFE ACTIVITIES,""inquiry can be made. The participant may be asked if he/she wants to apply as a disabled person. All applicant's/participants must be made this offer even if they don't "look disabled." The question should go along the lines of the following:

"Special consideration may be given to applicants / participants with disabilities. If you believe that you are eligible and wish to apply as a person with a disability, please answer the following questions:

Do you have a physical (motion, vision, hearing, etc.) or mental (including learning or developmental) impairment which substantially limits one or more of your major life activities, have a record of such an impairment, or are regarded as having such an impairment?"

Documentation collected to varify eligibility for the "individual with a disability" category under economic eligibility and hard-to-serve criteria must be kept **confidential** and should not be used in making any decisions regarding referral to, or placement in, training or employment.

LWIBs must avoid public disclosure of specific client information that would constitute a clearly unwarranted invasion of personal privacy.

Public Law 101-336
Americans with Disabilities
Act of 1990

DISABILITY: Means with respect to an individual:

(A) A physical or mental impairment that substantially Limits one or more of the major life activities of such individual;
(B) A record of such an impairment; or
(D) Being regarded as having such an impairment.

TEGL 1-92

INVOLUNTARY SEPARATION: A member of the Army, Navy, Air Force, or Marine Corps shall be considered to be involuntarily separated if the member was on active duty or full-time National Guard duty as of September 30, 1990, and:

(A) In the case of a regular officer (other than a retired officer), the officer is involuntarily discharged under other than adverse conditions as characterized by the Secretary concerned;

(B) In the case of a reserve officer who is on the active duty list, or if not on the active duty list, is on full-time active duty (or in the case of a member of the National Guard, full-time National Guard duty) for the purpose of organizing, administering, recruiting, instructing, or training the reserve components, the officer is involuntarily discharged or released from active duty or full-time National Guard duty (other than a release from active duty or full-time National Guard duty incident to a transfer to retired status) under other than adverse conditions, as characterized by the Secretary concerned; or serving on active duty, the member is:

(a) Denied reenlistment; or

(b) Involuntarily discharged under other than adverse conditions, as characterized by the Secretary concerned; and

(C) In the case of a reserve enlisted member who is on full-time active duty (or in the case of a member of the National Guard, full-time National Guard duty) for the purpose of organizing, administering, recruiting, instructing, or training the reserve components, the member is:

(a) Denied reenlistment; or

(b) Involuntarily discharged or released from active duty (or full-time National Guard) under other than adverse conditions, as characterized by the Secretary concerned. [Training and Employment Guidance Letter (TEGL) No. 1-92, Official Notification No. 81, 1992]

TEGL 1-92

NOTE: An involuntarily separated member of the Armed forces including those who accept an inducement to leave the military, may be eligible to participate in Dislocated Worker services providing they meet all eligibility requirements.

All individuals who are separated from the armed forces are not necessarily "involuntarily" separated. For example, "involuntarily separated" does NOT apply to individuals who have been involuntarily discharged under adverse conditions. Also, individuals who voluntarily leave the armed forces, including those who retire with or without an inducement, do not fall within the meaning to the term "involuntarily separated."

Whether a discharge is under adverse conditions is determined by referring to the reasons for separation as well as the character of the member's service. In order to qualify for transition benefits, the member must be separated involuntarily:

(a) Under honorable conditions; and

(b) For enlisted members, not for reasons of misconduct, separation in lieu of court martial, or for other reasons established by the military department concerned for which service normally is characterized a under other than honorable conditions.20

TEGL 1-92

LITERACY: Literacy means an individual's ability to read, write, and speak in English, and to compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual and in society.

Act, Section 101 (25)

LOW INCOME INDIVIDUAL: The term "low income individual" means an individual who:

(A) Receives, or is a member of a family which 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 which has received a total family income for the 6-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% of the lower living standard income level, for an equivalent period.

(C) Is receiving (or has been determined within the 26 week period prior to the application for the program involved to be eligible to receive) **food stamps** pursuant to the Food Stamp Act of 1977;

(D) Qualifies as a **homeless** individual under Subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act;

(E) Is a **foster child** on behalf of whom State or local government payments are made; or

(F) In cases permitted by regulations of the Secretary, is an individual with a disability whose own income meets the requirements of Section B above, but who is a member of a family whose income does not meet such requirements. (See 4th Note under definition of FAMILY).

Act, Section 129 (c)(5)

SPECIAL RULE-5% ELIGIBILITY EXEMPTIONS: Not more than 5% of the youth participants in a program assisted under these parts in each local workforce investment area may be individuals who do not meet the economic eligibility requirements if such individuals are within one or more categories of individuals who face serious barriers to employment. In order to serve these individuals, the first seven (7) barrier(s) A through G are identified in the Act and the eighth (8) barrier (H) must be defined in the Workforce Investment Plan along with the method for documenting the barriers.

(A) Individuals who are school dropouts.
(B) Individuals who are basic skills deficient.
(C) Individuals with educational attainment that is 1 or more grade levels below the grade level appropriate to the age of the individuals (behind grade level).
(D) Individuals who are pregnant or parenting.
(E) Individuals with disabilities, including learning disability.
(F) Individuals who are homeless or runaway youth.
(G) Individuals who are offenders.
(H) Other youth who face serious barriers to employment in an LWIB designated category.

Act, Section 129 (c)(5)(H)

LWIB DESIGNATED CATEGORY: (ADDITIONAL CATEGORY) A LWIB conducting a program assisted under this part may add one category of individuals who face serious barriers to employment to the categories of eligible individuals described in Special Rule 5% Exempt Eligibility above if:

1. The LWIB submits a request to the Governor in the state plan identifying the additional category of individuals and justifying the inclusion of such category; and
2. The additional category of individuals is not solely comprised of (a) individuals with a poor work history or (b) individuals who are unemployed.

NOTE: A member of a group protected under the civil rights statutes may not be designated as having a barrier to employment solely on the basis of the characteristics that cause him/her to fall under the civil rights legislation.

Act, Section 134 (d)(4)(E)

NATURAL DISASTER: Categories of natural disasters include, but are not limited to, any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snow storm, drought, fore, explosion, or other catastrophe.

Act, Section 101 (27)

OFFENDER: Any adult or juvenile 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.

Act, Section 101 (33)

OUT-OF-SCHOOL:
(A) an eligible youth who is a dropout; or
(B) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed

WARN

PERMANENT CLOSURE: Permanent closure of a "single site of employment," or one or more "facilities or operating units," within a single site of employment. An employment action that results in the effective cessation of production of the work performed by a unit, even if a few employees remain, is a closure.

Act, Section 101 (13)(C)(iv)

PREGNANT OR PARENTING YOUTH: Individuals who are pregnant or parenting.
NOTE: Parenting is defined in behavioral terms.

PUBLIC ANOUNCEMENT: An employer of fifty (50) or more workers has publicly declared through the media, the impending closure of a specific facility including the planned date of final closure, and documented verification has been made to the State.

Act, Section 101 (37)

PUBLIC ASSISTANCE: The term "public assistance" means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

20 CFR 660.300

REGISTER: Register means the process for collecting information to determine an individual's eligibility for services under WIA Title I. Individuals may be registered in a variety of ways, as described in 20 CFR 663.105 and 20 CFR 664-215.

Act, Section 129 (c)(5)(F)

RUNAWAY YOUTH: A person under 18 years of age who absents himself of herself from home or place of legal residence without the permission of parents or legal guardian. This definition is from regulations issued pursuant to the Runaway and Homeless Youth Act.

Act, Section 101(39)

SCHOOL DROPOUT: An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

20 CFR 660.300

SELF-CERTIFICATION: Self-certification means an individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate.

SELF-EMPLOYED: A gainfully occupied individual who works for himself/herself as opposed to salaried or commissioned workers who are the employees of others.

WARN

SINGLE SITE EMPLOYMENT:

(A) A single site of employment can refer to either a single location or a group of contiguous locations. Groups of structures that form a campus or industrial park, or separate facilities across the street from one another, may be considered a single site of employment.

(B) Separate buildings or areas that are not directly connected or in immediate proximity may be considered a single site of employment if they are in reasonable geographic proximity, used for the same purpose, and share the same staff and equipment. An example is an employer who regularly shifts or rotates the same employees from one building to another.

(C) Non-contiguous sites in the same geographic area that do not share the same staff or operational purpose should not be considered a single site. For example, assembly plants that are located on opposite sides of town and which are managed by a single employer may be considered separate sites if they employ different workers.

SUBSTANTIAL DISABILITY TO EMPLOYMENT: A loss of occupational choices of a class or group of jobs due to the disability, i.e., significant diminishment of occupational choices.

Act, Section 101 (9)(B)(i)

SUBSTANTIAL LAYOFF: Any reduction in force, including those who have received a notice of layoff, that is not the result of a plant closing and that results in an employment loss at a single site of employment during any 30 day period for:

(A)1. At least 33 percent of the employees (excluding employees regularly working less than 20 hours per week); and

2. At least 50 employees (excluding employees regularly working less than 20 hours per week); or

(B) At least 500 employees (excluding employees regularly working less than 20 hours per week).

TEGL 1-92

NOTE: An involuntarily separated member of the Armed forces, may be eligible to participate in Dislocated Worker services providing they meet all eligibility requirements.

All individuals who are separated from the armed forces are not necessarily "involuntarily" separated. For example, "involuntarily separated" does NOT apply to individuals who have been involuntarily discharged under adverse conditions. Also, individuals who voluntarily leave the armed forces, including those who retire with or without an inducement, do not fall within the meaning of the term "involuntarily separated."

Whether a discharge is under adverse conditions is determined by referring to the reasons for separation as well as the character of the member's service. In order to qualify for transition benefits, the member must be separated involuntarily:

a. Under honorable conditions;

b. For enlisted members, not for reasons of misconduct, separation in lieu of court martial, or for other

reasons established by the military department concerned for which service normally is characterized as under other than honorable conditions; and

c. For officers, not for resignation in lieu of trial by court martial, or misconduct or moral or a professional dereliction if the discharge could be characterized as under other than conditions.

TERMINATION: Separation from employment due to reasons other than a discharge for cause, voluntary departure, or retirement.

DOL

NOTE: The DOL recognizes the Office of Personnel Management's (OPM) Certification of Expected Separation as meeting the requirement of Section 101 (9)(A)(i) of WIA that a worker receive a notice of termination in order to participate in activities authorized under the Dislocated Worker Program of WIA.

20 CFR 668.150

UNDEREMPLOYED: 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.

DOL

VERIFICATION: Means to confirm eligibility requirements through examination of official documents, e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies.

Act, Section 101 (49)

VETERAN:

(A) The term "veteran" means an individual who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

(B) The term "recently separated veteran" is any veteran who applies for participation under any Title of this Act within 48 months of the discharge or release from active military, naval, or air service.

(C) Campaign Veteran is a veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). Please see Attachment 1 page 34 for the current list as of 01/07/1999. For campaigns occuring after this date, update information may be obtained on the OPM. Website:http://www.opm.gov/veterans/html/vgmedal2.htm.

NOTE: The term "active" means full-time duty in the Armed Forces, other than duty for training in the Reserves or National Guard. Any period of duty for training in the Reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty, is considered "active"duty.

(D) Vietnam Era Veteran is a veteran who served in the active U.S. military, naval, or air service, and who was discharged or released form such service under conditions other than dishonorable during the Vietnam-Era (the period beginning on February 28, 1961 and ending on May 7, 1975, in the period beginning on August 5, 1964 and May 7, 1975, in all other cases.

(E) Disabled Veteran is a veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability. Record 2 if the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability.

ELIGIBILITY DOCUMENTATION LOG

Part IV

COMPOSITE OF ACCEPTABLE DOCUMENTATION

Acceptable Documentation Log

Introduction

This section provides a comprehensive list of WIA eligibility criteria a igned with the appropriate documentation sources. A file copy of any one document listed per criteria will satisfy DOL's documentation requirements.

The following Eligibility Documentation Log provides examples of documentation for the following eligibility criteria:

GENERAL ELIGIBILITY
Social Security Number Citizenship/Alien Status Birth Date/Age

YOUTH BARRIERS
Deficient in Basic Literacy Skills School Dropout Homeless, Runaway, or Foster Child Pregnant or Parenting Offender Additional Assistance Needed

OTHER ELIGIBILITY CRITERIA AREAS
Special Rule/Exemption 5 % Window 1. School Dropout 2. Basic Skills Deficient 3. Behind Grade Level 4. Pregnant or Parenting 5. Individuals with Disabilities 6. Homeless or Runaway 7. Offender 8. LWIB Defined Barrier

Terminated or Laid Off
Permanent Closure or
Substantial Lay-Off
Formerly Self Employed
Family Member of Formerly Self Employed
Public Announcement of Closure
Displaced Homemaker

ECONOMIC ELIGIBILITY
Cash Public Assistance Individual/Family Income Individual Status/Family Size Food Stamps Homeless Supported Foster Child Individual with a Disability

General Instructions

The procedures and forms included in this section have been developed for use in complying with the Verification/Documentation requirements. The eligibility verification/documentation process includes the Eligibility Documentation Log and copies of standard eligibility verification documents used to substantiate the eligibility of an applicant. A determination shall be made of the applicant's eligibility based upon information in the completed and signed application form and the documentation collected by the subrecipient to substantiate eligibility PRIOR to enrollment into WIA.

The **WIA Eligibility Documentation Log**, paper copy and copies of those documentation sources identified on the Log are REQUIRED and documentation must be placed in the official participant file.

1. **Applicant's Name** - Record the last, first, and middle initial.

2. **SSN** - Record the applicant's social security number.

3. **Application Date** - Record the month, day, and year application process was started.

4. **Sources of Documentation** - The Eligibility Documentation Log was designed to identify acceptable documentation sources for eligibility determination and verification and provide a method for tracking or logging those documents collected and used in verifying participant eligibility. The recommended sources of documentation are identified in the Eligibility Documentation Log. As a general rule, the appropriate document (birth certificate, card, letter, etc.) should be one identified as a recommended source. However, if the recommended source of documentation is not available, another source may be identified and used. Since the burden of proof and the responsibility for eligibility lies with the grant recipient, liability for ineligible participants increases each time a less acceptable source is used. The subrecipient may also make a telephone verification call to agencies or other sources for appropriate information. This information, along with the date, name, title, and agency of the source must be recorded on the Telephone Verification/ Documentation Inspection Form and signed by the interviewer.

   Documentation sources identified with an alpha character(s) may be used in documenting the corresponding eligibility criteria identified with the same alpha character.

   In order to meet the requirements of certain eligibility criteria, it may be necessary to use multiple documentation sources in combination with one another.

   Staff members completing the Log should check the box to the left of each documentation source collected and used in verifying the eligibility of the applicant. It is required that each subrecipient verify eligibility PRIOR to enrollment. Documentation must be in the customer's file.

4. **Counselor's Signature and Date** - The staff member verifying all documentation should sign and date where indicated.

5. **Reviewer's Signature and Date** - The staff member reviewing this information should sign and date where indicated.

The following Log lists: (1) the specific eligibility criteria and (2) the documentation sources to verify eligibility. All of the appropriate documentation sources, which may be used to verify eligibility, are listed. A copy of any one source of eligibility documentation will satisfy DOL's requirements, unless otherwise specified.

WIA ELIGIBILITY DOCUMENTATION LOG
IDENTIFYING INFORMATION

Applicant's Name: _____
Last First MI

SSN: ☐☐☐ ☐☐ ☐☐☐☐ Application Date: ☐☐ ☐☐ ☐☐

GENERAL ELIGIBILITY ELIGIBILITY CRITERIA	GENERAL ELIGIBILITY ACCEPTABLE DOCUMENTATION
SOCIAL SECURITY NUMBER	☐ DD-214, Report of Transfer or Discharge ☐ Employment Records ☐ IRS Form Letter 1722 (See Section V) ☐ Letter from Social Service Agency ☐ Pay Stub ☐ Social Security Benefits ☐ Social Security Card ☐ W-2 Form ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____
CITIZENSHIP/ALIEN STATUS	☐ Alien Registration Card indicating Right to Work (INS Form I-151, I-94, I-688A) ☐ Baptismal Certificate (If Place of Birth is Shown) ☐ Birth Certificate ☐ DD-214, Report of Transfer or Discharge (If Place of Birth is Shown) ☐ Food Stamp Records (If Place of Birth is Shown) ☐ Foreign Passport Stamped Eligible to Work ☐ Hospital Record of Birth ☐ Naturalization Certification ☐ Public Assistance Records (If Place of Birth is Shown) ☐ U.S. Passport ☐ Social Security Card ("Work Eligible") with I.D. ☐ Native American Tribal Document ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____
BIRTHDATE/AGE	☐ Baptismal Record ☐ Birth Certificate ☐ DD-214, Report of Transfer or Discharge Paper ☐ Driver's License ☐ Federal, State, or Local Government Identification Card ☐ Hospital Record of Birth ☐ Passport ☐ Public Assistance/Social Service Records ☐ School Records/Identification Card ☐ Work Permit ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____
SELECTIVE SERVICE REGISTRANT ☐ N/A	☐ Selective Service Letter/Registration Letter ☐ DD-214, Report of Transfer or Discharge ☐ LWIB/State Registration Process ☐ Waiver Documentation (Appendix B) ☐ Stamped Post Office Receipt of Registration ☐ Internet Verification/Registration (http://www.sss.gov) ☐ Telephone Verification ☐ Other: _____

DISLOCATED WORKER ELIGIBILITY CRITERIA	DISLOCATED WORKER ACCEPTABLE DOCUMENTATION
CATEGORY 1 A. Terminated/Laid off/Received Notice of Termination or Layoff B1. UI/UI-Covered Dislocation B2. Not UI-Covered Dislocation C. Unlikely to Return to Previous Industry/Occupation C1. No Growth or Decline in Job Openings **OR** C2. Employment Search ❑ N/A	❑ (A) Certification of Expected Separation ❑ (B2) LWIB Determination ❑ (A,B) Letter from Employer ❑ (C2) Documentation from Prospective Employer ❑ (C2) Documentation from Employment Agency ❑ (A,B,C) Self-Certification Form ❑ Telephone Verification ❑ Other_____
CATEGORY 2 A. Terminated/Received Notice of Layoff B. Permanent Closure of Plant/Facility/Enterprise **OR** C. Substantial Layoff ❑ N/A	❑ (A) Certification of Expected Separation ❑ (A,B,C) Letter from Employer ❑ (B) Media Announcement with Employment Verification ❑ (A,B,C) Self-Certification Form ❑ Telephone Verification ❑ Other_____
CATEGORY 3 A. Formerly Self-Employed and Presently Unemployed because of: B. General Economic Conditions in Residing Community **OR** C. Permanently Dislocated because of Natural Disaster ❑ N/A	❑ (A) Business License/Permit ❑ (A) IRS Documentation ❑ (B) Unemployment Rate ❑ (B) Failure of Business Supplier ❑ (B) Failure of Business Customer ❑ (B) Depressed Prices or Market ❑ (C) Federal/State Declaration of Disaster ❑ (A,B,C) Self-Certification Form ❑ Telephone Verification ❑ Other_____
CATEGORY 4 A Family Member/Farm or Ranch Hand of a B Formerly Self-Employed Individual who Is now Unemployed ❑ N/A	❑ (A) Statement from Formerly Self-Employed Individual verifying that Family Member/ Farm or Ranch Hand Meets Each Requirement of Family Member/Farm or Ranch Hand Definition **AND** ❑ (B) Required Documentation for Category 3 Verifying Dislocated Worker Eligibility of Formerly Self-Employed Individual ❑ (A,B) Self-Certification Form ❑ Other_____

DISLOCATED WORKER ELIGIBILITY CRITERIA	DISLOCATED WORKER ACCEPTABLE DOCUMENTATION
CATEGORY 5 PUBLIC ANNOUNCEMENT A. Employer of Fifty (50) or More Workers AND B. Public Declaration through Media of the Impending Closure, within 180 days, of a specific facility: AND C. Planned Date of Final Closure AND D. Documented Verification made to State AND E. Individual Employment Verification Confirming Employment ☐ N/A	☐ (E) Employer Verification ☐ Self-Certification Form ☐ Telephone Verification ☐ Other _____
CATEGORY 6 DISPLACED HOMEMAKER A. Providing Unpaid Services AND B. Has been Dependent on the Income from Family Member AND C. Unemployed or Underemployed with Difficulty in finding Employment or Upgrading ☐ N/A	☐ (A) IRS Documentation (A) Applicant Statement AND ☐ (B) IRS Documentation (B) Court Records (B) Medical Records (B) Bank/Financial Records AND ☐ (C) Employer Verification (C) Job Search Verification ☐ Self-Certification Form ☐ Telephone Verification ☐ Other_____
ADULT AND YOUTH ECONOMIC ELIGIBILITY	**ADULT AND YOUTH ACCEPTABLE DOCUMENTATION**
INDIVIDUAL/FAMILY INCOME **Note:** Documentation should be provided for **each** applicable income source. ☐ N/A If using TANF, Food Stamps, SSI, Homeless, OR Foster Child, to determine Low Income Individual.	☐ Alimony Agreement ☐ Applicant Statement ☐ Award Letter from Veterans 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 Documents and/or Printout ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____

ADULT AND YOUTH ECONOMIC ELIGIBILITY	ADULT AND YOUTH ACCEPTABLE DOCUMENTATION
INDIVIDUAL STATUS/FAMILY SIZE ☐ N/A If using TANF, Food Stamps, SSI, Homeless, or Foster Child, to determine Low Income Individual family size; does not need to be documented but the family for the individual needs to be established.	☐ Applicant Statement ☐ Applicant Statement of Family Status ☐ Birth Certificate ☐ Decree of Court ☐ Disabled (See Individuals with Disability) ☐ Divorce Decree ☐ Landlord Statement ☐ Lease ☐ Marriage Certificate ☐ Medical Card ☐ Most Recent Tax Return supported by IRS Documents ☐ Public Assistance/Social Service Agency Records ☐ Public Housing Authority (if Resident of or on Waiting List) ☐ Written Statement from a Publicly Supported 24 Hour Care Facility or Institution (e.g. Mental, Prison) ☐ Self-Certification Form ☐ Telephone Verification ☐ 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 Identification Card Showing Cash Grant Status ☐ Public Assistance Records/Printout ☐ Refugee Assistance Records ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____
FOOD STAMPS ☐ N/A **Note:** The listed items of documentation are acceptable for any individual listed on the grant.	☐ Current Authorization to Obtain Food Stamps ☐ 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 ☐ Self-Certification Form ☐ Telephone Verification ☐ 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 **Note:** In order to document both criteria, multiple documentation may be required.	☐ Court Contact ☐ Court Documentation ☐ Medical Card ☐ Verification of Payment made on Behalf of the Child ☐ Written Statement from State/Local Agency ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____

ADULT AND YOUTH ECONOMIC ELIGIBILITY	ADULT AND YOUTH ACCEPTABLE DOCUMENTATION
INDIVIDUALS WITH DISABILITIES ☐ N/A **Note:** If an individual declares a disability, any one of the listed items may be used.	☐ Letter from Drug or Alcohol Rehabilitation Agency ☐ Letter from Child Study Team Stating Specific Disability ☐ Medical Records ☐ Observable Condition (Applicant Statement Needed) ☐ Physician's Statement ☐ Psychiatrist's Diagnosis ☐ Psychologist's Diagnosis ☐ Rehabilitation Evaluation ☐ School Record ☐ Sheltered Workshop Certification ☐ Social Service Records/Referral ☐ Social Security Administration Disability Records ☐ Veterans Administration Letter/Records ☐ Vocational Rehabilitation Letter ☐ Workers Compensation Record ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____
DEFICIENT IN BASIC LITERACY SKILLS ☐ N/A	☐ Assessed by a Generally Accepted Standardized Test ☐ School Records ☐ Self-Certification Form ☐ Telephone Verification ☐ Other: _____
PREGNANT OR PARENTING ☐ N/A	☐ Applicant Statement ☐ Birth Certificate ☐ 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: _____

ECONOMIC ELIGIBILITY	
HOMELESS OR RUNAWAY YOUTH ☐ 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: _____
LWDB DEFINED BARRIER ☐ N/A	Identify LWIB Barrier: _____ ☐ Self-Certification Form ☐ _____ ☐
ELIGIBILITY CRITERIA	**REQUIREMENTS**
SPECIAL RULE/EXEMPTION (5% Window) ☐ N/A	BASIC SKILLS DEFICIENT ☐ Assessed by a Generally Accepted Standardized Test ☐ School Records ☐ Telephone Verification ☐ Other: _____ BEHIND GRADE LEVEL ☐ Report Card ☐ School Records ☐ Telephone Verification ☐ Other: _____ SCHOOL DROPOUT ☐ Applicant Statement ☐ Attendance Record ☐ Dropout Letter ☐ Telephone Verification ☐ Other: _____ OFFENDER ☐ Applicant Statement ☐ Court Documents ☐ Halfway House Resident ☐ Letter of Parole ☐ Letter from Probation Officer ☐ Police Records ☐ Telephone Verification ☐ Other: _____ INDIVIDUALS WITH DISABILITIES ☐ Letter from Drug or Alcohol Rehabilitation Agency ☐ Letter from Child Study Team Stating Specific Disability ☐ Medical Records ☐ Observable Condition (Applicant Statement Needed) ☐ Physician's Statement ☐ Psychiatrist's Diagnosis ☐ Psychologist's Diagnosis ☐ Rehabilitation Evaluation ☐ School Record ☐ Sheltered Workshop Certification ☐ Social Service Records/Referral ☐ Social Security Administration Disability Records ☐ Veterans Administration Letter/Records ☐ Vocational Rehabilitation Letter ☐ Workers Compensation Record ☐ Telephone Verification ☐ Other: _____

ELIGIBILITY CRITERIA	REQUIREMENTS
SPECIAL RULE/EXEMPTION (5% Window) continued	**PREGNANT OR PARENTING YOUTH** ☐ Applicant Statement ☐ Birth Certificate ☐ 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: _____ **HOMELESS OR RUNAWAY** ☐ Applicant Statement ☐ Written Statement from an Individual Providing Temporary Residence ☐ Written Statement from Shelter ☐ Written Statement from Social Service Agency ☐ Telephone Verification ☐ Other: _____ **LWIB DEFINED BARRIER** Identify Category: _____ ☐ _____ ☐ _____
ADULT EXEMPT ELIGIBILITY FOR EXCESS FUNDS/PRIORITY ☐ N/A	LWIB must establish that excess funds exist in the area to serve Adults who are <u>not</u> **Low Income Individuals**. ☐ Excess Funds Exist ☐ Meets LWIB criteria for services Documentation ☐ _____ ☐ _____
COUNSELOR/INTAKE NOTES:	

Signature, Title _____ Date: _____

Signature, Title _____ Date: _____

ELIGIBILITY DOCUMENTATION FORMS

Part V

Eligibility Documentation Forms

Documents that Verify Multiple Items:

Several documents provided by customers to verify eligibility items may be utilized to verify multiple items required to complete the WIA eligibility process. The most commonly used documents and items they verify are as follows:

DR VER'S LICENSE
Identification (photo/descriptive I.D.)
Date of Birth
Social Security Number (some states)

PUBLIC ASSISTRANCE RECORDS
Economic Status
Family Size
Date of Birth
Social Security Number
Citizenship

BIRTH CERTIFICATE
Date of Birth
Citizenship
Individual Status

PAY STUBS
Income
Social Security Number

SELECTIVE SERVICE CARD
Date of Birth
Social Security Number
Selective Service Number

PASSPORT
Citizenship
Photo Identification
Date of Birth

DD-214 REPORT
Citizenship (if place of birth shown)
Date of Birth
Veteran Status
Social Security Number

TAX FORMS
Social Security Number
Family Size

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 eligibility criteria. For example, verification that an applicant has been determined eligible to receive TANF can satisfy the requirements for Youth and Adult program eligibility.

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

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

- 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 of WIA eligibility verification is accomplished via telephone or document inspection, LWDBs 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 eligibility 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 eligibility; i.e., document name, contact name, telephone numbers, addresses, etc.

WIA TELEPHONE VERIFICATION/DOCUMENT INSPECTION FORM

IDENTIFYING INFORMATION

Applicant's Name: _____
Last First MI

SSN: ☐☐☐ ☐☐ ☐☐☐☐ Date: ☐☐ ☐☐ ☐☐

WIA ELIGIBILITY VERIFICATION BY ■ TELEPHONE

NAME AND/OR NUMBER OF DOCUMENT _____

ELIGIBILITY ITEM/S TO BE VERIFIED: _____

INFORMATION VERIFIED: _____

AGENCY PROVIDING VERIFICATION: _____

AGENT VERIFYING ELIGIBILITY ITEM: _____

DATE AND TIME OF VERIFICATION: _____

TELEPHONE NUMBER OF AGENCY PROVIDING VERIFICATION: (_____) _____ - _____

WIA ELIGIBILITY VERIFICATION BY ■ DOCUMENT INSPECTION

NAME AND/OR NUMBER OF DOCUMENT _____

ELIGIBILITY ITEM/S TO BE VERIFIED: _____

INFORMATION VERIFIED: _____

DOCUMENT TO BE INSPECTED: _____

ORIGINAL SOURCE OF DOCUMENT: _____

REASON FOR DOCUMENT INSPECTION:
- ☐ REMOTE SITE ELIGIBILITY, NO COPIER AVAILABLE
- ☐ ON SITE ELIGIBILITY, NO COPIER AVAILABLE
- ☐ DOCUMENT CANNOT BE COPIED

I ATTEST THAT THE INFORMATION RECORDED BY ME ON THIS DOCUMENT WAS OBTAINED THROUGH TELEPHONE CONTACT OR DOCUMENT INSPECTION ON THE ABOVE DATE. AS INDICATED BY THE AGENT, ALL INFORMATION WAS OBTAINED FROM DATA PREVIOUSLY DETERMINED AND RECORDED IN THE APPLICANT'S RECORDS AT THE AGENCY PROVIDING THE ELIGIBILITY VERIFICATION.

OR

I ATTEST THAT THE DOCUMENT INSPECTION, VERIFIED THE PRIMARY/SECONDARY ITEMS REQUIRED TO DETERMINE ELIGIBILITY FOR THE WIA PROGRAM.

_____ _____ / _____ / _____
SIGNATURE, TITLE DATE

07/00

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.

The WIA TAG 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 that 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."

SELF-CERTIFICATION

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

_____
APPLICANT'S 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.

Signature/Date: _____

Signature/Date: _____

07/00

Applicant Statement Requirements

Introduction

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.

The WIA TAG allows for limited use of Applicant statements to document those items that in some cases are not verifiable or may cause undue hardship for individuals to obtain. An Applicant statement may be used in the cases described below only after all practicable attempts to secure documentation have failed. Applicant statements must be supported by a documented corroborative contact or reliable witness attesting to the accuracy of the statement.

In order to utilize the Applicant statement as documentation, the following requirements must be adhered to:

1. The Applicant statement form, or facsimile, must be utilized.

2. A corroborative contact or witness must be indicated on the statement. The corroboration may be via witness signature or supporting telephone verification form. In those rare instances when an applicant cannot obtain a satisfactory witness or provide a telephone contact (homeless, ex-offender), the applicant needs to explain why such corroboration is not possible.

3. Use of the Applicant statement is limited to the following instances:

   a. Economic Eligibility

      (1) Family size – when birth certificates or 1040 and IRS Letter 1722 are not available

      (2) Individual status – persons ordinarily included in the definition of family, but claiming to be no longer dependent, must complete an Applicant statement attesting to their individual status. Such statements should be corroborated by the head of household in which that person resides, If possible, individuals must also show source of his/her support.

      (3) Proof of income for individuals who claim little or no income – statement should indicate means of support, e.g., unemployment compensation, for previous six month period. Statement should also indicate corroborative witness to verify indicated means of support.

      (4) Individual with Disabilities – when observable or obvious condition.

   b. Youth Barriers

      (1) Drop-out Status – Applicant statement is to be used only for out-of-state and/or Applicants 16 years of age or older when documentation from the school district cannot be obtained.

      (2) Offenders – when court records or other documentation are unobtainable.

      (3) Pregnant or a parent

      (4) Homeless or runaway youth.

EXAMPLES: Use of the sample Applicant Statement form is as follows: If an Applicant states that 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 I" may be completed, for example as follows: "have received no income from any source during the past six months, that I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends." This should be corroborated by the person(s) providing the support.

APPLICANT STATEMENT

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT I _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

If Applicant cannot obtain a satisfactory witness or provide a telephone contact, in 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

_____ SIGNATURE OF PARENT OR GUARDIAN (as needed)

_____ APPLICANTS ADDRESS

_____ APPLICANTS PHONE #

_____ CORROBORATING WITNESS NAME

_____ CORROBORATING WITNESS PHONE #

_____ CORROBORATING WITNESS SIGNATURE and DATE

_____ 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)

_____ (Signature, Title)

07/00

WORKFORCE INVESTMENT ACT
TELEPHONE VERIFICATION OF PUBLIC ANOUNCEMENT

Date of Telephone Verification: _____

Dislocated Worker Specialist Contacted: _____

Job Title: _____

Division/Department: _____

Telephone Number: (____) _____

Company's Name: _____ Date of Closure: ____/____/____

Media Form of Announcement: _____

Specific Site(s) to be Affected: _____

Documentation Information Specific to Closing: _____

_____

_____

_____

_____

_____

_____

_____

NOTE: The following criteria are required for meeting eligibility policy under the Public Announcement Category:

- ❑ 1. Must employ 50 or more workers.
- ❑ 2. Been declared through media.
- ❑ 3. Specific sites must be due to close by specific date.

07-00

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

(TO BE COMPLETED BY EMPLOYER)

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: _____

Employed From: ____/____/____ to ____/____/____
Month Day Year Month Day Year

Income Determination Period for Program Eligibility: ____/____/____ to ____/____/____
Month Day Year Month Day Year
(Dates To Be Filled Out By Caseworker)

Total Gross Wages/Salary: $_____ _____
[Includes all pay received (before deductions) Signature of Employer Representative/Title/Date
Inclusive of income determination period listed above]

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 indicating who supplied the information and the date the telephone contact was made

_____
Signature, Title Date

07/00

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 Technical Assistance Guide (TAG) to complete this form.

FAMILY MEMBERS NAME/RELATIONSHIP TO APPOLICANT

- 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 Eligibility TAG, definition of FAMILY (note 5) 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). Members of the Armed Forces on extended Temporary assignment elsewhere are considered to be assigned involuntarily, and would not be considered as part of the applicant's FAMILY.
- 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.

WORKFORCE INVESTMENT ACT
APPLICANT STATEMENT OF FAMILY STATUS

IDENTIFYING INFORMATION

Applicant's Name: _____
Last First MI

SSN: ☐☐☐ ☐☐ ☐☐☐☐ Application Date: ☐☐ ☐☐ ☐☐

To be completed by WIA Applicant with Staff assistance

For use in completing this form, the following definition applies:

FAMILY is defined as one of the following:

(a) A husband, wife, and dependent children.
(b) A parent or legal guardian and dependent children.
(c) A husband and wife.

Please provide information regarding the applicant's FAMILY as requested below (see instructions):

Address: _____

_____

FAMILY MEMBERS NAME	RELATIONSHIP TO APPLICANT

Please complete the following information for FAMILY MEMBERS not currently residing in the applicant's residence (see instructions). [If applicable]

NAME	LOCATION	REASON

I attest to the best of my knowledge that the information above is true and correct.

_____ _____
(Signature of Applicant) (Date)

CORROBORATING WITNESS -- I attest to the best of my knowledge that the information above is true and correct.

Name	Signature
Street Address	City, State, Zip
Telephone Number	Relationship to Applicant

07/00

INCOME GUIDELINES

Appendix A

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

Metropolitan Areas

Family Size	Income
1	8,350
2	11,250
3	14,630
4	18,060
5	21,320
6	24,930

For each additional family member add +3,610

Non-Metropolitan Areas

Family Size	Income
1	8,350
2	11,250
3	14,150
4	17,160
5	20,250
6	23,690

For each additional family member add +3,440

METROPOLITAN AREAS INCLUDE: Autauga, Baldwin, Blount, Calhoun, Colbert, Dale, Elmore, Etowah, Houston, Jefferson, Lauderdale, Lawrence, Madison, Mobile, Montgomery, Morgan, Russell, Shelby, St. Clair, Tuscaloosa, and Walker.

NON-METRO AREAS INCLUDE: The other 46 counties.

*Revised 5/12/00 per Lower Living Standard Income Level (LLSIL).

Family Income includes total annualized cash receipts before taxes from all sources, with the exceptions listed in (B) below:

(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);
(7) Regular insurance or annuity payments;
(8) College or university scholarships, grants, fellowships, and assistantships;
(9) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts;
(10) 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 withdrawls 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; 7-00

(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);
(11) Needs-based scholarship assistance;
(12) Foster care child payments;
(13) Social Security Disability Income (SSDI) for the four year period 07/01/97-07/01/2001.

Methods for Calculating Annualized Income

When calculating income, States and SDAs are encouraged to use any one of the following methods as appropriate. The examples are illustrative only and SDAs should obtain as many pay stubs as possible.

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, 26X 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 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 X $548 = $14,248

Average Pay Method

Under the Average Pay Method, a sample of six 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:

Add: $534 + $475 + $398 + $534 + $498 + $534 = $2973.00

Divide: $2976/6 = $495.50 = Average gross earnings

Multiply: $495.50 X 52 = $25,766 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, 1992. The pay frequency is bi-weekly. Upon counting the number of pays that have occurred since January 1, 1992, 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

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 months. In such cases the intake worker should total all wages for the six 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.

SELECTIVE SERVICE REGISTRATION

Appendix B

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 fail 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 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 non-registrant 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" indication 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 providers 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, 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 show the Applicant's failure to register was knowing and willful, WIA services must be denied. Applicant's 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 non-registrant should be encouraged to offer as much evidence and 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:

A man provides evidence that he served honorably in the U.S. ArmedForces 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.

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 Migrant Seasonal Farmworker (MSDWs) and some formerly illegal aliens under the 1986 Immigration Reform and Control Act (IRCA).

Immigrant aliens, and refugees, parolees, asylees, MSFWs, 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.

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 (formally 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.

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.

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 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 complaints 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 Years 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 been discharge. 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 disability that would permanently disqualify him from military service. If the Applicant has such a disability, 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 disability 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 disability 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-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*
Disabled 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 residents is resumed 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.

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

Applicant's name: _____ Date of Application: ___/___/___

Date of Birth: ____/____/____ Social Security Number: ____/_____/____

The above named Applicant meets all other requirements and is eligible for the Workforce Investment Act program. Eligibility is based on the following selective service eligibility.

___ 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).

___ Telephone Contact _____

Name of Institution _____

Date Entered _____

Date Released from Institution _____

Applicant's Status Verified By _____

Person Contacted _____

Job Title _____ Telephone No. _____

___ 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.

Please list 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).

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

ACTIVITY CODES
(for budget and pay service only)

Appendix C

Digits

1 - Funding Year * 6, 8, 9, or 0

2 - Fund Source

JTPA	WIA
X - Generic	Multi-Funds
1 - IIA Adult	Adult
2 - IIA Older Worker	N/A
3 - IIB SYETP	Summer Youth
4 - IIC Youth	Out of School Youth
5 - III Governor's (40%)	Governor's Setaside
6 - III SSA (60%)	LWIA Dislocated Worker
7 - IIA PY92 ("2" funding year only)	In School Youth
8 - WIA Transition Setaside	N/A
A - IIA/C Administration (5%)	ADMIN 5%
B - IIA/C 8% Education (80%)	N/A
C - IIA/C 8% Education (20%)	N/A
D - IIA/C Incentive (75%)	Incentive
E - IIA/C Capacity Building (25%)	N/A
F - III (Flood Relief) National Reserve	No Change
G - III National Reserve (Goodyear)	No Change
H - IIC Incentive	N/A
K - MSFW (Weather Disaster Assistance)	N/A
L - III National Reserve (Non-Apparel)	No Change
M - Migrant/Seasonal Farmworker	No Change
N - One Stop Grant	No Change
R - 8% Reverted	Rapid Response
S - III National Reserve (Apparel Grant)	No Change
T - III National Reserve Re-employment	N/A
W - Welfare-to-Work	No Change
Y - School-to-Career	No Change

3&4 LWIA	10 - WDD State Programs
	11 - WDD State Programs Region I
	12 - WDD State Programs Region II
	13 - WDD State Programs Region III
	14 - WDD State Programs Region IV
	15 - WDD State Programs Region V
	16 - WDD State Programs Region VI
	17 - School-to-Career
	20 - AWIA Statewide
	21 - AWIA Region I
	22 - AWIA Region II
	23 - AWIA Region III
	24 - AWIA Region IV
	25 - AWIA Region V
	26 - AWIA Region VI
	30 - Jefferson County Commission
	40 - Mobile Works, Inc.
5&6 Activities	01 - **BASIC SKILLS TRAINING**
	02 - REMEDIAL READING/WRITING/MATHEMATICS
	03 - LITERACY
	04 - STUDY SKILLS
	05 - ENGLISH FOR NON-ENGLISH SPEAKERS
	06 - BILINGUAL
	07 - GED
	08 - BASIC SKILLS EMPLOY. COMPS (YOUTH)
	09 - SCHOOL TO POST-SECONDARY TRANSITION
	10 - ALTERNATIVE HIGH SCHOOL
	11 - MENTORING
	12 - OTHER
	15 - **OCCUPATIONAL SKILLS TRAINING**
	16 - JOB-SPECIFIC COMPETENCIES
	17 - SCHOOL-TO-WORK/APPREN. (JOB SPECIFIC)
	18 - ON-SITE INDUSTRY SPECIFIC
	19 - CUSTOMIZED
	20 - ENTREPRENEURIAL
	21 - INTERNSHIP
	22 - PRE-APPRENTICESHIP
	23 - ADVANCED CAREER
	24 - INDIVIDUAL REFERRAL
	25 - UPGRADE

26 - RETRAINING
27 - OTHER

30 - **ON-THE-JOB TRAINING (01-99)**
31 - ON-THE-JOB TRAINING (ABOVE 99)
32 - **WORK EXPERIENCE**
33 - VOCATIONAL EXPLORATION
34 - ENTRY EMPLOYMENT EXPERIENCE-YOUTH ONLY
35 - PRIVATE/LIMITED INTERN 500 HOURS-YOUTH ONLY
36 - COMMUNITY SERVICES
37 - WtW ON-THE-JOB TRAINING
38 - **OTHER EMPLOYMENT SKILLS TRAINING**
39 - PRE-EMPLOYMENT/WORK MATURITY
40 - SCHOOL-TO-WORK/POST-SECONDARY PROGRAMS
41 - TRAINING COMBINED W/COMMUNITY & YOUTH SERVICES OPPORTUNITIES
42 - POST EMPLOYMENT SERVICES
43 - JOB RETENTION SERVICES
44 - **JOB PLACEMENT SERVICES**
45 - JOB DEVELOPMENT/REFERRAL/PLACEMENT
46 - VOCATIONAL EXPLORATION
47 - RELOCATION ASSISTANCE
48 - JOB CLUBS
49 - RESUME ASSISTANCE
50 - JOB FINDING SKILLS
51 - JOB READINESS
52 - JOB CREATION EMPLOYMENT WAGE SUBSIDIES
53 - **BASIC READJUSTMENT SERVICES (III)**
54 - ORIENTATION
55 - SKILLS DETERMINATION
56 - PRE-LAYOFF ASSISTANCE
57 - JOB DEVELOPMENT/REFERRAL
58 - JOB SEARCH
59 - JOB TRANSITIONAL SERVICES
60 - TEMPORARY JOB CREATION
61 - RELOCATION ASSISTANCE
62 - OTHER
63 - **SUPPORTIVE SERVICES**
64 - TRANSPORTATION
65 - HEALTH CARE
66 - FAMILY CARE

67 - HOUSING/RENTAL ASSISTANCE
68 - COUNSELING
69 - NEEDS-BASED/RELATED PAYMENTS
70 - CASH INCENTIVE PAYMENT (YOUTH ONLY)
71 - OTHER (PELL OR TRA COVERAGE)
72 - ADMINISTRATION
73 - ELIGIBILITY DETERMINATION
74 - ASSESSMENT
75 - CASE MANAGEMENT
76 - OUTREACH
77 - SUMMER ENRICHMENT
78 - SUMMER WORK EXPERIENCE
79 - SUMMER SPECIAL PROJECTS
80 - RAPID RESPONSE
81 - RELOCATION ASSISTANCE (RET)
82 - OTHER
83 - ONE STOP SHOP
84 - INDIVIDUAL DEVELOPMENT ACCOUNTS
85 - WtW COMPUTER TECHNOLOGY
*86 - INCUMBENT WORKER
*87 - CAPACITY BUILDING
88-99 - UNASSIGNED NUMBERS FOR COMBINED ACTIVITIES/SPECIAL PROJECTS

7&8 Sequence No. 01-99

* DOL year of allocation

WISARD

Attachment 1

Attachment I: Workforce Investment Title IB Standardized Record Data (WIASRD)

	A Brief Explanation
Why	Information about an individual and their WIA Title IB experiences is used to: • Share program results with consumers, taxpayers, Congress and other program overseers; • Compare results among WIA service p oviders, States and with other federally funded programs; and • Evaluate and continuously improve services. This information is required by the legislation. It is confidential and protected by all applicable privacy rules.
Wh	A record is developed for dislocated workers and adults served by the program except for individuals receiving only self-service or informational services. An individual record is required for each individual served using youth funds.
What	Only necessary information is required. Every effort has been made to streamline and simplify the content and format. An individual's record only expands if additional resources are used to provide more costly services. A few items specifically for dislocated workers and youth are included for those records. Governors, State Workforce Investment Boards and Local Workforce Investment Boards are encouraged to add additional items to assist in the management of local or statewide initiatives or programs. Credit for services and outcomes provided by WIA Title IB services is accounted for as are services and outcomes obtained through program partners during the participation and performance outcome periods.
When	A record containing cumulative data is submitted in its entirety for each individual annually. However, data for an individual's record will need to be updated more frequently as the data will be used to prepare quarterly and an Annual Report for the Secretary.
How	The record is divided into three main sections: • Individual Information; • Activities and Services; and • Outcomes (or results). Each section begins with items needed for all participants at the top of the section, followed by information for individuals receiving additional services (such as intensive and training services). Finally, any items needed just for dislocated workers or youth appear at the end of each section. An applicability guide to show which items are required by groups described in the act accompanies each item. Please see short notes on grouping codes on the following page. A definition of the item and frequently asked questions appear on the same line. Programmers will also find a field size/type marker in the item box. Technical instructions for preparing and submitting the record are contained in Appendix A.

Note Regarding Required Items by Groups	
• = Data item required for the column group.	
Data collection requirements for adults and dislocated workers are based on the type of services received:	C = Core services other than informational or self-service, only.
	I = Intensive Services
	T = Training Services
Data collection requirements for youth are based on age at registration:	14 to 18
	19 to 21

WIASRD Document Index

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#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
SECTION I - INDIVIDUAL INFORMATION								
1	*Social Security number* 000000000	O	O	O	O	O	O	*What if the applicant has no SSN or refuses to provide it?* A pseudo-SSN may be assigned during intake, but a valid SSN for such individual must be obtained and recorded prior to first transmittal of individual's data.
2	*Date of birth* YYYYMMDD	O	O	O	O	O	O	
3	*Gender* 1 = Male 2 = Female	O	O	O	O	O	O	
4	*Individual with a disability* 1 = Yes 2 = Yes and disability results in a substantial impediment to employment 3 = No	O	O	O	O	O	O	Record 1 for any 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. Record 2 if the individual's physical or mental impairment constitutes or results in a substantial impediment to employment.
	Race Separate items for each of the following categories							*What if an individual is multi-racial?* When self-reported information is used, individuals shall be offered the option of selecting one or more racial designations. Recommended forms for the instruction accompanying the multiple response question are "mark one or more" and "Select one or more." NOTE: Ethnicity information (Hispanic, other) is collected separately from race information
5a	*American Indian or Alaskan Native* 1 = Yes 2 = No	O	O	O	O	O	O	A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
5b	*Asian* 1 = Yes 2 = No	O	O	O	O	O	O	A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.
5c	*Black or African American* 1= Yes 2 = No	O	O	O	O	O	O	A person having origins in any of the black racial groups of Africa.
5d	*Hawaiian Native or other Pacific Islander* 1= Yes 2 = No	O	O	O	O	O	O	A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
5e	*White* 1= Yes 2 = No	O	O	O	O	O	O	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
6	*Ethnicity Hispanic or Latino* 1 = Yes 2 = No	O	O	O	O	O	O	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.
7a	*Veteran status* 1 = Yes • 180 days 2 = Yes > 180 days 3 = No	•	•	•	•		•	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the individual met the conditions described above for more than 180 days.
7b	*Campaign veteran* 1 = Yes 2 = Yes, Vietnam-era veteran 3 = No	•	•	•	•		•	Record 1 if the individual is a veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). Please see Appendix B for the current list as of 01/07/2000. For campaigns occurring after this date, updated information may be obtained on the OPM web site: http://www.opm.gov/veterans/html/vgmedal2.htm. Record 2 if the individual served in the active U.S. military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning on February 28, 1961 and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and the period beginning on August 5, 1964 and ending on May 7, 1975, in all other cases).
7c	*Disabled veteran* 1 = Yes 2 = Yes, special disabled 3 = No	•	•	•	•		•	Record 1 if the individual is a veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability. Record 2 if the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability.
7d	*Recently separated veteran* 1 = Yes 2 = No	•	•	•	•		•	A veteran who applied for participation under Title I of WIA within 48 months after discharge or release from active U.S. military, naval, or air service.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
8	*Labor force status* 1 = Employed 2 = Not employed	•	•	•	•	•	•	Employed. An employed individual is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or 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. Not employed. An individual who does not meet the definition of employed. NOTE: This item is used to calculate some of core indicators of performance for adults and older youth. NOTE: This information is to be collected from the registrant at registration, not from wage records.
9	*Limited English language proficiency* 1 = Yes 2 = No	•	•	•	•	•	•	The inability of an individual, whose native language is not English, to communicate in English, resulting in a barrier to employment.
10	*Single parent* 1 = Yes 2 = No	•	•	•	•	•	•	A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.
11	*Referred by WPRS* 1 = Yes 2 = No	•	•	•	•			A U.I. claimant who has been referred to WIA reemployment services by the Worker Profiling and Reemployment Services (WPRS) system.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
12	*Low income* 1 = Yes 2 = No		O		O	O	O	A registrant in one or more of the following categories: (A) receives, or is a member of a family which receives, cash payments under a Federal, State or income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, fo the six-month period prior to registration 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 sectior 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 guideline for the equivalent period; or (II) 70 percent of the lower living standard income level, for an equivalent period; (C) a member of a household that receives (or has been determined within the 6-month period prior to registration 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 who meets the requirements of a program described in subparagraph (A) or (B) above, but who is a member of a family which does not meet such requirements. *When is a low-income youth an eligible youth?* If he or she is one or more of the following: 1) Deficient in basic literacy skills; 2) A schoo dropout; 3) Homeless, a runaway or a foster child; 4) Pregnant or a parent; 5) An offender; or 6) An individual who requires additional assistance to complete an educational program or to secure and hold employment. Please note WIA § 134 (d)(4)(E): PRIORITY. - In the event that funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b) are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	Public assistance recipient: Separate items for each of the following categories							Record 1 for Yes if the participant is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation. When not used for eligibility determination, self-reported information will be accepted. **Do not include foste child payments.** NOTE: Record 1 for Yes for **every** public assistance program from which the individual is receiving assistance.
13a	*Temporary Assistance to Needy Families (TANF)* 1 = Yes 2 = No		O		O	O	O	Also include participants who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.
13b	*General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Supplemental Security Income* (SSI-SSA Title XVI) 1 = Yes 2 = No		O		O	O	O	Record 1 for Yes if the participant receives cash assistance from one or more of these sources.
14	*Pell Grant recipient* 1 = Yes 2 = No		•		•	•	•	The individual is or has been notified they will be receiving a Pell Grant. NOTE: This item may be updated at anytime while the individual is receiving WIA services (except follow-up services). Record yes if the individual received a Pell grant at any time during WIA participation.
15	*Highest school grade completed* 00 = No school grade completed 01-11 = Number of elementary/ secondary school grades completed 12 = High school graduate 88 = Attained certificate of equivalency for a high school degree 13-15 = Number of school years completed. 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree		•		•	O	•	Codes 13 to 15 include college, or full-time technical or vocational school. Codes 13 to 15 should not be used for individuals who are not high school graduates unless they attained a college degree. *How should individuals who completed 12th grade but did not receive a diploma or equivalent be coded?* These individuals should be coded "11" to indicate that they did not receive a diploma or equivalent. *How should Certificates of Completion or IEP Diplomas be reported?* Participants with a disability who received a Certification of Completion or an IEP Diploma are also to be coded as "11".

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	Additional Individual Information Needed For Dislocated Workers and Displaced Homemakers							Items 16 and 17 are to be completed for dislocated workers and displaced homemakers only.
16	*Displaced homemaker* 1 = Yes 2 = No			•	•			An individual who has been providing unpaid services to family members in the home and who- (1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; or For the purposes of carrying out innovative statewide activities noted in WIA section 134, the following definition of a displaced homemaker (contained in §134(a)(3)(A)(vi)(I) may be used: (1) an individual who is receiving public assistance and is within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
17	*Date of actual qualifying dislocation* YYYYMMDD			•	•			The last day of employment at the dislocation job. If there is no dislocation job (e.g., displaced homemakers), leave blank. *How should dislocated workers who are still employed at registration be reported?* Leave blank until qualifying dislocation takes place.
	Additional Individual Information Needed For Youth							Items 18-25b are for individuals served by the youth program.
18	*Offender* 1 = Yes 2 = No					•	•	An individual (adult or juvenile): (1) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
19	*Homeless and/or a runaway youth* 1 = Yes 2 = No					•	•	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. Also includes a runaway youth. NOTE: Does not include a person imprisoned or detained pursuant to an Act of Congress or State law.
20	*Pregnant or parenting youth* 1 = Yes 2 = No					•	•	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.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
21	*Youth who needs additional assistance* 1 = Yes 2 = No					•	•	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.
22	*Education status at time of registration* 1 = Student, H.S. or less 2 = Student, attending post-H.S. 3 = Out-of-School, H.S. dropout 4 = Out-of-School, H.S. grad. with employment difficulty 5 = Out-of-School, H.S. grad. with no employment difficulty					•	•	1. The individual is not a high school graduate (or equivalent) and is attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program whether full or part-time), or is between school terms and intends to return to school. 2. The individual is a high school graduate (or equivalent) and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school. 3. The individual is not attending any school and is not a high school graduate 4. The individual is not attending any school, is a high school graduate, and is basic skills deficient, unemployed, or underemployed. 5. The individual is not attending any school, is a high school graduate, and is not basic skills deficient and not unemployed and not underemployed.
23	*Basic literacy skills deficiency (as defined in §664.205)* 1 = Yes 2 = No					•	•	The individual meets the State or local level definition of basic literacy skills deficient. This definition must include a determination that an individual: (2) Computes or solves problems, reads, writes or speaks English at or below grade level 8.9; or (3) 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. In cases where the State Board establishes State policy on this criterion, the policy must be included in the State plan. (WIA sections 101 (13)(C)(I), 101 (19)
24	*English reading skills grade-equivalent score or raw score* 000.0 Special codes when reporting grade level 13.0 = Grade 13 or above 87.0 = Not tested and obviously below the 9th grade level 88.0 = Refused testing or who otherwise could not be tested or for whom testing was not needed					•		Record either: (A) the grade level equivalent in English reading (except in Puerto Rico) at which the individual is functioning as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of reading level (determined within the last 12 months); **or** (B) the raw score in English reading on a generally accepted standardized or criterion-referenced test. States submitting raw scores should provide information on how to crosswalk raw scores to grade levels (below 7th grade level, below 9th grade level, or at or above 9th grade level). *When should reading skills level be measured for younger youth?* Reading skills should be measured as part of the assessment process and results must be addressed in the individual service strategy. NOTE: Grade levels below 9th grade are considered "basic skills deficient" in accordance with WIA §101 (4).
24a	*Type of score*					•		The type of score (grade level or raw score) reported in item 24.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	1 = grade level score 2 = raw score							
24b	*English reading skills raw score test name and version* 1 = Adult Basic Learning Examination (ABLE) 2 = DOL Workplace Literacy Test(DOL-WLT) 3 = Adult Literacy Test (ALT) 4 = Armed Forces Qualifying Test (AFQT) 5 = Basic Occupational Literacy Test (BOLT) 6 = California Achievement Test (CAT) 7 = Career Ability Placement Survey (CAPS) 8 = CASAS Appraisal 9 = CASAS Survey Achievement Tests 10 = General Aptitude Test Battery (GATB) 11 = Iowa Test of Basic Skills (ITBS) 12 = Metropolitan Achievement Test (MAT) 13 = Reading Job Corps Screening Test (RJCST) 14 = Tests of Adult Basic Education (TABE) 15 = Wide Range Achievement Test (WRAT) 16 = Other					•		If a raw score is reported in item 24, then record the code for the test administered and, if applicable, the version, form or battery used: **EXAMPLE:** If version "3" of the Adult Basic Learning Examination was used, record "1v3".

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
25	*Computation (math) skills test grade-equivalent score or raw score* 000.0 Special codes when reporting grade level 13.0 = Grade 13 or above 87.0 = Not tested and obviously below the 9th grade level 88.0 = Refused testing or who otherwise could not be tested or for whom testing was not needed					•		Record either: (A) the grade level equivalent in computational (also called quantitative or math) skills at which the individual is functioning as determined by a generally accepted standardized test or a comparable score on a criterion-referenced test (administered within the last 12 months) or a school record of computation (math) skills level (determined within the last 12 months), **or** (B) the raw score in computation (math) skills on a generally accepted standardized or criterion-referenced test. States submitting raw scores should provide information on how to crosswalk raw scores to grade levels (below 9th grade level, less than 9th grade level, or at or above 9th grade level). States submitting raw scores should provide information on how to crosswalk raw scores to grade levels (below 7th grade level, below 9th grade level, or at or above 9th grade level). *When should a younger youth's computational skills level be measured?* Computational skills should be measured as part of the assessment process and results must be addressed in the individual service strategy. NOTE: Grade levels below 9th grade are considered "basic skills deficient" in WIA.
25a	*Type of score* 1 = Grade level equivalent score 2 = Raw score					•		Record a 1 if the score recorded in 25 is a grade level equivalent score or a 2 if the score is a raw score.
25b	*Computation (math) skills raw score test name and version* See 24b for codes.					•		If a raw score is reported in item 25, record the code for the test administered and, if applicable, the version, form or battery used. (Use codes and "EXAMPLE" listed in item 36.)
SECTION II - ACTIVITY AND SERVICES INFORMATION								Items 27, 28, 29, 36 and 37are used to calculate performance on WIA core indicators.
26	*ETA-assigned WIB/Statewide code* 00000	O	O	O	O	O	O	Example for state with FIPS code 36 (New York): For federal funds sent to states for use at the local area: Adults - 36005, 36010, 36015, etc. Youth - 36005, 36010, 36015, etc. Dislocated Workers - 36005, 36010, 36015, etc. For federal funds sent to states for statewide (15%) activities: Statewide activities (Youth, displaced homemakers, incumbent workers, other) - 36903 Rapid Response (including additional assistance) - 36902 National Emergency Grant - 36901 *Will ETA use the same codes for WIA as were used for JTPA?* Local WIB codes will be the same as JTPA SDA codes if there is no change in the geographic area.
27	*Date of registration* YYYYMMDD	O	O	O	O	O	O	*When must the individual be registered?* Adults and dislocated workers must be registered when they start to receive services that are not informational or self-service.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
								Youth must be registered when they start to receive any youth services. *Which adult and dislocated worker core services are informational or self-service and, thus, do not require registration?* Please refer to Appendix C for information about determining the service type. Core services that do not involve a significant amount of staff time or resources and/or primarily are primarily for the purpose of providing information should be considered as self-service or informational and registration will not be required. *What are examples of core services that would require registration?* Core services requiring registration include: S Staff-assisted job search and placement assistance, including career counseling; S Staff-assisted job referrals (such as testing and background checks); S Staff-assisted job development (working with employer and job-seeker); and S Staff-assisted workshops and job clubs.
28	*Date of first core service(s)* YYYYMMDD	•	•	•	•			The date the individual began receiving core services. Leave blank if the individual did not receive core services. Do not include core services that are informational or self-service. See Appendix C for additional guidance in categorizing services.
29	*Date of WIA exit* YYYYMMDD	•	•	•	•	•	•	The last date on which WIA Title I or partner services were received by the individual excluding follow-up services. There are two ways to determine exit: 1. a participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services within the quarter (hard exit); or 2. a participant who does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit). Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs with a reason for such a gap in service. Participants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services, should be excluded from the measures. Once a participant has not received any WIA funded or partner services for 90 days, except follow-up services and there is no planned gap in service or the planned gap in service is for reasons other than those specified above, that participant has exited WIA for the purposes of measurement in 15 of the 17 core measures (the younger youth skill attainment rate and employer customer satisfaction measures are not based on exit). Twelve months of follow-up services must be provided in accordance with WIA § 129(c)(2)(I) and WIA § 134(d)(3)(2)(K). *How should gaps in service be documented?*

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
								State and local programs should document any gap in service over 90 days with a reason for such gap in service.
30	*Completed WIA or Partner Services* 1 = Completed WIA or Partner Services 2 = Exited without completing WIA or Partner Program Services	•	•	•	•	•	•	Completed. The individual's WIA service goals were completed and the individual is no longer receiving services (excluding follow-up services). Exited without completing. The individual's WIA service goals were not completed, and the individual is no longer receiving services (excluding follow-up services). Codes 1 and 2 should only be used for exiters, as defined in item 29.
	WIA Title I and partner program participation:							Indicate whether or not the registrant is participating in any of the following programs: Record only those programs that fund activities coordinated with the individual's WIA Title activities, possibly through a formal coenrollment, by inclusion in the individual's WIA service plan or through follow-up services. Services should be recorded cumulatively. A yes should be recorded for each source of service. Do not report sources that funded only core services classified as informational or self-service.
31a	*Adult (Local)* 1 = Yes 2 = No	O	O	O	O	O	O	Services to adults (age 18 and over) provided by funds allocated to local areas under WIA Sec. 133(b)(2)(A)
31b	*Dislocated Worker (Local)* 1 = Yes 2 = No	O	O	O	O	O	O	Services to dislocated workers provided by funds allocated to local areas under WIA Sec. 133(b)(2)(B)
31c	*Youth (Local)* 1 = Yes 2 = No	O	O	O	O	O	O	Services to youth provided by funds allocated to local areas under WIA Sec. 128(b).
31d	*Youth [Statewide (15%) Activities]* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Sec. 134(a)
31e	*Displaced Homemaker [Statewide (15%) Activities]* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Sec. 134(a)(3)((A)(vi)(I)
31f	*Incumbent Worker [Statewide (15%) Activities]* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Sec. 134(a)(3)((A)(iv)(I)
31g	*Other [Statewide (15%) Activities]*	O	O	O	O	O	O	

#	Item	Required Items by Group						Definitions
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		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	1 = Yes 2 = No							
31h	*Rapid Response* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Sec. 134(a)(2)(A)(I) Individual who participated in rapid response activities (on-site employee informational meeting or related activities).
31i	*Rapid Response - Additional Assistance* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Sec. 134(a)(2)(A)(II) Core services (other than self-service or informational), intensive services, or training services provided to dislocated workers using funds from this source.
31j	*National Emergency Grant* 0000 = Grant number 9999 = No grant number	O	O	O	O	O	O	WIA Title I, Subtitle D, Sec. 173 The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.) *What if additional NOO numbers are assigned to the same project?* Continue to use the project's original NOO number. *What if an individual is coenrolled in two or more National Emergency grants?* A WIASRD record must be submitted for each Project.
31k	*Adult Education* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Title II
31l	*Job Corps* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Title I-Subtitle C
31m	*Migrant & Seasonal Farmworker Programs* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Title I-Subtitle D, Sec. 167
31n	*Native American Programs* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Title I-Subtitle D, Sec. 166

#	Item	Required Items by Group						Definitions
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		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
								2) Record sharing agreements and/or automated record matching with the U.S. Department of Labor, Bureau of Apprenticeship and Training database to determine and document that the participant has been placed in a qualified apprenticeship. Most States will likely utilize case management, follow-up services, and surveys of participants with written documentation. Some States already have record sharing and/or automated matching systems in place that they will be able to use to track outcomes. All data and methods to determine achievement of one of the five outcomes must be documented and are subject to audit. Computer records from automated record matching are considered a valid written record. A telephone response from the participant must be accompanied by written documentation. Telephone verification with the appropriate institution/entity is valid, but must also be documented.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
70	*Youth placement information* 1= Entered postsecondary education 2= Entered advanced training 3= Entered military service 4= Entered a qualified apprenticeship 5= Entered unsubsidized employment 6= Did not enter 1-5 above					•		Record which of the following activities the youth entered within 1 quarter of exit. Entry into these activities may be determined through information obtained from the participant during case management and follow-up services, administrative records (including wage records, where appropriate), surveys of participants, and other similar methods. If the youth qualifies for several of these placement outcomes, record the primary outcome. For example, if the youth enters full time postsecondary education and has a part time job, record 1. Postsecondary education and advanced training are defined in Item 64. 1 Should be recorded only if the youth started to attend classes. 2 Should be recorded only if the youth started to attend classes. 3 The youth entered military service (i.e., reported for active duty). 4 The individual entered a qualified apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential. 5 The youth entered full- or part-time unsubsidized employment. Unsubsidized employment is any employment, including self-employment, not financed by either funds provided under the Act or by direct wage subsidies provided by any type of public funds. See Item 47 for the definition of employment. Also include entry into the Peace Corps, VISTA and other National Service programs funded by the Federal Corporation for National and Community Service under the National and Community Service Trust Act of 1993 (Examples are activities in the AmeriCorps and the National Civilian Community Corps programs). Do not include entry into the Armed Forces or entry into a qualified apprenticeship program.
71	*Youth Retention Information (For all youth except those still attending secondary school at exit). Was the youth active in the third quarter following the exit quarter in any of the following activities:* 1= Entered postsecondary education 2= Entered advanced training 3= Entered military service 4= Entered a qualified apprenticeship 5= Entered unsubsidized employment 6= Was not retained in 1-5 above					•		Record the primary activity that the youth was in at any time during the third quarter after exit. See item 64 for definitions and acceptable data sources for codes (postsecondary education) and 2 (advanced training). See items 47 and 48 for definitions and acceptable data sources for codes 3 (employment) and 5 (military service). For code 4, a qualified apprenticeship program is a program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential To determine whether a youth has been placed in a qualified apprenticeship, the following methods can be used: 1) Case management, follow-up services, and surveys of the participant and written documentation; or

#	Item	Required Items by Group						Definitions
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		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
66b Yr.1	*Date goal #2 was set* YYYYMMDD					•		Leave blank if goal #2 not set. See Item 65b for other definitions.
66c Yr.1	*Attainment of goal #2* 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending					•		Leave blank if goal #2 not set. See Item 66c for other definitions.
66d Yr.1	*Date attained goal #2* YYYYMMDD					•		Leave blank if goal #2 not set. See Item 66d for other definitions.
67a Yr.1	*Goal #3 type* 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills					•		See Item 65a
67b Yr.1	*Date goal #3 was set* YYYYMMDD					•		Leave blank if goal #3 not set. See Item 65b for other definitions.
67c Yr.1	*Attainment of goal #3* 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending					•		Leave blank if goal #3 not set. See Item 65c for other definitions.
67d Yr.1	*Date attained goal #3* YYYYMMDD					•		Leave blank if goal #3 not set. See Item 65d for other definitions.
	Information on additional youth goals					•		Space will be provided in the record layout so that information on additional goals can be reported as needed to fully reflect goals set and attained by each youth. All goals set in the program year and the preceding program year should be reported. States may report all goals set during the youth's period of participation
68	*Other youth outcomes* 1 = Attained a secondary school (high school) diploma 2 = Attained a GED or high school equivalency diploma 3 = Attending secondary school at exit					•		1. The youth attained a secondary (high school) diploma recognized by the state during enrollment or by the end of the first quarter after exit. Do not count certificates of completion. However, Individualized Educational Program (IEP) diplomas are to be counted. 2. The youth attained a GED or high school equivalency diploma recognized by the state during enrollment by the end of the first quarter after exit. 3. The youth exited WIA services but was still attending secondary school at exit.
69	*Date of high school diploma or GED attainment* YYYYMMDD					•		The date of attainment should be the date on the diploma or equivalency certificate, if available. Otherwise, the date may be estimated with the appropriate verification.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	SECTION III B - OUTCOMES FOR YOUNGER YOUTH (Aged 14-18 at registration)							
	Skill Attainment							One goal minimum per year is required for all in- school youth and any appropriately assessed out-of-school youth who need to attain basic skills, work readiness skills, or occupational skills. A maximum of three goals per year may be set for purposes of the youth skill attainment measure. See Appendix E regarding youth skill attainment goals.
65a Yr.1	Goal #1 type 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills					•		Setting one basic skills goal is required if the youth is basic literacy skills deficient.
65b Yr.1	*Date goal #1was set* YYYYMMDD					•		The date goal was set is the date a goal was identified for the youth, except that the date of the first goal set must be recorded as the registration date. At least one goal must be set within one month of registration and recorded as being set on the registration date.
65c Yr.1	*Attainment of goal #1* 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending					•		Goal attained. Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques. Goal set, but not attained. Goals not attained include goals whose anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Goal set, but attainment pending. Includes goals that have not been attained, but have anniversary dates after then end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.
65d Yr.1	*Date attained goal #1* YYYYMMDD					•		The date the goal was attained is the date on which it was determined that the individual attained a goal. This would normally be the date on which the individuals skills were tested or otherwise assessed. This date should normally be on or before the one-year anniversary of the date the goal is set. However, it may be later if the participant had a gap in service where he/she was placed in a hold status during which services were not received, but the participant planned to return to the program.
66a Yr.1	*Goal #2 type* 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills					•		See Item 65a

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
								State Education Associations; Integrated Postsecondary Education Reporting Unit; Higher Education Planning Unit; and Training Institutions/Providers Most States will likely utilize case management, follow-up services, and surveys of participants with written documentation. Some States already have record sharing and/or automated matching systems in place that they will be able to use to track outcomes. All data and methods must be documented and are subject to audit. Computer records from automated record matching are considered a valid written record. A telephone response from the participant must be accompanied by written documentation. Telephone verification with the appropriate institution/entity is also valid, but must be documented.
64b	*In postsecondary education or advanced training in the third quarter after exit.* 1 = In advanced training 2 = In postsecondary education 3 = Did not enter further training						•	The individual was in advance training or post secondary education at any time during the third quarter after exit including: S Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. [Include entry into postsecondary educational programs that lead to an academic degree (e.g., AA, AS, BA, BS) in the postsecondary education category.] S Postsecondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education. See Item 64 for acceptable data sources.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	diploma/degree attained 1 = High school Diploma/ Equivalency/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills License 5 = Occupational Skills Certificate or Credential 6 = Other							
63	*Other reasons for exit* 1 = Institutionalized 2 = Health/medical 3 = Deceased	•	•	•	•	•	•	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. Health/medical The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in WIA. Does not include temporary conditions expected to last for less than 90 days.
64	*Entered postsecondary education or advanced training* 1 = Entered advanced.training 2 = Entered postsecondary education 3 = Did not enter further training						•	The individual entered advanced training or postsecondary education by the end of the firs quarter after exit including: S Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. [Include entry into postsecondary educational programs that lead to an academic degree (e.g., AA, AS, BA, BS) in advanced training in the postsecondary education category.] S Postsecondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education. The following methodology can be used to determine whether youth are placed in postsecondary education or advanced training. 1) Case management, follow-up services, and surveys of the participant to determine if the youth has been placed in postsecondary education or advanced training and written documentation of that placement; or 2) Record sharing agreements and/or automated record matching with administrative/other databases to determine and document that the participant has been placed in postsecondary education or advanced training. These databases include, but are not limited to: State Board Governing Community Colleges; State Board Governing Universities;

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	00000.00							
58	*Third quarter following the exit quarter* 00000.00	•	•	•	•		•	Total earnings from wage records for the quarter. Please enter 99999.99 if data is not yet available for this item. Record 88888.88 if the individual's earnings were over 90000.00.
59	*Fourth quarter following the exit quarter* 00000.00	•	•	•	•		•	Total earnings from wage records for the quarter. Please enter 99999.99 if data is not yet available for this item. Record 88888.88 if the individual's earnings were over 90000.00.
60	*Fifth quarter following the exit quarter* 00000.00	•	•	•	•		•	Total earnings from wage records for the quarter. Please enter 99999.99 if data is not yet available for this item. Record 88888.88 if the individual's earnings were over 90000.00.
61	*Attained recognized educational/ occupational certificate/credential/ diploma/degree* 1 = Yes 2 = No 3 = N/A (for adults who did not receive training)	•	•	•	•		•	A credential is defined as any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to a high school diploma, GED or other recognized equivalents, postsecondary degrees, recognized skills 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 recognize 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. Credential must be obtained either during participation or by the end of the third quarter after exit from services (other than follow-up services). *How should the credential information be obtained?* States and localities will have flexibility in methods used to collect data on credential. Examples of methods include: 1) case management, follow-up services, and surveys of a participant to determine that the individual received a credential and written documentation of that credential or 2) record sharing and/or automated record matching with administrative/other databases to determine and document that the participant has received a credential. *How should a credential be documented?* All data and methods to determine achievement of credentials must be documented and are subject to audit. Computer records from automated record matching are considered a valid written record. A telephone response from the participant must be accompanied by written document such as a certificate, degree, or other written documentation. Telephone verification with the certification institution/entity that a person has attained the credential is also acceptable, but must also be documented.
62	*Type of recognized educational/ occupational certificate/credential/*	•	•	•	•		•	If the individual attained more than one qualifying certificate/credential/diploma, record the highest level certificate/credential/diploma.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
	and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records							
	Total earnings from wage records for the:							The total earnings in the quarter as determined from wage records. Wage record information can be obtained from the state, other states, other entities maintaining wage record systems, or from WRIS. Earnings from all employers of the individual should be summed. *What if the individual appears in several different wage record systems (e.g., systems in two different states)?* Earnings from these different sources of wage records should be summed for each quarter. NOTE: The state is required to access these data from its own wage record system; accessing data from other wage record systems is optional, but recommended. NOTE: States should not wait until exit to obtain preprogram data because preprogram earnings data may not be easily available at exit for individuals with long periods of participation. Instead, states should obtain preprogram data as soon after registration as the data become available and reasonably complete.
55a	*Third quarter prior to registration* 00000.00	•	•	•	•		•	Total earnings in the third quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date. Please enter 99999.99 if data is not yet available for this item. Leave this item blank if it does not apply.
55b	*Third quarter prior to dislocation* 00000.00			•	•			Earnings in the third quarter before dislocation for dislocated workers. Please enter 99999.99 if data is not yet available for this item. Record item 55A for dislocated workers without a dislocation date before the registration date. Note: Item 55a must also be recorded for dislocated workers served with both dislocated worker and adult funds. Leave this item blank if it does not apply.
56a	*Second quarter prior to registration* 00000.00	•	•	•	•		•	Total earnings in the second quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date. Please enter 99999.99 if data is not yet available for this item. Leave this item blank if it does not apply
56b	*Second quarter prior to dislocation* 00000.00			•	•			Earnings in the second quarter before dislocation for dislocated. Please enter 99999.99 if data is not yet available for this item. Record item 55A for dislocated workers without a dislocation date before the registration date. Note: Item 56a must also be recorded for dislocated workers served with both dislocated worker and adult funds. Leave this item blank if it does not apply.
56b	*First quarter following the exit quarter* 00000.00	•	•	•	•		•	Total earnings from wage records for the quarter. Please enter 99999.99 if data is not yet available for this item. Record 88888.88 if the individual's earnings were over 90000.00.
57	*Second quarter following the exit quarter*	•	•	•	•		•	Total earnings from wage records for the quarter. Please enter 99999.99 if data is not yet available for this item. Record 88888.88 if the individual's earnings were over 90000.00.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
52	*Entered non-traditional employment* 1 = Yes 2 = No	•	•	•	•	•	•	Employment in an occupation or field of work for which individuals of the participant's gender comprise less that 25% of the individuals employed in such occupation or field of work (WIA Section 101(26)). *Can males enter nontraditional employment?* Both males and females can be in nontraditional employment. Nontraditional employment can be based on either local or national data. Appendix D provides national information that, at the state's option, can be used to determine nontraditional employment.
53	*Employed in third quarter after exit quarter* 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available	•	•	•	•		•	Wage records will be the primary data source for tracking employment in the third quarter after exit. If individuals are not found in the wage records, States may use supplemental data sources. All data and methods to supplement wage record data must be documented and are subject to audit. See Item 48 for a description of acceptable supplemental data sources. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after exit, 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.
53a	*Source of supplemental data* 1= Case Management, follow-up services, surveys of participants and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records	•	•	•	•		•	Leave this item blank if wage records were used to report Item 53. See Item 48 for definitions
54	*Employed in fifth quarter after exit quarter* 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available	•	•	•	•		•	Wage records will be the primary data source for tracking employment in the fifth quarter after exit. If individuals are not found in the wage records, States may use supplemental data sources. All data and methods to supplement wage record data must be documented and are subject to audit. See Item 48 for a description of acceptable supplemental data sources. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after exit, 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.
54a	1= Case Management, follow-up services, surveys of participants	•	•	•	•		•	Leave this item blank if wage records were used to report Item 54. See item 48 for information regarding the use of supplemental data.

#	Item	Required Items by Group						Definitions
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		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
								documented. For self-employed individuals, telephone verification with major clients/contracting entities is also acceptable, but must be documented. States must wait two full quarters after the quarter of wage activity before making the decision to use supplemental sources of data. Supplemental data must be recorded within 30 days after the individual was found missing in the wage record.
	Employment Information for items 49-52							This information should be recorded if the individual is reported as employed in the quarter after exit (Item 47). This information can be based on any job held after exit. It is not necessarily the same job recorded in Item 47. This information can be based on information derived from case management, follow-up services or other sources.
49	*Occupational code (if available)* 000000000	•	•	•	•	•	•	The occupational code that best describes the individual's employment. Occupation can be recorded using 9-digit DOT codes, 5-digit OES codes or 5- or 6-digit O*Net codes. The occupation code should be reported if an occupation code was obtained for the job.
50	*Occupational code type* 1 = 5-digit OES code 2 = 5 or 6-digit O*Net code 3 = 9-digit DOT code	•	•	•	•	•	•	The type of occupation code used for Item 49. NOTE: The use of OES or O*NET codes is encouraged as the DOT code system will be phased out.
51	*Entered training-related employment* 1 = Yes 2 = No 8 = Training did not impart job-specific skills 9 = Relationship of employment to training cannot be determined		•		•	•	•	Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the training received by the individual. Leave blank if the individual did not receive training services.
51a	*Method used to determine training-related employment* 1 = Comparison of the occupation codes between the training activity and the job 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk 3 = Other appropriate method		•		•	•	•	Training-related employment may be determined by any appropriate method or methods selected by the state, including comparison of the occupation of employment with the occupation of training, comparison of the industry of employment with the occupation of training using valid crosswalks, by a comparison of the job's activities with the skills taught in the training program, or other method. Methods used should be documented. Leave blank if the individual did not receive training services.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
47	*Employed in quarter after exit quarter* 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available	•	•	•	•	•	•	The individual should be considered as employed if wage records for the quarter after exit show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit. If individuals are not found in the wage records, States may use supplemental data sources. All data and methods to supplement wage record data must be documented and are subject to audit. See Item 48 for a description of acceptable supplemental data sources. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after exit, 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.
48	*Source of supplemental data* 1= Case management, follow-up services, surveys of participants, and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records	•	•	•	•	•	•	Leave this item blank if wage records were used to report Item 53. While the majority of employment in a State's workforce will be "covered" in the UI wage records, certain types of employers and employees are excluded by Federal standards or are not covered under a State's UI law. "Uncovered" employment typically includes Federal employment, postal service, military, railroad, self employment, some agricultural employment, and employment where earnings are primarily based on commission. States have flexibility in methods used to obtain information on participants in "uncovered" employment. Examples include: 1) Case management, follow-up services, and surveys of participants to determine that the participant are employed and written documentation of that employment; or 2) Record sharing and/or automated record matching with other employment and administrative databases to determine and document employment. These databases include, but are not limited to: • Office of Personnel Management (Federal Career Service); • United States Postal Service; • Railroad Retirement System; • State Department of Revenue or Tax (State income tax for self-reported occupations); • U.S. Department of Defense; and • Government Employment Records (State government, local government, judicial employment, public school employment, etc.). All data and methods to supplement wage record data must be documented and are subject to audit. Computer records from automated record matching are considered a valid written record. A telephone response from the participant must be accompanied by a written document such as W2 form, pay stub, 1099 form, or other written documentation. Telephone verification of employment with employers is acceptable, but must also be

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
43	*Employment services* 1 = Yes 2 = No					•	•	Preparation for and success in employment services include, but are not limited to: S Paid and unpaid work experiences, including internships, and job shadowing; and S Occupational skill training.
43a	Received Summer Youth Employment Opportunities 1 = Yes 2 = No					•	•	Record yes for youth who received summer employment opportunities. Please note: summer employment opportunities must be directly linked to academic and occupational learning.
44	*Additional support for youth services* 1 = Yes 2 = No					•	•	Supports for youth services include, but are not limited to: S Providing mentoring; S Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.
45	*Citizen and leadership services* 1 = Yes 2 = No					•	•	Citizen and leadership services are intended to develop the potential of youth as citizens and leaders and include, but are not limited to: S Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.
46	*Received follow-up services* 1 = Yes received 12 months of follow up services 2 = No, did not receive 12 months of follow up services					•	•	WIA Sec. 129(c)(2)(I)
	SECTION IIIA - PROGRAM OUTCOMES FOR ADULTS (18 and over), DISLOCATED WORKERS AND OLDER YOUTH (19-21)							These outcomes are for all persons receiving adult services (who are individual 18 and over), dislocated workers and for older youth (19-21 at registration) receiving youth services.
	Outcomes are keyed to the *exit quarter* (not a reporting item).							Definition: The **Exit Quarter** is the quarter in which the exit date (Item 29) takes place. This exit date is the last date of WIA funded or partner funded services received (except follow-up services).

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
39	*Adult education, basic skills and/or literacy activities* 1 = Yes 2 = No		•		•			Note: This service must be offered in combination with other allowable training services (not including customized training).
40	*On-the-job training* 1 = Yes 2 = No		•		•			Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) 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 (C) is limited in duration that is appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
41	*Occupational skills training or skills upgrading/retraining, and/or workplace training* 1 = Yes 2 = No		•		•			Include the receipt of the following types of services in this category: S Occupational skills training, including training for nontraditional employment; S Programs that combine workplace training with related instruction, which may include cooperative education programs; S Training programs operated by the private sector; S Skill upgrading and retraining; S Entrepreneurial training; S Job readiness training; and S Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
	Youth Services							
42	*Educational achievement services* 1 = Yes 2 = No					•	•	Educational achievement services include, but are not limited to: S Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies; and S Alternative secondary school service.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
35	*Needs-related payments (Adults/Dislocated Workers in training services) or Stipends (Youth in training)* 1 = Yes 2 = No		•		•	•	•	Funds allocated to a local area for adults under paragraph (2)(A) or (3) as appropriate of section 133 (b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B) may be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services under subsection 134(d)(4). **Additional Eligibility Requirements**-In addition to the requirements noted above, WIA § 134 (e)(3) also notes that a dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs-related payments under this paragraph only if such worker was enrolled in the training services- S by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated workers under this subtitle; or S if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months. The Interim Rule (20 CFR Part 652, et. al) at §663.825 also notes that the individual did not qualify for or must or have ceased to qualify for unemployment compensation or trade adjustment assistance under TAA or NAFTA-TAA in order to be eligible to receive needs-related payments. Stipends for such activities as GED completion are allowable expenditures under the WIA youth program, provided the provision of a stipend is included in the participant's individua needs assessment and individual service strategy. Provision of stipends must also have been approved in the local plan.
	Items for Adults and Dislocated Workers Receiving Intensive and Training Services							
36	*Date of first intensive service* YYYYMMDD		•		•			The date the individual began receiving intensive services. Leave blank if the individual did not receive intensive services.
37	*Date of first training service* YYYYMMDD		•		•			The date the individual began receiving training services. Leave blank if the individual did not receive training services.
38	*Established Individualized Training Account (ITA)* 1 = Yes 2 = No		•		•			Record yes if any of the individual's services were purchased utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA title I.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	***Questions* and Answers**
31x	*Unemployment Compensation programs (U.I.)* 1 = Claimant 2 = Exhaustee 3 = Neither claimant nor exhaustee	O	O	O	O	O	O	Authorized under state unemployment compensation laws (in accordance with applicable Federal law)
31y	*Other non-WIA programs* 1 = Yes 2 = No	O	O	O	O	O	O	Any non-WIA program not listed above that provided the individual with services authorized under WIA. Record only those programs that fund activities coordinated with the individual's WIA Title I activities, possibly through a formal coenrollment, by inclusion i the individual's WIA service plan, or through follow-up services.
31z	*Title V activities* 1 = Yes 2 = No	O	O	O	O			Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)
31 aa	*Food Stamps* 1 = Yes 2 = No	O	O	O	O	O	O	Food Stamp Act of 1977
32	*Occupational skills training code* 000000000		•		•	•	•	The 9-digit DOT code, the 5-digit OES code, or the 5 or 6-digit O*NET code that best describes the training occupation. If the participant received classroom occupational skills training, any of these (DOT, OES, or O*NET) or the 6-digit CIP code that best describes the training should be recorded. If training was provided for more than one occupation, record the code for the last significant occupational training. If no specific occupational skills training was received, record 999999999.
33	*Occupational skills training code type* 1 = 5-digit OES code 2 = 5 or 6-digit O*Net code 3 = 6-digit CIP code(classroom training only) 4 = 9-digit DOT code 0 = None		•		•	•	•	The type of code used to report item 32. NOTE: The use of OES, O*NET, or CIP codes is encouraged as the DOT code system will be phased out.
34	*Supportive services received* 1 = Yes 2 = No	•	•	•	•	•	•	Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under title I of WIA, consistent with the provisions of title I.

#	Item	Required Items by Group						Definitions
		Adult		Dislocated Worker		Youth		
		C	I T	C	I T	14 - 18	19 - 21	*Questions* and Answers
31o	*Veterans' Programs* 1 = Yes, labor exchange 2 = Yes, VWIP 3 = No	O	O	O	O	O	O	1. Services provided by DVOP/LVER (WIA Sect. 121(b)(1)(IX)) 2. Provided training services under WIA Sec. 168
31p	*Trade Adjustment Act (TAA)* 1 = Yes 2 = No	O	O	O	O	O	O	
31q	*NAFTA-TAA* 1 = Yes 2 = No	O	O	O	O	O	O	
31r	*Vocational Education* 1 = Yes 2 = No	O	O	O	O	O	O	Described in the Carl D. Perkins Voc. and Applied Tech. Ed. Act (20 U.S.C. 2471)
31s	*Vocational Rehabilitation* 1 = Yes 2 = No	O	O	O	O	O	O	WIA Title IV
31t	*Wagner-Peyser Act* 1 = Yes 2 = No	O	O	O	O	O	O	
31u	*Welfare-to-Work Participant* 1 = Yes 2 = No	O	O	O	O	O	O	As described in 20 CFR Part 645
31v	*Employment and Training programs carried out under The Community Services Block Grant Act* 1 = Yes 2 = No	O	O	O	O	O	O	42 U.S.C. 9001 et seq.
31w	*Employment and Training programs carried out by The Dept. of Housing and Urban Development* 1 = Yes 2 = No	O	O	O	O	O	O	