

## WIOA TITLE IB GENERAL AND FUND SOURCE ELIGIBILITY REQUIREMENTS AND DOCUMENTATION SOURCES

General Eligibility Requirements		
All Title IB registered participants must meet the following two general eligibility requirements.		
Eligibility Requirement	Explanation of Requirement	Documentation Sources Allowed
GE.1. Authorized to Work in the United States	Individuals participating in Title IB programs and activities or receiving funds under Title IB shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5))	<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Certificate of Naturalization (INS Form N-550 or N-570)</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• U.S. social security card issued by the Social Security Administration (other than a card that indicates not valid for employment)</li> <li>• U.S. Passport (Unexpired or Expired)</li> <li>• E-Verify with documentation</li> <li>• Certificate of U.S. Citizenship (INS Form N-560 or N-561)</li> <li>• Consular Report of Birth Abroad or Certification of Birth</li> <li>• Certification of Birth Abroad issued by the Department of State (Form FS-240, Form FS-545 or Form DS-1350)</li> <li>• Alien Registration Card indicating Right to Work</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)</li> <li>• Foreign Passport stamped eligible to work</li> <li>• Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization</li> </ul>

		<ul style="list-style-type: none"> <li>• Unexpired Temporary Resident Card (INS Form I-688)</li> <li>• Unexpired Employment Authorization Document (INS Form I-688A, I-688B, or I-766) with or without photograph</li> <li>• Unexpired Reentry Permit (INS Form I-327)</li> <li>• Unexpired Refugee Travel Document (INS Form I-571)</li> <li>• ID Card for use of Resident Citizen in the United States (INS Form I-179)</li> <li>• Self-attestation that meets DACA requirements outlined in – DOL TEGL 02-14</li> </ul> <p>NOTE: Another verification source list is the “List of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility”. One verification source from List A OR one verification source from List B AND one verification source from List C are required to determine Identity and Employment Eligibility. For the list of acceptable verification documents included in the Form I-9, go to <a href="https://www.uscis.gov/i-9">https://www.uscis.gov/i-9</a>.</p>
GE.2. Compliance with Military Selective Service Requirement	All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h)	<ul style="list-style-type: none"> <li>• Selective Service Registration Card</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Veteran’s Identification Card</li> <li>• Selective Service Registration Record (Form 3A)</li> <li>• Acknowledgement letter</li> <li>• SDA / State registration process</li> <li>• Selective Service Verification Website printout: <a href="https://www.sss.gov/RegVer/wfVerification.aspx">https://www.sss.gov/RegVer/wfVerification.aspx</a></li> <li>• Selective Service Verification Telephone Number: 1-847-688-3117</li> <li>• Locally Approved Selective Service Waiver (For males who did not register – “Status Information Letter” <u>and</u> written self-attestation)</li> </ul>

### Adult Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the adult funding stream, an individual shall meet the general eligibility requirements (as outlined in GE.1 and GE.2 above) and, at the time of eligibility determination, be age 18 or older as outlined in WIOA Section 3(2).

Self-attestation may be an acceptable form of documentation as outlined within this document. While other documentation sources are preferred when practical, self-attestation is an important option for populations with barriers to obtaining eligibility and reporting documents and helps ensure such populations are able to access services equitably. However, self-attestation should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Even though it is not necessary to go back and obtain documentation beyond self-attestation for the data elements for reporting purposes, it is critical that the program assists the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will need that documentation for training and/or employment.

#### Definition of Self-Attestation –

Self-attestation means a written or electronic/digital declaration of information for a particular data element, signed, and dated by the participant. Electronic signatures or a submission from the participant, such as an email, text, or unique online survey response is considered an electronic signature or verification; **it must be participant-generated and traceable to the participant. Grantees must retain documentation of the self-attestation.**

Adult Requirements	Explanation of Requirement	Documentation Sources Required
A.1. Age 18 or older		<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Standard Driver's License</li> <li>• Enhanced Driver's License/REAL ID</li> <li>• School records or identification card</li> <li>• Public assistance / social service records / printout</li> <li>• Federal, State, Local, or Tribal identification card</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> </ul>

		<ul style="list-style-type: none"> <li>• U.S. Passport (Unexpired or Expired)</li> <li>• Selective Service Registration Record</li> <li>• Court records (such as birth, adoption, or fostering)</li> <li>• Self-Attestation*</li> </ul> <p>* Self-attestation should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Even though it is not necessary to go back and obtain documentation beyond self-attestation for the data elements for reporting purposes, it is critical the program assists the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will need that documentation for training and/or employment.</p>
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### Dislocated Worker Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the dislocated worker funding stream, an individual shall meet general eligibility requirements (as outlined in GE.1 and GE.2 above) and the following dislocated worker eligibility requirements as described in WIOA Section 3(15).

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Self-attestation means a written or electronic/digital declaration of information for a particular data element, signed and dated by the participant. Electronic signatures or a submission from the participant, such as an email, text, or unique online survey response is considered an electronic signature or verification; **it must be participant-generated and traceable to the participant. Grantees must retain documentation of the self-attestation.**

Dislocated Worker Requirements	Explanation of Requirement	Documentation Sources Required
DW.1. Individual or Small Group Layoff  Must qualify for 1 and meet conditions under 2a or 2b and 3a or 3b	1. Terminated or laid off, or has received notice of employment termination or layoff, <b>and</b>  <i>Note: Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.</i>	<ul style="list-style-type: none"> <li>Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination (WARN Notice or media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication)</li> <li>Individual letter from employer or employer generated list of individuals to be laid off or terminated</li> <li>Employer or union representative certification, letter, or statement of expected separation</li> </ul>

		<ul style="list-style-type: none"> <li>• Self-Attestation</li> </ul>
Is eligible for or has exhausted Unemployment Insurance (UI) benefits or is not eligible for UI due to insufficient earnings but can show an attachment to the workforce	2a. UI Benefits - Eligible for or has exhausted entitlement to unemployment insurance (UI); <b>Or</b>	<ul style="list-style-type: none"> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• UI profiling (auto-populated to IWDS)</li> <li>• IBIS documentation supporting UI Eligibility</li> <li>• Statement by an IDES UI representative</li> <li>• Pay stubs (for those eligible for UI, but have yet to apply)</li> </ul>
	2b. Tenure with Employer at Separation - Has been employed for a duration sufficient to demonstrate attachment to the workforce (thirty (30) days in Illinois) but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under the State unemployment compensation law.	<ul style="list-style-type: none"> <li>• Completed work history showing at least thirty (30) days employment in the industry or occupation that shows the individual worked at an employer who did not pay into the State UI System</li> <li>• IDES or other State's employment records that shows the individual worked at an employer who did not pay into the State UI System or insufficient wages to draw UI</li> <li>• Statement by the employer or union representative</li> <li>• Statement by an IDES UI representative</li> </ul>
Unlikely to return to a previous industry or occupation	3a. Low-Growth or Declining Industry; <b>or</b>	<ul style="list-style-type: none"> <li>• Labor market data showing 4-digit NAICS Code category with less than a zero-growth projection</li> <li>• Labor market data showing occupation as defined by O*Net category with an average annual employment growth rate of less than the statewide average growth rate for all occupations</li> <li>• Has Labor market data showing occupation with fewer than 50 annual job openings on a state-wide basis</li> </ul>
	3b. Individual requires additional assistance	<ul style="list-style-type: none"> <li>• Documented assessment and case note supporting "Requires Additional</li> </ul>

		Assistance” criteria based on education, skills, and work experience of client (Should only be used when client does not meet one of the other criteria addressed above).
<p>DW.2. Facility Closure or Substantial Layoff</p> <p>Must meet conditions under 1 or 2</p>	<p>1. Terminated or laid off or received notice of termination or layoff from employment due to permanent closure of or substantial layoff at a plant, facility or enterprise.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.</i></li> <li><i>Substantial Layoffs are defined as layoffs from sectors and occupations that are substantial or significant to the regional or local workforce or economy as identified by the local workforce innovation board (LWIB) in the local and regional plan documents. If the occupation/sector is not listed in the local plan, but there are other extenuating factors that the board believes will impact the local economy, they can determine as circumstances warrant, to include those layoffs as significant to the local economy. The circumstances should be defined in</i></li> </ul>	<ul style="list-style-type: none"> <li>• WARN Notice</li> <li>• Public notice of closing (media article/announcement describing the closure/mass layoff, which includes the name of the medium and date of publication)</li> <li>• Individual letter or employer-generated list of individuals to be laid off or terminated</li> <li>• Employer or union representative certification, letter, or statement of expected separation</li> <li>• IDES UI Information or other State’s UI records (UI claimants only)</li> <li>• Bankruptcy documents, if declared under Chapter 7, Title 11, U.S.C.</li> <li>• Notice of foreclosure / intent to foreclose (or a similar document) provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance</li> <li>• Statement from the employer’s bank official, attorney, supplier, accountant, or another knowledgeable individual</li> <li>• Telephone verification with written case notes supporting conversation with career planner</li> <li>• Self-Attestation</li> </ul>

	<i>the local policy. along with a statement from the LWIB as supporting documentation for eligibility purposes.</i>	
	<p>2. Is employed at facility in which the employer made general announcement that the facility will close within 180 days.</p> <p><i>Note: Impacted workers are eligible for basic career services only unless within one-hundred eighty (180) days of planned facility closure.</i></p>	<ul style="list-style-type: none"> <li>• Same as above.</li> </ul>
DW.3. Profiled to Exhaust Unemployment Insurance (UI) Benefits	Unemployment Insurance (UI) claimant whose documented UI profilee date is within the past calendar year of the WIOA application date.	<ul style="list-style-type: none"> <li>• Auto Populated Verification of UI Profilee Status</li> <li>• IDES Profilee List</li> </ul>
DW.4. No Longer Self-Employed Must meet conditions under 1 and 2	1. Self-employed - Includes farmers, ranchers, or fishermen.	<ul style="list-style-type: none"> <li>• Business Quarterly or Annual Tax Return</li> <li>• State Tax Identification Number</li> <li>• Business License/Permit</li> <li>• IRS documentation for the business</li> <li>• Articles of incorporation for the business listing the applicant as a principal</li> </ul>
	2. Unemployed as a result of a general economic condition and/or natural disaster. The economic condition and/or natural disaster must be specified.	<ul style="list-style-type: none"> <li>• Bankruptcy documents listing both name of business and applicant</li> <li>• Bank records indicating outstanding loans or inability to obtain loans</li> <li>• Copy of federal income tax return (Schedule SE) for most recent tax year</li> <li>• Notice of foreclosure / intent to foreclose or a similar document provided by financial institution</li> </ul>



		<ul style="list-style-type: none"> <li>• Media article/announcement describing closure which includes name of medium in which published and publication date</li> <li>• Letter from company</li> <li>• Self-Attestation</li> </ul>
DW.5. Displaced Homemaker  Must qualify for 1 and meet conditions under 2a or 2b and 3	1. Individual who was providing unpaid services to family members in the home who:	
	2a. Has been dependent on the income of another family member but is no longer supported by that income, <b>or</b>	<ul style="list-style-type: none"> <li>• Court records (such as marriage license, divorce decree, legal separation, etc.)</li> <li>• Pay stubs or records</li> <li>• Bank records</li> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Spouse's layoff notice</li> <li>• Spouse's disability check</li> <li>• Spouse's death notice</li> <li>• Employer verification</li> <li>• Verification of job search</li> <li>• Self-Attestation</li> </ul> <p><i>Note: Self-attestation of marital status would be acceptable if individual is unable to afford to file for legal separation or divorce.</i></p>
	2b. Is the dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced because of the deployment, call or order to active duty, a permanent change in station, or the service-connected death or disability of the member; <b>and</b>	<ul style="list-style-type: none"> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Armed Forces issued dependent identification card – showing client is the spouse of an Active-Duty Service Member</li> <li>• Service members call to active-duty documentation</li> <li>• Service members Permanent Change of Station (PCS) orders</li> <li>• Federally issued Determination Letter</li> <li>• VA Determination Letter</li> </ul>

		<ul style="list-style-type: none"> <li>• Death certificate and VA Determination Letter</li> <li>• Notification documentation for missing in action, captured in the line off duty or forcibly detained or interned</li> </ul>
	3. Is unemployed or under-employed and is experiencing difficulty in obtaining or upgrading employment.	<ul style="list-style-type: none"> <li>• Work history of client</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Case notes specific to difficulties obtaining or upgrading employment</li> <li>• Self-Attestation</li> </ul>
DW.6. Spouse of Military Service Members –  Must qualify for 1 and meet conditions under 2a or 2b	1. Spouse of a member of the Armed Forces on active duty, <b>and</b>	<ul style="list-style-type: none"> <li>• Armed Forces Issued Dependent Identification Card - showing client is the spouse of Active-Duty Service Member</li> </ul>
	2a. Has experienced loss of employment as a direct result of relocation to accommodate permanent change in duty station, <b>or</b>	<ul style="list-style-type: none"> <li>• Service members Permanent Change of Station (PCS) orders</li> <li>• DD-214 / Report of Transfer or Discharge</li> </ul>
	2b. Unemployed or under employed and experiencing difficulty in obtaining or upgrading employment	<ul style="list-style-type: none"> <li>• Work history of client</li> <li>• IDES UI Information or other State's UI records (UI claimants only)</li> <li>• Case notes specific to difficulties obtaining or upgrading employment</li> <li>• Self-Attestation</li> </ul>

## Youth Eligibility Requirements

To be eligible to participate in activities and services specified in Section 129 of the WIOA under the youth funding stream, an individual shall meet the general eligibility requirements (as outlined in GE.1 and GE.2 above) and, at the time of eligibility determination, be an out-of-school youth or an in-school youth as defined by WIOA Section 129.

Regardless of marital status, a parent or legal guardian is required to sign eligibility documents if the youth is age 17 or younger. If the LWIA is unable to secure a co-signer, the signature of a responsible adult with knowledge of the individual's family history is acceptable.

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As required by WIOA, the State defines “not attending any school” to be consistent with guidance provided in TEGL 21-16. The following two sections document requirements for out-of-school youth and in-school youth eligibility.

### Out-of-School Youth (OSY) Eligibility Requirements

**Must qualify for OSY1 and OSY2 and at least one of the conditions under OSY3 – OSY10**

Out-of-School Youth Requirements	Explanation of Requirement	Documentation Sources Allowed
OSY.1. Not attending any school (as defined under State law);		<ul style="list-style-type: none"><li>• Self-Attestation</li></ul>

<p>OSY.2. Not younger than age 16 or older than age 24; at the time of receipt of first WIOA youth service (other than self-service); and</p>		<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Standard Driver's License</li> <li>• Enhanced Driver's License/REAL ID</li> <li>• School records or identification card</li> <li>• Public assistance / social service records / printout</li> <li>• Federal, State, Local, or Tribal identification card</li> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• U.S. Passport (Unexpired or Expired)</li> <li>• Selective Service Registration Record</li> <li>• Court records (such as birth, adoption, or fostering)</li> <li>• Work permits</li> <li>• Self-Attestation*</li> </ul> <p>* Self-attestation should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Even though it is not necessary to go back and obtain documentation beyond self-attestation for the data elements for reporting purposes, it is critical that the program assists the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will need that documentation for training and/or employment.</p>
<p>OSY.3. A school dropout; or</p>	<p>An individual who is no longer attending any school and who has not received a</p>	<ul style="list-style-type: none"> <li>• School attendance record</li> <li>• Dropout letter</li> <li>• School record indicating non-attendance</li> </ul>

	secondary school diploma or its recognized equivalent	<ul style="list-style-type: none"> <li>• Self-Attestation</li> </ul>
OSY.4. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter; or		<ul style="list-style-type: none"> <li>• School attendance record</li> <li>• School record indicating non-attendance</li> <li>• Self-Attestation</li> </ul>
OSY.5. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; and	A recognized equivalent to a secondary school diploma includes: General Educational Development Test (GED®), High School Equivalency Test (HiSET®), Test Assessing Secondary Completion (TASC™)	<ul style="list-style-type: none"> <li>• Copy of secondary school diploma or recognized equivalent</li> <li>• Letter from Educational Institution verifying graduation and date of graduation</li> <li>• Self-Attestation</li> <li>• Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income</li> </ul> <p><i>NOTE: See list of source documentation for low-income in the table below.</i></p>
OSY.5.a. Basic skills deficient; or	A youth with English reading, writing or computing skills at or below the 8 <sup>th</sup> grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.	<ul style="list-style-type: none"> <li>• Applicable records from education institution (transcripts, academic assessments, or other school documentation)</li> <li>• Results from an authorized assessment test showing basic skills deficiency</li> <li>• Basic Skills Screening Tool</li> <li>• English Language Learner</li> </ul>
OSY.5.b. English language learner;	Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment	<ul style="list-style-type: none"> <li>• Results from an authorized assessment</li> <li>• Basic Skills Screening Tool</li> <li>• Case notes from career planner discussions with participant</li> </ul>

	where a language other than English is the dominant language.	<ul style="list-style-type: none"> <li>• Self-Attestation</li> </ul>
OSY.6. Subject to the juvenile or adult justice system; or		<ul style="list-style-type: none"> <li>• Court records</li> <li>• Halfway house resident</li> <li>• Letter of parole</li> <li>• Letter of probation</li> <li>• Letter from probation officer or court</li> <li>• Police records</li> <li>• Federal Bonding Program Application</li> <li>• WIOA application (signed and date)</li> <li>• Self-Attestation</li> </ul>
OSY.7.a. Homeless <sup>1</sup> , a homeless child or youth <sup>2</sup> , a runaway,		<ul style="list-style-type: none"> <li>• Court records</li> <li>• Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency</li> <li>• Self-Attestation</li> </ul>
OSY.7.b. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act <sup>3</sup> , or in an out-of-home placement; or		<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Court records</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> <li>• Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers.</li> <li>• Self-Attestation (only for aged out of foster care)</li> </ul>
OSY.8. Pregnant or parenting; or		<ul style="list-style-type: none"> <li>• Child's Birth certificate (original or certified copy issued by a state, county, municipal</li> </ul>

<sup>1</sup> As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6).

<sup>2</sup> As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2)

<sup>3</sup> 42 USC 677

		<p>authority or outlying possession of the United States)</p> <ul style="list-style-type: none"> <li>• Medical card</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• Public assistance / social service records / printout</li> <li>• Physician's statement</li> <li>• Statement from school program for pregnant youth</li> <li>• School records</li> <li>• Records / identification card statement from Social Services Agency</li> <li>• Observable condition by career planner documented in case notes</li> <li>• Self-Attestation</li> </ul>
OSY.9. An individual with a disability <sup>4</sup> ; or		<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement, Psychiatrist or Psychologist's diagnosis</li> <li>• Rehabilitation evaluation records</li> <li>• School records 504 or IEP</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social services records / referral</li> <li>• Veterans Administration Disability Determination Letter/records</li> <li>• Workers Compensation Records</li> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Results from an authorized assessment test</li> <li>• Observable condition by career planner documented in case notes</li> </ul>

<sup>4</sup> As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

		<ul style="list-style-type: none"> <li>• Self-Attestation</li> </ul> <p><i>NOTE:</i> Documentation of a disability shall ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</p>
OSY.10. A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.		<ul style="list-style-type: none"> <li>• Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income</li> </ul> <p><i>NOTE: See list of source documentation for low-income in the table below.</i></p> <ul style="list-style-type: none"> <li>• Evidence of requiring additional assistance per locally determined policy</li> </ul>



## In-School Youth Eligibility Requirements

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## In-School Youth (ISY) Eligibility Requirements

**Must qualify for ISY1, ISY2, and ISY3 and at least one of the conditions under OSY4 – OSY10**

In-School Youth Requirements	Explanation of Requirement	Documentation Sources Required
ISY.1. Attending school (as defined by State law);		<ul style="list-style-type: none"> <li>• Verification from educational institution of enrollment</li> <li>• Self-Attestation</li> </ul>
ISY.2. Not younger than 14 (unless individual with a disability attending school under State law) or older than 21, at the time of receipt of first WIOA youth service (other than self-service);		<ul style="list-style-type: none"> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Standard Driver's License</li> <li>• Enhanced Driver's License/REAL ID</li> <li>• School records or identification card</li> <li>• Public assistance / social service records / printout</li> <li>• Federal, State, Local, or Tribal identification card</li> </ul>

		<ul style="list-style-type: none"> <li>• DD-214 / Report of Transfer or Discharge</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• U.S. Passport (Unexpired or Expired)</li> <li>• Court records (such as birth, adoption, or fostering)</li> <li>• Work permits</li> <li>• Self-Attestation*</li> </ul> <p>* Self-attestation should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Even though it is not necessary to go back and obtain documentation beyond self-attestation for the data elements for reporting purposes, it is critical the program assists the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will need that documentation for training and/or employment.</p>
ISY.3. A low-income individual; and		<ul style="list-style-type: none"> <li>• Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income</li> </ul> <p><i>NOTE: See list of source documentation for low-income in the table below.</i></p>
ISY.4. Basic skills deficient; or	A youth with English reading, writing or computing skills at or below the 8 <sup>th</sup> grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.	<ul style="list-style-type: none"> <li>• Applicable records from education institution (transcripts, academic assessments, or other school documentation)</li> <li>• Results from an authorized assessment test showing basic skills deficiency</li> <li>• Basic Skills Screening Tool</li> <li>• English Language Learner</li> </ul>
ISY.5. An English language learner; or	Youth with limited ability in reading, writing, speaking, or comprehending the	<ul style="list-style-type: none"> <li>• Results from an authorized assessment test</li> </ul>

	English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language.	<ul style="list-style-type: none"> <li>• Case notes from career planner discussions with participant</li> <li>• Basic Skills Screening Tool</li> <li>• Self-Attestation</li> </ul>
ISY.6. An offender; or	<p>Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or</p> <p>Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p>	<ul style="list-style-type: none"> <li>• Court records</li> <li>• Halfway house resident</li> <li>• Letter of parole</li> <li>• Letter of probation</li> <li>• Letter from probation officer or court</li> <li>• Police records</li> <li>• Federal Bonding Program Application</li> <li>• WIOA application (signed and date)</li> <li>• Self-Attestation</li> </ul> <ul style="list-style-type: none"> <li>• Self-Attestation</li> </ul>
ISY.7.a. Homeless <sup>5</sup> , a homeless child or youth <sup>6</sup> , a runaway,		<ul style="list-style-type: none"> <li>• Court records</li> <li>• Written statement or telephone verification from agency or individual providing temporary residence, shelter, or social service agency</li> <li>• Self-Attestation</li> </ul>

<sup>5</sup> As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

<sup>6</sup> As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

ISY.7.b. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act <sup>7</sup> , or in an out-of-home placement; or		<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Court records</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> <li>• Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers.</li> <li>• Self-Attestation (only for aged out of foster care)</li> </ul>
ISY.8. Pregnant or parenting; or		<ul style="list-style-type: none"> <li>• Child's Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Medical card</li> <li>• Hospital record of birth or baptismal/church record (if place of birth shown)</li> <li>• Public assistance / social service records / printout</li> <li>• Physician's statement</li> <li>• Statement from school program for pregnant youth</li> <li>• School records</li> <li>• Records / identification card statement from Social Services Agency</li> <li>• Observable condition by career planner documented in case notes</li> <li>• Self-Attestation</li> </ul>
ISY.9. An individual with a disability <sup>8</sup> ; or		<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement, Psychiatrist or Psychologist's diagnosis</li> <li>• Rehabilitation evaluation records</li> </ul>

<sup>7</sup> 42 USC 677

<sup>8</sup> As defined in section 3 of the Americans with Disabilities Act of 1009 (42 USC 12102)

		<ul style="list-style-type: none"> <li>• School Records (504 or IEP)</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social services records / referral</li> <li>• Veterans Administration Disability Determination Letter/records</li> <li>• Workers Compensation Records</li> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Results from an authorized assessment test</li> <li>• Observable condition by career planner documented in case notes</li> <li>• Self-Attestation</li> </ul> <p><i>NOTE: Documentation of a disability shall ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p>
ISY.10. An individual requiring additional assistance to complete an educational program or to secure or hold employment.		<ul style="list-style-type: none"> <li>• Locally determined documentation/policy</li> </ul>

### Acceptable Documents to Determine Identity and Employment Eligibility

The following lists provide the documents that provide Identity or Employment Eligibility or BOTH.

Identity AND Employment Eligibility	Identity ONLY	Employment Eligibility ONLY
<ul style="list-style-type: none"> <li>• U.S. passport (Unexpired or Expired)</li> <li>• Certificate of U.S. Citizenship (INS Form N-560 or N-561)</li> <li>• Certificate of Naturalization (INS Form N-550 or N-570)</li> <li>• Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization</li> <li>• Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551)</li> <li>• Unexpired Temporary resident Card (INS Form I-688)</li> <li>• Unexpired Employment Authorization Document (INS Form I-688A, I-688B, or I-766) with or without photograph</li> <li>• Unexpired Reentry Permit (INS Form I-327)</li> <li>• Unexpired Refugee Travel Document (INS Form I-571)</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</li> <li>• Federal, State or Local Government identification card that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</li> <li>• School ID Card with photograph.</li> <li>• Voter Registration Card</li> <li>• US Military Card or draft record</li> <li>• Military Dependent's ID Card</li> <li>• US Coast Guard Merchant Mariner Card</li> <li>• Native American tribal document</li> <li>• Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor or hospital record of birth (if place of birth is shown)</li> <li>• Day-care record</li> </ul>	<ul style="list-style-type: none"> <li>• US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>• Certification of Birth Abroad issued by the Department of State (Form FS-240, Form FS-545 or Form DS-1350)</li> <li>• Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</li> <li>• Native American tribal document</li> <li>• US Citizen ID Card (INS Form I-197)</li> <li>• ID Card for use of Resident Citizen in the United States (INS Form I-179)</li> </ul>

### Acceptable Documents to Determine Low-Income Status

The following lists provide the documents that support low-income determination.

Low-Income Qualifier	Documentation Sources Allowed
<p>Personally receives or received in the past six months or is a member of a family that receives or received in the past six months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008<sup>9</sup>, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act<sup>10</sup> or the supplemental security income program established under title XVI of the Social Security Act<sup>11</sup>, or State or local income-based public assistance; or</p>	<ul style="list-style-type: none"> <li>• Public assistance / social service records / printout</li> <li>• Letter from Food Stamp Disbursing Agency</li> <li>• Authorization to obtain Food Stamps</li> <li>• Copy of public assistance check/voucher</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Public Assistance Identification showing cash grant status</li> <li>• Refugee assistance records</li> <li>• Signed statement or telephone verification from State agency representative, as appropriate</li> </ul>
<p>Is in a family with total family income that does not exceed the higher of:</p> <p>1) the poverty line; or 2) 70% of the lower living standard income level; or</p>	<ul style="list-style-type: none"> <li>• Accountant statement</li> <li>• Alimony agreement</li> <li>• Award letter from Veterans Administration</li> <li>• Bank statements (direct deposit)</li> <li>• Court award letter/Decree of court</li> <li>• Earnings report or statement from employer (including business name, contact person, and telephone record)</li> <li>• Farm or business financial records</li> <li>• Pay stubs</li> <li>• Pension statement</li> <li>• Quarterly estimated tax for self-employed persons (Schedule C)</li> <li>• Social Security Benefits records</li> <li>• IDES UI information or other State's UI records (UI claimants only)</li> <li>• Compensation award letter</li> </ul>

<sup>9</sup> 7 USC 2011 et seq.

<sup>10</sup> 42 USC 601 et seq.

<sup>11</sup> 42 USC 1381 et seq.

	<ul style="list-style-type: none"> <li>• Lease or landlord statement</li> <li>• Housing Authority verification</li> <li>• Most recent tax return supported by IRS documents</li> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Self-Attestation</li> </ul>
Is a homeless individual <sup>12</sup> or youth <sup>13</sup> ; or	<ul style="list-style-type: none"> <li>• Written statement or telephone verification from agency or individual providing temporary residence, shelter, or social service agency</li> <li>• WIOA application (signed and dated)</li> <li>• Self-Attestation</li> </ul>
Receives or is eligible to receive a free or reduced-price lunch <sup>14</sup> ; or	<ul style="list-style-type: none"> <li>• Documentation from school</li> </ul>
Is a foster child on behalf of whom State or local government payments are made; or	<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Court records</li> <li>• Verification of payments made on behalf of the youth</li> <li>• Written statement from state / local agency</li> <li>• Medical card</li> <li>• Self-Attestation</li> </ul>
Is an individual with a disability <sup>15</sup> whose own income does not exceed the higher of: 1) the poverty line; or 2) 70% of the lower living standard income level but who is a member of a family whose income does not meet this requirement.	<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement, Psychiatrist or Psychologist's diagnosis</li> <li>• Rehabilitation evaluation records</li> <li>• School Records (504 or IEP)</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social services records / referral</li> <li>• Veterans Administration Disability Determination Letter/records</li> <li>• Workers Compensation Records</li> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> </ul>

<sup>12</sup> As defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6))

<sup>13</sup> As defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2))

<sup>14</sup> As defined in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)

<sup>15</sup> As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)



	<ul style="list-style-type: none"> <li>• Results from an authorized assessment test</li> <li>• Observable condition by career planner documented in case notes</li> <li>• Self-Attestation</li> </ul> <p><i>Refer to Policy Manual for Income Guidelines for Determining Low-Income Status</i></p> <p><i>Documentation of a disability can ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be asked about their disability or requested to provide documentation or verification of a disability.</i></p>
Youth living in a high-poverty area qualify as low income.	<ul style="list-style-type: none"> <li>• Documentation verifying high-poverty area</li> </ul> <p><i>Refer to Section 1 of the Revised Directions for Using American Community Survey Data to Determine High-Poverty Areas for instructions on how to obtain documentation the youth lives in a high-poverty area.</i></p>
<p>When determinations of a family or member of a family are needed to low-income purposes, use the following:</p> <p>Number of Persons in Family</p> <p>Note: The term “family” means 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:</p> <ol style="list-style-type: none"> <li>1. A married couple and dependent children.</li> <li>2. A parent or guardian and dependent children.</li> <li>3. A married couple.</li> </ol>	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Medical card</li> <li>• Landlord statement</li> <li>• Public assistance/Social service records</li> <li>• Disabled (See Individuals with Disabilities)</li> <li>• WIOA application (signed and dated)</li> <li>• Decree of court</li> <li>• Divorce decree</li> <li>• Lease</li> <li>• Marriage certificate</li> <li>• Most recent tax return supported by IRS documents</li> <li>• Public notice of closing</li> <li>• Written statement from a publicly supported 24-hour care</li> </ul>

	facility or institution (e.g., mental, prison)
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### Acceptable Documents to Determine Veteran or Qualified Spouse of a Veteran Status

The following lists provide the documents that support the status as a veteran or a qualified spouse of a veteran. Veterans, and their spouse, also receive priority of service, so assurance of their status should be verified to provide that priority.

Explanation of Requirement	Documentation Sources Required
Veteran	<ul style="list-style-type: none"> <li>• D.D. 214 - Record of Transfer or Discharge</li> <li>• NGB-22 Documenting Title 10 Federal Active-Duty Service</li> <li>• Veterans Identification Card</li> <li>• Cross Match with Veterans Data</li> <li>• Award Letter from Veterans Administration</li> </ul>
Qualified Spouse of a Veteran – a spouse of a veteran who has a 100% service-connected disability, who died from a service-connected disability or has been missing in action, has been captured or has been detained by a foreign power for more than 90 days.	<ul style="list-style-type: none"> <li>• Federally issued Determination Letter</li> <li>• Death Certificate and VA Determination Letter</li> <li>• Notification documentation for missing in action, captured in the line off duty or forcibly detained, or interned</li> </ul>