

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

General Eligibility Requirements		
All Title IB registered participants (Adults, Dislocated Workers, and Youth) 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"> • U.S. Social Security Card (Issued by the Social Security Administration (other than a card that indicates not valid for employment)) • Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal) • U.S. Passport or U.S. Passport Card (Unexpired or Expired) • Permanent Resident Card or Alien Registration Receipt Card with Photograph (INS Form I-151 or I-551) • Unexpired Foreign Passport, with I-551 Stamp or Attached INS Form I-94 Indicating Unexpired Employment Authorization • Unexpired Employment Authorization Document (INS Form I-766) with photograph • Certification of Birth Abroad issued by the Department of State (INS Form FS-240, Form FS-545, or Form DS-1350) • Native American Tribal Document • U.S. Citizen ID Card (INS Form I-197) • Certificate of Naturalization (INS Form N-550 or N-570) • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • ID Card for use of Resident Citizen in the U. S. (INS Form I-179)

		<ul style="list-style-type: none"> • E-Verify with Documentation • Self-Attestation That Meets DACA Requirements Outlined in – DOL TEGL 02-14 <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 https://www.uscis.gov/i-9.</p>
<p>GE.2. Compliance with Military Selective Service Requirement</p>	<p>Anyone assigned male at birth 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))</p>	<ul style="list-style-type: none"> • Selective Service Registration Card • Stamped Post Office Receipt of Registration • Veteran’s Identification Card • DD-214 Certificate of Release or Discharge from Active Duty • Selective Service Registration Record (Form 3A) • Acknowledgment Letter • State DMV Registration Process • Selective Service Verification Website Printout (https://www.sss.gov/RegVer/wfVerification.aspx) • Selective Service Telephone Verification (Call 1-847-688-3117) • Locally Approved Selective Service Waiver (Only for males who did not register – Written self-attestation with local justification, that after investigation, the customer did not knowingly or willfully not register)
<p style="text-align: center;">Adult Eligibility Requirements</p> <p>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).</p>		

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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, are considered an electronic signature or verification; **it must be participant-generated and traceable to the participant. A Self-Attestation Form is available for use to be uploaded into IWDS 2.0.**

Adult Requirements	Explanation of Requirement	Documentation Sources Required
A.1. Age 18 or older		<ul style="list-style-type: none"> • Driver's License/REAL ID • Birth Certificate (Original or certified copy issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal) • Hospital Record of Birth (Place of birth must be shown) • Baptismal/Church Record (Place of birth must be shown) • U.S. Passport or U.S. Passport Card (Unexpired or Expired) • DD-214 Certificate of Release or Discharge from Active Duty • School Records or Identification Card • Public Assistance/Social Service Records • Federal, State, Local, or Tribal Identification Card • Selective Service Registration • Court Records (Birth, adoption, or fostering) • Work Permit

		<ul style="list-style-type: none">• Cross-Match with State Agency Record• Medical Records• Signed Letter from a Parent or Guardian• Self-Attestation* <p>* Self-attestation should be the last resort as an allowable documentation source and should only be 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>
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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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Dislocated Worker Requirements	Explanation of Requirement	Documentation Sources Required
<p>DW.1. Individual or Small Group Layoff</p> <p>Must qualify for 1 and meet conditions under 2a or 2b and 3a or 3b</p>	<p>1. Terminated or laid off, or has received notice of employment termination or layoff, and</p> <p><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></p>	<ul style="list-style-type: none"> • Individual Letter from Company Notifying Employee of Layoff • Written Employer-Generated List (must include list of individuals to be laid off) • Public Announcement of Layoff (Media article/announcement describing the mass layoff, which includes the name of the medium and date of publication) • Employer or Union Representative Certification, Letter, or Statement of Expected Separation

		Self-Attestation
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); Or	<ul style="list-style-type: none"> • IDES UI Information or Other State's UI Records (UI claimants only) • UI Status (auto-populated to IWDS) • IBIS documentation supporting UI Eligibility • Statement by an IDES UI Representative • Referral Transmittal by the RESEA or WPRS Programs • Pay Stubs (for those eligible for UI, but have yet to apply)
	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"> • Work History Showing at Least thirty (30) Days of Employment in the Industry or Occupation that Shows the Individual Worked at an Employer Who Did Not Pay into the State UI System • IDES or Other State's Employment Records that Show the Individual Worked at an Employer Who Did Not Pay into the State UI System or Had Insufficient Wages to Draw UI • Statement by the Employer or Union Representative • Statement by an IDES UI Representative
Unlikely to return to a previous industry or occupation	3a. Low-Growth or Declining Industry; or	<ul style="list-style-type: none"> • Labor market data showing a 4-digit NAICS Code category with a growth projection of less than zero • 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 • Has Labor market data showing the occupation has fewer than 50 annual job openings on a state-wide basis

	3b. Individual requires additional assistance	<ul style="list-style-type: none"> • Documented assessment and case note supporting “Requires Additional Assistance” criteria based on the education, skills, and work experience of the client (Should only be used when the 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"> • <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> • <i>Substantial Layoffs are defined as layoffs from sectors and occupations that are substantial or significant to the regional or local workforce or</i> 	<ul style="list-style-type: none"> • WARN Notice • Rapid Response List • Individual Letter from Company Notifying Employee of Layoff or Closure • Written Employer-Generated List (must include list of individuals to be laid off) • Public Announcement of Closure or Layoff (Media article/announcement describing the closure/mass layoff, which includes the name of the medium and date of publication) • Employer or Union Representative Certification, Letter, or Statement of Expected Separation • Notice of Foreclosure / Intent to Foreclose (must clearly show that a closure or mass layoff will occur as a result of its issuance) • Self-Attestation

	<p><i>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 the local policy. along with a statement from the LWIB as supporting documentation for eligibility purposes.</i></p>	
	<p>2. Is employed at a facility in which the employer made a general announcement that the facility will close within 180 days.</p> <p><i>Note: Impacted workers are eligible for basic career services only if it is within one hundred eighty (180) days of planned facility closure.</i></p>	<ul style="list-style-type: none"> • Same as above.
DW.3. Profiled to Exhaust Unemployment Insurance (UI) Benefits	<p>Unemployment Insurance (UI) claimant whose documented UI profilee date is within the past calendar year of the WIOA application date.</p>	<ul style="list-style-type: none"> • Auto Populated Verification of UI Profilee Status • IDES Profilee List
DW.4. No Longer Self-Employed Must meet conditions under 1 and 2	<p>1. Self-employed - Includes farmers, ranchers, or fishermen.</p>	<ul style="list-style-type: none"> • Business Quarterly or Annual Tax Return • State Tax Identification Number • Business License/Permit • IRS Documentation for the Business

		<ul style="list-style-type: none"> Articles of Incorporation for the Business Listing the Applicant as a Principal
	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"> Public Notice of Closing (Media article/announcement describing closure, which includes the name of the medium in which published and publication date) Bankruptcy Documents Listing Both the Name of the Business and Applicant Bank Records Indicating Outstanding Loans or Inability to Obtain Loans Copy of Federal Income Tax Return (Schedule SE) for Most Recent Tax Year Notice of Foreclosure / Intent to Foreclose or a Similar Document Provided by a Financial Institution Letter from Company Self-Attestation
DW.5. Displaced Homemaker Must qualify for 1 and meet conditions under 2 and 3	1. An individual who was providing unpaid services to family members in the home who:	<ul style="list-style-type: none"> Signed Statement from Family Member (Must confirm individual provided unpaid services and no compensation was received) Self-Attestation (Must include nature of services and the lack of wages or income)
	2. Has been dependent on the income of another family member but is no longer supported by that income,	<p>Non-Military Spouse:</p> <ul style="list-style-type: none"> Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) Court Records (Such as Marriage License, Divorce Decree, Legal Separation, etc.) Notice of Eligibility and Benefits from Public Assistance Agency Spouse's Layoff Notice Spouse's Disability Check Spouse's Death Notice/Obituary

		<ul style="list-style-type: none"> • Pay Stubs • Self-Attestation <p>Military Spouse:</p> <ul style="list-style-type: none"> • Active Duty Orders • Leave and Earning Statement (LES) • Separation Order or TAP (Transitioning Assistance Program Letter) • Service Member's Permanent Change of Station (PCS) orders • Medical Records • Military or VA Medical Documentation • VA Determination Letter • Death Certificate (with supporting VA documentation) • VA survivor benefits documentation • Notification documentation for missing in action, captured in the line of duty, or forcibly detained or interned • DD-214 / Certificate of Release or Discharge from Active Duty • Self-Attestation <p><i>NOTE: See the list of source documentation for Veteran, Qualified Spouse of a Veteran, Veteran with 100% Service-Connected Disability, Veteran Who Died from a Service-Connected Disability, Service Member Missing in Action (MIA), and Service Member Captured or Detained on the table below.</i></p>
	<p>3. Is unemployed or under-employed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ul style="list-style-type: none"> • Work History • IDES UI Information or Other State's UI Records (UI claimants only) • Case Notes of Explanation of Difficulties Obtaining or Upgrading Employment • Self-Attestation

<p>DW.6. Spouse of Military Service Members</p> <p>Must qualify for 1 and meet conditions under 2 or 3</p>	<p>1. Spouse of a member of the Armed Forces on active duty, and</p>	<p>Spouse:</p> <ul style="list-style-type: none"> • Armed Forces Issued Dependent Identification Card (Showing they are the spouse of an Active Duty Service Member) • Marriage Certificate and Supporting Military Record • Most Recent Tax Return • Court or Legal Records • Self-Attestation <p>Active Military Status:</p> <ul style="list-style-type: none"> • Armed Forces Issued Dependent Identification Card (Showing they are the spouse of an Active Duty Service Member) • Leave and Earning Statement (LES) • NGB-22 Documenting Title 10 Federal Active-Duty Service • Military Identification Card • Military Service Record • Separation Order or TAP (Transitioning Assistance Program Letter) • Most Recent Tax Return • Self-Attestation <p><i>NOTE: See the list of source documentation for Veteran, Qualified Spouse of a Veteran, Veteran with 100% Service-Connected Disability, Veteran Who Died from a Service-Connected Disability, Service Member Missing in Action (MIA), and Service Member Captured or Detained on the table below.</i></p>
	<p>2. Lost their job as a direct result of moving with their spouse to a new permanent duty location or deployment; or</p>	<p>Loss of Job:</p> <ul style="list-style-type: none"> • Layoff Notice or Termination Letter • Employer Statement • Pay Stubs (showing change/loss of employment)

		<ul style="list-style-type: none"> • Self-Attestation <p>Permanent Duty Change or Deployment:</p> <ul style="list-style-type: none"> • Active Duty Orders • Service Member's Permanent Change of Station (PCS) Orders • Military Leave and Earning Statement (LES) • Separation Order or TAP (Transitioning Assistance Program Letter) • Self-Attestation
	<p>3. Unemployed or underemployed and are experiencing difficulties in obtaining or upgrading employment.</p>	<ul style="list-style-type: none"> • Work History • IDES UI Information or Other State's UI Records (UI claimants only) • Case Notes of Explanation of Difficulties Obtaining or Upgrading Employment • Self-Attestation

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 aged 17 or younger. If the Career Planner 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"> • Self-Attestation
OSY.2. Not younger than age 16 or older than age 24; at the		<ul style="list-style-type: none"> • Driver's License/REAL ID

<p>time of receipt of first WIOA youth service (other than self-service); and</p>		<ul style="list-style-type: none"> • Birth Certificate (Original or certified copy issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal) • Hospital Record of Birth (Place of birth must be shown) • Baptismal/Church Record (Place of birth must be shown) • U.S. Passport or U.S. Passport Card (Unexpired or Expired) • DD-214 Certificate of Release or Discharge from Active Duty • School Records or Identification Card • Public Assistance/Social Service Records • Federal, State, Local, or Tribal Identification Card • Selective Service Registration • Court Records (Birth, adoption, or fostering) • Work Permit • Medical Records • Signed Letter from a Parent or Guardian Self-Attestation* <p>* Self-attestation should be the last resort as an allowable documentation source and should only be 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>
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<p>OSY.3. A school dropout; or</p>	<p>An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent</p>	<ul style="list-style-type: none"> • Dropout Letter • School Record Indicating Non-Attendance (<i>This could be a school attendance record</i>) • Self-Attestation
<p>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</p>		<ul style="list-style-type: none"> • School Record Indicating Non-Attendance (<i>This could be a school attendance record</i>) • Self-Attestation
<p>OSY.5. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; and</p>	<p>A recognized equivalent to a secondary school diploma includes: General Educational Development Test (GED®), High School Equivalency Test (HiSET®), Test Assessing Secondary Completion (TASC™)</p>	<ul style="list-style-type: none"> • Secondary School Diploma or Recognized Equivalent • Letter from Educational Institution Verifying Graduation and Date of Graduation • Self-Attestation • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income <p><i>NOTE: See the list of source documentation for low-income on the table below.</i></p>
<p>OSY.5.a. Basic skills deficient; or</p>	<p>A youth with English reading, writing, or computing skills at or below the 8th 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.</p>	<ul style="list-style-type: none"> • Applicable Records from Education Institution (Transcripts, academic assessments, or other school documentation) • Results from an Authorized Assessment Test (Must show basic skills deficiency) • Basic Skills Screening Tool (system-generated)

<p>OSY.5.b. English language learner;</p>	<p>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 where a language other than English is the dominant language.</p>	<ul style="list-style-type: none"> • Results from an Authorized Assessment Test (Must show English language learner status) • Basic Skills Screening Tool (system generated) • Career Planner Observation/Discussion with Customer • Self-Attestation
<p>OSY.6. Subject to the juvenile or adult justice system; or</p>		<ul style="list-style-type: none"> • Court Records • Halfway House Resident Documentation • Letter of Parole • Letter of Probation • Letter from Probation Officer or Court • Police Records • Federal Bonding Program Application • Self-Attestation
<p>OSY.7.a. Homeless¹, a homeless child or youth², a runaway,</p>		<ul style="list-style-type: none"> • Court Documents • Written Statement from Agency or Individual Providing Temporary Residence, Shelter, or Social Service Agency • Self-Attestation
<p>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 Act³, or in an out-of-home placement; or</p>		<ul style="list-style-type: none"> • Court Records or Contact • Verification of Payments Made on Behalf of the Youth • Written Statement from Agency or Individual Providing Temporary Residence,

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

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

³ 42 USC 677

		<ul style="list-style-type: none"> Shelter, or Social Service Agency • Medical Card Indicating Foster Care or Aged Out of Foster Care • Self-Attestation
OSY.8. Pregnant or parenting; or		<ul style="list-style-type: none"> • Birth Certificate (Original or certified copy issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal) • Hospital Record of Birth (Place of birth must be shown) • Baptismal/Church Record (Place of birth must be shown) • Public Assistance/Social Service Records • Medical Card • Physician's Statement • Statement from School Program for Pregnant Youth • Records/Identification Card Statement from Social Services Agency • School Record • Career Planner Observation/Discussion with Customer • Self-Attestation
OSY.9. An individual with a disability ⁴ ; or		<ul style="list-style-type: none"> • Physician's Statement • Medical Records • Rehabilitation Evaluation Records • School Records – 504 Plan or IEP • Sheltered Workshop Certification

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

		<ul style="list-style-type: none"> • Social Security Administration Disability Records • Social Services Records/Referral • Veterans Administration Disability Determination Letter/Records • Workers' Compensation Records • Career Planner Observation/Discussion with Customer • Letter from Drug or Alcohol Rehabilitation Agency • Self-Attestation
<p>OSY.10. A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.</p>		<ul style="list-style-type: none"> • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income <p><i>NOTE: See the list of source documentation for low-income on the table below.</i></p> <ul style="list-style-type: none"> • Evidence of requiring additional assistance per locally determined policy

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 ISY4 – ISY10

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"> • Verification from Educational Institution of Enrollment (attendance record, transcripts, school documentation) • Self-Attestation
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"> • Driver's License/REAL ID • Birth Certificate (Original or certified copy issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal) • Hospital Record of Birth (Place of birth must be shown) • Baptismal/Church Record (Place of birth must be shown)

		<ul style="list-style-type: none"> • U.S. Passport or U.S. Passport Card (Unexpired or Expired) • DD-214 Certificate of Release or Discharge from Active Duty • School Records or Identification Card • Public Assistance/Social Service Records • Federal, State, Local, or Tribal Identification Card • Selective Service Registration • Court Records (Birth, adoption, or fostering) • Work Permit • Medical Records • Signed Letter from a Parent or Guardian • Self-Attestation* <p>* Self-attestation should be the last resort as an allowable documentation source and should only be 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>
ISY.3. A low-income individual; and		<ul style="list-style-type: none"> • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income <p><i>NOTE: See the list of source documentation for low-income on 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 th grade	<ul style="list-style-type: none"> • Applicable Records from Education Institution (transcripts, academic

	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.	<p>assessments, or other school documentation)</p> <ul style="list-style-type: none"> • Results from an Authorized Assessment Test (Must show basic skills deficiency) • Basic Skills Screening Tool (system-generated)
ISY.5. An English language learner; or	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 where a language other than English is the dominant language.	<ul style="list-style-type: none"> • Results from an Authorized Assessment Test (Must show English language learner status) • Basic Skills Screening Tool (system-generated) • Career Planner Observation/Discussion with Customer • Self-Attestation
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 challenges to employment resulting from a record of arrest or conviction.</p>	<ul style="list-style-type: none"> • Court Records • Halfway House Resident Documentation • Letter of Parole • Letter of Probation • Letter from Probation Officer or Court • Police Records • Federal Bonding Program Application • Self-Attestation <ul style="list-style-type: none"> • Self-Attestation

<p>ISY.7.a. Homeless⁵, a homeless child or youth⁶, a runaway,</p>		<ul style="list-style-type: none"> • Court Records • Written Statement from Agency or Individual Providing Temporary Residence, Shelter, or Social Service Agency • Self-Attestation
<p>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 Act⁷, or in an out-of-home placement; or</p>		<ul style="list-style-type: none"> • Court Records or Contact • Verification of Payments Made on Behalf of the Youth • Written Statement from State/Local Agency • Medical Card Indicating Foster Care or Aged Out of Foster Care • Self-Attestation
<p>ISY.8. Pregnant or parenting; or</p>		<ul style="list-style-type: none"> • Public Assistance/Social Service Records • Physician's Statement • Statement from School Program for Pregnant Youth • Records/Identification Card Statement from Social Services Agency • Birth Certificate (Original or certified copy issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal) • Hospital Record of Birth (Place of birth must be shown) • Baptismal/Church Record (Place of birth must be shown) • Medical Card • School Record • Career Planner Observation/Discussion with Customer • Self-Attestation

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

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

⁷ 42 USC 677

<p>ISY.9. An individual with a disability⁸; or</p>		<ul style="list-style-type: none"> • Physician's Statement • Medical Records • Rehabilitation Evaluation Records • School Records – 504 Plan or IEP • Sheltered Workshop Certification • Social Security Administration Disability Records • Social Services Records/Referral • Veterans Administration Disability Determination Letter/Records • Workers' Compensation Records • Career Planner Observation/Discussion with Customer • Letter from Drug or Alcohol Rehabilitation Agency • Self-Attestation <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 an individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p>
<p>ISY.10. An individual requiring additional assistance to complete an educational program or to secure or hold employment.</p>		<ul style="list-style-type: none"> • Locally determined documentation/policy <p><i>⚠ Contact the administrator for 5% limitation consideration. Youth may qualify under this category if they need help to complete school or obtain/retain employment and meet locally approved criteria set by the Local Workforce Innovation Board (LWIB). This</i></p>

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

		<p><i>critterion should only be used when the Youth has met the first three conditions (ISY1, ISY2, and ISY3) but has no eligibility challenges. Note that there is a limitation that only 5% of the ISY can utilize the challenge of Youth Needing Additional Assistance.</i></p>
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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"> • U.S. Passport or U.S. Passport Card (Unexpired or Expired) • Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551) • Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization • Unexpired Employment Authorization Document (INS Form I-766) with photograph • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS Form N-550 or N-570) 	<ul style="list-style-type: none"> • Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address • ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address • School ID Card with a photograph • Voter's Registration Card • U.S. Military Card or draft record • Military Dependent's ID Card • U.S. Coast Guard Merchant Mariner Card • Native American tribal document • Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> • School record or report card • Clinic, doctor, or hospital record • Day-care or nursery school record 	<ul style="list-style-type: none"> • U.S. Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) Not Valid for Employment (2) Valid for Work only with INS Authorization (3) Valid for Work only with DHS Authorization • Certification of Report of Birth issued by the Department of State (Form DS-1350, Form FS-545, or Form FS-24) • Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal) • Native American tribal document • US Citizen ID Card (INS Form I-197) • ID Card for use of Resident Citizen in the United States (INS Form I-179)

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 2008⁹, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act¹⁰ or the supplemental security income program established under title XVI of the Social Security Act¹¹, or State or local income-based public assistance; or</p>	<ul style="list-style-type: none"> • Public Assistance / Social Service Records • Letter from SNAP-EBT Disbursing Agency • Copy of Authorization to Obtain SNAP-EBT • Copy of Public Assistance Check/Voucher • Copy of Authorization to Receive Cash Public Assistance • Public Assistance Identification Showing Cash Grant Status • Refugee Assistance Records • Signed Statement from State Agency Representative, as Appropriate
<p>Is in a family with a 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"> • Pay Stubs • Bank Statements (Direct Deposit) • Earnings Report or Statement from Employer (including business name, contact person, and telephone record) • Most Recent Tax Return Supported by IRS Documents • Social Security Benefits Records • Public Assistance / Social Service Records • Copy of Public Assistance Check/Voucher • Housing Authority Verification • Lease or Landlord Statement • IDES UI information or other State's UI records (UI claimants only) • Award Letter from Veterans Administration • Pension Statement • Alimony Agreement • Court Award Letter/Decree of Court • Farm or Business Financial Records

⁹ 7 USC 2011 et seq.

¹⁰ 42 USC 601 et seq.

¹¹ 42 USC 1381 et seq.

	<ul style="list-style-type: none"> • Quarterly Estimated Tax for Self-Employed Persons (Schedule C) • Compensation Award Letter • Self-Attestation
Is a homeless individual ¹² or youth ¹³ ; or	<ul style="list-style-type: none"> • Court Documents • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Self-Attestation
Receives or is eligible to receive a free or reduced-price lunch ¹⁴ ; or	<ul style="list-style-type: none"> • Documentation from School
Is a foster child on behalf of whom State or local government payments are made; or	<ul style="list-style-type: none"> • Court Records or Contact • Verification of Payments Made on Behalf of the Youth • Written Statement from State/Local Agency • Medical Card • Self-Attestation
Is an individual with a disability ¹⁵ 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"> • Physician's Statement • Medical Records • Rehabilitation Evaluation Records • School Records – 504 Plan or IEP • Sheltered Workshop Certification • Social Security Administration Disability Records • Social Services Records/Referral • Veterans Administration Disability Determination Letter/Records • Workers' Compensation Records • Career Planner Observation/Discussion with Customer • Letter from Drug or Alcohol Rehabilitation Agency • Self-Attestation

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

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

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

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

	<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 an 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>
<p>Youth living in a high-poverty area qualify as low income.</p>	<ul style="list-style-type: none"> • System-generated verification of a high-poverty area <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 that the youth live in a high-poverty area.</i></p>
<p>When determinations of a family or a member of a family are needed for 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"> 1. A married couple and dependent children. 2. A parent or guardian and dependent children. 3. A married couple. 	<ul style="list-style-type: none"> • Birth Certificate (Original or certified copy issued by a state, county, municipal authority , or outlying possession of the United States bearing an official seal) • Public Assistance/Social Service Records • Most Recent Tax Return Supported by IRS Documents • Court Records (Such as Marriage License, Divorce Decree, Legal Separation, etc.) • Medical Card • Landlord Statement • Disabled (See Individuals with Disabilities) • Lease • Housing Authority Verification • Marriage Certificate • Written Statement from a Publicly Supported 24-Hour Care Facility or Institution (e.g., Mental, Prison) • Self-Attestation

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 spouses 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"> • DD 214 Certificate of Release or Discharge from Active Duty • NGB-22 Documenting Title 10 Federal Active-Duty Service • Veterans Identification Card (VIC) • Military Service Records • Award Letter from Veterans Administration • Cross Match with Veterans Data • Self-Attestation* <p>Source documentation beyond Self-Attestation is only required at the point at which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.)</p>
<p>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.</p>	
Spouse of a Veteran	<ul style="list-style-type: none"> • Armed Forces Issued Dependent Identification Card • Marriage Certificate and Supporting Military Record • Most Recent Tax Return • Court or Legal Records
Veteran with 100% Service-Connected Disability	<ul style="list-style-type: none"> • VA Disability Rating Letter at 100% • VA Benefits /Award Letter • Documentation from the U.S. Department of Veterans Affairs • DD 214 Certificate of Release or Discharge from Active Duty
Veteran Who Died from a Service-Connected Disability	<ul style="list-style-type: none"> • VA Determination Letter • Dependency and Indemnity Compensation (DIC) Award Letter (VA Form 21-534 or 21-534a)

	<ul style="list-style-type: none"> • Death Certificate (with supporting VA documentation)
Service Member Missing in Action (MIA)	<ul style="list-style-type: none"> • Official Military Records or Notification • Casualty Report • Documentation from the Department of Defense
Service Member Captured or Detained (>90 days)	<ul style="list-style-type: none"> • Official Military Records or Notification • Documentation from the Department of Defense
All Categories (When Documentation is Unavailable)	<ul style="list-style-type: none"> • Self-Attestation*