

**Attachment #1 - WIA ADULT ELIGIBILITY CRITERIA, GLOSSARY, AND DOCUMENTATION CHECKLIST**

**Revised October 2014**

Following is the eligibility criteria for the WIA Adult Program and a Glossary of relevant terms. Documentation verifying the eligibility of participants in WIA is mandatory. Eligibility determination shall be made prior to enrollment in WIA and receipt of any Intensive, Training or Supportive services, and shall include an initial determination of need for services to insure that the region is providing employment and training opportunities to those who may benefit from and who are most in need of such opportunities. This is required because WIA is not an entitlement program.

Veterans and eligible spouses covered by Public Law 107-288, who otherwise meet the eligibility requirements for enrollment, are to be given priority over non-veterans for the receipt of employment, training, and placement services provided under the WIA program. Additionally, citizenship or legal immigration status must be determined prior to provision of program services to individuals 18 years of age or older per Colorado HB1023.

If a region has invoked a **local priority of service policy** for the WIA Adult Program, Veterans priority of service for enrollment should be implemented in the following order:

1. Veterans who are eligible for the program and meet Adult priority of service requirements
2. Non-veterans who are eligible for the program and meet Adult priority of service requirements
3. Veterans who are eligible for the program, but do NOT meet Adult priority of service requirements
4. Non-veterans who are eligible for the program, but do NOT meet Adult priority of service requirements

**ELIGIBILITY CRITERIA**

Each of the following eligibility elements must be documented for each applicant. Please refer to the comprehensive checklist of allowable forms of eligibility documentation contained in this attachment. Photocopies of documentation kept on file must be legible.

**1. Citizenship/Eligible to Work** – Participation shall be open to 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. Applicants shall also prove legal US citizenship in accordance with the Colorado Revised Statutes 24-76.5. They shall possess **one** of the acceptable forms of identification (ID), and Complete the Affidavit of Immigration Status form for all participants 18 years and older. If the participant does not possess one of the forms of ID listed and does not provide the requested information, application to the program must be denied. (**Exception:** **Per TEGL 09-12 (see Attachment 9)**, operators may not deny WIA-funded services to victims of severe forms of human trafficking based on their immigration status.)

**Note:** If a Social Security number is being used to document citizenship, or if the participant is being entered into a paid work experience activity, the original signed card needs to be presented along with a picture ID. Both documents should be copied so that signatures and Social Security numbers are legible. If the Social Security number is

simply being used as the unique identifier in **Connecting Colorado**, the number does not need to be verified. If the client prefers not to provide a Social Security number, a pseudo number can be created for use in **Connecting Colorado**. A picture ID is not required as long as other appropriate documents are available to document eligibility. WIA can pay for a picture ID as a supportive service if the client is enrolled in the program.

(Additional types of documentation that can be used to demonstrate citizenship are listed in the Documentation Checklist section of this attachment.)

**2. Selective Service/Military Status** – All participants shall be in compliance with the Selective Service Act requirements. All males who are at least 18 years old and born after December 31, 1959 and who are not in the armed services on active duty shall be registered.

3. **Age** at enrollment must be 18 or older.

## **GLOSSARY**

Local program staff making eligibility determinations for the Adult program should make use of the following definitions:

**APPLICANT (AN INDIVIDUAL)** – An individual who applies to a WIA Grant recipient or sub-recipient for employment, training and/or services provided under WIA.

**CITIZENSHIP** – Designation of an applicant as a citizen of the United States or a lawfully admitted permanent resident alien, lawfully admitted refugee or parolee, and other individuals authorized by the Attorney General to work in the United States. If the applicant indicates that he/she is not a citizen or an “eligible non-citizen,” the applicant is ineligible for WIA. (Per state statute, an Affidavit of Immigration Status shall be completed as part of the enrollment process for applicants 18 years or older, effective August 1, 2006).

**PARTICIPANT** – An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under a program authorized by this Act. Participation shall be deemed to commence on the day the participant receives his first participation service as defined in PGL 11-17-WIA: Data Integrity and the Customer Participation Cycle. Customers receiving self-service or informational activities are not considered to be participants in the WIA programs.

**SELECTIVE SERVICE** – Only those males who are subject to, and have complied with, the registration requirements of Military Selective Service Act (MSSA) are eligible for participation in WIA funded programs and services. Every male citizen and every other male residing in the United States shall register with the Selective Service System (SSS) between their 18<sup>th</sup> and 26<sup>th</sup> birth dates.

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:

- The requirement for the person to so register has terminated or become inapplicable to the person; **AND**
- 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.

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.”

**For complete guidance regarding the Selective Service requirements for participation in WIA programs and grants, regions are to review Attachment 8: TEGL 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Programs, dated May 16, 2012**

In addition to guidance provided in TEGL 11-11, Change 2, the following documentation may be used for persons eligible to register but who neglected to register and are now over 26 years old:

- **Incarcerated, hospitalized, or institutionalized** – A copy of a statement from the Department of Corrections, or other institution, indicating the duration of the stay can be used to demonstrate that the individual was not available to register with Selective Service during his period of Selective Service eligibility.
- **Veteran** – A copy of a DD214 showing other than a dishonorable discharge can be used in lieu of a Selective Service registration. In addition, the veteran can provide a Selective Service waiver document (obtainable by the Selective Service System).
- **Homeless** – A letter from a homeless shelter or a statement signed by the applicant can be utilized to attest to the applicant’s inability to register for Selective Service while he was still eligible.
- **Non-citizen** – An alien registration card or other immigration document showing the date of entry into the United States, and demonstrating that this date was beyond the date of his 26<sup>th</sup> birthday.

**DOCUMENTING ELIGIBILITY WITH SELF-ATTESTATION**

Documenting eligibility with self-attestation is a method of last resort when no other source of documentation can be found or accessed. Self-attestation can also be used to clarify documentation that is considered insufficient by itself. However, the basic WIA eligibility data elements of **age and immigration status cannot be self-attested**. Please review the most current or relevant Data Validation PGL to assist in determining when it is appropriate to use self-attestation; or consult with your local MIS coordinator if the data element in question is not addressed by the PGL. An acceptable self-attestation statement should be a signed document that includes information clearly addressing the eligibility criteria you are trying to capture, and should adhere to local self-attestation policy guidelines.

**(continues next page)**

**WIA ELIGIBILITY DOCUMENTATION CHECKLIST – ADULT PROGRAM**

Eligibility	Required Documentation	Comment
Citizenship/Alien Status (1 is required)	<input type="checkbox"/> Alien Registration Card indicating Right to Work (INS Forms I-151, I-551, I-94, I-688A, I-197, I-179, not expired) <input type="checkbox"/> T-visa issued to victims of human trafficking (See Attachment 9: TEGL 09-12) <input type="checkbox"/> Self-Attestation at a minimum if DACA eligible (See Attachment 10: TEGL 02-14) <input type="checkbox"/> Baptismal Certificate (if place of birth is shown) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> DD-214, Report of Transfer or Discharge (if place of birth is shown) <input type="checkbox"/> Foreign Passport stamped “Eligible to Work” (not expired) <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> Naturalization Certification <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Certificate of Degree of Indian Blood <input type="checkbox"/> REAL-ID Compliant Driver’s License or State ID with Gold Star in upper right corner (no Social Security Card required) (See Attach 12: Samples of New Drivers Licenses) <input type="checkbox"/> Soc. Security Card AND non-Gold Star DL/ID Card <input type="checkbox"/> SAVE Verification Printout AND non-Gold Star Driver’s License or State ID (no SSN card required)	
Selective Service (1 is required for those required to register)	<input type="checkbox"/> On-line verification at www.sss.gov <input type="checkbox"/> Acknowledgement Letter from Selective Service <input type="checkbox"/> Selective Service Verification Form <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Selective Service Advisory Opinion Letter <input type="checkbox"/> Selective Service Registration Record (Form 3A) <input type="checkbox"/> Selective Service Waiver Document (for veterans) <input type="checkbox"/> Stamped Post Office Receipt of Registration <input type="checkbox"/> DD-214 <input type="checkbox"/> Cross match with Veterans data	
Social Security Number <b>(Not required for eligibility – create pseudo SSN instead)</b> Required only for participation in paid work experiences, internships, or wage subsidy programs	<input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> IRS Form Letter 1722 <input type="checkbox"/> Letter from Social Security Agency <input type="checkbox"/> Pay Stub <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> Social Security Card <input type="checkbox"/> W-2 Form	
Affidavit of Immigration Status (Signed affidavit required in conjunction with one of the listed forms of ID for age 18 & older)	<input type="checkbox"/> CO Driver’s License/ID Card, expired less than 10 years <input type="checkbox"/> U.S. Military Card <input type="checkbox"/> Military Dependent Identification Card <input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> U.S. Passport, expired less than 10 years <input type="checkbox"/> Other State’s Driver’s License/State I.D card, expired less than one year, from a “lawful presence” state, including the District of Columbia. Exceptions are Alaska, Hawaii, Illinois, Maryland, Nebraska, New Mexico, Utah, and Washington.	

<p>AGE (1 is required)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Baptismal Record</li> <li><input type="checkbox"/> Birth Certificate</li> <li><input type="checkbox"/> Driver's License</li> <li><input type="checkbox"/> Federal, State, or Local photo ID</li> <li><input type="checkbox"/> DD-214</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Hospital record of birth</li> <li><input type="checkbox"/> Public assistance/social service record</li> <li><input type="checkbox"/> School records or ID card</li> <li><input type="checkbox"/> Work permit</li> <li><input type="checkbox"/> Cross match with Dept. of Vital Statistics</li> <li><input type="checkbox"/> Tribal records</li> </ul>	
<p>PRIORITY OF SERVICE: Low Income / Other - as defined by local policy</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pay stubs</li> <li><input type="checkbox"/> Employer statement: written or case note</li> <li><input type="checkbox"/> Alimony agreement</li> <li><input type="checkbox"/> Award letter from Veteran's Administration</li> <li><input type="checkbox"/> Bank statements</li> <li><input type="checkbox"/> Compensation award letter</li> <li><input type="checkbox"/> Court award letter</li> <li><input type="checkbox"/> Pension statement</li> <li><input type="checkbox"/> Family or business financial records</li> <li><input type="checkbox"/> Housing authority verification</li> <li><input type="checkbox"/> Social Security benefits statement</li> <li><input type="checkbox"/> Social services ID card or public assistance records</li> <li><input type="checkbox"/> UI documents</li> <li><input type="checkbox"/> Quarterly estimated tax (self-employed persons)</li> <li><input type="checkbox"/> Other _____</li> </ul>	