

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIA 12-06 – Amendment #1

TO: Upstate Workforce Investment Area Grantees

SUBJECT: Use of self-attestation and documentation related to WIA eligibility

DATE ISSUED: February 26, 2013 **DATE EFFECTIVE:** February 19, 2013 **DATE EXPIRES:** Indefinitely

PURPOSE:

The purpose of this change is to provide further clarification on the use of self-attestation as a documentation source for establishing Workforce Investment Act (WIA) program eligibility for adults, dislocated workers, and youth.

POLICY CHANGES:

On the attached *WIA Eligibility and Verification Checklist*, self-attestation has been added as an option for determining:

- Disability, unless accommodations are requested, or will be used in determining family of one
- Displaced Homemaker
- Family Size
- Family Income

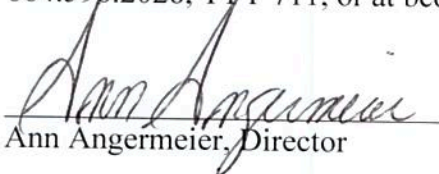
NOTE: Self-attestation is to be used only as a last resort when getting documentation is too burdensome for the individual.

ACTION:

You are responsible for the immediate distribution and implementation of this policy guidance.

INQUIRIES:

Should you have any questions regarding this instruction, please contact Brenda Connelly at 864.596.2028, TTY 711, or at bconnelly@upstatewib.org.


Ann Angermeier, Director

Source: State Instruction Letter 12-8, Change 1

WIA ELIGIBILITY AND VERIFICATION CHECKLIST

Where allowable, self-attestation should be used only by exception. In all cases, attempts to gather required documents and a signed statement of self-attestation must be documented.

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
DISABILITY <i>Documentation MUST be kept in a separate and locked file</i>	<ul style="list-style-type: none"> ▪ Letter from drug or alcohol rehabilitation agency ▪ Medical records ▪ Physician's statement ▪ Psychiatrist's statement ▪ Psychologist's diagnosis ▪ Rehabilitation evaluation ▪ School records ▪ Sheltered workshop certification ▪ Workers' Compensation record ▪ Social Security Administration disability records ▪ Veterans Administration letter/records ▪ Vocational Rehabilitation letter ▪ Social Service records/referral ▪ Self-attestation unless accommodations are requested or will be used to determine family of one 	X	X	X
VETERAN STATUS <i>Documentation MUST be in file</i>	Although not required for eligibility, documentation of Veteran status must be in the file for those receiving WIA-funded training or supportive services.		X	X
EMPLOYMENT STATUS <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> • DD 214 <i>Report of Separation</i> ▪ UI Records ▪ Pay stubs ▪ Employer statement/contact ▪ Applicable tax documents ▪ Bank statements (direct deposit) ▪ Farm or business financial records ▪ Notice of termination/separation ▪ Self-attestation if no other documentation available 	X	X	X
HIGHEST GRADE COMPLETED <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Copy of diploma, GED or degree ▪ School Records ▪ School verification ▪ Self-attestation if no other documentation available 	X	X	X
SCHOOL STATUS <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Copy of diploma, GED or degree ▪ School records ▪ Attendance ▪ Drop-out letter ▪ Self-attestation if no other documentation available 	X		

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
BELOW SCHOOL GRADE FOR AGE <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ School records/letter ▪ Self-attestation* 	X		
DISPLACED HOMEMAKER <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Must prove unemployment or underemployment (see Employment Status) and provide one of the following documents: <ul style="list-style-type: none"> ➢ Divorce decree or legal separation documents ➢ Death Certificate ➢ Marriage license if spouse of a WIA Dislocated Worker ➢ Public assistance record ➢ Layoff notice of family member who previously provided support ➢ Bank records ➢ Self-attestation if no other documentation available 			X
HOMELESS <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Written statement from shelter ▪ Written statement from an individual providing temporary assistance ▪ Written statement from Social Service agency ▪ Self-attestation* 	X		
RUNAWAY <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Written statement from shelter ▪ Written statement from an individual providing temporary assistance ▪ Written statement from Social Service agency ▪ Self-attestation* 	X		
OFFENDER	<ul style="list-style-type: none"> ▪ Police records ▪ Court documents ▪ Letter of parole ▪ Letter from probation officer ▪ Telephone call with court representative (documented in case notes) ▪ Department of Corrections website/records ▪ Self-attestation* 	X		
PREGNANT/PARENTING YOUTH <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Physician's statement ▪ Child's birth certificate ▪ Hospital record of birth ▪ Self-attestation* 	X		

* Documentation other than self-attestation must be provided for at least one barrier.

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
FOSTER CARE (LOW-INCOME) <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Statement/referral from Social Services agency ▪ Foster Care facility resident document ▪ Court/guardianship documents ▪ Phone call to DSS documented in case notes 	X		
FOSTER CHILD (YOUTH BARRIER) <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Written statement from State Social Services Agency ▪ Phone call to DSS documented in case notes ▪ Social Services (DSS) record/printout ▪ Self-attestation * 	X		
FAMILY SIZE <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Public assistance/Social Service agency records ▪ Birth Certificate(s) ▪ Decree of Court ▪ Proof of disability if applicable ▪ Divorce decree ▪ Marriage certificate/license ▪ Most recent tax return supported by IRS docs (e.g. form letter 1722) ▪ Public Housing Authority records (if resident or on waiting list) ▪ Written statement from a publicly supported 24-hour care facility or institution (e.g. mental health, prison) ▪ Corroboration of third party who knows family (signed, and in file) ▪ Self-attestation if no other documentation available 	X	X	
FAMILY INCOME <i>Documentation MUST be in file</i> ** Documentation for Adult eligibility is only required when low income priority of service is in effect. Otherwise, self-attestation is acceptable.	<ul style="list-style-type: none"> ▪ Alimony agreement ▪ UI documents and/or printout ▪ Award letter from Veterans Administration ▪ Bank statements (direct deposit) for previous six months ▪ Compensation award letter ▪ Court award letter ▪ Employer statement/contact ▪ Farm or business financial records ▪ Housing Authority verification ▪ Pay stubs for previous six months (can use year-to-date on one pay stub if it shows at least 6 months) ▪ Pension/annuity statement ▪ Public assistance records (ex. TANF/SNAP printout) ▪ Quarterly estimated tax for self-employed persons ▪ Social Security benefits ▪ Self-attestation if no other documentation available 	X	X**	

* Documentation other than Self-Attestation must be provided for at least one barrier.

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
DATE OF BIRTH <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Baptismal Record with date of birth ▪ Birth Certificate ▪ DD-214 ▪ Driver's License ▪ Federal, state or local government ID Card ▪ Hospital Birth Record ▪ Passport ▪ Public assistance/social service record ▪ School records/identification ▪ Work Permit if date of birth is shown ▪ Cross-Match with Department of Vital Statistics ▪ Tribal Record with date of birth ▪ Employer record 	X	X	X
SELECTIVE SERVICE REGISTRATION <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Selective Service Registration should be verified and documented through SCWOS ▪ Form DD-214 "Report of Separation" ▪ Stamped Post Office Receipt of Registration ▪ Selective Service Registration Card ▪ Waiver Approved by Regional Trade Coordinator ▪ Local area waiver and supporting documentation according to IEGE 11-11 (and subsequent changes) 	X	X	X
CITIZENSHIP/ALIEN STATUS	<ul style="list-style-type: none"> ▪ I-9 List A: US Passport (unexpired or expired) ▪ I-9 List A: Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ▪ I-9 List A: An unexpired foreign passport with a temporary I-551 stamp ▪ I-9 List A: An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B) ▪ I-9 List A: An unexpired foreign passport with an unexpired arrival-departure record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer ▪ Driver's license ▪ Social Security card ▪ Other I-9 List B and List C staff viewed I-9 documents 	X	X	X

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
DISLOCATED WORKER <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Cat 1 or 2: <ul style="list-style-type: none"> ➢ Separation notice AND UI records AND ➢ Staff documentation of: <ul style="list-style-type: none"> ○ No work in the occupation or industry available in area, or ○ UI profiled > 40%, or ○ If work is available in occupation or industry, evidence of work search ▪ Cat 3: WARN notice or letter of authorization from the State WIA Administrative Agency. ▪ Cat 3: Closure listed on the Layoff & Closure Report (SCWOS Staff Online Resources) ▪ Cat 3: Layoff labeled "Substantial" on the <i>Layoff and Closure Report</i> (SCWOS Staff Online Resources). The individual's layoff date must be within 30 days of the Layoff Date on the report and Substantial Layoff must be "Yes" on the report. ▪ Cat 4: Documentation of general announcement ▪ Cat 5: Receipt of notice of foreclosure or intent to foreclose ▪ Cat 5: Proof of failure of the farm, business or ranch to return a profit during preceding 12 months. ▪ Cat 5: Entry of individual into bankruptcy proceedings ▪ Cat 5: Proof of inability to make payments on loans secured by tangible business assets ▪ Cat 5: Inability to obtain capital necessary to continue operations ▪ Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business. ▪ Cat 5: Other events indicative of the likely insolvency of the farm, ranch or business. ▪ Cat 6: Is verified in barriers Displaced Homemaker 			X
BASIC SKILLS <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Copy of any generally accepted standardized test ▪ School record of reading and/or math skills determined within the previous 6 months of application 	X		
TANF <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Public assistance records/printout listing applicant in TANF budget ▪ Copy of authorization to receive public assistance ▪ Copy of public assistance check 	X	X	X

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
SUPPLEMENTAL SECURITY INCOME (SSI) <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Public assistance records/printout listing applicant as SSI recipient ▪ Copy of authorization to receive cash public assistance (SSI) ▪ Copy of public assistance check ▪ Medical card showing cash grant status 	X	X	X
REFUGEE CASH ASSISTANCE <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Public assistance records/printout showing refugee cash assistance ▪ Copy of authorization to receive cash public assistance ▪ Copy of public assistance check ▪ Medical card showing cash grant status ▪ Refugee assistance records 	X	X	X
GENERAL ASSISTANCE <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Public assistance records/printout ▪ Copy of authorization to receive cash public assistance ▪ Copy of public assistance check ▪ Medical card showing cash grant status 	X	X	X
FOOD STAMPS <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Current authorization to obtain food stamps ▪ Public assistance records/printout showing applicant in Food Stamp Budget 	X	X	X
LWIA ADULT PRIORITY FOR SERVICES <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Locally defined appropriate documentation in the file (no Self-Attestation) 		X	
YOUTH FACING SERIOUS BARRIERS TO EMPLOYMENT <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Locally defined appropriate documentation in the file 	X		
YOUTH REQUIRES ADDITIONAL ASSISTANCE <i>Documentation MUST be in file</i>	<ul style="list-style-type: none"> ▪ Locally defined appropriate documentation in the file 	X		