

WIOA Eligibility Desk Aid

To be eligible for the WIOA Adult, DW, Youth, and DWG programs, the individual must be eligible to work in the US and must be registered for the Selective Service, as applicable.

Fund	Eligibility Requirements	Low Income
WIOA Adult Program	<p>18 Years or Older</p>	<p>Family Income at or below 100% of the poverty line or 70% lower living standard (see SI 20-06, Attachment A, WIOA Family Income Guidelines)</p> <p>Income test not required if customer meets one of the following criteria:</p> <ul style="list-style-type: none"> • Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance; • Foster Child • Homeless • Receives or is eligible to receive free or reduced-price lunch • Deficient in basic skills <p>NOTE: Customer with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income test and none of the criteria above apply.</p>
WIOA Dislocated Worker Program	<p>Meets one of the five categories of eligibility listed in WIOA § 3(15) (see below)</p>	<p>Income test not required for eligibility</p>
Disaster Recovery DWG Program	<p>Must be one of the following:</p> <ul style="list-style-type: none"> • A worker temporarily or permanently laid off as a consequence of the disaster • A DW as defined by WIOA § 3(15) (see below) • A long-term unemployed worker (unemployed for 27 weeks or longer) • A self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency 	<p>Income test not required for eligibility</p>

<p>WIOA Youth Program – ISY</p>	<ul style="list-style-type: none"> • 14 – 21 years old at enrollment, <u>and</u> • Attending or enrolled in secondary or for-credit postsecondary school at eligibility determination, <u>and</u> • Low-income, <u>and</u> • At least one of the following apply: <ul style="list-style-type: none"> ○ Deficient in basic literacy skills ○ Homeless, runaway ○ In foster care or aged out of foster care ○ Pregnant/parenting ○ Offender ○ Has a disability ○ English language learner ○ Requires additional assistance to complete an educational program or to secure or hold employment 	<p>Family income at or below 100% of the poverty line or 70% lower living standard (see SI 20-06, Attachment A, WIOA Family Income Guidelines)</p> <p>Income test not required if customer meets one of the following criteria:</p> <ul style="list-style-type: none"> • Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance • Foster child • Homeless • Receives or is eligible to receive free or reduced-price lunch • Lives in a high poverty area <p>NOTE: Customer with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income test and none of the criteria above apply.</p>
<p>WIOA Youth Program – OSY</p>	<ul style="list-style-type: none"> • 16 – 24 years old at enrollment, <u>and</u> • Not attending or enrolled in secondary or for-credit postsecondary school at eligibility determination, <u>and</u> • At least one of the following apply: <ul style="list-style-type: none"> ○ School dropout ○ Youth who (a) received HS diploma/equivalent, (b) is low-income, and (c) is deficient in basic literacy skills or is an English language learner ○ Required to attend school but has not attended for at least the most recent complete school year's calendar year's calendar quarter ○ Homeless or runaway ○ In foster care or aged out of foster care ○ Pregnant/parenting ○ Subject to the juvenile or adult justice system ○ Has a disability ○ Requires additional assistance to complete an educational program, or to secure and hold employment (must also meet low income requirements) 	<p>OSY can attend and/or be enrolled in a non-credit postsecondary school at eligibility determination.</p> <p>OSY aged 21 – 24 years old are not subject to in-school educational requirements.</p> <p>Family income at or below 100% of the poverty line or 70% lower living standard (see SI 20-06, Attachment A, WIOA Family Income Guidelines)</p> <p>Income test not required if customer meets one of the following criteria:</p> <ul style="list-style-type: none"> • Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance • Foster child • Homeless • Receives or is eligible to receive free or reduced-price lunch • Lives in a high poverty area <p>NOTE: Customer with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income test and none of the criteria above apply.</p>

Dislocated Worker

The term “dislocated worker” means an individual who—

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military services (under other than dishonorable conditions);
 - (ii) (i) is eligible for or has exhausted entitlement to unemployment compensation; or
 - (ii) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
 - (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;
 - (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(iii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D) is a displaced homemaker; or
- (E) (i) is the spouse of a member of the Armed Forces on active duty (as defined in 10 USC § 101(d)(1)), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

WIOA Required Source Documentation

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. Documentation, other than self-attestation, must be provided for at least one barrier relevant to eligibility.

Data Element	Acceptable Source Documentation	Adult	DW	Youth	DWG				
Date of Birth	<ul style="list-style-type: none"> • Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible 	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>				
Citizenship/Eligibility to Work	<p>One of the following:</p> <ul style="list-style-type: none"> • US Passport • Form I-551, Permanent Resident Card or Alien Registration Receipt Card ("Green Cards") • Form I 766, Employment Authorization Document Card • Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work • Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A • Foreign passport containing a Form I-551 stamp or Form I-551 printed notation <p>One of the following from each column:</p> <table border="1" data-bbox="251 443 316 1312"> <thead> <tr> <th data-bbox="251 443 316 892">Documents that Establish Identity</th> <th data-bbox="251 892 316 1312">Documents that Establish Employment Authorization</th> </tr> </thead> <tbody> <tr> <td data-bbox="178 443 251 892">State or US Territory Driver's License*</td> <td data-bbox="178 892 251 1312">US Social Security Card</td> </tr> </tbody> </table>	Documents that Establish Identity	Documents that Establish Employment Authorization	State or US Territory Driver's License*	US Social Security Card	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>
Documents that Establish Identity	Documents that Establish Employment Authorization								
State or US Territory Driver's License*	US Social Security Card								

Federal, State, or Local Government ID Card*	Form FS-240, Consular Report of Birth Abroad			
School ID Card with a photograph	Form FS-545, Certification of Birth Abroad issued by the US Department of State			
Voter registration card	Form DS-1350, Certification of Report of Birth issued by the US Department of State			
US Military Card or Draft Record	Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying territory of the US bearing an official seal			
Military dependent's ID card	Native American tribal document			
US Coast Guard Merchant Mariner Document (MMD) Card	Form I-197, US Citizen ID Card			
Native American tribal document	Form I-179, Identification Card for Use of Resident Citizen in the US			
Canadian Driver's license	Employment authorization document issued by the Department of Homeland Security			
School record or report card**				
Clinic, doctor, or hospital record**				
Day care/nursery school record**				

* *Must include a photograph OR information such as name, DOB, gender, height, eye color, and address*

** *Acceptable documents for individuals under 18 and certain individuals with disabilities who are unable to present any of the listed documents that establish identity*

For more information, see <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

NOTE: WIOA § 188 prohibits discrimination against individuals on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the US.

Individual with a Disability	<ul style="list-style-type: none"> • Self-Attestation • School 504 Records Provided by Student • Assessment Test Results 	X	X	X	X
Eligible Veteran Status	<ul style="list-style-type: none"> • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • Letter from the Veterans' Administration 	X	X		X
UC Eligibility Status	<ul style="list-style-type: none"> • Cross-Match to State UI Database • Cross-Match to State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation – only for a claimant not referred by RESEA or WPRS or an Exhaustee 	X	X		X
Long-Term Unemployed at Program Entry	<ul style="list-style-type: none"> • Self-Attestation • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State US Database 	X	X		X
School Status at Program Entry	<ul style="list-style-type: none"> • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable records from Education Institution <ul style="list-style-type: none"> ○ GED Certificate ○ Diploma ○ Attendance record ○ Transcripts ○ Report Card ○ Other School Documentation • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation 	X	X	X	X
Date of Actual Dislocation	<ul style="list-style-type: none"> • Verification from Employer • Rapid Response List • Notice of Layoff 	X	X		X

	<ul style="list-style-type: none"> Public Announcement with Follow-Up Cross-Match with UI Database Self-Attestation 				
Temporary Assistance to Needy Families (TANF)	<ul style="list-style-type: none"> TANF Eligibility Verification TANF Period of Benefit Receipt Verification Referral Transmittal from TANF Cross-Match with TANF Public Assistance Records 	X	X		X
Exhausting TANF Within 2 Years at Program Entry	<ul style="list-style-type: none"> TANF Eligibility Verification TANF Period of Benefit Receipt Verification Referral Transmittal from TANF Cross-Match with TANF Public Assistance Records 	X	X		X
Supplemental Security Income (SSI)/ Social Security Disability Insurance (SSDI)	<ul style="list-style-type: none"> SSI/SSDI Receipt of Benefits Verification Referral Transmittal from SSA SSI/SSDI Eligibility Verification Cross-Match with SSA Database 	X	X		X
Supplemental Nutrition Assistance Program (SNAP)	<ul style="list-style-type: none"> SNAP Eligibility Verification Copy of Authorization to Receive Food Stamps Documentation of Food Stamp Benefit Receipt Referral Transmittal from SNAP Cross-Match with SNAP Public Assistance Records 	X	X		X
Other Public Assistance Recipient	<ul style="list-style-type: none"> Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance check Medical Card Showing cash Grant Status Public Assistance Eligibility Verification Cross-Match with Refugee Assistance Records Cross-Match with Public Assistance Records Cross-Match with State MIS Database 	X	X		
Pregnant/Parenting	<ul style="list-style-type: none"> Self-Attestation Case Notes Needs Assessment WIC Eligibility Verification 			X	

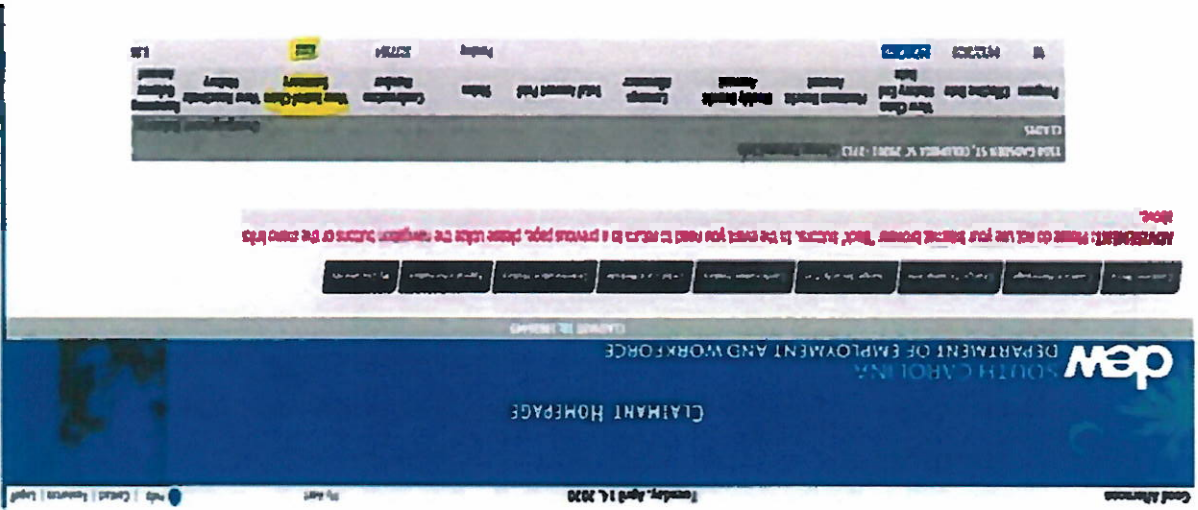
	<ul style="list-style-type: none"> • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form 				
Youth Who Needs Additional Assistance	<ul style="list-style-type: none"> • Self-Attestation • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment 			X	
Foster Care Youth Status at Program Entry	<ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Case Notes • Self-Attestation • Foster care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment 	X	X	X	X
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry	<ul style="list-style-type: none"> • Self-Attestation • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Letter from Caseworker or Support Provider 				
Ex-Offender Status at Program Entry	<ul style="list-style-type: none"> • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal form a Reintegration Agency • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Self-Attestation • Federal Bonding Program Application 	X	X	X	X
Low Income Status at Program Entry	<ul style="list-style-type: none"> • Award Letter from Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter 	X	X	X	X

	<ul style="list-style-type: none"> • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation 				
English Language Learner at Program Entry	<ul style="list-style-type: none"> • Case Notes • Assessment Test Results • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ Transcripts ○ Other School Records • Self-Attestation • Signed Intake Application or Enrollment Form 				
Basic Skills Deficient/Low Levels of Literacy at Program Entry	<ul style="list-style-type: none"> • Case Notes • Assessment Test Results • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ Transcripts ○ Academic Assessments ○ Other School Documentation 				
Single Parent at Program Entry	<ul style="list-style-type: none"> • Self-Attestation • TANF Single Parent eligibility Verification • Case Notes • Needs Assessment • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form 				

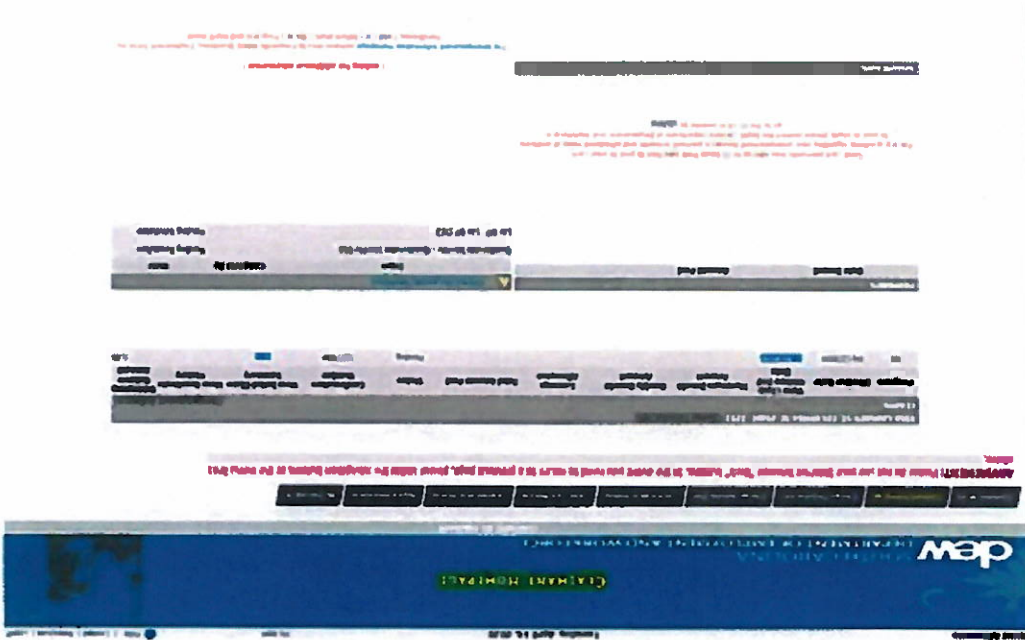
Displaced Homemaker at Program Entry	<ul style="list-style-type: none"> • Self-Attestation • Signed Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment 				X
Eligible Migrant and Seasonal Farmworker Status	<ul style="list-style-type: none"> • Self-Attestation • Case Notes • Cross-Match with Public Assistance Records • NFJP Eligibility Documents • Cross-Match with State MIS • Cross-Match with H-1B Records 	X	X		X
Date of Program Entry	<ul style="list-style-type: none"> • Individual Employment Plan (IEP) • Electronic Records • Program Intake Documents <ul style="list-style-type: none"> ○ Eligibility Determination Documentation ○ Program Enrollment Forms ○ Other Relevant Documentation 	X	X	X	X
Social Security Number	<ul style="list-style-type: none"> • SSN Card • Passport • Military ID • Other Federal or State ID with SSN 				X

WIOA Family Income – Inclusions & Exclusions

Inclusions	Exclusions
<ul style="list-style-type: none"> • Wages and salaries (includes severance pay) before any deductions <ul style="list-style-type: none"> ○ Net receipts from non-farm self-employment ○ Net receipts from farm self-employment • Railroad retirement, strike benefits from union funds, worker's compensation, and training stipends • Alimony • Military pensions • Pension, whether from a private or government employer • Regular insurance or annuity payments (other than SSI or veterans' disability) • College or university grants, scholarships, and assistantships • Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts • Net gambling or lottery winnings • Social Security Disability Insurance (SSDI) payments • Unemployment compensation • WIOA one-stop partner programs where income is not subsidized (e.g., OJT wages) • Reemployment Assistance benefits • Child support payments • Old-age survivors insurance benefits received under the Social Security Act (42 U.S.C. § 402), including: <ul style="list-style-type: none"> ○ Social Security Survivor Benefits: paid to people up to age 18 who have had a parent die and the parent paid wages into the system ○ Social Security Retirement Benefits: paid to people who have reached their social security age and have paid wages into the system 	<ul style="list-style-type: none"> • Public assistance (SNAP, TANF, etc.) cash payments • Foster care child payments • Financial assistance under Title IV of the Higher Education Act • Needs-based scholarship assistance • Amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs • Capital gains • Any assets drawn down as withdrawals from a bank, the sale of property, house, or car • Tax refunds, gifts, loans, lump sum inheritances, one-time insurance payments, or compensation for injury • Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, and housing assistance • Military pay and benefits, amounts and periods of time as follow: <ul style="list-style-type: none"> ○ Any amount received as pay or allowances by any person while serving on active duty ○ Any period of time during which such person served on active duty ○ Any amount received under 38 U.S.C. chapters 11, 13, 30, 31, 32, and 36 by an eligible veteran ○ Any amount received under 38 U.S.C. chapters 13 and 35 by an eligible person ○ Any amount received by an eligible member under 10 U.S.C. chapter 106



From the claimant homepage, click "VIEW" underneath "View Initial Claim Summary."



Once the claimant logs into the My Benefits UI portal, they will start on the claimant homepage.

How to Review an UI Claimant's Return to Work Status

When the summary page opens, scroll down to the Separation section to review the "Will you be returning to work for this employer" question as well as the return to work date. This is the screen to use for UI documentation of "unlikely to return."

Employer Name	Address	Dates of Employment	Type of Employment
Employers Regular		06/01/1999 - 03/27/2020	Full Time

Separation - Regular

Employer Name: _____

Reason employment ended: **Business Closure**

If Quit or Discharge select the reason why: _____

Will you be returning to work for this employer? **Yes**

If yes, please enter your return to work date: **05/05/2020**

State where work was performed: **South Carolina**

City where work was performed: **Ethelham**

Primary Occupation with this employer: _____

Are you an owner, corporate officer, or stockholder of this employer? **No**

What were your total earnings with this employer from through: **+1375.0**