

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

WIOA Title I Adult and Dislocated Worker Eligibility Policy

POLICY NUMBER:	1.4000.100.23
EFFECTIVE:	October 29, 2021
APPROVING AUTHORITY:	Board Chair Prince George's County Workforce Development Board
RESPONSIBLE STAFF:	Executive Director, Director, Case Managers, Director, American Job Center Staff – WIOA and Contract Providers
RESPONSIBLE OFFICE:	Program Performance & Data Management

SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) was signed on July 22, 2014, and enacted on July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. This policy outlines the eligibility requirements for the WIOA Title I: Adult and Dislocated Worker. Eligibility determination must be made before enrollment in WIOA. It must include an initial determination of the need for services to ensure that employment and training opportunities are being provided to those who can benefit from and need such opportunities to obtain or retain employment. WIOA is not an entitlement program, and eligibility alone does not entitle individuals to receive services.

POLICY:

The American Job Center(s) located in Prince George's County delivery system is the foundation of the workforce system. Under section 134 (c)(1) of the Workforce Innovation and Opportunity Act (WIOA), funds allocated to the local area for adults and dislocated workers shall be used to establish an American Job Center delivery system to provide career services to adults and dislocated workers, to provide training services to adults and dislocated workers. Workforce development boards (WDB) determine the most appropriate mix of these services, but career and training services must be available for eligible adults and dislocated workers. The WIOA adult and dislocated worker programs are designed to provide services, employment, and training opportunities to those who can benefit from and need such services. A wide range of activities and services must be available to assist individuals in obtaining the skills and credentials necessary to secure and advance in employment.

POLICY GUIDELINES:

ADULT ELIGIBILITY CRITERIA

Documentation verifying the eligibility of participants in WIOA is mandatory. Each of the following eligibility elements must be documented for each participant before receiving individualized /career services. Staff must obtain the required documentation for each eligibility data element as outlined in the comprehensive Eligibility Document Checklist of allowable source documentation contained in this attachment. Photocopies of documentation kept on file, or scanned documents stored in electronic document management systems, must be legible and current.

To participate in the WIOA Adult Program, an individual must meet the following eligibility requirements:

- 18 years of age or older;

- U.S. citizen or non-citizen authorized to work in the U.S.;
- Meet Military Selective Service registration, if applicable;
- Prince George's County Resident;
- Low-income unemployed or employed and in need of services to obtain or retain employment.

For WIOA Title I Adult Program employment and training services, Prince George's County will provide Priority of Service to individuals in the following target populations by WIOA, Maryland's State Plan, and the approved Local Plan:

- Displaced Homemakers
- Eligible migrant and seasonal farmworkers
- Ex-offenders
- Homeless individuals facing substantial cultural barriers
- Individuals with disabilities, including youth with disabilities
- Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act
- Individuals who are English language learners
- Unemployed Individuals, including the long-term unemployed
- Individuals who have low levels of literacy
- Individuals without a High School Diploma
- Low-income individuals (including Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients)
- Native Americans, Alaskan Natives, and Native Hawaiians
- Older individuals
- Single parents (including single pregnant women and non-custodial parents)
- Veterans
- Youth in or have aged out of the foster care system.

DISLOCATED WORKER PROGRAM

Documentation verifying the eligibility of participants in WIOA is mandatory. Each of the following eligibility elements must be documented for each participant before receiving individualized /career services. Staff must obtain the required documentation for each eligibility data element as outlined in the comprehensive *Eligibility Document Checklist* of allowable source documentation contained in this attachment. Photocopies of documentation kept on file, or scanned documents stored in electronic document management systems, must be legible and current.

Documentation verifying the eligibility of participants in WIOA is mandatory.

To participate in the WIOA Dislocated Worker Program, an individual must meet the definition of a Dislocated Worker. According to WIOA, a Dislocated Worker must:

- 18 years of age or older;
 - Be a U.S. citizen or authorized to work in the U.S.;
 - Prince George's County Resident;
 - Meet Military Selective Service Registration, if applicable; and
 - Meet the definition in WIOA Section 3(15):
- Has been terminated or laid off, or has received a notice of termination or layoff, from employment; (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;
 - (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, 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)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility 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; or,
- D. Is a displaced homemaker; or
- E. (i) Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Prince George's County is committed to ensuring access to the WIOA system on a priority basis. According to Training and Employment Guidance Letter (TEGL) 7-20, priority must be provided in the following order:

First Priority -Veterans and eligible spouses included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive priority for services with WIOA Adult formula funds for individualized career services and training services.

Second Priority -Non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.

Third Priority -Veterans and eligible spouses who are not included in WIOA's priority groups.

Fourth Priority- Priority populations established by the Governor's Workforce Development Board and Workforce Development Board.

Fifth Priority -Non-covered persons outside the groups are given priority under WIOA.

TEGL 7-20 specifies that at least 75 percent of a State's participants receiving individualized career and training services in the Adult program are from at least one of the following priority groups: recipients of public assistance, basic skills deficient, or those who are low income.

Determination of Self-Sufficiency

Under section 134 (b)(3)(A)(i)(I) of the WIOA, an employed individual may receive Individualized Career Services and Training Services if it is determined that such service is needed "to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment." The local areas must determine the criteria for self-sufficiency. The level of self-sufficiency may vary by the local area and the local economy; this flexibility allows local areas to tailor their services to work in their local economy.

For working dislocated workers, determination of self-sufficiency status requires a two-step assessment of the worker's employment:

- Determine if the employment is "interim employment."
- If the employment is not "interim," determine if the wage is at least the locally defined level of self-sufficiency or if the hourly wage is comparable to or higher than wages from previous employment.

It should be noted that workers who have received notice of layoff but have not yet been laid off and do not have any other sources of employment are not subject to a review of self-sufficiency.

Interim Employment for Dislocated Workers

Typically, employment is considered interim if the salary is below the dislocated worker's primary occupation and if the dislocated worker is working under the skill level of their customary occupation. There may be circumstances where interim employment provides a sufficient wage temporarily but is not considered permanent, leading to self-sufficiency (e.g., working through a temporary agency). Whether or not a dislocated worker's employment is interim employment must be made on a case-by-case basis and consider the dislocated worker's personal, family, financial, and employment situation.

A dislocated worker in interim employment is not considered self-sufficient even if the hourly wage exceeds the lower living standard income or if the hourly wage is 88% or higher than the wages from previous employment. If a dislocated worker has interim employment, this participant is considered unemployed, and information should be entered into the Maryland Workforce Exchange (MWE).

Wage Standard for Non-Interim Employment for Dislocated Workers

Employed dislocated workers whose wages are over locally defined self-sufficiency standard or 88% or higher than the wages from previous employment are considered "self-sufficient" unless the employment is considered "interim employment." Dislocated workers determined to be "self-sufficient" may receive career services only.

ELIGIBILITY FOR TRAINING SERVICES

Beginning July 1, 2015, all new participants must meet WIOA eligibility criteria to enroll and receive training services. Training service providers must follow DLLR Policy Issuances, WIOA law, DOL's NPRM, and TEGLS/TENS found on the DOL WIOA website. Under section 134 (b)(3)(A) of the WIOA, training services may be provided to adults or dislocated workers who:

ENROLLMENT PROCESS

Enrollment into a WIOA funded program occurs when there is significant staff involvement. Significant staff involvement includes staff's assessment of a participant's skills, education, or career objectives to assist the participant in making a decision or accessing information, compared to staff providing a participant with readily available information that does not require an assessment.

ELIGIBILITY VERIFICATION

When registering for WIOA services, service providers must ensure that the individual is eligible by the eligibility requirements for WIOA (age, selective service registration, and citizenship). Each file must include a completed application for each applicant and documentation that confirms general WIOA eligibility and any additional Dislocated Worker eligibility or WIOA Adult Priority of Service data elements. All questions on the intake form must be answered, and both the applicant and intake staff must sign the intake form.

DOCUMENTS FOR VERIFYING WIOA ELIGIBILITY

Required WIOA eligibility documentation must be in every participant's file and available for review by Program Performance & Data Management Department. Attachment A includes required documentation sources for general WIOA eligibility; at least one document from every relevant category must be provided. Documentation sources for all data verification elements that may be used to verify Dislocated Worker eligibility or Adult priority of service elements are included in Attachment A. The applicant must be informed that all information is subject to verification and that false information is grounds for termination and possible prosecution under the law.

Primary Eligibility Review is the program staff's responsibility to ensure all registration paperwork is complete and accurate before WIOA enrollment. The program staff must maintain a secured file in the Maryland Workforce Exchange (MWE) for each program applicant and registrant containing copies of all collected documents. The program staff will provide Federal, State, and WDB monitors access to such records given reasonable notice. It is the responsibility of the sub-recipient to enter the appropriate eligibility data into the MWE system within 14 calendar days.

When determining eligibility, staff are encouraged to document all barriers to employment that an individual discloses. This information is key to determining local performance metrics and negotiating local performance goals. It also helps determine the Priority of Service and provides an accurate understanding of the customers served through Maryland's workforce system.

SELF-ATTESTATION

An Applicant Statement form can be used as a self-attestation to capture income, cultural barrier, language barrier, dislocated worker status, previously self-employed, and displaced homemaker. Self-attestation is not to be used as the primary method and should only be used in limited cases not exceeding 10% of total enrollments. The Eligibility Determination Application Form can also count as a self-attestation form if the individual identifies their status for the permitted criteria and signs and dates the application form attesting to this self-identification.

Determination of Appropriateness for Training Services

As the WIOA program is designed to provide employment and training opportunities to those who can benefit from and who need such opportunities, the local WDBs must ensure that eligible individuals are determined to be appropriate for training services based upon a consistent and equitable assessment that is relevant to the type of training for which the individuals are applying.

WIOA staff must gather information and assess appropriateness promptly. Local WDBs should strive to establish a customer flow that allows an expedited path to needed services.

Under section 134 (b)(3)(A) of the WIOA, training services may be provided to adults or dislocated workers who, after an interview, evaluation, or assessment and career planning, have been determined by American Job Center staff or American Job Center partner staff to be:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate in the selected program of training successfully services.
- This information should be a combination of standardized tests, interviews, inventory of applicants' fields of interest, skills assessments, career exploration, available labor market, and other data that may have been collected through the provision of career service.

CAREER SERVICES

Career services must be made available through the American Job Center delivery system to individuals who are adults or dislocated workers. There is no order in which services are provided; service delivery is based on the participant's individual needs. Therefore, an individual does not need to attempt a career service to demonstrate a failure to secure employment before receiving training services.

Career services may be broken into three sets of activities per 20 CFR § 678.430:

- **Basic career services-** Basic career services are available to the universal customer, anyone coming to an American Job Center location or access point seeking assistance. These services are informational and may require limited to no assistance from American Job Center staff. Provision of these services requires an initial registration into the Maryland Workforce Exchange website (MWE) but is not required to register in the WIOA adult or dislocated worker programs.
- **Individualized career services-** Deemed necessary for an adult or dislocated worker to obtain or retain employment, and per section 134 (c)(2)(A)(xii) of WIOA. These career services involve staff deciding on the needs of an individual and arranging those services to be provided to the participant. Individualized career services require enrollment in the WIOA program and short-term pre-vocational services. These services include comprehensive and specialized assessments, Development of an individual employment plan (IEP), counseling, supportive services, Internships, and work experiences, internships and work experiences, and financial literacy services.
- **Follow-up services-** Appropriate follow-up services must be made available to a participant placed in unsubsidized employment for 12 months following the participant's first date of employment. Follow-up services can be helpful for participants to maintain employment. WIOA staff can provide workplace information and tips for success in the workplace environment. Additionally, follow-up services provide the link between the participant and the workforce system. These services allow the WIOA staff to assist with other services the participant may

need once they obtain employment. Examples may include employer benefits, health insurance, financial literacy, and budgeting assistance.

REASON FOR POLICY:

This policy guides the eligibility of Adult and Dislocated Workers. The WIOA Adult and Dislocated Worker formula programs, in coordination with the Wagner-Peyser (WP) Employment Services (ES), are pivotal pieces of the one-stop delivery system, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of Adults and Dislocated Workers.

EXCLUSIONS TO THE POLICY:

None

FORMS:

- Staff Eligibility Checklist-Attachment A

RELATED POLICY:

- WIOA Law
- WIOA Final Rules
- TEGL 19-16
- MDOL WIOA Title I Program Eligibility Policy Issuance 21-13
- WIOA Self-Sufficiency Standard Policy
- Prince George's County Workforce Development Board Training Policy
- Prince George's County Workforce Development Board Virtual Enrollment Electronic Record Policy

APPROVING SIGNATURES:


Charnetia Young (Feb 23, 2022 13:55 EST)

Feb 23, 2022

Board Chair
Prince George's County Workforce Development Board

Date

KEY TERMS & DEFINITIONS:

Appropriateness: possessing right, needed, or suitable qualities for career services.

Basic skills deficient: an individual unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Career counseling: a facilitated exploration of occupational and industry information that will lead to a first, new, or better job seeker.

- Career planning: the provision of a client-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, where feasible, computer-based technologies; and
- Provide job, education, and career counseling, as appropriate during program participation and after job placement.

Financial literacy services: activities provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes the following:

- Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, homeownership, wealth building, or other savings goals;
- Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
- Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
- Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
- Supporting activities that address the particular financial literacy needs of non-English speakers.

Follow-up services: activities to monitor adults or dislocated workers' success during their transition to employment and further education and provide assistance for successful growth.

In-demand occupation: an occupation that currently has or is projected to have many positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector to significantly impact the state, regional, or local economy as listed on the State In-Demand Occupations.

In-demand industry sector: an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses or the growth of other industry sectors as listed on the State In-Demand Occupations list.

Individual employment plan: an individualized career service joint development by the participant and staff that includes an ongoing strategy to identify employment goals, achievement objectives, and appropriate services to obtain these goals and objectives.

Integrated education and training: a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for educational and career advancement.

Internship: a system of gaining on-the-job experience by placement in a work environment for a period to build technical and job awareness skills. Internships may be paid or unpaid.

Job Club: a group of job seekers who meet for mutual support and networking while looking for employment.

Lower living standard income level: As defined in section 3 (36)(b) of WIOA, income level (adjusted for regional, metropolitan, urban, and rural differences and family size) is determined annually by the Department of Labor based on the most recent lower living family budget issued by the Secretary.

Low-income individual: As defined in section 3 (36)(a) of WIOA, an individual who –

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program (SNAP), temporary assistance for needy families (TANF), or the supplemental security income (SSI) or local income-based public assistance;
- Is in a family with a total family income that does not exceed the higher of –
 - The poverty line; or
 - 70% of the lower living standard income level.
- Is a homeless individual;
- Receives or is eligible to receive a free or reduced-price lunch;
- Is a foster child on behalf of whom the State or local government payments are made; or
- An individual with a disability whose own income meets the eligibility income requirement of clause (b) but is a family member whose income does not meet this requirement.
- Prince George's Local Self Sufficiency policy states that American Job Centers and grant recipients will observe the following Workforce Development Board approved PGCEDC Workforce Services Division guidelines when determining eligibility to receive WIOA services:
- Eligible (low-income individual) adults employed have received Career Services. They are determined through an initial assessment and employment plan to need WIOA Services to obtain or retain employment, leading to self-sufficiency. Self-sufficiency for an adult means employment that pays at least 150% of the lower living standard income level, as defined in the Local WDB.
- Eligible dislocated workers who are still employed (and have received a layoff notice or the employer has made a general announcement that such facility will close within 180 days), have received Career Services, and are determined through an initial assessment and employment plan to need WIOA Services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency for a dislocated worker means at least 88% of their wage at a layoff. Meaningful assistance: providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants or assisting by phone or other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

Participation: the point at which the individual has been determined eligible for program services and has received or is receiving a career or training service other than basic career services and is the point at which an individual is included in calculations for performance measures.

Public assistance: as defined in section (3)(50) of WIOA, federal, state, or local government cash payments for which a needs or income test determines eligibility. This includes temporary assistance for needy families (TANF), a supplemental nutrition assistance program (SNAP), or supplemental security income (SSI).

Registration: the process of collecting information to support the determination of eligibility for the WIOA adult and dislocated worker programs. This information may be collected through electronic data transfer, personal interviews, or an individual's application.

Supportive services: services such as transportation, child-care, dependent care, housing, and needs-related payments necessary to enable an individual to participate in activities authorized under WIOA.

Underemployed individual: an individual who is one of the following:

- Employed less than full-time who are seeking full-time employment;
- Employed in a position that is inadequate concerning their skills and training;
- Employed and meet the definition of a low-income individual; or
- Employed, but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment per local policy.

Work experience: a planned, structured learning activity in a workplace setting for a limited period.

Customized training: training that is designed to meet the specific requirements of an employer (including a group of employers), that is conducted with the commitment by the employer to employ an individual upon successful completion; and for which the employer pays:

- A significant portion of the cost of training, as determined by the local board, involved taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees, the relation of the training to the competitiveness of the participant, and other employer-provided training and advancement opportunities; and
- In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

Extenuating circumstances: an economic hardship that is beyond the reasonable control of the person(s) responsible for providing financial assistance to the WIOA participant for training

Family: two or more persons related by blood, marriage, or decree of the court who are living in a single residence and are included in one or more of the following categories:

1. A married couple and dependent children,
2. A parent or guardian and dependent children, or
3. A married couple

Family self-sufficiency: the use of the combination of family members' incomes to determine whether or not the participant has the means to fund training services

Incumbent worker training: training employed workers who need additional skills to support job retention and career development.

In-demand industry sector: an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses or the growth of other industry sectors as listed on the State In-Demand Occupations list or as defined by the local area per the Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-11, Use of Individual Training Accounts (ITA).

In-demand occupation: an occupation that currently has or is projected to have several positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector to have a significant impact on the State, regional, or local economy as listed on the State In-Demand Occupations list or as defined by the local area per WIOAPL No. 15-11.

Interim employment (also known as stop-gap employment): Employment that has been accepted for income maintenance before and during participation in career or training services to end such employment after the career or training services and entry into permanent, unsubsidized employment as a result of the services. Interim employment is accepted because the affected workers have lost the primary occupation for which their training, experience, or work history qualifies them. Interim employment can be part-time or full-time and must not be with the same employer the affected workers were dislocated.

Occupational skill training: an organized program of study that provides specific vocational skills that lead to proficiency in performing an actual task and technical functions required by specific occupational fields at entry, intermediate, or advanced levels and results in the attainment of a recognized postsecondary credential.

On-the-job training (OJT): training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the complete and adequate performance of the job;
- It is made available through a program that provides reimbursement to the employer a percentage of the wage rate of the participant; and
- It is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.

Program of training services: a structured regimen leads to recognized postsecondary credentials, industry-recognized credentials, employment, and measurable skill gains toward credentials or employment.

Pay-for-performance contract strategy: a procurement strategy that uses pay-for-performance contracts in the provision of training services and includes:

- Contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on primary indicators of performance for target populations within a defined timetable, and which may provide for a bonus payment to such service provider to expand capacity to provide practical training;
- A strategy for independently validating the achievement of the performance; and
- A description of how the State or local board will reallocate funds not paid to the provider because the achievement of performance did not occur for further activities related to such a procurement strategy.

Primary occupation: the daily work for which the dislocated worker's training, experience, or work history qualifies them.

Transitional jobs: subsidized work experiences that are time-limited and designed to assist individuals in establishing a work history, demonstrating success in the workplace, and developing the skills that lead to entry into and retention in unsubsidized employment.

WIOA TITLE I ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY- ATTACHMENT A

ADULT Eligibility Criteria	Acceptable Documentation
PRINCE GEORGE’S COUNTY RESIDENCY	<ul style="list-style-type: none"> A. Driver’s License or State Issued ID (unexpired) B. Current Lease or Mortgage C. Current Utility Bill with Name and Address Indicated (Electricity, Water, Gas) D. Voter Registration Card E. Current Computer Printout or Letter from Government Agencies
CITIZEN OR AUTHORIZED TO WORK IN THE U.S.	<ul style="list-style-type: none"> A. Alien Registration Card indicating Right to Work <ul style="list-style-type: none"> a. Department of Human Services (DHS)/U.S. Citizenship and Immigration Services (USCIS) Forms I-551 (Permanent Resident Card or Alien Registration Receipt Card), b. I-94 (Departure/Arrival Record), c. I-94A, d. I-197 (U.S. Citizen I.D. Card), e. I-179 (Identification Card for the use of Resident Citizen in the U.S.), f. I-766, or g. I-688A (Employment Authorization Document) B. Baptismal Certificate C. United States Birth Certificate D. DD-214, Report of Transfer or Discharge (If Place of Birth is Shown); E. SNAP records; F. Foreign Passport Stamped Eligible to Work (Unexpired) G. Hospital Record of Birth; H. Naturalization Certification I. Public Assistance Records; J. U.S. Passport or U.S. Passport Card (Unexpired); K. Native American Tribal Document; L. Voter Notification Card; or M. Consular Report of Birth Abroad
SOCIAL SECURITY NUMBER -Per TEGL 5-08, local grantees should request a Social Security number from all applicants to aid in performance reporting, but services cannot be denied to anyone for refusing to furnish a Social Security number when their citizenship/alien status can be documented via other means.	<ul style="list-style-type: none"> A. Social Security Card B. Passport C. Military ID D. Other Federal or State ID with SSN; E. DD-214, Report of Transfer or Discharge (if SSN is listed) F. Employment Records (if SSN is listed); G. Internal Revenue Service (IRS) Form Letter 1722; H. Paystub (if SSN is listed); I. W-2 Form; or J. Cross-match with Unemployment Insurance (UI records)
AGE/BIRTH DATE	<ul style="list-style-type: none"> A. Driver’s License (current, not expired); B. Baptismal Record; C. Birth Certificate; D. DD-214; E. Report of Transfer or Discharge Paper; F. Federal, State, or Local Government Identification Card G. Passport; H. Hospital Record of Birth; I. Public Assistance/Social Security Records; J. School Records or ID Cards; K. Work Permit; or L. Family Bible
SELECTIVE SERVICE REGISTRANT	<ul style="list-style-type: none"> A. Selective Service Acknowledgment Letter B. Form DD-214, Report of Separation; C. Selective Service Registration Card D. Selective Service Verification Form E. SSS.GOV Registration Verification F. Stamped Post Office Receipt of Registration

WIOA TITLE I ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY- ATTACHMENT A

LOW INCOME	<ul style="list-style-type: none"> A. Award Letter from Veteran's Administration; B. Bank Statements; C. Pay Stubs; D. Compensation Award Letter; E. Court Award Letter; F. Pension Statement; G. Employer Statement/Contract; H. Family or Business Financial Records; I. Housing Authority Verification; J. Quarterly Estimated Tax for Self-Employed Persons; K. Social Security Benefits; L. UI Claim Documents; M. Copy of Authorization to Receive Cash Public Assistance; N. Copy of Public Assistance Check; O. Public Assistance Eligibility Verification; P. Cross-Match with Refugee Assistance Records; Q. Cross-Match with Public Assistance Records; R. Cross-Match with UI Wage Records; S. Self-Attestation <p>The following documentation is considered acceptable when documenting family size about low-income status: Applicant statement; birth certificate; court/divorce decree; landlord statement; lease; marriage certificate; medical card; most recent tax return supported by IRS Documents (i.e., Form Letter 1722); Public assistance/Social Service Agency records; Public housing authority (if a resident of or on the waiting list); Written statement from publicly supported 24-hour care facility or institution.</p>
INDIVIDUAL WITHIN TWO YEARS OF EXHAUSTING LIFETIME ELIGIBILITY UNDER PART A OF THE SOCIAL SECURITY ACT This refers to the Temporary Assistance for Needy Families (TANF) program.	<ul style="list-style-type: none"> A. TANF Eligibility Verification B. TANF Period of Benefit Receipt Verification C. Referral Transmittal from TANF D. Cross-Match with TANF Public Assistance Records
HOMELESS INDIVIDUAL	<ul style="list-style-type: none"> A. Case Notes; B. Signed Intake Application or Enrollment Form; C. Written Statement or Referral Transmittal from a Shelter or Social Service Agency; D. Needs Assessment; E. Signed Individual Service Strategy; F. A letter from caseworker to support provider; or G. Self-Attestation
INDIVIDUALS WITH A DISABILITY	<ul style="list-style-type: none"> A. School 504 Records Provided by the Student; or B. Self-Attestation.
FAMILY SIZE	<ul style="list-style-type: none"> A. Birth certificate B. Court/divorce decree; C. Landlord statement; D. Lease; E. Marriage certificate; F. Medical card; G. Most recent tax return supported by IRS Documents (i.e., Form Letter 1722); H. Public assistance/Social Service Agency records; I. Public housing authority (if a resident of or on the waiting list); J. Written statement from publicly supported 24-hour care facility or institution, K. Applicant statement
EX-OFFENDER	<ul style="list-style-type: none"> A. Case Notes; B. Documentation from the Juvenile or Adult Criminal Justice System; C. Written Statement or Referral Document from a Court or Probation Officer; D. Referral Transmittal from a Reintegration Agency; E. Signed Intake Application or Enrollment Form; F. Needs Assessment; G. Signed Individual Service Strategy; H. Federal Bonding Program Application; or I. Self-Attestation.

**WIOA TITLE I ADULT AND DISLOCATED WORKER
PARTICIPANT ELIGIBILITY- ATTACHMENT A**

Prince George's County LWIA Low-income Standard: (for use under employed Adult and Priority of Service)

Family Size	Annualized Income 150% of LLSIL	Gross 6-Month Income	Maximum
1		\$13,150	\$26,301
2		\$21,550	\$43,101
3		\$29,581	\$59,162
4		\$36,513	\$73,026
5		\$43,093	\$86,187
6		\$50,398	\$100,796
Each additional member		\$7,304	\$14,609

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INCOME SOURCE	
Includable Income	Excludable Income
Wages/tips/Compensation	SSI
Self-employment (net-after business expenses/deductions)	Military Related Disability Pension Benefits
Farm Income (net-after business expenses/deductions)	TCA
Lifetime Pensions	Public Assistance: SNAP, TANF, Refugee Cash Assistance, and General Assistance
Military Retirement	Foster Care Payments
SS Old Age/Survivor Benefits*	Military Active Duty Earnings /Military Disability Earnings
Alimony	Educational Financial Assistance from Title IV
Workers' Compensation	Workers' Compensation
Short & Long Term Disability	Needs-based payments
Child Support*	
Unemployment Benefits*	
SS Disability	

A "Wage" is payment or compensation earned by an employee for work performed under an employer's direction or with the employer's knowledge or consent. Generally, wages are paid as currency (U.S. Dollars) representing a length of time worked, but may also include the following:

- Bonus. This could include a monetary reward for finishing a particular project or completing a length of employment.
- Commission. This is usually a portion of the sale price of some commodity or service which the employee has sold on behalf of the employer or some promised amount of money as a reward for making the sale.
- Fringe Benefit. This could be many things, but it often involves accrued or accumulated compensation such as vacation ("annual"), leave sick leave, or other promised benefits.
- Overtime

Any Other "Remuneration" (compensation) promised for work performed. Examples could include room and board, materials and inventory, etc. ⁱ

Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors' insurance benefits from the income calculations for determining if an individual is low-income. *

Calculate the amount of income received from each source, for each family member, for the six months immediately preceding the application date. Multiply the total x 2 to calculate Annualized Family Income. The source documentation must show the last six months of income. Staff must use the Income Calculation Worksheet when determining eligibility for all Adults and Dislocated Workers. If the applicant shows no income, they must provide proof of their financial support system for the six (6) month period immediately preceding the application date.

Revised 12/28/2021

**WIOA TITLE I ADULT AND DISLOCATED WORKER
PARTICIPANT ELIGIBILITY- ATTACHMENT A**

DISLOCATED WORKER Eligibility Criteria	Documentation
PRINCE GEORGE’S COUNTY RESIDENCY	<ul style="list-style-type: none"> A. Driver’s License or State Issued ID (unexpired) B. Current Lease or Mortgage C. Current Utility Bill with Name and Address Indicated (Electricity, Water, Gas) D. Voter Registration Card E. Current Computer Printout or Letter from Government Agencies
CITIZEN OR AUTHORIZED TO WORK IN THE U.S.	<ul style="list-style-type: none"> A. Alien Registration Card indicating Right to Work <ul style="list-style-type: none"> a. Department of Human Services (DHS)/U.S. Citizenship and Immigration Services (USCIS) Forms I-551 (Permanent Resident Card or Alien Registration Receipt Card), b. I-94 (Departure/Arrival Record), c. I-94A, d. I-197 (U.S. Citizen I.D. Card), e. I-179 (Identification Card for the use of Resident Citizen in the U.S.), f. I-766, or g. I-688A (Employment Authorization Document) B. Baptismal Certificate C. United States Birth Certificate D. DD-214, Report of Transfer or Discharge (If Place of Birth is Shown); E. SNAP records; F. Foreign Passport Stamped Eligible to Work (Unexpired) G. Hospital Record of Birth; H. Naturalization Certification I. Public Assistance Records; J. U.S. Passport or U.S. Passport Card (Unexpired); K. Native American Tribal Document; L. Voter Notification Card; or M. Consular Report of Birth Abroad
SOCIAL SECURITY NUMBER	<ul style="list-style-type: none"> A. Social Security Card B. Passport C. Military ID D. Other Federal or State ID with SSN; E. DD-214, Report of Transfer or Discharge (if SSN is listed) F. Employment Records (if SSN is listed); G. Internal Revenue Service (IRS) Form Letter 1722; H. Paystub (if SSN is listed); I. W-2 Form; or J. Cross-match with Unemployment Insurance (UI records)
AGE/BIRTH DATE	<ul style="list-style-type: none"> A. Driver’s License (current, not expired); B. Baptismal Record; C. Birth Certificate; D. DD-214; E. Report of Transfer or Discharge Paper; F. Federal, State, or Local Government Identification Card G. Passport; H. Hospital Record of Birth; I. Public Assistance/Social Security Records; J. School Records or ID Cards; K. Work Permit; or <p>Family Bible</p>
SELECTIVE SERVICE REGISTRANT	<ul style="list-style-type: none"> A. Selective Service Acknowledgment Letter B. Form DD-214, Report of Separation; C. Selective Service Registration Card D. Selective Service Verification Form E. SSS.GOV Registration Verification F. Stamped Post Office Receipt of Registration
AND	

WIOA TITLE I ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY- ATTACHMENT A

<p>LAY-OFF (a) Has been terminated or laid-off (and is currently unemployed) or has received notice of termination/layoff (and is currently employed) AND is eligible for or has exhausted UI benefits AND is unlikely to return to previous occupation or industry OR (b) Has been employed and has been terminated or laid-off (and is currently unemployed), but is not eligible for UI due to insufficient earnings, or performed services for an employer that was not covered under UI law AND is unlikely to return to previous occupation or industry</p>	<p>A. Verification from Employer B. Rapid Response List C. Notice of Layoff; D. Public Announcement with Follow-Up Cross-Match with UI Database; E. Cross-Match to State UI Database; F. Cross-Match to State MIS Database; G. Referral Transmittal by RESEA or WPRS; H. Current Labor Market Information (LMI) showing occupations and industries in decline; I. Printout of State or local LMI data; J. Printout from O*Net; K. Case notes documenting “unlikely to return to a previous industry or occupation.” L. Self-Attestation</p>
OR	
<p>PLANT CLOSURE (a) Has been terminated or laid off or has received notice of termination/lay-off due to permanent plant closure or substantial layoff OR (b) Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days</p>	<p>A. Verification from Employer; B. Rapid Response List; C. Notice of Layoff; D. Public Announcement with Follow-Up Cross-Match with UI Database; E. Self-Attestation</p>
OR	
<p>SELF-EMPLOYED (a) Was previously self-employed but is currently unemployed as a result of general economic conditions in the area in which the individual resides OR (b) As a result of natural disaster</p>	<p>A. Evidence of failure of a business supplier or business customer; B. Court documents; C. Self-Attestation with a Letter from the Department of Human Services for Refugees/Asylees; D. Insurance claims, or other proof of income loss</p>
OR	
<p>DISPLACED HOMEMAKER An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income AND is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>A. Signed Intake Application or Enrollment Form; B. Cross-Match with Public Assistance Records; C. Copy of Spouse’s Layoff Notice; D. Copy of Spouse’s Death Certificate; E. Copy of Spouse’s PCS Orders (for a military move or assignment); F. Copy of Divorce Records; G. Copy of Applicable Court Records; H. Copy of Bank Records (showing financial dependence on a spouse, no separate individual income support, or no employment income earned); I. Needs Assessment; J. Signed Individual Employment Plan; K. Self-Attestation.</p>
OR	
<p>SPOUSE OF A MEMBER OF THE ARMED FORCES Spouse of a Member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the 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) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>A. DD-214; B. Cross-Match with Department of Defense Records; C. Cross-Match with Veterans Service Database; D. A Letter from the Veterans’ Administration.</p>

ⁱ Definition of wages by <https://www.dllr.state.md.us/labor/wagepay/wpwhatiswage.shtml>