

# PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

## WIOA TITLE I ADULT AND DISLOCATED WORKER ELIGIBILITY

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<b>POLICY NUMBER:</b>	1.1000.100.023, Rev. 1
<b>EFFECTIVE:</b>	June 18, 2025
<b>APPROVING AUTHORITY:</b>	Prince George's County Workforce Development Board
<b>RESPONSIBLE STAFF:</b>	All Board and Provider Staff
<b>RESPONSIBLE OFFICE:</b>	Program Integrity and Data Administration

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### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) was signed on July 22, 2014, and enacted on July 1, 2015. Under the Workforce Innovation and Opportunity Act, the Prince George's County Workforce Development Board is the local workforce development board operating in the designated local Workforce Development Area. WIOA's Adult and Dislocated Worker programs are designed to help job seekers access employment, education, training, and supportive services to succeed in the labor market. The programs aim to provide job seekers with skills that match employers needs in in-demand industries. In order to benefit from services under WIOA, participants must meet certain eligibility criteria as outlined in this policy.

### **PURPOSE:**

This policy provides guidance on for the delivery of services under the Workforce Innovation and Opportunity Act Title I Adult and Dislocated Worker programs. The policy applies to all staff, service providers, and partners delivering services on behalf of the Prince George's County Workforce Development Board.

### **POLICY:**

#### Eligible Individuals

No individual can be enrolled into the Board's WIOA-funded programs before first meeting eligibility requirements. Documentation verifying the eligibility of participants in WIOA is mandatory. Each eligibility element must be documented for each participant before receiving individualized or career services. Staff must obtain the required documentation for each eligibility data element as outlined in the comprehensive *Eligibility Document Checklist*, available from Employ Prince George's (EPG) Program Integrity and Data Administration Department. The *Eligibility Document Checklist* outlines the allowable source documentation for each data element.

Minimum qualifications for Adult programs:

- 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; *and*
- Unemployed or under-employed and in need of services to obtain or retain employment.

Additionally, members of target populations outlined by WIOA, Maryland's State Plan, and the approved Local Plan will receive priority of service. The Board's Policy# 1.4000.100.26 "Priority of Service" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>.

Minimum qualifications for Dislocated Worker programs:

- 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 at least one of the Dislocated Worker criteria<sup>1</sup>:
  - o Laid off or received notice of lay-off from employment, eligible for or exhausted Unemployment Insurance, and unlikely to return to the industry or occupation;
  - o Terminated or laid off due to a plant closure or substantial layoff;
  - o Formerly self-employed but now unemployed;
  - o A displaced homemaker; *or*
  - o A military spouse impacted by a service member's relocation or discharge

### Intake and Enrollment

All individuals must complete an intake and eligibility determination process, including the collection of verifying documentation. All providers must:

1. Use the approved case management system;
2. Complete an initial assessment of skills and needs; and
3. Develop an Individual Employment Plan in collaboration with the participant.

The Board's Policy# 1.4000.100.020 "WIOA Virtual Enrollment Electronic Record Policy" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>

### Services

Services may be provided after enrollment is complete. Services under WIOA Adult and Dislocated Worker must be allowable as defined in WIOA and are summarized into four basic types:

- Career Services
  - o Basic Career Services
    - Outreach, intake, and orientation
    - Initial assessment
    - Provision of Labor Market Information
    - Information of supportive services
  - o Individualized Career Services
    - Comprehensive assessments
    - IEP development
    - Career counseling, coaching, and planning
    - Soft skills and job readiness training
- Training Services
  - o Occupational Skills Training
  - o Pre-Apprenticeship
  - o Registered Apprenticeship
  - o Work-Based Learning: On-the-Job Training, Paid Internship, Paid Work Experience, Transitional Jobs,

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<sup>1</sup> Refer to WIOA Section 3(15) for full definitions

Customized Training, Incumbent Worker Training

- o Entrepreneurship training
- o The Board's Policy# 1.4000.100.016 "Training Policy" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>.
- Supportive Services
  - Meet the individual needs of the participant in order to enable participation. The Board's Policy # 1.4000.100.022 "WIOA Supportive Services and Needs-Based Assistance Policy" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>.
- Follow Up Services
  - o Follow-up services are provided following a participant's exit from the program to help ensure the success in employment and/or postsecondary education and training.

### Training Services

To be eligible to receive training services, the individual must meet additional eligibility criteria.

1. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency<sup>2</sup> or wages comparable to or higher than wages from previous employment through career services;
2. In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
3. Have the skills and qualifications to participate successfully in training services;
4. Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate;

Documentation must be present in the participant file indicating that training is justified. This information should be a combination of standardized tests, interviews, inventory of applicants' fields of interest, skills assessments, career exploration, available labor market data, and other data that may have been collected through the provision of career services. The Board's Policy# 1.4000.100.016 "Training Policy" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>

### Self-Attestation

For most data elements, multiple forms of source documentation are acceptable, including self-attestation. The key elements for self-attestation are: (a) the participant identifying their status for permitted criteria and (b) signing and dating a form attesting to this self-identification. The *Eligibility Document Checklist* lists when self-attestation is acceptable.

### Oversight

Any sub-grantee receiving funds through the Prince George's County Workforce Development Board to provide WIOA Adult or Dislocated Worker Services is subject to monitoring and oversight as outlined in the Board's Policy# 1.4000.100.031 "Monitoring and Corrective Action Plan Policy" or any subsequent updates, which can be found at <https://pgcajc.com/policy-guidance/>.

Failure to adequately determine, record, and retain documentation regarding eligibility for services can lead to a finding that the costs are not allowed.

### Personally Identifiable Information

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<sup>2</sup> The Board's Policy# 1.4000.100.010 "WIOA Title 1 Self-Sufficiency Standard and Income Eligibility Policy" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>

Any person engaging in the handling of any participant information must be made aware of the Board's policy on Personally Identifiable Information. The Board's Policy# 1.4000.100.037 "Data Security and Personally Identifiable Information" or any subsequent updates can be found at <https://pgcajc.com/policy-guidance/>

**EXCLUSIONS TO THE POLICY:**

Replaces Policy #1.4000.100.23 Dated October 29, 2021 "WIOA Title I Adult and Dislocated Worker Eligibility Policy"

**RESOURCES:**

WIOA Section 134(c)(2)

20 CFR Parts 680 and 681

WIOA Section 3(15)

Maryland Policy Issuance 2021-13: Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Eligibility

Prince George's County Workforce Development Board

- Policy# 1.4000.100.26 "Priority of Service"
- Policy# 1.4000.100.020 "WIOA Virtual Enrollment Electronic Record Policy"
- Policy# 1.4000.100.022 "WIOA Supportive Services and Needs-Based Assistance Policy" Board's
- Policy# 1.4000.100.016 "Training Policy"
- Policy# 1.4000.100.031 "Monitoring and Corrective Action Plan Policy"
- Policy# 1.4000.100.037 "Data Security and Personally Identifiable Information"
- Policy# 1.4000.100.010 "WIOA Title 1 Self-Sufficiency Standard and Income Eligibility Policy"

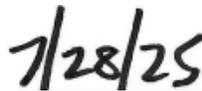
**FORMS:**

n/a

**APPROVING SIGNATURES:**



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Brad Frome, Board Chair  
Prince George's County Workforce Development Board



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Date