



January 27, 2023

WIOA POLICY 5.3

DISLOCATED WORKERS ELIGIBILITY

I. POLICY:

A “dislocated worker” customer of the Workforce Innovation and Opportunity Act (WIOA) must meet general eligibility requirements and at least one (1) of the following dislocated worker eligibility requirements:

1. Individual or Small Group Layoff;
 - a. The individual:
 - 1) Has been terminated or laid off or has received notice of employment termination or layoff; this would include an individual who has separated from or has an impending separation from the Armed Forces; and
 - 2) Is eligible for or has exhausted entitlement to unemployment compensation as documented in one of the following ways:
 - a) Unemployment Insurance Benefits. The classification of persons as eligible for unemployment compensation is limited to those who have been determined eligible to receive a monetary benefit by the state unemployment insurance administering agency, or who have been determined by the state unemployment insurance administering agency to have exhausted their benefits; or
 - b) Tenure. Has been employed for a duration sufficient to demonstrate attachment to the workforce (meaning the individual must have at least thirty (30) days of employment in the industry or occupation from which he/she was dislocated), 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
 - 3) Is unlikely to return to a previous industry or occupation.
 - a) The occupation or industry is low growth or in decline as determined below; or
 - i) The individual has been laid off or terminated from a low-growth industry, defined by a North American Industrial Classification System (NAICS) code category with less than the statewide average growth rate; or
 - ii) The individual has been laid off or terminated from a low-growth occupation, defined as any O*NET Codes category with an average annual employment growth rate of less than the statewide average growth rate for all occupations;
 - b) The individual requires additional assistance. After an assessment of education, skills, and work experience has been determined by the Title IB entity to require additional assistance to qualify for any available openings in the industry or occupation from which the person was laid off, or to obtain employment in another

occupation. Such determination must be documented in the person's case file.

- i) Examples of requiring additional assistance include, but are not limited to, the following:
 - (a) An individual who meets the long-term unemployed criteria (unemployed for twenty-seven (27) or more consecutive weeks);
 - (b) The individual is a separating or separated member of the U.S. Armed Forces;
 - (c) The individual has a history of involvement at any stage with the criminal justice system (justice-touched individual);
 - (d) The individual is likely to enter a new job that is different structurally or organizationally than their previous job;
 - (e) The individual is likely to enter a new job with lower seniority compared to their previous position;
 - (f) The individual has a gap in employment that decreases their chances of returning to the same level of occupation or type of job, including justice-touched individuals;
 - (g) There are limited employment opportunities in the occupation or industry within the local area;
 - (h) There is an excess number of workers with similar skill sets and experience in the local area;
 - (i) The individual has out-of-date or inadequate skills;
 - (j) The individual has adequate skills, but lacks a credential required by most employers;
 - (k) The individual has a barrier to employment such as a disability, medical condition, or legal issues that could prevent a return to employment in the same industry or occupation as outlined in the Employment Barriers Definitions (See Attachments tab); or
 - (l) An unsuccessful job search suggests the individual is unlikely to regain employment in their previous occupation or industry.

2. Facility Closure or Substantial Layoff;

a. The individual:

- 1) Has been terminated or laid off, or has received notice of termination or layoff from employment due to a permanent closure of or a substantial layoff (defined below) at a plant, facility, or enterprise; or
 - a) Substantial layoff includes, but is not limited to, the following:
 - i) Layoffs resulting from Federal, State, or local disasters or emergencies (e.g., flood, tornado, fire, COVID, etc.);
 - ii) Documented State or Local Rapid Response layoff in the Illinois Employment Business System (IEBS); or
 - iii) Layoffs from sectors and occupations that are substantial or significant to the regional or local workforce or economy as identified by the local workforce innovation board (LWIB).
- 2) Is employed at a facility in which the employer has made a general announcement that the facility will close within one hundred eighty (180) days; or
 - a) Customers determined eligible under this criterion may receive the full array of

career services, training services, and supportive services, as appropriate.

- 3) For purposes of eligibility to receive basic career services, the individual is employed at a facility at which the employer has made a general announcement that such facility will close.
 - a) Customers determined eligible under this criterion are not eligible to receive individualized career services, training services, or supportive services unless it is within one hundred eighty (180) days of planned facility closure (at which time they become eligible under 2) above for all WIOA services.
 - b) LWIBs may develop policies and procedures to specify what constitutes a “general announcement” for plant closings;
 - i) These policies and procedures could include policies and procedures for what constitutes a “general announcement” of a plant closing.
 - ii) General announcements apply only to those individuals who have received general notices of an impending layoff
3. Profiled to Exhaust Unemployment Insurance Benefits;
 - a. The individual is a profiled and referred Unemployment Insurance (UI) claimant whose UI profilee date is within the past calendar year of the WIOA application date;
 - 1) The state has determined as allowed per 680.130(b)(3), that UI profilees are eligible dislocated workers and is consistent with the definition of dislocated worker at WIOA Section 3(15).
 - 2) In such instances, no further documentation will be needed to establish the “Unlikely to Return to a Previous Industry or Occupation” criterion of WIOA section 3(15)(A)(iii).
 - 3) As a result, acceptance of UI profiling data to prove eligibility for meeting the requirements of 3(15) is the only standard. General eligibility requirements will still apply.
4. No Longer Self-Employed;
 - a. The individual is self-employed (including employment as a farmer, a rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
 - 1) LWIBs may develop policies and procedures to specify what constitutes “unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” for individuals who are self-employed, including family members and ranch hands.
 - 2) Eligibility determination for the self-employed is based on the following requirements:
 - a) Formerly self-employed but currently unemployed, including individuals who have lost their business(es) due to a specified natural disaster or a specific economic condition.
 - b) Self-employed and going out of business or in the process of going out of business due to specified events or conditions that provide evidence of impending business failure.
 - c) Family member of, or worker for a formerly self-employed individual including farm hands or ranch hands of persons in categories a. and b. above, provided that their contribution to the business constituted as least one (1) year of full-time work.
 - d) This would include independent contractors or consultants who are not employees

of an entity.

5. Displaced Homemaker; or
 - a. The individual is a Displaced Homemaker which is defined as an individual who:
 - 1) Was dependent on the income of another family member and is no longer supported by the income of that family member; and
 - 2) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

6. Spouse of Military Service Members.
 - a. The individual 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.
 - 1) Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station; or
 - 2) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Refer to WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources for a list of allowable sources of documentation that can be accepted as evidence of dislocated worker eligibility. (See the Attachments tab.) Evidence of eligibility must be maintained in the participant's case file.

Additionally, a Dislocated Worker Eligibility Criteria Checklist to assist in determining eligibility is available. (See Attachments tab.)

II. ATTACHMENTS:

WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources
Employment Barriers Definitions
Dislocated Worker Eligibility Criteria Checklist

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Rodriguez", with a stylized flourish at the end.

Julio Rodriguez, Deputy Director
Office of Employment and Training

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WIOA TITLE IB GENERAL AND FUND SOURCE ELIGIBILITY REQUIREMENTS AND DOCUMENTATION SOURCES

General Eligibility Requirements

All Title IB registered participants must meet the following two general eligibility requirements.

Self-attestation may be an acceptable form of documentation as outline within this document. However, self-attestation in ALL cases should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available.

Eligibility Requirement	Explanation of Requirement	Documentation Sources Allowed
GE.1. Authorized to work in the United States	Individuals participating in Title 1 programs and activities or receiving funds under Title I shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5))	<ul style="list-style-type: none"> • Enhanced Driver’s License/REAL ID • Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Certificate of Naturalization (INS Form N-550 or N-570) • Hospital record of birth or baptismal/church record (if place of birth shown) • U.S. social security card issued by the Social Security Administration (other than a card that indicates not valid for employment) • U.S. Passport (Unexpired or Expired) • E-Verify with documentation • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Consular Report of Birth Abroad or Certification of Birth • Certification of Birth Abroad issued by the Department of State (Form FS-240, Form FS-545 or Form DS-1350) • Alien Registration Card indicating Right to Work

		<ul style="list-style-type: none"> • DD-214 / Report of Transfer or Discharge • Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) • Foreign Passport stamped eligible to work • Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization • Unexpired Temporary Resident Card (INS Form I-688) • Unexpired Employment Authorization Document (INS Form I-688A, I-688B, or I-766) with or without photograph • Unexpired Reentry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) • ID Card for use of Resident Citizen in the United States (INS Form I-179) • Self-attestation on how to meet DACA requirements outlined in – DOL TEGL 02-14 <p>NOTE: Another verification source list is the “List of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility”. One verification source from List A OR one verification source from List B AND one verification source from List C are required to determine Identity and Employment Eligibility</p>
<p>GE.2. Compliance with Military Selective Service Requirement</p>	<p>All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h))</p>	<ul style="list-style-type: none"> • Selective Service Registration Card • Selective Service Verification Form • Stamped Post Office Receipt of Registration • DD-214 / Report of Transfer or Discharge • Veteran’s Identification Card • Selective Service Registration Record

		<p>(Form 3A)</p> <ul style="list-style-type: none">• Acknowledgement letter• SDA / State registration process• Selective Service Verification Website printout: https://www.sss.gov/RegVer/wfVerification.aspx• Selective Service Verification Telephone Number: 1-847-688-3117• Locally Approved Selective Service Waiver (For males who did not register – “Status Information Letter” <u>and</u> written self-attestation)
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Adult Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the adult funding stream, an individual shall meet the general eligibility requirements and, at the time of eligibility determination, be age 18 or older. (Sec. 3(2))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

Adult Requirements	Explanation of Requirement	Documentation Sources Required
A.1. Age 18 or older		<ul style="list-style-type: none"> • Birth certificate • Standard Driver's License (through May 2, 2023) • Enhanced Driver's License/REAL ID • School records / identification card • Public assistance / social service records / printout • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Hospital record of birth or baptismal/church record (if place of birth shown) • U.S. Passport (Unexpired or Expired) • Workers' compensation record • Selective Service Registration Record • Court records (such as birth, adoption, or fostering) • State/Federal Indian census records • Immigration or Naturalization papers

Dislocated Worker Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the dislocated worker funding stream, an individual shall meet general eligibility requirements and the following dislocated worker eligibility requirements: (Sec. 3(15))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

Dislocated Worker Requirements	Explanation of Requirement	Documentation Sources Required
DW.1. Terminated or laid off, or has received notice of employment termination or layoff, and	Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.	<ul style="list-style-type: none"> • Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination (WARN Notice or media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication) • Individual letter or employer generated list of individuals to be laid off or terminated • Certification of expected separation • Employer or union representative certification, letter or statement of expected separation • Self-attestation
DW.1.a. Eligible or has exhausted entitlement to unemployment insurance (UI); or		<ul style="list-style-type: none"> • IDES UI Information or other State's UI records (UI claimants only) • UI profiling (auto-populated to IWDS) • IBIS documentation supporting UI • Statement by an IDES UI representative

<p>DW.1.b. Has been employed a duration sufficient to demonstrate attachment to the workforce (six months in Illinois), but is not eligible for unemployment compensation due to insufficient earnings or having preformed services for an employer that were not covered under a State unemployment compensation law; and</p>		<ul style="list-style-type: none"> • Paycheck stubs • W-2 and/or tax returns • Completed work history showing at least 6 months employment in the industry or occupation that shows the individual worked at an employer who did not pay into the State UI System • IDES or other State’s employment records that shows the individual worked at an employer who did not pay into the State UI System or insufficient wages to draw UI • Statement by the employer or union representative • Statement by an IDES UI representative • Self-attestation
<p>DW.1.c. Is unlikely to return to a previous industry or occupation.</p>		<ul style="list-style-type: none"> • Labor market data showing 4-dgit NAICS Code category with less than a zero-growth projection • Labor market data showing occupation as defined by O*Net category with an average annual employment growth rate of less than the statewide average growth rate for all occupations • Has Labor market data showing occupation with fewer than 50 annual job openings on a state-wide basis • IDES records or other State’s UI records as evidence of unemployed status for at least 26 weeks; and Job Service documents as evidence of 1 month of documented job search • Documented Assessment or case note supporting “Requires Additional Assistance” criteria based on education, skills and work experience of client (Should only be used when client does not meet one of the other criteria

		<p>addressed above). Examples might be:</p> <ul style="list-style-type: none"> ▪ Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations ▪ Department of Vocational Rehabilitation statement indicating applicant's inability to return to previous industry/occupation due to physical limitations ▪ Doesn't have skills or industry credential required for new employment <ul style="list-style-type: none"> • Notice of UI profiling session • Record of unsuccessful job search of at least one month combined with at least six months unemployment
<p>DW.2. Terminated or laid off, or received notice of termination or layoff from employment due to permanent closure of or substantial layoff at a plant, facility or enterprise; and</p> <p>a. Is employed at facility in which the employer made general announcement that the facility will close within 180 days.</p>	<p>Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.</p>	<ul style="list-style-type: none"> • Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination (WARN Notice or media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication) • Individual letter or employer generated list of individuals to be laid off or terminated • Certification of expected separation • WARN Notice • Employer or union representative certification, letter or statement of expected separation • IDES UI Information or other State's UI records (UI claimants only) • Media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication

		<ul style="list-style-type: none"> • Bankruptcy documents, if declared under Chapter 7, Title 11, U.S.C. • Notice of foreclosure / intent to foreclose or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance • Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual • Telephone verification with written case notes supporting conversation with career planner • Self-attestation
DW.3. Self-employed but unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters	<p>Includes farmers, ranchers or fishermen</p> <p>General economic condition and/or natural disaster resulting in unemployment must be specified</p>	<ul style="list-style-type: none"> • Bankruptcy documents listing both name of business and applicant • Bank records indicating outstanding loans or inability to obtain loans • Copy of federal income tax return (Schedule SE) for most recent tax year • Notice of foreclosure / intent to foreclose or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance • Media article/announcement describing closure which includes name of medium in which published and publication date • Articles of incorporation for the business listing the applicant as a principal • Self-attestation
DW.4. Displaced homemaker	<p>Individual who was providing unpaid services to family members in the home who:</p> <ol style="list-style-type: none"> 1. Has been dependent on the income of another family member but is no longer 	<ul style="list-style-type: none"> • Court records (such as birth, adoption, marriage license, or fostering)

	<p>supported by that income, or</p> <p>2. Is the dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced because of the deployment, call or order to active duty, a permanent change in station, or the service-connected death or disability of the member; and</p>	<ul style="list-style-type: none"> • Layoff notice / business closure • Self-attestation plus collaborated statement • Pay stubs or records • Divorce papers • Bank records • Notice of eligibility and benefits from public assistance agency • Spouse's layoff notice • Spouse's disability check • Spouse's death notice • Employer verification • Verification of job search • Self-attestation <p>Note:</p> <ul style="list-style-type: none"> • Self-attestation of marital status would be acceptable if individual is unable to afford to file for legal separation or divorce <ul style="list-style-type: none"> • DD-214 / Report of Transfer or Discharge • Armed Forces issued dependent identification card – showing client is the spouse of an Active-Duty Service Member • Service members call to active-duty documentation • Service members Permanent Change of Station (PCS) orders • Federally issued Determination Letter • VA Determination Letter • Death certificate and VA Determination Letter • Notification documentation for missing in action, captured in the line off duty or forcibly detained or interned
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	3. Is unemployed or under-employed and is experiencing difficulty in obtaining or upgrading employment.	<ul style="list-style-type: none"> • Work history of client • IDES UI Information or other State's UI records (UI claimants only) • Case notes specific to difficulties obtaining or upgrading employment
DW.5. Spouse of a member of the Armed Forces on active duty and:		<ul style="list-style-type: none"> • Armed Forces Issued Dependent Identification Card - showing client is the spouse of Active-Duty Service Member
DW.5.a. Has experienced loss of employment as a direct result of relocation to accommodate permanent change in duty station, or		<ul style="list-style-type: none"> • Service members Permanent Change of Station (PCS) orders • DD-214 / Report of Transfer or Discharge
DW.5.b. Unemployed or under employed and experiencing difficulty in obtaining or upgrading employment		<ul style="list-style-type: none"> • Work history of client • Case notes specific to difficulties obtaining or upgrading employment • Self-attestation

Youth Eligibility Requirements

To be eligible to participate in activities and services specified in Section 129 of the WIOA under the youth funding stream, an individual shall meet the general eligibility requirements (as outlined in GE.1 and GE.2 above) and, at the time of eligibility determination, be an out-of-school youth or an in-school youth as defined by WIOA Section 129.

Regardless of marital status, a parent or legal guardian is required to sign eligibility documents if the youth is age 17 or younger. If the LWIA is unable to secure a co-signer, the signature of a responsible adult with knowledge of the individual's family history is acceptable.

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

As required by WIOA, the State defines "not attending any school". That definition at this time is still under consideration and will be shared when approved. Until that point in time, eligibility determination based on "not attending any school" should be based on the same principles as were used under WIA. If there are any questions, they should be forwarded to the Office of Employment and Training for further assistance.

The following two sections document requirements for out-of-school youth and in-school youth eligibility.

Out-of-School Youth (OSY) Eligibility Requirements

Out-of-School Youth Requirements	Explanation of Requirement	Documentation Sources Allowed
OSY.1. Not attending any school (as defined under State law);		<ul style="list-style-type: none"> • Self-attestation
OSY.2. Not younger than age 16 or older than age 24; at the time of receipt of first WIOA youth service (other than self-service); and		<ul style="list-style-type: none"> • Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Standard Driver's License (through May 2, 2023) • Enhanced Driver's License/REAL ID

		<ul style="list-style-type: none"> • School records / identification card • Public assistance / social service records / printout • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Passport • Workers' compensation record • Illinois Secretary of State issued State of Illinois identification card • Hospital record of birth or baptismal/church record (if place of birth shown) • Court records (such as birth, adoption, or fostering) • Work permits • State/Federal Indian census records • Immigration or Naturalization papers
OSY.3. A school dropout; or	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent	<ul style="list-style-type: none"> • School attendance record • Dropout letter • School record indicating non-attendance • Self-attestation
OSY.4. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter; or		<ul style="list-style-type: none"> • School attendance record • School record indicating non-attendance
OSY.5. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; and	A recognized equivalent to a secondary school diploma includes: XXX	<ul style="list-style-type: none"> • Copy of secondary school diploma or recognized equivalent • Letter from Educational Institution verifying graduation and date of graduation • Is low-income as outlined in WIOA Policy

		4.5 – Income Guidelines for Determining Low-Income
OSY.5.a. Basic skills deficient; or	A youth with English reading, writing or computing skills at or below the 8 th grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.	<ul style="list-style-type: none"> • Results from an authorized assessment test • School records verifying why individual is unable to take an assessment test
OSY.5.b. English language learner;	Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language.	<ul style="list-style-type: none"> • Results from an authorized assessment test • Case notes from career planner discussions with participant • Self-attestation
OSY.6. Subject to the juvenile or adult justice system; or		<ul style="list-style-type: none"> • Police / Court records • Halfway house resident • Letter of parole • Letter from probation officer or court • Self-attestation
OSY.7. a. Homeless ¹ , a homeless child or youth ² , a runaway,		<ul style="list-style-type: none"> • Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency • Self-attestation
OSY.9. b. In foster care or aged out of the foster care system, a child eligible for assistance under section		<ul style="list-style-type: none"> • Court contact • Court records (such as fostering) • Verification of payments made on behalf of the youth

¹ As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

² As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

<p>477 of the Social Security Act³, or in an out-of-home placement; or</p>		<ul style="list-style-type: none"> • Written statement from state / local agency • Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers).
<p>OSY.10. Pregnant or parenting; or</p>		<ul style="list-style-type: none"> • Child's Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Medical card • Hospital record of birth or baptismal/church record (if place of birth shown) • Public assistance / social service records / printout • Physicians statement • Statement from school program for pregnant youth • School records • Records / identification card statement from Social Services Agency • Case notes regarding observable condition • Self-attestation
<p>OSY.11. An individual with a disability⁴; or</p>		<ul style="list-style-type: none"> • Evidence of disability • Medical records • Physician's statement, psychiatrist or psychologist diagnosis • Rehabilitation evaluation records • School records/IEP • Sheltered workshop certification • Social Security Administration disability

³ 42 USC 677

⁴ As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

		<p>records</p> <ul style="list-style-type: none"> • Social services records / referral • Observable condition by career planner with attestation • Veterans Administration Disability Determination Letter/records • Workers Compensation Records • Letter from Drug or Alcohol Rehabilitation Agency • Case notes regarding observable condition <p><i>NOTE: Documentation of a disability shall ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p>
<p>OSY.12. A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.</p>		<ul style="list-style-type: none"> • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income • Evidence of requiring additional assistance • Locally determined documentation/policy

In-School Youth Eligibility Requirements

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

In-School Youth Requirements	Explanation of Requirement	Documentation Sources Required
<p>ISY.1. Attending school (as defined by State law);</p>		<ul style="list-style-type: none"> • Self-attestation • Verification from educational institution of enrollment
<p>ISY.2. Not younger than 14 (unless individual with a disability attending school under State law) or older than 21, at the time of receipt of first WIOA youth service (other than self-service);</p>		<ul style="list-style-type: none"> • Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Standard Driver's License (through May 2, 2023) • Enhanced Driver's License/REAL ID • School records / identification card • Public assistance / social service records / printout • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Hospital record of birth or baptismal/church record (if place of birth shown) • Passport • Workers compensation record • Illinois Secretary of State issued State of Illinois identification card • Court records (such as birth, adoption, or fostering) • Work permits • State/Federal Indian census records

		<ul style="list-style-type: none"> • Immigration or Naturalization papers
ISY.3. A low-income individual; and		<ul style="list-style-type: none"> • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income
ISY.4. Basic skills deficient; or	A youth with English reading, writing or computing skills at or below the 8 th grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.	<ul style="list-style-type: none"> • Results from an authorized assessment test • School records verifying why individual is unable to take an assessment test
ISY.5. An English language learner; or	Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language.	<ul style="list-style-type: none"> • Results from an authorized assessment test • Case notes from career planner discussions with participant • Self-attestation
ISY.6. An offender; or	<p>Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or</p> <p>Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p>	<ul style="list-style-type: none"> • Court records • Halfway house resident • Letter of parole • Letter of probation • Letter from probation officer or court • Police records • Statement from Halfway House • Newspaper (must include dates and name of publication) • WIOA Application (signed and date) • Self-attestation <ul style="list-style-type: none"> • Self-attestation

<p>ISY.7. a. Homeless⁵, a homeless child or youth⁶, a runaway,</p>		<ul style="list-style-type: none"> • Court records • Verification of payments made on behalf of the youth • Written statement from state / local agency • Self-attestation
<p>ISY.7.b. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act⁷, or in an out-of-home placement; or</p>		<ul style="list-style-type: none"> • Court contact • Court records • Verification of payments made on behalf of the youth • Written statement from state / local agency • Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers).
<p>ISY.8. Pregnant or parenting; or</p>		<ul style="list-style-type: none"> • Child's Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Medical card • Hospital record of birth or baptismal/church record (if place of birth shown) • Public assistance / social service records / printout • Physicians statement • Statement from school program for pregnant youth • School records

⁵ As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

⁶ As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

⁷ 42 USC 677

		<ul style="list-style-type: none"> • Records / identification card statement from Social Services Agency • Self-attestation • Case notes regarding observable condition
<p>ISY.9. An individual with a disability⁸; or</p>		<ul style="list-style-type: none"> • Evidence of disability • Medical records • Physician’s statement, psychiatrist or psychologist diagnosis • Rehabilitation evaluation records • School records/IEP • Sheltered workshop certification • Social Security Administration disability records • Social services records / referral • Observable condition by career planner with attestation • Veterans Administration Disability Determination Letter/records • Workers Compensation Records • Letter from Drug or Alcohol Rehabilitation Agency • Case notes regarding observable condition <p><i>NOTE: Documentation of a disability shall ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p>

⁸ As defined in section 3 of the Americans with Disabilities Act of 1009 (42 USC 12102)

ISY.10. An individual requiring additional assistance to complete an educational program or to secure or hold employment.		<ul style="list-style-type: none">• Locally determined documentation/policy

Acceptable Documents to Determine Identity and Employment Eligibility

The following lists provide the documents that provide Identity or Employment Eligibility or BOTH.

Identity AND Employment Eligibility	Identity ONLY	Employment Eligibility ONLY
<ul style="list-style-type: none"> • Enhanced Driver’s License/REAL ID • U.S. passport (Unexpired or Expired) • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS Form N-550 or N-570) • Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization • Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551) • Unexpired Temporary resident Card (INS Form I-688) • Unexpired Employment Authorization Document (INS Form I-688A, I-688B, or I-766) with or without photograph • Unexpired Reentry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) 	<ul style="list-style-type: none"> • Standard Driver’s license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address. • Federal, State or Local Government identification card that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address. • School ID Card with photograph. • Voter Registration Card • US Military Card or draft record • Military Dependent’s ID Card • US Coast Guard Merchant Mariner Card • Native American tribal document • Driver’s license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> • School record or report card • Clinic, doctor or hospital record of birth (if place of birth is shown) • Day-care record 	<ul style="list-style-type: none"> • US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment) • Certification of Birth Abroad issued by the Department of State (Form FS-240, Form FS-545 or Form DS-1350) • Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Native American tribal document • US Citizen ID Card (INS Form I-197) • ID Card for use of Resident Citizen in the United States (INS Form I-179)

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Acceptable Documents to Determine Low-Income Status

The following lists provide the documents that support low-income determination.

Low-Income Qualifier	Documentation Sources Allowed
<p>Personally receives or received in the past six months or is a member of a family that receives or received in the past six months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008⁹, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act¹⁰ or the supplemental security income program established under title XVI of the Social Security Act¹¹, or State or local income-based public assistance; or</p>	<ul style="list-style-type: none"> • Public assistance / social service records / printout • Letter from Food Stamp Disbursing Agency • Authorization to obtain Food Stamps • Copy of public assistance check/voucher • Copy of Authorization to Receive Cash Public Assistance • Public Assistance Identification showing cash grant status • Refugee assistance records • Signed statement or telephone verification from State agency representative, as appropriate
<p>Is in a family with total family income that does not exceed the higher of:</p> <p>1) the poverty line; or 2) 70% of the lower living standard income level; or</p>	<ul style="list-style-type: none"> • Accountant statement • Alimony agreement • Award letter from Veterans Administration • Bank Statements (direct deposit) • Court Award Letter/Decree of Court • Earnings report or statement from employer (including business name, contact person and telephone record) • Farm or business financial records • Date paycheck stubs • Quarterly estimated tax for self-employed persons (Schedule C) • Social Security Benefits records • IDES UI Information or other State's UI records (UI claimants only)

⁹ 7 USC 2011 et seq.

¹⁰ 42 USC 601 et seq.

¹¹ 42 USC 1381 et seq.

	<ul style="list-style-type: none"> • Compensation Award letter • Lease or landlord statement • Housing Authority verification • Most recent tax return supported by IRS documents • Notice of eligibility and benefits from public assistance agency • Applicant statement
Is a homeless individual ¹² or youth ¹³ ; or	<ul style="list-style-type: none"> • Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency • WIOA Application (signed and dated) • Self-attestation
Receives or is eligible to receive a free or reduced-price lunch ¹⁴ ; or	<ul style="list-style-type: none"> • Documentation from school
Is a foster child on behalf of whom State or local government payments are made; or	<ul style="list-style-type: none"> • Court contact • Court records • Verification of payments made on behalf of the youth • Written statement from state / local agency • Medical card
Is an individual with a disability ¹⁵ whose own income does not exceed the higher of: 1) the poverty line; or 2) 70% of the lower living standard income level but who is a member of a family whose income does not meet this requirement.	<ul style="list-style-type: none"> • Evidence of disability: • Medical records • Physician's statement, psychiatrist or psychologist diagnosis • Rehabilitation evaluation records • School records/IEP • Sheltered workshop certification • Social Security Administration disability records • Social services records / referral • Observable condition by career planner with attestation • Veterans Administration Disability Determination

¹² As defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6))

¹³ As defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2))

¹⁴ As defined in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)

¹⁵ As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

	<p>Letter/records</p> <ul style="list-style-type: none"> • Workers Compensation Records • Letter from Drug or Alcohol Rehabilitation Agency • Case notes regarding observable condition <p><i>Refer to Policy Manual, Chapter 400, Section 412 – Income guidelines for determining low-income status</i></p> <p><i>Documentation of a disability can ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be asked about their disability or requested to provide documentation or verification of a disability.</i></p>
<p>Youth living in a high-poverty area qualify as low income.</p>	<ul style="list-style-type: none"> • Documentation verifying high-poverty area <p><i>Refer to Section 1 of the Revised Directions for Using American Community Survey Data to Determine High-Poverty Areas for instructions on how to obtain documentation the youth lives in a high-poverty area.</i></p>
<p>When determinations of a family or member of a family are needed to low-income purposes, use the following:</p> <p>Number of Persons in Family</p> <p>Note: The term “family” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ol style="list-style-type: none"> 1. A married couple and dependent children. 2. A parent or guardian and dependent children 3. A married couple. 	<ul style="list-style-type: none"> • Birth Certificate • Medical Card • Landlord Statement • Public Assistance/Social Service Records • Disabled (See Individuals with Disabilities) • WIOA Application (signed and dated) • Decree of Court • Divorce Decree • Lease • Marriage Certificate • Most Recent Tax Return supported by IRS Documents • Public Notice of Closing • Written Statement from a Publicly Supported 24

Hour Care Facility or Institution (e.g. Mental, Prison)

Acceptable Documents to Determine Veteran or Qualified Spouse of a Veteran Status

The following lists provide the documents that support the status as a veteran or a qualified spouse of a veteran. Veterans, and their spouse, also receive priority of service, so assurance of their status should be verified to provide that priority.

Explanation of Requirement	Documentation Sources Required
Veteran	<ul style="list-style-type: none">• D.D. 214 - Record of Transfer or Discharge• Veterans Identification Card• Cross Match with Veterans Data• Award letter from Veterans Administration
Qualified Spouse of a Veteran – a spouse of a veteran who has a 100% service-connected disability, who died from a service-connected disability or has been missing in action, has been captured or has been detained by a foreign power for more than 90 days.	To be determined upon further guidance from USDOL

Employment Barriers Definitions

As defined in WIOA section 3(24), the following individuals are deemed to have a barrier to employment:

Type	Definition
Displaced Homemaker	<p>An individual who has been providing unpaid services to family members in the home and who:</p> <ol style="list-style-type: none"> 1. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and who either: <ol style="list-style-type: none"> a. Has been depending on the income of another family member but is no longer supported by that income; or b. Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the family member.
Low-Income Individual	<p>An individual who:</p> <ol style="list-style-type: none"> 1. 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 SNAP, TANF, SSI, or State or local income-based public assistance; 2. Is in a family with a total family income that does not exceed the higher of the poverty line or 70 percent of the lower living standard income level. 3. Is a homeless individual or homeless child or youth; 4. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.); 5. Is a foster child for whom State or local government payments are made; or 6. Is an individual with a disability whose own income meets the eligibility income requirement of clause (2) but who is a member of a family whose income does not meet this requirement.
Indian, Alaska Native, and Native Hawaiian	<p>An individual who meets the definition of the term:</p> <ol style="list-style-type: none"> 1. “Indian” as defined in subsections (d), (e), and (l) of section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b); 2. “Alaska Native” as defined in subsections (b) and (r) of section (3) of the Alaska Native Claims Settlement Act (43 U.S.C. 1602(b), (r)); or 3. “Native Hawaiian” as defined in section 7207 of the Native Hawaiian Education Act (20 U.S.C. 7517).

Employment Barriers Definitions

Type	Definition
Individual with a Disability	<p>An individual who:</p> <ol style="list-style-type: none"> 1. Has a physical or mental impairment that substantially limits one or more major life activities of such individual; 2. Has a record of such an impairment; or 3. Is regarded as having such an impairment.
Older Individual	<p>An individual who is age 55 or older.</p>
Ex-Offender/Justice-Involved Individual	<p>An adult or juvenile who:</p> <ol style="list-style-type: none"> 1. Is or has been subject to any stage of the criminal justice process and for whom workforce services may be beneficial; or 2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. <p>(Also referred to as ex-offender/offender and justice-involved or justice-impacted individual.)</p>
Homeless Individual	<p>An individual who lacks a fixed, regular, and adequate nighttime residence including:</p> <ol style="list-style-type: none"> 1. An individual who: <ol style="list-style-type: none"> a. Is sharing housing with others due to loss of housing, economic hardship, etc.; b. Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; c. Is living in an emergency or transitional shelter; d. Is abandoned in a hospital; or e. Is awaiting foster care placement. 2. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or 3. Migratory children who qualify as homeless because the children are living in circumstances listed above.
Individual Who is In, or Has Aged Out of, the Foster Care System	<p>An individual who:</p> <ol style="list-style-type: none"> 1. Is in the foster care system; 2. Has aged out of the foster care system; 3. Has attained age 16 and left foster care for kinship guardianship or adoption; 4. Is in an out-of-home placement.

Employment Barriers Definitions

Type	Definition
Individual Who is an English Language Learner, Has Low Levels of Literacy, or Faces Substantial Cultural Barriers	<p>An individual who:</p> <ol style="list-style-type: none"> 1. Has limited ability in reading, writing, speaking, or comprehending the English language and whose native language is a language other than English or who lives in a family or community environment where a language other than English is the dominant language; 2. Is unable to read, write, or speak English at a level necessary to function on the job, or in the individual's family or in society; or 3. Perceives him or herself as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment.
Migrant or Seasonal Farmworker (MSFW)	<p>An individual who is employed, or was employed in the past 12 months, in farm work of a seasonal or temporary nature, including those whose agricultural labor requires travel to a job site such that they are unable to return to a permanent place of residence within the same day.</p>
Individual Within Two Years of Exhausting TANF Eligibility	<p>Recipients of TANF cash assistance who have received 36 months or more of their maximum 60 months of lifetime cash benefit payments.</p>
Single Parent	<p>A single, separated, divorced, or widowed individual who has primary responsibility for one or more dependent children under age 18 or a dependent with a disability (including a single pregnant woman).</p>
Long-Term Unemployed Individual	<p>An individual who is currently unemployed and has been unemployed for 27 or more consecutive weeks.</p>
Individual from a Qualified Census Tract or a Disproportionately Impacted Area*	<p>An individual who resides in a Qualified Census Tract or a Disproportionately Impacted Area:</p> <ol style="list-style-type: none"> 1. Qualified Census Tract (QCT) is a census tract, as defined by the U.S. Census Bureau, having 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or having a poverty rate of 25 percent or more. 2. Disproportionately Impacted Area (DIA) means those ZIP Codes most severely affected by the COVID-19 pandemic, to be determined based on positive COVID-19 case per capita

Employment Barriers Definitions

Type	Definition
	<p>rates, and that meet at least one of the following poverty-related criteria relative to other ZIP Codes within that region:</p> <ul style="list-style-type: none"> • share of population consisting of children age 6 to 17 in households with income less than 125% of the federal poverty level (FPL); • share of population consisting of adults over age 64 in households with income less than 200% FPL; • share of population in household with income less than 150% FPL; or • share of population consisting of children ages 5 and under in households with income less than 185% FPL. <p>Locations of qualified census tracts and disproportionately impacted areas may be obtained by entering the client's address at the following link: https://www.illinoisworknet.com/qctdiamap</p>
<p>Individual who is Basic Skills Deficient*</p>	<p>An individual who:</p> <ol style="list-style-type: none"> 1. is a youth that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or 2. is a youth or adult that is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society as documented using the Basic Skills Screening Tool. <p>See the state policy regarding Basic Skills Deficiency Assessment Requirements for further guidance.</p>

* State defined employment barriers.

Dislocated Worker Eligibility Criteria

Documentation in the file must support that the participant is eligible as a Dislocated Worker

Category	Criteria	
1. Individual or Small Group Layoff	<input type="checkbox"/>	An individual who was terminated, laid off, or has received a notice of termination or layoff and is unlikely to return to the previous industry or occupation;
	A N D	<input type="checkbox"/> a) <u>UI Benefits</u> - Is eligible for or has exhausted a monetary benefit by the state unemployment insurance administering agency. OR <input type="checkbox"/> b) <u>Tenure</u> - Is not eligible for unemployment compensation due to insufficient earnings but can show an attachment to the workforce of at least 30 days or the employer was not covered under state compensation law.
	A N D	<input type="checkbox"/> a) The occupation is low growth or a declining industry. OR <input type="checkbox"/> b) Individual requires additional documented assistance (see the Dislocated Workers Eligibility policy for examples).
2. Facility Closure or Substantial Layoff	<input type="checkbox"/>	a) An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of a permanent closure or substantial layoff, including any layoff associated with a declared national or local disasters or emergencies. OR <input type="checkbox"/> b) Is employed at a facility at which the employer has made a general announcement that the facility will close within one-hundred eighty (180) days. <ul style="list-style-type: none"> • Impacted workers are eligible for basic career services only unless within one-hundred eighty (180) days of planned facility closure.
3. Profiled to Exhaust Unemployment Insurance Benefits	<input type="checkbox"/>	Unemployment Insurance (UI) claimant whose documented UI profilee date is within the past calendar year of the WIOA application date.
4. No Longer Self-Employed	<input type="checkbox"/>	a) Was self-employed (including employment as a farmer, rancher or 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 <input type="checkbox"/> b) Self-employed and going out of business or family member of, or worker for a formerly self-employed individual (at least one (1) year full-time work), including independent contractors.
5. Displaced Homemaker	<input type="checkbox"/>	An individual who was dependent on the income of another family member and is no longer supported by the income of that family member. <ul style="list-style-type: none"> • Per TEGl 26-13, individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.
6. Spouse of Military Service Members	<input type="checkbox"/>	a) The spouse of a member of the armed forces on active duty, 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 <input type="checkbox"/> b) The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
Note: A military spouse may also qualify as a displaced homemaker (Category 5).		