

## **LONG-TERM UNEMPLOYED AND SIGNIFICANTLY UNDEREMPLOYED DEFINITIONS**

### **I. LONG-TERM UNEMPLOYED DEFINITION**

A long-term unemployed individual is a person who has made specific efforts to find employment and is:

- a) An unemployed adult, 18 or older, who has been unemployed for 13 consecutive weeks or more; or
- b) An unemployed adult, 18 or older, who has been unemployed for 13 out of the last 27 weeks; or
- c) An unemployed adult, 18 or older, with a sporadic work history such as a history of temporary/seasonal employment, multiple terminations, or multiple quits; or
- d) An unemployed adult, 18 or older, who has never had a job and is seeking employment.

### **II. SELF-EMPLOYED INDIVIDUAL WHO BECAME SIGNIFICANTLY UNDEREMPLOYED**

A self-employed individual, who is no longer self-employed due to the disaster event, must meet one of the categories below to be determined as significantly underemployed:

- a) Individual, 18 or older, employed less than full-time for 13 consecutive weeks or more and is seeking full-time employment; or
- b) Individual, 18 or older, who is employed but meets the definition of low-income individuals in WIOA sec. 3(36); or
- c) Individual who is employed but whose current job earnings is not comparable to his or her last job.

### **III. TEMPORARILY OR PERMANENTLY LAID OFF AS A CONSEQUENCE OF THE EMERGENCY OR DISASTER**

An individual, which includes those who were self-employed, may be determined to have been “temporarily or permanently laid off as a consequence of the emergency or disaster” if one or more of the following criteria are met:

- a) An individual, 18 or older, who was employed prior to the disaster event and experienced temporary unemployment caused by the impacts of the emergency or disaster event; or
- b) An individual, 18 or older, who was employed prior to the declared emergency or disaster and lost employment or experienced work, living, or family conditions that led to unemployment due to the impacts of the emergency or disaster.

### **IV. ELIGIBILITY DOCUMENTATION**

Grant recipients must demonstrate that they have made a reasonable effort to collect the additional documentation necessary to ensure each participant is eligible during and after the emergency or disaster.

<b>Long-Term Unemployed</b>	
<b>Eligibility Category</b>	<b>Required Source Documentation</b>
Long-Term Unemployed	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• UI Records*</li> </ul>
<b>Self-Employed Individual Who Became Significantly Underemployed</b>	
<b>Eligibility Category</b>	<b>Required Source Documentation</b>
Individual employed less than full-time who is seeking full-time employment	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• UI Records*</li> </ul>
Individual who is employed but meets the definition of a low-income individual in WIOA sec. 3(36)	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• Allowable source documentation for low-income status (<i>Refer to WIOA and Wagner-Peyser Act Participant Eligibility Reference Guide</i>)</li> </ul>
Individual who is employed but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• Supporting documentation to document the difference in wages such as: <ul style="list-style-type: none"> <li>○ previous and current check stubs; or</li> <li>○ quarterly estimated tax for self-employed persons (Schedule C); or</li> <li>○ bank statements to show direct deposit differences</li> </ul> </li> </ul>
<b>Temporarily or Permanently Laid Off as a Consequence of the Emergency or Disaster</b>	
<b>Eligibility Category</b>	<b>Required Source Documentation</b>
Temporarily or Permanently Laid Off as a Consequence of the Emergency or Disaster	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation indicating how the individual has been temporarily or permanently laid off; or</li> <li>• Supporting documentation showing employment prior to the emergency or disaster event such as: <ul style="list-style-type: none"> <li>○ UI Records*; or</li> <li>○ Separation Notice.</li> </ul> </li> </ul>

**\*Staff is not allowed to print or upload UI information from the UI reporting system. Staff may review the UI information and record the appropriate data in the participants' case notes in NCWorks Online.**