




**NORTH CAROLINA DEPARTMENT OF COMMERCE DIVISION
OF WORKFORCE SOLUTIONS**

DWS POLICY STATEMENT NUMBER: PS 11-2014

Date: October 8, 2014

**Subject: Workforce Investment Act and Wagner-Peyser
Employment Act Participant Eligibility Reference Guide**

From:


William H. Collins, Jr.
Assistant Secretary for Workforce

Purpose: To update the Workforce Investment Act (WIA) and Wagner-Peyser Employment Act Participant Eligibility Reference Guide chart and to rescind Local Area Issuance No. 2010-01, Change 1.

Background: The United States Department of Labor allows various sources to determine eligibility. The attached chart outlines eligibility items with accompanying item definitions and acceptable forms of documentation.

Action: Local Workforce Development Areas and N.C. Division of Workforce Solutions are to use the attached chart and descriptions for reference and training purposes and should distribute to appropriate parties involved in participant eligibility. New Federal legislation will replace the Workforce Investment Act of 1998; however, the Workforce Innovation and Opportunity Act has not been implemented and WIA remains in effect until future notice.

Effective Date: Immediately

Expiration: Indefinite

Contact: Division of Workforce Solutions Program Monitors

Attachment: Workforce Investment Act and Wagner-Peyser Employment Act Participant Eligibility Reference Guide

Wagner-Peyser Employment Act Services

Eligibility Item	Eligibility Definition	Required Eligibility Documentation
N/A	All customers are determined eligible	No source documentation is required.

Workforce Investment Act Services

Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Social Security Number	Adult, Dislocated Worker		<p><u>Core Services/Staff-Assisted Core Services</u></p> <p>Source documentation should be reviewed to ensure the social security number entered is accurate.</p> <p><u>Intensive and Training Services</u></p> <p>Social Security Card DD-214, Report of Transfer or Discharge Paper School Records (<i>Must support or match the item being verified</i>) School/State or Federal Identification Card with SSN on card</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Date of Birth	Adult, Dislocated Worker	<i>The applicant must be 18 years of age or older at the time of participation in WIA Adult and/or Dislocated Worker (DW) programs.</i>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Driver's License Federal, State, or Local Government ID Card Passport Birth Certificate Hospital Birth Record DD-214, Report of Transfer or Discharge Paper Public Assistance/Social Service Record School Records/Identification (<i>Must support or match the item being verified</i>) Work Permit Baptismal Record with Date of Birth Printout of birth certificate from Register of Deeds Office Tribal Record with Date of Birth</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Selective Service	Adult, Dislocated Worker	<p><i>All males born after December 31, 1959 must be registered with the US Military Selective Service.</i></p> <p><i>Section 189(h) of WIA requires customers to be in compliance with Section 3 of the Military Selective Service Act (50 USC Appr. 452) in order to participate in WIA Title IB funded programs.</i></p>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Internet verification from www.sss.gov Selective Service Registration Card Selective Service Acknowledgement Letter DD-214, Report of Transfer or Discharge Selective Service Status Information Letter Selective Service Registration Record Documentation supporting exemption from registration</p> <p>System generated verification or a hard copy or scanned/uploaded copy of the documentation is required.</p>
Citizenship	Adult, Dislocated Worker		<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Driver's License Birth Certificate Alien Registration Card Indicating Right to Work (USCIS Forms I-551, I-94, I-668A, I-197, I-179, I-797) DD-214, Report of Transfer or Discharge Paper (if citizenship is indicated) School/State or Federal ID Card Documentation specified on the I-9 form Social Security Card (Work Eligible) Baptismal Certificate with Place of Birth Food Stamp Records Foreign Passport Stamped Eligible to Work Hospital Birth Record Native American Tribal Document Naturalization Certification Public Assistance Records US Passport</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Veteran Status	Adult, Dislocated Worker		<p><u>Core Services/Staff-Assisted Core Services</u> Written Customer Self-Attestation Case Notes entered in NCWorks Online</p> <p><u>Intensive and Training Services</u> DD-214, Report of Transfer or Discharge Paper Military document (ID, other DD form indicating dependent spouse) VA Records/Printout Driver's License with Veteran Designation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Employment Status at Participation	Dislocated Worker	<i>Employment status options:</i> <ul style="list-style-type: none"> • <i>Employed;</i> • <i>Not Employed;</i> 	<p><u>Core Services/Staff-Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services.</p> <p><u>Intensive and Training Services</u> Written Customer Self-Attestation</p>

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		<ul style="list-style-type: none"> • <i>Employed, but received notice of termination/ military separation</i> 	UI Records Employer Contact Job Search Worksheet Case File Notes A hard copy or scanned/uploaded copy of the documentation is required.
TANF	Adult	<i>Temporary Assistance for Needy Families</i>	<u>Core Services/Staff Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services. <u>Intensive and Training Services</u> Public assistance records/printout Statement from Social Services agency Telephone Verification from public assistance agency A hard copy or scanned/uploaded copy of the documentation is required.
SSI	Adult	<i>Supplemental Security Income</i>	<u>Core Services/Staff Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services. <u>Intensive and Training Services</u> Public assistance records/printout Statement from Social Services agency Social Security Benefits Records A hard copy or scanned/uploaded copy of the documentation is required.
Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
SSDI	Adult	<i>Social Security Disability Insurance</i>	<u>Core Services/Staff Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services. <u>Intensive and Training Services</u> Public assistance records/printout Statement from Social Services agency Social Security Benefits Records A hard copy or scanned/uploaded copy of the documentation is required.
RCA	Adult	<i>Refugee Cash Assistance</i>	<u>Core Services/Staff-Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services. <u>Intensive and Training Services</u>

			Public assistance records/printout Refugee assistance records Statement from Social Services agency Telephone Verification from Social Services agency A hard copy or scanned/uploaded copy of the documentation is required.
GA	Adult	<i>General Assistance</i>	<u>Core Services/Staff-Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services. <u>Intensive and Training Services</u> Public assistance records/printout Refugee assistance records Statement from Social Services agency A hard copy or scanned/uploaded copy of the documentation is required.
Member in Household Receiving SNAP <i>Individuals applying must be listed on the documentation obtained for eligibility.</i>	Adult	<i>Supplemental Nutrition Assistance Program (SNAP) (formerly food stamps)</i> <i>An applicant receiving SNAP is not, by federal definition, receiving cash public assistance. Must be in receipt of SNAP within six months of application.</i>	<u>Core Services/Staff Assisted Core Services</u> No source documentation is needed for Self-Service/Informational Core Services. <u>Intensive and Training Services</u> Current authorization to obtain SNAP (formerly food stamps) Letter from food stamp disbursing agency Public assistance record/printout Telephone/Email Verification from Social Service agency A hard copy or scanned/uploaded copy of the documentation is required.
Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Low Income – Family Income	Adult	<i>Priority of Service is addressed in WIA Regulations Section 661.350(a)(11). Workforce Development Boards may establish criteria to determine if Adult funds are limited and a Priority of Service Policy.</i> <i>Note: Priority of Service requirement for veterans is mandated by N.C. legislation.</i>	<u>Core Services/Staff Assisted Core Services</u> Self-Attestation (For Reporting Purposes Only) <u>Intensive and Training Services</u> Pay stubs Social Security benefits Unemployment insurance documents and/or printout Public Assistance records Alimony agreement Award letter from Veterans Administration Bank statements (Direct deposit) Compensation award letter

			<p>Court award letter Pension/Annuity statement Employer statement/contact Farm, Family, or Business financial records Housing Authority verification Quarterly estimated tax for self-employed persons (Schedule C) Telephone Verification from Employer Workers' Compensation Records Applicant and/or family member statement of no income, cash gifts, and/or self-employment income A hard copy or scanned/uploaded copy of the documentation is required</p>
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Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Family Size	Adult	<p><i>The size of the family is determined by counting and identifying the number of persons living in a single residence at time of application who are related by blood, marriage, or decree of court, and who are included in one or more of the following categories:</i></p> <ul style="list-style-type: none"> • <i>A husband, wife (Gender – neutral), and dependent children</i> • <i>A parent and dependent children</i> • <i>A guardian and dependent children</i> • <i>Not a family member (Family Size is “one”)</i> <p><i>Dependent child is defined as a youth under age 19, or under 24 if a full-time student, living in a single residence, and who is being claimed as a dependent on a parent’s or guardian’s income tax return. If FAMILY SIZE is used to determine low-income, it must be verified before a determination of eligibility is made.</i></p> <p><i>**For further information on Gender-neutral refer to <u>Training and Employment Guidance Letter No. 26-13.</u></i></p>	<p><u>Core Services/Staff-Assisted Core Services</u></p> <p>No source documentation is needed for Self-Service/Informational Core Services.</p> <p><u>Intensive and Training Services</u></p> <p>Public Assistance/Social Service Agency Records Public Housing Authority records (if resident or on waiting list) Guardian Decree of Court Proof of disability to substantiate family of one determination for youth Divorce Decree Landlord Statement Lease Marriage Certificate Most recent tax return supported by IRS documents Written statement from a publicly supported 24-hour care facility or institution (e.g. mental, prison) Email Verification from Social Service agency Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Category 1	Dislocated Worker	<p><i>Terminated or Laid off or has received notice of termination or layoff, and is eligible for or has exhausted entitlements to UC and is unlikely to return to previous industry or occupation.</i></p> <p style="text-align: center;">OR</p> <p><i>Military spouse relocated due to service transfer</i></p>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Military Paperwork detailing transfer Written Customer Self-Attestation Separation Notice UC Records</p> <p><i>Note: It may be necessary to obtain multiple sources of documentation to substantiate that the applicant is terminated or laid off, is eligible for unemployment, and is unlikely to return to the previous industry or occupation (may be staff determination). NCWorks, however, will allow only one selection to be saved.</i></p> <p><i>Note: In regards to those terminated, Written Customer Self Attestation alone may not be utilized to substantiate being unemployed “through no fault of their own”.</i></p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Category 2	Dislocated Worker	<p><i>Terminated or laid off, or has received notice of termination or layoff, and has been employed for sufficient duration to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings or employer not being covered under state compensation law and is unlikely to return to previous industry or occupation.</i></p>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Written Customer Self-Attestation Separation Notice UC Records</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Category 3	Dislocated Worker	<p><i>Terminated or Laid off, or has received notice of termination or layoff, from employment as a result of permanent closure of, or substantial layoff at a plant, facility or enterprise.</i></p>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>WARN notice Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Category 4	Dislocated Worker	<i>Individual is employed at a facility which the employer has made a general announcement that the facility will close.</i>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Documentation of “General Announcement” Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Category 5	Dislocated Worker	<i>Previously Self-employed (including farmers, ranchers, and fishermen) but is unemployed due to general economic conditions in the community of residence or because of natural disaster.</i>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Receipt of Notice of Foreclosure or intent to foreclose Proof of failure of the farm, business or ranch to return a profit during preceding 12 months Proof of entry of individual into bankruptcy proceedings Proof of inability to obtain capital necessary to continue operations A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch, or business Other events indicative of the likely insolvency of the farm, ranch, or business Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Category 6 Displaced Homemaker	Dislocated Worker	<p><i>An individual who has been providing unpaid services to family members in the home and who:</i></p> <p><i>- has been dependent on the income of another family member but is no longer supported by that income;</i></p> <p style="text-align: center;">AND</p> <p><i>-is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment</i></p>	<p><u>Core Services/Staff-Assisted Core Services/ Intensive and Training Services</u></p> <p>Court Records Written Customer Self-Attestation Divorce decree or legal separation Public Assistance Records Bank records Spouse’s Layoff Notice Spouse’s Death Certificate</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Workforce Investment Act Youth Services

Eligibility Item	Program	Eligibility Definition	Eligibility Documentation Requirement
Social Security Number	Youth		Social Security Card DD-214, Report of Transfer or Discharge Paper School Records (<i>Must support or match item being verified</i>) School/State or Federal Identification Card with SSN on card A hard copy or scanned/uploaded copy of the documentation is required.
Date of Birth	Youth	<i>Must be "not less than age 14" and "not more than age 21" at the time of First Youth Service</i>	Driver's License Federal, State, or Local Government ID Card Passport Birth Certificate Hospital Birth Record DD-214, Report of Transfer or Discharge Paper Public Assistance/Social Service Record School Records/Identification (<i>Must support or match item being verified</i>) Work Permit Baptismal Record with Date of Birth Printout of birth certificate from Register of Deeds Office Tribal Record with Date of Birth A hard copy or scanned/uploaded copy of the documentation is required.
Selective Service	Youth	<i>All males born after December 31, 1959 must be registered with the US Military Selective Service. Section 189(h) of WIA requires customers to be in compliance with Section 3 of the Military Selective Service Act (50 USC Appr. 452) in order to participate in WIA Title IB funded programs. Note: If participant reaches 18th birthday after application, Selective Service registration must be completed within 30 days</i>	Internet verification from www.sss.gov Selective Service Registration Card Selective Service Acknowledgement Letter DD-214, Report of Transfer or Discharge Selective Service Status Information Letter Selective Service Registration Record Documentation supporting exemption from registration System generated verification or a hard copy or scanned/uploaded copy of the documentation is required.

Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Citizenship	Youth	<i>of birthday.</i>	Driver's License Birth Certificate Alien Registration Card Indicating Right to Work (USCIS Forms I-551, I-94, I-668A, I-197, I-179, I-797) DD-214, Report of Transfer or Discharge Paper (if citizenship is indicated) School/State or Federal ID Card Documentation specified on the I-9 form Social Security Card (Work Eligible) Baptismal Certificate with Place of Birth Food Stamp Records Foreign Passport Stamped Eligible to Work Hospital Birth Record Native American Tribal Document Naturalization Certification Public Assistance Records US Passport A hard copy or scanned/uploaded copy of the documentation is required.

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Disability	Youth	<ul style="list-style-type: none"> <i>In the determination of eligibility, disability <u>IS</u> <u>Not</u> an allowable barrier.</i> <i>For the purpose of calculating family income, a Youth with a documented Disability may be considered a Family of One.</i> <p><i>Note: The presence of an Individualized Education Plan (IEP) does not automatically mean the applicant is basic skills deficient, unless basic skills test results from the last six (6) months are included in the IEP.</i></p>	<p>Medical Records Social service record/referral Psychologist's Diagnosis Rehabilitation Evaluation Workers' Compensation Record Social Security Administration Disability Records School Records (<i>Must support or match item being verified</i>) Letter from child study team stating specific disability Letter from drug or alcohol rehabilitation agency Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness) Physician's Statement Psychiatrist's Statement Sheltered Workshop Certification Email Verification from Social Service agency, Vocational Rehabilitation agency, or authorized school personnel Veteran's Administration Letter/Records Vocational Rehabilitation Letter A hard copy or scanned/uploaded copy of the documentation is required.</p>
School Status at Registration	Youth		<p>Written Customer Self-Attestation School Records (<i>Must support or match item being verified</i>) A hard copy or scanned/uploaded copy of the documentation is required</p>
Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Dropout	Youth	<p><i>If the individual has not received, and is no longer attending any school in pursuit of a secondary school diploma, certificate of achievement, graduation certificate or GED.</i></p> <p><i>A youth attending an alternative school is not a dropout.</i></p>	<p>School records (<i>Must support or match item being verified</i>) Drop-out letter Written Customer Self-Attestation A hard copy or scanned/uploaded copy of the documentation is required.</p>
5% Category – Non income eligible youth	Youth	<p><i>If a Workforce Development Board decides to use the five (5) percent category, not more than 5% of Youth may be individuals who do not meet the minimum income criteria to be considered</i></p>	<ol style="list-style-type: none"> School records (<i>Must support or match item being verified</i>) Drop-out letter Written Customer Self-Attestation Standardized assessment test results School records (<i>Must support or match item being verified</i>) Case Notes (including test name with scores in school year – month format)

		<p><i>eligible Youth, if such individuals are within one or more of the following categories:</i></p> <ol style="list-style-type: none"> 1. <i>Individuals who are school dropouts;</i> 2. <i>Individuals who are basic skills deficient;</i> 3. <i>Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual;</i> 4. <i>Individuals who are pregnant or parenting;</i> 5. <i>Individuals with disabilities, including learning disabilities;</i> 6. <i>Individuals who are homeless or runaway Youth;</i> 7. <i>Individuals who are offenders; and/or</i> 8. <i>Other eligible Youth who face serious barriers to employment as identified by the Local Board</i> 	<ol style="list-style-type: none"> 3. School records (<i>Must support or match item being verified</i>) Report Card TABE, ABLE, CASAS, or other assessment that provides grade level scores 4. Birth certificate (for child listing participant's name as a parent) Hospital record of Live Birth Statement from Social Services agency or Health Department Baptismal record Written Customer Self-Attestation Statement from program for Pregnant or Parenting Youth Physician's note Most recent tax return supported by IRS documents 5. Medical Records Social service record/referral Psychologist's Diagnosis Rehabilitation Evaluation Workers' Compensation Record Social Security Administration Disability Records School Records (<i>Must support or match item being verified</i>) Letter from child study team stating specific disability Letter from drug or alcohol rehabilitation agency Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness) Physician's Statement; Psychiatrist's Statement <hr/> <p>Sheltered Workshop Certification Email Verification from Social Service agency, Vocational Rehabilitation agency, or authorized school personnel Veteran's Administration Letter/Records Vocational Rehabilitation Letter</p> <ol style="list-style-type: none"> 6. Written statement from a Shelter Written statement from Social Service agency, Mental Health agency, Health Department or Substance Abuse agency Written statement from an individual providing residence Written Law Enforcement verification Telephone Verification from Social Service agency, Mental Health agency, Health Department or Substance Abuse agency Written Customer Self-Attestation
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			<p>7. NC Department of Public Safety printout Documentation from Juvenile Justice/Criminal Justice Court documents Letter of Parole Prison records Letter from Probation Officer Police records Telephone Verification from the court system, Public Safety, Criminal Justice, or prison agencies only Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Employment Status at Participation	Youth	<p><i>Employment status options:</i></p> <ul style="list-style-type: none"> • <i>Employed;</i> • <i>Not Employed;</i> • <i>Employed, but received notice of termination/military separation</i> 	<p>Written Customer Self-Attestation UI Records Employer Contact Job Search Worksheet Case Notes</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>
Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation

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Pregnant/Parenting Youth	Youth	<p><i>If the applicant is under 22 years of age AND is pregnant. Also, if the applicant is under 22 years of age (male or female) AND is providing custodial care for one or more dependent children under the age of 18. Custodial care implies a custodial arrangement in which the child resides with the parent for some percentage of time; it can be full or partial custody and does not necessarily require a legal arrangement. Financial support alone does not equate to custodial care.</i></p>	<p> Birth certificate (for child listing participant's name as a parent) Hospital record of Live Birth Statement from Social Services agency or Health Department Baptismal record Written Customer Self-Attestation Statement from program for Pregnant or Parenting Youth Physician's note Most recent tax return supported by IRS documents A hard copy or scanned/uploaded copy of the documentation is required. </p>
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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Homeless	Youth	<p><i>An individual who lacks a fixed, regular, an adequate nighttime residence; and includes:</i></p> <p><i>i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship , or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;</i></p> <p><i>ii.. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodations for human beings;</i></p> <p><i>iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</i></p> <p><i>iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii) above.</i></p> <p><i>Homeless determination qualifies as automatic low-income.</i></p> <p><i>For further information, see the <u>McKinney-Vento Homeless Assistance Act</u></i></p>	<p>Written statement from a Shelter Written statement from Social Service agency, Mental Health agency, Health Department or Substance Abuse agency Written statement from an individual providing residence Written Law Enforcement verification Telephone Verification from Social Service agency, Mental Health agency, Health Department or Substance Abuse agency Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Runaway	Youth	<p><i>If, at the time of application, the applicant is an individual under the age of 18, who has left home or place of legal residence without the permission of parents or legal guardian, and who is unlikely to voluntarily return.</i></p> <p><i>Runaway does not necessarily denote a homeless individual.</i></p> <p><i>(Runaway Youth can still live with extended family, i.e., aunt, uncle). A runaway is a Family of One</i></p>	<p>Written statement from a shelter Written statement from Social Service agency, Mental Health agency, Health Department or Substance Abuse agency Written statement from an Individual providing temporary residence Written Law Enforcement verification Telephone Verification from Social Service agency, Mental Health agency, Health Department or Substance Abuse agency Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

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Offender	Youth	<p><i>An individual who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial</i></p> <p style="text-align: center;">OR</p> <p><i>Is an individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction</i></p>	<p>NC Department of Public Safety printout Documents from Juvenile Justice/Criminal Justice Court documents Letter of Parole Copies of Prison records Letter from Probation Officer Police records Telephone Verification from the court system, Public Safety, Criminal Justice, or prison agencies only Written Customer Self-Attestation A hard copy or scanned/uploaded copy of the documentation is required.</p>
Current Foster Child	Youth	<p><i>Current Foster Child determination qualifies as automatic low-income.</i></p>	<p>Court/Guardianship documents Statement/Referral from Social Services agency Foster care facility resident statement A hard copy or scanned/uploaded copy of the documentation is required.</p>
Basic Skills/Literacy Skills Deficient	Youth	<p><i>If the applicant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8.9 grade level. Assessments must be dated within the last 6 months from time of WIA application.</i></p>	<p>Standardized assessment test results School records (<i>Must support or match item being verified</i>) Case Notes (including test name with scores in school year – month format) A hard copy or scanned/uploaded copy of the documentation is required.</p>
TANF	Youth	<p><i>Temporary Assistance for Needy Families</i></p>	<p>Public assistance records/printout Statement from Social Services agency Telephone Verification from public assistance agency A hard copy or scanned/uploaded copy of the documentation is required.</p>
Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
SSI	Youth	<p><i>Supplemental Security Income</i></p>	<p>Public assistance records/printout Statement from Social Services agency Social Security Benefits Records A hard copy or scanned/uploaded copy of the documentation is required.</p>

RCA	Youth	<i>Refugee Cash Assistance</i>	Public assistance records/printout Refugee assistance records Statement from Social Services agency Telephone Verification from Social Services agency A hard copy or scanned/uploaded copy of the documentation is required.
GA	Youth	<i>General Assistance</i>	Public assistance records/printout Refugee assistance records Statement from Social Services agency A hard copy or scanned/uploaded copy of the documentation is required.
Member in Household Receiving SNAP	Youth	<i>Supplemental Nutrition Assistance Program (SNAP) (formerly food stamps)</i> <i>An applicant receiving SNAP is not, by federal definition, receiving cash public assistance. Must be in receipt of SNAP within six months of application.</i>	Current authorization to obtain SNAP Letter from food stamp disbursing agency Public assistance record/printout Telephone/Email Verification from Social Service agency A hard copy or scanned/uploaded copy of the documentation is required.

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Requires Additional Assistance (to complete an educational program / secure employment)	Youth	<p>Is currently attending an education program</p> <p style="text-align: center;"><i>AND</i></p> <ul style="list-style-type: none"> • <i>Has previously dropped out of an educational program OR</i> • <i>Has poor attendance patterns in an educational program during the last 12 months OR</i> • <i>Has below average grades OR</i> • <i>Has aged out of the foster care system (ages 18-21) OR</i> • <i>Has a currently incarcerated parent(s)</i> <p style="text-align: center;"><i>OR</i></p> <p>Is not currently attending an education program</p> <p style="text-align: center;"><i>AND</i></p> <ul style="list-style-type: none"> • <i>Has a poor work history, to include no work history, or has been fired from a job in the last 6 calendar months OR</i> • <i>Has aged out of the foster care system (ages 18-21) OR</i> • <i>Has a currently incarcerated parent(s).</i> 	Individual Service Strategy School Records (<i>Must support or match item being verified</i>) Copy of transcripts Letter from the school system Report card Letter from school/program representative Written certification from School for Below Average Grades Written certification from parent or guardian for Below Average Grades Written Customer Self-Attestation A hard copy or scanned/uploaded copy of the documentation is required.

Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Family Size	Youth	<p><i>The size of the family is determined by counting and identifying the number of persons living in a single residence at time of application who are related by blood, marriage, or decree of court, and who are included in one or more of the following categories:</i></p> <ul style="list-style-type: none"> • <i>A husband, wife (gender - neutral), and dependent children</i> • <i>A parent and dependent children</i> • <i>A guardian and dependent children</i> • <i>A husband and wife (gender – neutral)</i> • <i>Not a family member</i> <i>Family size is "One"</i> <p><i>Dependent child is defined as a youth under age 19, or under 24 if a full-time student, living in a single residence, and who is being claimed as a dependent on a parent's or guardian's income tax return.</i></p> <p><i>If FAMILY SIZE is used to determine low-income, it must be verified before a determination of eligibility is made.</i></p> <p><i>**For further information on Gender-Neutral, please refer to <u>Training and Employment Guidance Letter No. 26-13</u>**</i></p>	<p>Public Assistance/Social Service Agency Records Public Housing Authority records (if resident or on waiting list) Guardian Decree of Court Proof of disability to substantiate family of one determination for youth Divorce Decree Landlord Statement Lease Marriage Certificate Most recent tax return supported by IRS documents Written statement from a publicly supported 24-hour care facility or institution (e.g. mental, prison) Email Verification from Social Service agency Written Customer Self-Attestation</p> <p>A hard copy or scanned/uploaded copy of the documentation is required.</p>

Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
<p>Low Income – Family Income</p>	<p>Youth</p>	<p><i>If the applicant is NOT a Family of One, the family's income must be computed based upon the documentation of family size.</i></p> <p><i>Income must be recorded as an annualized amount.</i></p>	<p>Pay stubs Social Security benefits statements Unemployment insurance documents and/or printout Public Assistance records Alimony agreement Award letter from Veterans Administration Bank statements (direct deposit) Compensation award letter Court award letter Pension/Annuity statement Employer statement/contact Farm, Family, or Business financial records Housing Authority verification Quarterly estimated tax for self-employed persons (Schedule C) Telephone Verification from employer Workers' Compensation Records Applicant and adult family members statement of no income, cash gifts, and/or self-employment income</p> <p>A hard copy or scanned/uploaded copy of the documentation is required</p>

RES

NOTES

Core Verification Item may be selected for those receiving Core Services Only. This option is available for *Veteran Status, TANF, SSI, SSDI, Refugee Cash Assistance, General Assistance, and Food Stamps*. Written Customer Self-Attestation or Case Notes entered in NCWorks Online are acceptable forms of documentation for this selection. Please refer to USDOL Training and Guidance Letter 27-10, Attachment A, page 3 for additional information regarding how to verify elements using these two options.

Telephone Verification Forms used for eligibility and data validation, must have all of the following minimum elements per US DOL:

1. The name of the applicant;
 2. The name of the source, employer or agency contacted;
 3. Address and telephone number (e-mail address if applicable) for the source ;
 4. The name of the person providing verification;
 5. The period of time for which the verification applies (“to” and “from” dates);
 6. Total amount of income from employment, if applicable;
 7. The type of public assistance received and the amount, if applicable;
 8. The date of telephone contact;
 9. The name of the Case Manager obtaining the information;
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Written Customer Self-Attestation is used to verify those eligibility items that, in some cases, are not verifiable or may cause undue hardship for individuals to obtain. At a minimum, a self-attestation form must include:

1. The applicant’s full name;
 2. Clear statements of the issue being documented (i.e. drop-out status, pregnancy);
 3. The applicant’s signature, if applicable;
 4. Date signed;
 5. Case Manager’s signature will serve as witness to all self-attestation documents.
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E-mail Verification is used for eligibility purposes only and must have all of the following elements:

1. The name of the applicant;
 2. The name of the source, employer or agency contacted;
 3. E-mail address for the source (see #2 above);
 4. The name and title of the person providing verification;
 5. The period of time for which the verification applies (“to” and “from” dates);
 6. The type of assistance received and the amount, if applicable;
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All verification documents must be typed or in ink. The use of white-out is prohibited. Errors should be lined through, initialed and correct information added.

RESCINDED