

Workforce Innovation and Opportunity Act Services

Title I – Workforce Development Activities (Adult/Dislocated Worker/Youth), Title II – Adult Education and Literacy, Title III – Wagner-Peyser Act			
Wagner-Peyser Act Employment Activities			
N/A	All customers are determined eligible	No source documentation is required.	
Adult and Dislocated Worker Employment and Training Activities			
<p>To be eligible to receive WIOA Adult or Dislocated Worker services, an individual must:</p> <ul style="list-style-type: none"> Be 18 years of age or older; Be a citizen or noncitizen authorized to work in the US; and Meet Military Selective Service registration requirements (males only). Dislocated Workers also have to meet the criteria listed in one of the eight categories. <p>WIOA establishes two levels of employment and training services for adults and dislocated workers: Career Services (Basic Career-ABC, Individualized, Follow-up) and Training Services. Please refer to Bulletin XXX for guidance on how to differentiate between each type of service.</p>			
Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Social Security Number	Adult, Dislocated Worker		<p><u>Adult Basic Career Services (ABC)</u> Source documentation should be reviewed to ensure the social security number entered is accurate.</p> <p><u>Individualized and Training Services</u> 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 A 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 WIOA Adult and/or Dislocated Worker (DW) programs.</i>	<p><u>Adult Basic Career Services/Individualized and Training Services</u> 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 Prison Records Verification Tribal Record with Date of Birth A scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
<p>Selective Service</p>	<p>Adult, Dislocated Worker</p>	<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 WIOA requires customers to be in compliance with Section 3 of the Military Selective Service Act (50 USC Appr. 452) in order to participate in WIOA Title IB funded programs.</i></p>	<p><u>Adult Basic Career Services/Individualized and Training Services</u></p> <p>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>A scanned/uploaded copy of the documentation is required.</p>
<p>Citizenship</p>	<p>Adult, Dislocated Worker</p>		<p><u>Adult Basic Career Services/Individualized 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 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 scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Veteran Status	Adult, Dislocated Worker		<p><u>Adult Basic Career Services (ABC)</u> Written Customer Self Attestation Case Notes entered in NCWorks Online</p> <p><u>Individualized 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 scanned/uploaded copy of the documentation is required.</p>
Employment Status at Participation	Adult, Dislocated Worker	<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><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Written Customer Self Attestation **UI Records Employer Contact Job Search Worksheet Case File Notes</p> <p>**Note: Staff is not allowed to print or upload UI information from the UI mainframe. Staff may review the UI information and record the appropriate data in the participants' case notes in NCWorks Online. **</p> <p>A scanned/uploaded copy of the documentation is required.</p>
TANF	Adult	<i>Temporary Assistance for Needy Families</i>	<p><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Public assistance records/printout Statement from Social Services agency Telephone Verification from public assistance agency</p> <p>A scanned/uploaded copy of the documentation is required.</p>
SSI	Adult	<i>Supplemental Security Income</i>	<p><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Public assistance records/printout Statement from Social Services agency Social Security Benefits Records</p> <p>A scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
SSDI	Adult	<p><i>Social Security Disability Insurance</i></p> <p><i>SSDI payments are not excluded when determining low income status.</i></p>	<p><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Public assistance records/printout Statement from Social Services agency Social Security Benefits Records</p> <p>A scanned/uploaded copy of the documentation is required.</p>
RCA	Adult	<p><i>Refugee Cash Assistance</i></p>	<p><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Public assistance records/printout Refugee assistance records Statement from Social Services agency Telephone Verification from Social Services agency</p> <p>A scanned/uploaded copy of the documentation is required.</p>
GA	Adult	<p><i>General Assistance</i></p>	<p><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Public assistance records/printout Refugee assistance records Statement from Social Services agency</p> <p>A scanned/uploaded copy of the documentation is required.</p>
Member in Household Receiving Food Stamps	Adult	<p><i>Supplemental Nutrition Assistance Program (SNAP)</i></p> <p><i>An applicant receiving SNAP is not, by federal definition, receiving cash public assistance.</i></p> <p><i>Must be in receipt of SNAP within 6 months of application.</i></p>	<p><u>Adult Basic Career Services (ABC)</u> No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u> Current authorization to obtain SNAP (food stamps) Letter from SNAP disbursing agency Public assistance record/printout Telephone/Email Verification from Social Service agency</p> <p>A scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
<p>Low Income – Family Income</p>	<p>Adult</p>	<p><i>Priority of Service</i></p>	<p><u>Adult Basic Career Services (ABC)</u></p> <p>No source documentation is required for Basic Career Services.</p> <p><u>Individualized and Training Services</u></p> <p>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 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</p> <p>A scanned/uploaded copy of the documentation is required</p> <p>**Note: Staff is not allowed to print or upload UI information from the UI mainframe. Staff may review the UI information and record the appropriate data in the Participants’ case notes in NCWorks Online. **</p> <p>**Dislocated Workers are not required to verify income as an eligibility requirement. However, it is a reporting requirement. Staff may utilize the verification option “DW Self-Attestation” rather than requiring the applicant to bring in income documentation. Information recorded should be accurate. \$0 should only be entered if that is the actual amount of income.**</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>A husband and wife (Gender – neutral)</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.</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 refer to <u>Training and Employment Guidance Letter No. 26-13.</u></i></p>	<p><u>Adult Basic Career Services (ABC)</u></p> <p>No source documentation is required for Basic Career Services.</p> <p><u>Individualized 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 scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Required Eligibility Documentation
Category 1	Dislocated Worker	<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><u>Adult Basic Career Services/Individualized 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: Staff is not allowed to print or upload UI information from the UI mainframe. Staff may review the UI information and record the appropriate data in the Participants' case notes in NCWorks Online. **</i></p> <p>A scanned/uploaded copy of the documentation is required.</p>
Category 2	Dislocated Worker	<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 the employer is not covered under state UC law, and is unlikely to return to previous industry or occupation.</i>	<p><u>Adult Basic Career Services/Individualized and Training Services</u></p> <p>Written Customer Self Attestation Separation Notice **UC Records</p> <p><i>**Note: Staff is not allowed to print or upload UI information from the UI mainframe. Staff may review the UI information and record the appropriate data in the Participants' case notes in NCWorks Online. **</i></p> <p>A scanned/uploaded copy of the documentation is required.</p>
Category 3	Dislocated Worker	<i>Terminated or Laid off, or has received notice of termination or layoff, from employment as a result of the permanent closure of, or substantial layoff at a plant, facility or enterprise.</i>	<p><u>Adult Basic Career Services/Individualized and Training Services</u></p> <p>WARN notice Written Customer Self Attestation</p> <p>A scanned/uploaded copy of the documentation is required.</p>

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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>Adult Basic Career Services/Individualized and Training Services</u></p> <p>Documentation of “General Announcement” Written Customer Self Attestation</p> <p>A 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>Adult Basic Career Services/Individualized 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 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 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;">OR</p> <p><i>- 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, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member;</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>Adult Basic Career Services/Individualized 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 scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Eligibility Documentation Requirement
Category 7	Dislocated Worker	<i>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.</i>	<p><u>Adult Basic Career Services/Individualized and Training Services</u></p> <p>Spouse’s Military Paperwork detailing transfer Written Customer Self Attestation</p> <p>A scanned/uploaded copy of the documentation is required.</p>
Category 8	Dislocated Worker	<i>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.</i>	<p><u>Adult Basic Career Services/Individualized and Training Services</u></p> <p>Case file documents proving active duty Armed Forces spouse is unemployed or under employed and having difficulty obtaining or upgrading employment. Written Customer Self Attestation</p> <p>A scanned/uploaded copy of the documentation is required.</p>

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Youth Workforce Investment Activities

To be eligible to receive WIOA Youth services, an individual must:

- Be a citizen or noncitizen authorized to work in the United States;
- Meet Military Selective Service registration requirements (males only); and
- Be an In School Youth (ISY) or Out of School Youth (OSY).

An **in school youth** is an individual who is:

- Not younger than 14 and not older than 21 years;
- Attending school;
- **Low-income**, or lives in a high poverty area; and
- One or more of the following:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under 477 of the Social Security Act (42 USC 677), or in an out-of-home placement;
 - Pregnant or parenting;
 - Individuals with disabilities; or
 - Requires additional assistance to complete an education program or to secure or hold employment.

An **out of school youth** is an individual who is:

- Not younger than 16 and not older than 24 years;
- Not attending school; and
- One or more of the following:
 - A school dropout, (a youth attending an alternative school at the time of enrollment is not considered to be a dropout);
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year's calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is a **low-income** individual and is either:
 - Basic skills deficient; or
 - An English language learner;
 - Subject to the juvenile or adult justice system;
 - A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under 477 of the Social Security Act (42 USC 677), or in an out-of-home placement;
 - Pregnant or parenting;
 - Individuals with disabilities; or
 - A low-income individual who require additional assistance to enter or complete an educational program or to obtain or retain employment.

5% Limitation – Not more than 5% of the **In School Youth** enrolled each program year may be enrolled based on: Requires additional assistance to complete an education program or to secure or hold employment. *Refer to DWS Operations Bulletin 2015-01*

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5% Exception - 5% of the youth enrolled each program year **do not** have to be low-income. This exception includes all **In School Youth** that are normally low income and the low income **Out of School Youth** categories listed below.

Out of School Youth enrolled who are Recipients of a secondary school diploma or its recognized equivalent **and** who are either Basic skills deficient **or** an English language learner, **may be enrolled without being** low-income; **OR**

Out of School Youth enrolled who Require additional assistance to enter or complete and educational program or to obtain or retain employment, **may be enrolled without** being low-income. *Refer to DWS Policy Statement 11- 2015*

Eligibility Item	Program	Eligibility Definition	Eligibility Documentation Requirement
Social Security Number			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 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 24” 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 Prison Records Verification Tribal Record with Date of Birth A 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.</i> <i>Section 189(h) of WIOA requires customers to be in compliance with Section 3 of the Military Selective Service Act (50 USC Appr. 453) in order to participate in WIOA Title IB funded programs</i>	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 A scanned/uploaded copy of the documentation is required.

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
Citizenship	Youth		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 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 scanned/uploaded copy of the documentation is required.
Disability	Youth	<ul style="list-style-type: none"> • <i>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 6 months are included in the IEP.</i> • <i>For the purpose of calculating family income, a Youth with a documented Disability may be considered a Family of One.</i> 	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 scanned/uploaded copy of the documentation is required.

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Definitions of School, Alternative Education, and Compulsory School Age

In North Carolina, a **school** is defined as an organizational subdivision of a school system consisting of a group of pupils composed of one or more grade groups, organized as one unit with an assigned principal, or person acting in the capacity of principal, to give instruction of the type defined in the North Carolina Standard Course of Study, and housed in a school plant of one or more buildings. Schools also include home schooling, charter schools, alternative schools, and private schools. Those enrolled in colleges, universities, and other degree/credential training programs are considered to be in school.

State definition of Alternative Education - In North Carolina, **alternative education** is defined by N.C. Legislative Statute 115C-105.45 and 48. An alternative program is established in affiliation with an existing school. The information that is generated by the participants of the program becomes a part of the history and documentation of the associated school. A program may be housed within a school, on the same site, or at a different location within the district. The second type of alternative education setting is an alternative school. An alternative school has a school number. An official school number is the primary factor that distinguishes an alternative school from an alternative program. Alternative Learning Programs must follow established criteria.

State definition of Compulsory School Age – North Carolina has the following law for attending school: § 115C-378. Children required to attend: Every parent, guardian or other person in this State having charge or control of a child **between the ages of seven and 16 years** shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian, or other person in this State having charge or control of a child **under age seven** who is enrolled in a public school **in grades kindergarten through two** shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school.

Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
In School Youth (ISY)	Youth	<i>Attending any School</i> Note: Under WIOA, providers of education under Title II (Youth Build, Job Corps, and Community College system) are not considered to be schools.	Written Customer Self Attestation School Records (<i>Must support or match item being verified</i>) A scanned/uploaded copy of the documentation is required.
Out of School Youth (OSY)	Youth	<i>Not attending any school</i>	Written Customer Self Attestation School Records (<i>Must support or match item being verified</i>) A scanned/uploaded copy of the documentation is required.

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
School Status at Registration	Youth		Written Customer Self Attestation School Records (<i>Must support or match item being verified</i>) A scanned/uploaded copy of the documentation is required.
Dropout	Youth	<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. A youth attending an alternative school is not a dropouts.</i>	School records (<i>Must support or match item being verified</i>) Drop-out letter Written Customer Self-Attestation A scanned/uploaded copy of the documentation is required.
English Language Learner	Youth	<i>Youth who 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 society.</i>	Test Scores Staff Observation A scanned/uploaded copy of the documentation is required.
Employment Status at Participation	Youth	<i>Employment status options:</i> <ul style="list-style-type: none"> • <i>Employed;</i> • <i>Not Employed;</i> • <i>Employed, but received notice of termination/ military separation</i> 	Written Customer Self Attestation **UI Records Employer Contact Job Search Worksheet Case Notes ** <i>Note: Staff is not allowed to print or upload UI information from the UI mainframe. Staff may review the UI information and record the appropriate data in the participants' case notes in NCWorks Online.</i> A scanned/uploaded copy of the documentation is required.
Pregnant/Parenting Youth	Youth	<i>If the applicant is under 25 years of age AND is pregnant. Also, if the applicant is under 25 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>	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 scanned/uploaded copy of the documentation is required.

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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 scanned/uploaded copy of the documentation is required.</p>

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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. (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 scanned/uploaded copy of the documentation is required.</p>
Offender/Subject to juvenile or adult justice system	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</p> <p>A scanned/uploaded copy of the documentation is required.</p>
Current or aged out of Foster Care	Youth	<p><i>Foster Care determination qualifies as automatic low-income.</i> Out of home placement includes family foster care, kinship care, treatment foster care and residential group care.</p>	<p>Court/Guardianship documents Statement/Referral from Social Services agency Foster care facility resident statement</p> <p>A 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.</i> <i>Assessments must be dated within the last 6 months from the time of the WIOA 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)</p> <p>A 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</p> <p>A scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
SSI	Youth	<i>Supplemental Security Income</i>	Public assistance records/printout Statement from Social Services agency Social Security Benefits Records A scanned/uploaded copy of the documentation is required.
SSDI	Youth	<i>Social Security Disability Insurance</i> <i>SSDI payments are not excluded when determining low income status</i>	Public assistance records/printout Statement from Social Services agency Social Security Benefits Records A scanned/uploaded copy of the documentation is required.
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 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 scanned/uploaded copy of the documentation is required.
Member in Household Receiving Food Stamps	Youth	<i>Supplemental Nutrition Assistance Program (SNAP)</i> <i>An applicant receiving SNAP is not, by federal definition, receiving cash public assistance.</i> <i>Must be in receipt of SNAP within 6 months of application.</i>	Current authorization to obtain SNAP (food stamps) Letter from SNAP disbursing agency Public assistance record/printout Telephone/Email Verification from Social Service agency A scanned/uploaded copy of the documentation is required.
High Poverty Area	Youth	<i>Youth living in a high poverty area are automatically considered to be low income.</i> <i>A high poverty area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 30 percent.</i>	Staff verified based upon address Note: Each WDB must determine which areas in the regions may be considered as high poverty areas.

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
<p>Requires Additional Assistance (to complete an educational program / secure employment)</p>	<p>Youth</p>	<p>In School Youth <i>AND</i></p> <ul style="list-style-type: none"> • <i>Has poor attendance patterns in an educational program during the last 12 calendar months</i> OR • <i>Has been expelled from school within the last 12 calendar months;</i> OR • <i>Has been suspended from school at least within the last 12 calendar months;</i> OR • <i>Has below average grades;</i> OR • <i>Has previously been placed in out-of-home care (foster care, group home, or kinship care)for more than 6 months between the ages of 14-21;</i> OR • <i>Has a currently incarcerated parent(s)/guardian</i> <p align="center">OR</p> <p>Out of School Youth <i>AND</i></p> <ul style="list-style-type: none"> • <i>Has dropped out of a post-secondary educational program during the past 12 calendar months;</i> OR • <i>Has a poor work history, to include no work history, or has been fired from a job in the last 6 calendar months;</i> OR • <i>Has previously been placed in out-of-the home care (foster care, group home, or kinship care) for more than 6 months between the ages of 16-21);</i> OR • <i>Currently has an incarcerated parent(s)/guardian.</i> 	<p>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</p> <p>A scanned/uploaded copy of the documentation is required.</p> <p><i>Note: 5% Limitation: Not more than 5% of the In-School-Youth may be enrolled based on Requires additional assistance criterion</i></p> <p><i>Refer to DWS PS 11 - 2015</i></p>

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
<p>Family Size</p>	<p>Youth</p>	<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 scanned/uploaded copy of the documentation is required.</p>

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Eligibility Item	Program	Eligibility Definition	Eligibility Required Documentation
<p>Low Income – Family Income</p>	<p>Youth</p>	<p><i>If the applicant is <u>NOT a Family of One</u>, the family’s income must be computed based upon the documentation of family size.</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><i>**Note: Staff is not allowed to print or upload UI information from the UI main-frame. Staff may review the UI information and record the appropriate data in the participants’ case notes in NCWorks Online. **</i></p> <p><i>***For OSY that are not required to be low-income, the verification source of “Income not verified for OSY barrier (dropout, pregnant, parenting, offender)” may be utilized.***</i></p> <p>A scanned/uploaded copy of the documentation is required</p>

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NOTES

ABC Verification Item may be selected for those receiving Basic Career Services **Only**. This option is available for **Veteran Status**. 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. This type of verification should be utilized as a last resort. 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;
 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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Staff Verification may be used for the verification of UI benefits and information viewed in the UI mainframe that provides documentation of eligibility criteria. UI mainframe screens **may not** be printed or uploaded into NCWorks Online. The appropriate data, such as what was verified, by whom, and when the information was verified, should be recorded in the participants’ case notes in NCWorks Online.

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.