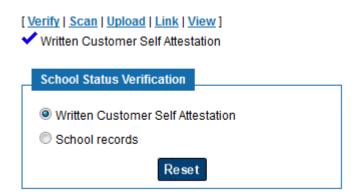
Use of Self-Attestations and Sampling for WIOA Eligibility



Program Year 2016 (Issued July 2016)

Self-attestation allows customers a means to self-certify to those WIOA eligibility items that, in some cases, are not verifiable or may cause an undue hardship for individuals to obtain. Self-attestation should be used as a last resort and should not take the place of gathering documentation/verification when available from other sources. Career advisors should assist customers as needed to obtain appropriate documentation required for enrollment.

Eligibility items allowed to be verified by self-attestation are identified in the WIOA application in NCWorks and in the <u>"NC Draft 2015 WIOA Participant Eligibility Reference Guide".</u>



When self-attestation is used, documentation must include, at a minimum, the following information:

- 1. The applicant's full name
- 2. Clear statements of the issues being documented
- 3. The applicant's signature
- 4. Date signed
- 5. Career advisor's signature will serve as witness to all self-attestation documents

Documents must be typed or written in ink. The use of white-out is prohibited. Errors should be lined through, initialed and correct information added.

Sampling of Self-attestations

Per TEGL 5-14, a random sampling of self-attestations for eligibility elements is required for each local area in order to validate accuracy. As part of annual monitoring, WDB staff will select a random sample of participant files (minimum of five files per service provider) that have used self-attestation for eligibility verification. Based on the sample, service providers will then be required to gather/provide additional supporting documentation of eligibility by obtaining some other allowable source of verification.

Eligibility sampling is not intended to be a hardship but to serve as a method to ensure validity of verification sources and to ensure the enrollment of eligible individuals.