

Program Year 2020 (Issued July 2020)

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 [“WIOA and Wagner-Peyser Employment Act Participant Eligibility Reference Guide”](#) located in NCWorks.

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Written Customer Self Attestation

School Status Verification

☒ Written Customer Self Attestation

☐ School records

Reset

Staff should use the local Self-Attestation form when it is necessary to use customer self-attestation for documentation. Self-attestation 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 to 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 (goal 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 if possible/attainable.

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.