

I. Purpose:

To provide guidance to One-Stop Operators, and American Job Center (AJC) service providers for determining eligibility for the Title I Adult and Dislocated Worker programs.

II. Title I Adult Eligibility Requirements

Individuals must meet the following requirements in order to be eligible for the Title I Adult Program:

- Individuals 18 years of age or older
- Citizens or nationals of the United States, or other lawfully admitted persons
- In compliance with the Military Service Act as detailed in the Selective Service System Registration Policy - <https://www.secareercenter.org/www/download/129.176>

III. Title I Dislocated Worker Eligibility Requirements

Individuals must meet the above requirements for Title I Adult as well as fall under one of the 5 categories below for Dislocated Worker eligibility:

Category 1

- Has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions); AND
- Is eligible for or has exhausted entitlement to unemployment compensation; or
- Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; AND
- Is unlikely to return to a previous industry or occupation;

Individuals laid-off or terminated because of the cyclical, intermittent or seasonal nature of their employment may be eligible for individualized career services and training services as Category 1 Dislocated Workers. Such services can only be made available to individuals who are currently unemployed and have indicated they are seeking full-time, non-temporary or seasonal work. This does not apply to workers who are on a temporary layoff with a specific return to work date.

Category 2

- Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;
- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

Category 3

- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides, such as;
 - o Failure of one or more businesses to which the self-employed individual supplied or obtained a substantial proportion of products or services;
 - o Substantial layoffs or permanent closures of one or more plants or facilities that support a significant portion of the state or local economy;
 - o Depressed prices or markets for the articles produced by the self-employed individual
- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of natural disasters

The determination that a person has become unemployed due to these conditions must be recorded in VOS. Any documentation provided to verify this criterion must be kept in the electronic file and cited in VOS case notes.

Category 4

- Is a displaced homemaker who by definition is an individual who has been providing unpaid services to family members in the home and who:
 - o Has been dependent on the income of another family member but is no longer supported by that income;
 - o Is the dependent spouse of a member of the Armed Forces on active duty, and whose family income is significantly reduced, by at least 15%, because of a deployment call or order to active duty, a permanent change of station, or the service connected death or disability of the member (as defined in section 101(d)(1) of title 10, United States Code);
 - o Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

Category 5

- Is the spouse of a member of the Armed Forces on 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;
- Meets the criteria described in paragraph WIOA Sec 3(16)(ii).

IV. Residency Requirement

At the date of application for WIOA services, eligible applicants must reside in STLWDB's Local Area, which includes the counties of: Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, and Sequatchie.

Documentation of Residency for Eligibility

Applicants must provide documentation of residency documentation during the eligibility intake process, to be maintained in participant's case file. Acceptable documentation includes:


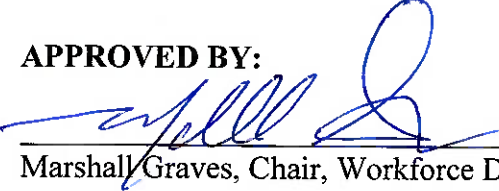
- Unexpired Driver's License or State ID
- Social Services printout on an active case
- Current utility bill, medical statement, bank statement, or similar correspondence

- Current school letter or transcripts based on official records
- Current rent receipt with pre-printed address, including name/phone number of landlord or property manager
- Current letter from a shelter verifying homeless residency
- Signed attestation from a family member or friend if residing with them temporarily

Exceptions Process

Exceptions to the residency requirement will be considered on a case-by-case basis and require prior written approval from STLWDB before enrollment and service provision. Access to services for individuals residing outside the local area may be granted for special circumstances, such as recent dislocation from employment within the local area and participation in cross-regional workforce initiatives, or other extenuating circumstances as determined by STLWDB staff.

Attachment A: Title I Adult & Dislocated Worker Eligibility Documentation Requirement

AUTHORIZED BY:  Michele Holt, Director, Workforce Development	<u>12/10/2024</u> Date
APPROVED BY:  Marshall Graves, Chair, Workforce Development Board	<u>10 DEC 2024</u> Date
<i>Adult and Dislocated Worker Eligibility Policy, revision effective 12.10.2024</i>	





Attachment A: Title I Adult & Dislocated Worker Eligibility Documentation Requirements

Table 1: General Eligibility Requirements			
Eligibility Criteria	Eligibility Requirement for:		Documentation Requirement
	Adult	DW	
U.S. Work Authorization (Citizenship Status)	✓	✓	Verification documents listed on USCIS Form I-9: <ul style="list-style-type: none"> • Any one from list A; or • One from list B and one from list C combined
Birthdate/Age	✓	✓	<ul style="list-style-type: none"> • Driver's License (not expired) • Baptismal Record • Birth certificate (not mother's copy) • DD-214, Certificate of Release or Discharge from Active Military Duty • Report of Transfer or Discharge paper • Federal, state or local ID card • Passport • Hospital record of birth • Public Assistance/Social Service records • School records or ID cards • Work permit • Crossmatch with Department of Vital Statistics • Tribal records
Social Security Number	✓	✓	<ul style="list-style-type: none"> • Social Security Card • DD-214, Certificate of Release or Discharge from Active Military Duty • Driver's License (if applicable) • Employment records • IRS form letter 1722 • Letter from Social Security Administration • Pay stub • Social Security benefits • W-2 Form
Selective Service Registration	✓	✓	<ul style="list-style-type: none"> • Selective Service acknowledgement letter • DD-214, Certificate of Release or Discharge from Active Military Duty • Verification from Selective Service verification site – www.SSS.gov • Selective Service Registration card • Selective Service Verification (Form 3A) • Stamped Post Office Receipt of Registration

Table 2: Veteran's Priority

Eligibility Criteria	Documentation Requirement
<p>A "covered person" under the Jobs for Veterans Act is one of the following:</p> <p><u>Veteran:</u> An individual who served in the active military, army, naval or air service that was released under conditions other than dishonorable.</p> <p><u>The Spouse of:</u></p> <ul style="list-style-type: none"> • Any veteran who died of a service-connected disability; • A member serving on active military duty who is listed as missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government power; • Any veteran with a total service-connected disability rating or one who died while being evaluated for it. (Pub.L.107-288 Sec. 4215) 	<p>Veteran Eligibility:</p> <ul style="list-style-type: none"> • DD-214, Certificate of Release or Discharge from Active Military Duty • Written communication with federal or Department of Veteran's Affairs or another veteran's service agency; or • Telephone Verification with a government veteran's service agency <p>Proof of marriage to veteran through:</p> <ul style="list-style-type: none"> • Military spouses ID Card • Marriage Certificate • Proof that the veteran fits one of the categories listed through: <ul style="list-style-type: none"> ○ Military records ○ Newspaper article ○ Obituary Notice on DD-214 • Written communication with federal or Department of Veteran's Affairs or another veteran's service agency; or • Telephone Verification with a government veteran's service agency • Death Certificate • Medical Records

Table 3: Low-Income Eligibility

Eligibility Criteria	Eligibility Requirement for:		Documentation Requirement
	Adult	DW	
Low-Income			<ul style="list-style-type: none"> • Public Assistance records • Housing Authority verification • Social Security Benefits • Pay stubs • Unemployment Insurance records • Pension Statement • Alimony Agreement • Veteran’s Administration award letter • Compensation award letter • Court award letter • Employer statement/contact • Family/Business financial records • Quarterly estimated tax for self-employed individuals (Schedule C) • Bank statements (in limited cases - does not show gross income) • Applicant statement if no other documents are available and is accompanied with a case note <p>TANF:</p> <ul style="list-style-type: none"> • Crossmatch with TANF public assistance records <p>Other Public Assistance:</p> <ul style="list-style-type: none"> • Copy of authorization to receive cash assistance • Copy of public assistance check • Medical card showing case grant status • Crossmatch with public assistance records • Refugee assistance records
Family Size/Individual Status			<ul style="list-style-type: none"> • Birth Certificate • Decree of Court • Proof of disability (to prove individual status) • Divorce Decree • Landlord Statement/Lease • Marriage Certificate • Medical Card • Most recent tax return supported by IRS documents • IRS Letter 1722 (replaced by 4506-T?) • Public Assistance/Social Services Agency records

			<ul style="list-style-type: none"> • Public Housing Authority • Written statement from a publicly supported 24-hour care facility or Institution (e.g. Mental, Prison) • Telephone Verification • Applicant statement if no other documents are available and is accompanied with a case note
Individual/Family Income	✓	✗	<ul style="list-style-type: none"> • Alimony Agreement • Rental Agreement/Lease to show family size • Award letter from Veterans Administration • Bank Statements – Direct Deposit or Regular Cash Deposits • Compensation Award Letter • Court Award Letter • Employer Statement • Farm or Business Financial Records • Housing Authority Verification (family size) • Pay stubs • Pension Statement • Public Assistance Records • Worker’s Compensation Records • Quarterly Estimated tax for Self-Employed persons (Schedule C) • Social Security Benefits Records • Unemployment Insurance records • Telephone verification • Applicant statement if no other documents are available and is accompanied with a case note
Individuals with Disabilities	✓	✗	<ul style="list-style-type: none"> • Medical Records/Physician statements • Official school records or statement • Social Service records/referral • Social Security Administration Disability records • Veteran’s Administration Letter/Records • Vocational Rehabilitation letter/statement • Letter from Drug or Alcohol Rehabilitation Agency • Letter from Child Study Team stating specific disability • Psychiatrist’s or Psychologist’s diagnosis • Sheltered Workshop Certification • Worker’s Compensation records • Telephone verification • Observable condition as documented in case notes • Applicant statement if no other documents are available and is accompanied with a case note

Table 4: Dislocated Worker Eligibility

Eligibility Criteria	Eligibility Requirement for:	Documentation Requirement
	Dislocated Worker	
	Category 1	<p>Proof of termination or layoff:</p> <ul style="list-style-type: none"> • Employer or union representative verification by letter, phone or electronic verification of layoff; or • Individual’s name on a WARN notice; or • Media article/general announcement that includes source and date; or • Trade Act eligibility documents that confirm layoff; or • Detailed phone verification; or • Detailed registrant statement <p>AND</p> <p>Is eligible for or has exhausted Unemployment Insurance (UI):</p> <ul style="list-style-type: none"> • UI Award Letter; or • Statement from UI Representative <p>OR</p> <p>Proof of attachment to the workforce, but ineligible for unemployment compensation due to insufficient earnings or services not covered by UI law:</p> <ul style="list-style-type: none"> • Pay stubs; or • Employer verification by letter, phone or electronic verification that employer is not subject to UI law; or • W-2 and/or tax returns <p>AND</p> <ul style="list-style-type: none"> • Unlikely to return to previous industry or occupation
	Category 2	<p>Proof of Employment:</p> <ul style="list-style-type: none"> • Pay stub; or • UI document that confirms plant closure or substantial layoff; or • Individual’s name on state approved WARN notice; or • Employer or union representative verification by phone, letter or electronic verification <p>AND</p> <p>Proof of closure or substantial layoff:</p> <ul style="list-style-type: none"> • WARN notice; or • Labor Market Analyst Statement; or • Media article/general announcement that includes source and date; or • Employer or union representative verification by phone, letter or electronic verification • UI document that confirms plant closure or substantial layoff <p>OR</p>

		<ul style="list-style-type: none"> • Pay stub; or • UI document that confirms plant closure or substantial layoff; or • Individual's name on state approved WARN notice; or • Employer or union representative verification by phone, letter or electronic verification <p>AND</p> <p>Proof of closure:</p> <ul style="list-style-type: none"> • Employer or union representation verification by letter, phone or electronic verification • Media article/general announcement that includes source and date
	Category 3	<p>Evidence of Self-Employment:</p> <ul style="list-style-type: none"> • Business license or permits; or • IRS forms and tax documents; or • Monthly Profit and Loss Statements <p>AND</p> <p>Evidence of business closure:</p> <ul style="list-style-type: none"> • Chapter 7 or Chapter 11 bankruptcy published in the newspaper with the date shown; or • Evidence of business failure of supplier or customer; or • Insurance claims or other proof of income loss; or • Disaster insurance claim; or • Federal or state declaration of disaster; or • Statement from an Accountant, Bookkeeper or Tax Preparer; or • Articles of Dissolution
	Category 4	<ul style="list-style-type: none"> • Court records; or • Divorce documents; or • Bank records; or • Public assistance records; or • WARN Notice; or • Death Certificate; or • Self-Attestation; or • Registration statement; or • Permanent Change of Station Documentation; or • DD-214 indicating type of discharge; or • Employer verification by letter, phone or electronic verification
	Category 5	<ul style="list-style-type: none"> • Proof of permanent Change of Station Documentation; <p>AND</p> <ul style="list-style-type: none"> • Unlikely to return to previous industry or occupation