

Region 2 Workforce Investment Board Policy #5

SUBJECT: Customer Grant Eligibility and Registration

EFFECTIVE DATE: 12.6.17

I. REFERENCE(S):

WIOA Section 3(2), (5), (15), (16), (36)
WIOA Section 129 (a) (1) (B) and (C)
CFR Part 680
State

II. PURPOSE:

To provide guidance notice on eligibility and registration ensures that every WIOA participant receives WIOA program funded services is eligible and registered to receive those services.

III. BACKGROUND:

WIOA authorizes Region 2 to provide workforce preparation and employment to eligible adults and dislocated workers and associated individuals such as displaced homemakers, Self-employed individuals, and Military Spouse.

IV. ACTION:

- Policy 5 reflects the statutory eligibility requirements for adult and dislocated workers but also contains the local policies that are allowable under the WIOA regulations.

Statutory Eligibility Requirements for Adult and Dislocated Workers

Individuals wishing to receive training services funded through adult and dislocated worker programs must meet all of the following requirements: All individuals are adult until placed in Dislocated Worker category after discussion.

1. Be legally authorized to work in the United States
2. Be 18 years of age or older
3. If male be properly registered for Selective Service
4. Meet Income Guidelines-150% of lower living standard in Region 2
Priority of Service for Adult funds
 1. **Vets**-low income, public assistance, basic skills deficient
 2. **Public Assistance**, low income, basic skills deficient
 3. **Vets and Eligible spouses**-not low income or basic skills deficient
 4. **Individuals**-do not meet above priorities

Definitions of Terms:**Low Income-**

1. Receives cash benefits based on public assistance program
2. Poverty line or 70% of lower living standard income last 6 months
3. Food Stamps received or eligible in last 6 months
4. Homeless
5. Foster child
6. Disabled person whose self-income qualifies when family income does not qualify.

Basic Skills Deficient-

1. Unable to compute, read, write or speak English in order to function on job, in individual's family or in society
2. Lacks Diploma, GED and not in secondary education
3. Enrolled in Adult Education
4. Reading or math below 8.9 /Workkeys at or below 4
5. Limited English by trough documented observation

Additional requirements for Dislocated Worker 3(15) (A-E)

1. Terminated or laid-off or received notice of such from employer
2. And is eligible or exhausted entitlement to unemployment
3. Demonstrate attachment to workforce but not qualified unemployment.
4. Notice of Plant Closure or layoff within 180 days

Category C-Self-Employed-now unemployed because of:

1. Natural Disaster
2. General Economic condition in community in which you live
3. Includes farmer, rancher or fisherman

Category D- Displaced Homemaker-Spouse of laid off individual**Category E-Military Spouse**

1. Spouse of member of Armed Forces on active duty who has experienced loss of employment as a result of relocation to accommodate a permanent change in duty state of such member.
2. Spouse of a member of the Armed Forces on active duty and who meets criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Initial Assessment for Eligibility

The initial assessment provides preliminary information about the individual's skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs. (WIOA 134(c))

As a basic career service for adults and dislocated workers, the initial assessment is intended to be a brief, preliminary information gathering process that, among other things, provides sufficient information about an individual's basic literacy and occupational skill levels to enable the One-Stop operator to make appropriate referrals to services available through the One-Stop operator and partner programs.

When choosing who shall participate in the Title I programs, refer to *WorkForce West Virginia Guidance Notice 6-16*. In addition, special care must be exercised to not discriminate on the basis of race, color, national origin, sex, age, disability, religion, political affiliation or belief, participant status, and against certain noncitizens.

Registration

Registration is the process for collecting information to support a determination of eligibility. This Information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. Participation occurs after the registration process of collecting information to support an eligibility determination and begins when the individual receives a staff-assisted WIOA service, which does not include self-service or informational activities. Adults and Dislocated Workers who receive services funded under Title I other than self-service or informational activities must be registered as a participant. Work Keys is part of the information gathering system which leads to the discussion of training options.

Eligibility for Training Services

Under Section 134(c) (3) (A) of WIOA training services may be made available to employed and unemployed adults and dislocated workers who:

- A One-Stop operator or One-Stop partner determines, after an interview, evaluation, assessment, and career planning are: Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate successfully in training service; (20 CFR 668.210)

- Have selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate; (20 CFR 680.210)
- Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Trade Adjustment Assistance, and Pell Grants, or require WIOA assistance in addition to other sources of grant assistance, including Pell Grants (provisions relating to fund coordination are found at 20 CFR § 680.230 and Section 134(c)(3)(B) of WIOA); and
- If training services are provided through the adult funding stream, are determined eligible in accordance with the state and local priority system, if any, in effect for adults under Section 134(c)(3)(E) of WIOA and 20 CFR § 680.600. (20 CFR 680.210)

Individual Service Strategy Plan

The individual employment plan (IEP) is an individual career service, under Section 134(c)(2)(A)(xii)(II), that is jointly developed by the participant and career planner when determined appropriate by the One-Stop operator or One-Stop partner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. (20 CFR 680.180)

- If determined appropriate based on the need of the individual participant, the "combination of services" includes supportive services if approved for ITA. OJT only eligible for 30 days of employment. Books may be included in ITA costs if not, maybe included in supportive services.
- The development of an IEP is only one of the career services that may be provided to adults and dislocated workers determined to be in need of such service; it is not a condition to receive that service.
- Local youth programs must develop Individual Service Strategies (ISS) for each participant that are directly linked to one or more of the indicators of performance described in Section 116(b)(2)(A)(ii) of WIOA, and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the objective assessment. (WIOA 129(c))
- A new service strategy for a youth participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant. (WIOA 129(c))

Supportive Services

The term "supportive services" means services such as transportation, child care, dependent care, housing, relocation, tools and work boots, etc. that are necessary to enable an individual to participate in activities authorized under WIOA Title I. Region 2 does not provide Needs Related payments under formula funds due to lack of funds. Region 2 will not provide or purchase computer unless required for class and no Pell Grant involved.

Training Decisions for Adults and Dislocated Workers

After an interview, evaluation, or assessment, and career planning before deciding on training, the career planner/case manager must ask these questions:

1. Has the applicant met the qualifications to be eligible for training services (i.e., received either an interview, planning or any other method through which the One-Stop operator or partner can obtain information and make an eligibility determination to be determined eligible for training service)? (WIOA 134(c) and 20 CFR 668.220) Region 2 has no required period for participation in career services before receiving training services but all required forms and documents must be filed with Region 2. (20 CFR 680.220)
2. Does the applicant have the skills and qualifications to successfully complete the selected training program?
3. Is the program of training services directly linked to Demand Occupation in the local area or in another area to which the participant is willing to relocate?
4. Is there another funding source willing to pay the costs of the training, including such source as state-funded training funds, Trade Adjustment Assistance and Federal Pell Grants?
5. If funding is limited in Region 2, does the adult participant meet the priority requirements given to recipients of public assistance and other low income individuals?
6. Is applicant able to pass required drug screen and provide list of medications that applicant is presently prescribed?
7. The above requirement only applies to grants given for Individual Training Accounts (ITA), and On-the-Job Training (OJT). The following programs offered through the integrated One-Stop Career Centers system are not covered by this policy: Trade Act, Adult Basic Education, Veterans Employment and Training services, and Wagner-Peyser. Applicants need only test once through the period of training unless a positive result in which case an appeal process is available which may require another test.
8. Is ITA training program on the State list of approved training programs?
9. If the cost of training exceeds \$5000.00 that Region 2 will provide does applicant have another means of providing difference?

Exits

For purposes of performance calculations, exit is the last date of service after which an individual received services through the adult, dislocated worker, or youth program under WIOA Title I, the Adult Education and Literacy program under WIOA Title II, or the employment services authorized by Wagner-Peyser as amended by WIOA Title III, and no future services other than follow-up services are planned. (20 CFR 677.150) Ninety days of no service does not include self-service or information-only activities or follow-up services. (20 CFR 677.150)

Follow-Up/Post Placement Contact

Adult and dislocated workers follow up services, as described in Section 134(c)(2)(A)(xiii) of WIOA and 20 CFR § 678.430(c), must be made available, as appropriate, for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment. (20 CFR 680.150) Follow-up services must be provided, as appropriate, including: counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment. (20 CFR 678.430)

V. IMPLEMENTATION DATE: 12.6.17

Supplement to Customer Grant and Eligibility #5

References: WIOA Section 3,129, 134 and 171 WIOA Code of Federal Regulations, 20 CFR 680.900, 680.910, Through 680.970, 681.570, 688.120

Purpose: To provide guidance to Career Planner/Case Manager on proper use of Supportive Services

Supportive Services

To be eligible for supportive services, a participant must have been determined WIOA eligible and:

- Participating in career and training services. Limited supportive services may be provided to eligible applicants (e.g., paying for a birth certificate) before they are enrolled as participants to permit participation in assessment activities; and
- Are unable to obtain supportive services through other programs providing such services.
- Maximum amount of Supportive Services available \$1,500 + any ITA unused Funds
- Applicant must request Supportive Services and family Income Guide should be reviewed to determine eligibility for Supportive Services.

Supportive services include, but are not limited to, cash assistance or referral to the following:

- Transportation assistance and auto repairs; Refer to Partner-DHHR or Community Action
- Child care and dependent care costs;-Refer to Partner-DHHR-Community Action
- Housing and utility assistance; Refer to Partner-DHHR or Community Action
- Groceries and hygiene items (including haircuts); Refer to Partner-DHHR, Community Action, or Food Pantry
- Assistance with medical and prescription (including eyeglasses) services;-Refer to Partner-DHHR, Community Action, or Community Organization
- Interview clothing, uniforms, and other appropriate work attire;-Goodwill, Dress for Success, Community Action
- Tools or other work or training-related materials; -Community Action-Goodwill-R2 WIB
- Job-related adult basic education and English as a Second Language training; Partner Adult Basic Education(ABE)-local CTC
- Translation services; Partner ABE-local CTC
- Non-commercial driver's license training and assistance with driver's license fees; -County School System
- Work and training-related licenses, permits, and fees;-Local or State Agency
- Assistance with special services and materials for individuals with disabilities; DHHR
- Out-of-state job search and relocation to a new job;-R2 WIB
- Legal aid services meant to reduce barriers to employment and establish employment eligibility such as by helping secure a driver's license, expunging criminal records, and addressing debts or credit reporting issues.-Legal Aid Services-County Magistrate office

Supportive services cannot be provided for:

- Fines and penalties such as traffic violations, late finance charges, and interest payments;
- Entertainment including tips;
- Contributions or donations;
- Vehicle payments;
- Refundable deposits;
- Alcohol or tobacco products;
- Pet products;
- Supplies for plants;
- Membership fees (e.g., fitness or social club memberships, annual fees on personal credit cards);
- Excessive or costly food purchases beyond normal dietary needs; and
- Out-of-state job search and relocation expenses that are paid for by the prospective employer or by the employer who has laid-off the individual.