



**ROGUE WORKFORCE  
PARTNERSHIP**

**Program Policy**

**Standard Operating Procedure**

**Effective Date: July 1, 2015**

**New**       **Revised**

**TITLE: ADULT/DISLOCATED WORKER DOCUMENTATION AND ELIGIBILITY GUIDANCE**

#### **PURPOSE**

To provide eligibility and documentation guidance for customers seeking Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker services.

#### **REQUIREMENTS**

Per WIOA Regulations the determination of whether an individual is eligible to receive assistance from Wagner-Peyser, WIOA Adult, or WIOA Dislocated Worker must be completed prior to accessing Individualized Career Services and Training Services. Registration in WorkSource Oregon Management Information System (WOMIS) is required for Self-Directed and Basic Career Services.

#### **REFERENCES**

WIOA Section 3(2), Section 3(15)

#### **SCOPE**

This policy applies to Rogue Workforce Partnership's sub-recipient of WIOA Title 1B Adult and Dislocated Worker funds.

#### **POLICY**

Eligibility elements are collected during the online customer registration in WOMIS. Once the customer has completed filling out all required data fields, eligibility is determined instantaneously based on their self-attested answers that are true at the time of registration. The eligibility level determines the types of service the customer qualifies for. Customer enrollment episodes are only created in I-Trac (the Title 1B electronic data tracking system) if the individual is WorkSource Adult or Dislocated Worker eligible.

See Table on the following page.

Eligibility Level (Funding Stream)	Eligibility Elements	Services	Service Tracking System
Wagner-Peyser	Citizen or Legal to Work Agree to self-attestation disclaimer	Career Center (American Job Center) Usage Job Match Self-Directed Services Basic Career Services	iMatchSkills
Adult	Wagner-Peyser Eligibility Elements Age 18+ Individuals who identify as males are registered for Selective Service (who are born on or after January 1, 1960)	Wagner-Peyser level Services Basic Career Services Individualized Career Services <sup>1</sup>	I-Trac
Dislocated Worker (DW) <sup>3</sup>	Adult Eligibility Elements and One of the following applies: (1) Displaced Homemaker (2) Military Spouse (active duty) (3) Is eligible or has exhausted Unemployment Insurance (4) Has been laid-off within the past four years (5) Has been terminated or laid off, or who has received a notice of lay-off (6) Were self-employed and are now unemployed as a result of general economic conditions in the community in which the individual resides, or because of natural disasters. (7) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, 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 their previous occupation.	Training Services <sup>2</sup>	

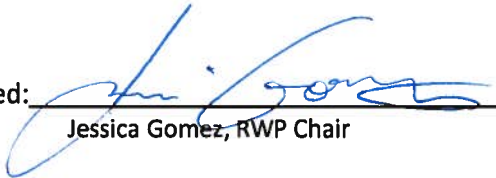
<sup>1</sup> Customers must document eligibility elements before they can receive this level of service. Paper copies should be collected by Talent Development Specialist and the customers' DOB should be validated, along with Selective Service (if applicable) and Legal to Work status.

<sup>2</sup> Customers must document eligibility elements before they can receive this level of service. Paper copies should be collected by Talent Development Specialist and the customers' DOB should be validated, along with Selective Service (if applicable) and Legal to Work status.

<sup>3</sup> Customers that are DW eligible are co-enrolled in Adult if 18 years or older. The enrollment episode is presented as a single enrollment in DW only in I-Trac, but will report to the state and DOL as both Adult and DW and customers' service can be paid from either or both grants.

All individuals receiving priority of service must have a document that demonstrates their status in their participant file. For veterans (or their spouses) to receive priority of service, they must provide a copy of their military issued Veteran Identification Card (VIC) or DD-214. Per WIOA section 134(c)(3)(E), priority shall also be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for Adult employment and training activities. Verification of such status must be completed and documented by the Talent Development Specialist when completing I-Trac registration for the customer.

Approved: \_\_\_\_\_



Jessica Gomez, RWP Chair

Date: \_\_\_\_\_

10-19-17

