



Effective Date: July 1, 2007

AM.03.01.01

Revised Date: March 28, 2019

WIOA Eligibility Documentation

Purpose: To provide guidance on acceptable documentation for Eligibility determination.

Scope: Workforce Innovation Opportunity Act (WIOA) Programs

The WIOA program requires applicants to provide documentation for certain eligibility items. These items include but are not limited to:

- ✓ Legal Name
- ✓ Social Security Number
- ✓ Citizenship/Authorization to Work in the United States
- ✓ Age - Date of Birth
- ✓ Selective Service Registration for males 18 and over who were born on January 1, 1960 or later
- ✓ Dislocated Worker Eligibility
- ✓ Family Income and Source (MUST have a "WIOA Income Eligibility Worksheet" completed along with supporting documentation)
- ✓ Family Size
- ✓ Highest Level of Education Completed
- ✓ Employment Status
- ✓ Youth or Adult living in a high-poverty area
- ✓ In School Youth receiving or eligible to receive a free or reduced price school lunch

In an effort to assist us in ascertaining which documents can be used, we have been provided with the following sources for Documentation:

- TEGL 9-06/ Data Validation & Source Documentation [TEN09-06.pdf](#)

The matrix is comprehensive and encompasses every possible document that might contain the documentation needed to verify eligibility items. Because this document is so broad, the key to successfully using this matrix is ensuring that the documentation selected "actually provides" the item(s) you are attempting to verify. For example, the driver's license is listed as a documentation source for the SSN however, unless the driver's license actually lists the applicant's SSN, it cannot be used to document that particular item.

IMPLEMENTATION:

The Director of Business and Career Services and the Managing Director of Operations will ensure implementation and execution of this memorandum by their staff. Questions may be directed to the Vice President of Innovative Workforce Solutions.