

WIOA Title I Eligibility Technical Assistance Guide
Acceptable Documentation

Acceptable Documentation for WIOA Title I Program Eligibility

Local Workforce Development Areas (Local Area) must verify or confirm an individual's eligibility for the Adult, Dislocated Worker or Youth programs through an examination of documents. The following tables are an accompaniment to the *Workforce Innovation and Opportunity Act* (WIOA) *Title I Technical Assistance Guide* (TAG) and are designed to assist Local Areas in documenting participant eligibility. Only the documentation sources included in these tables are acceptable for establishing WIOA Title I eligibility. Information must be collected from the individual to support a determination of eligibility. This information is collected through the individual's WIOA Program Application, which may be a paper application that is physically signed or an electronic application that is electronically signed.

Eligibility verification is not the same as Data Element Validation (DEV). While DEV may verify the existence of acceptable documentation for certain eligibility criteria, DEV does not verify participant eligibility. For more information on DEV, refer to Workforce Services Directive, *WIOA Data Validation Source Documentation* ([WSD22-15](#)).

Personally Identifiable Information (PII) must be collected, used, and maintained properly. Medical or disability information must be collected and stored separately in accordance with Title 29 *Code of Federal Regulations* (CFR) Section 38.41(b)(3).

Definitions	
The following definitions apply for types of acceptable documentation.	
Case Notes	Case notes are paper or electronic statements by the case manager that identify, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide a documented trail back to the source of information verified.
Self-Attestation	Self-attestation, also referred to as a participant statement or self-certification, occurs when a participant declares their status for eligibility in writing or via an electronic/digital method. The key elements for self-attestation are: (1) The participant identifying their status for permitted elements/eligibility criteria, and (2) Signing and dating a form attesting to this self-identification (e.g., a signed WIOA Program Application). Electronic/digital signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation, such as hard copies or in CalJOBS with a remote signature.

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References:

Title 20 CFR Section [675.300](#)

Training and Employment Guidance Letter (TEGL) [09-22](#), *Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance*
[TEGL 23-19, Change 2](#), *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL)*

Workforce Programs, Revised Attachment II, *Source Documentation for WIOA Core/Non-Core Programs*

Workforce Services Directive, WSD15-14, Adult Program Priority of Service

Table 1 – General Eligibility

The General Eligibility criteria apply to all WIOA Title I Adult, Dislocated Worker, and Youth programs. **Individuals must meet all applicable general eligibility criteria** to be eligible for WIOA-funded services.

Eligibility Criteria	Acceptable Documentation
1. Birth date/age <i>References: WIOA Sections 3(2), 129(a)(1)(B)(ii), and 129(a)(1)(C)(ii); 20 CFR Section 680.120</i>	The document must display the individual's name and date of birth. The following documentation may be used to satisfy this criterion (only one is required): • Birth Certificate (United States [US] or non-US issued) • Federal, state, or local Identification Card (including Tribal Records) • Driver's License • Passport (US or non-US issued) • Mexico Consular Identification Card (Matricula Consular) • Baptismal Record • DD-214 • Report of Transfer or Discharge Paper • Selective Service Registration • Hospital Record of Birth (US or non-US issued) • Public Assistance/Social Services/Justice System Record • School Record or Identification (ID) Card (US or non-US issued) • Work Permit • Family Bible • Signed Letter from Parent/Guardian

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2. Authorization to Work in the US <i>References: WIOA Section 188[a][5]; TEGL 10-23</i>	The following documentation may be used to satisfy this criterion: • One verification document from List A of the I-9 Form, or • One verification document from List B <u>and</u> one verification document from List C of the I-9 Form • USCIS Systematic Alien Verification for Entitlements (SAVE) verification • Employment Authorization Documents (EAD)
3. Selective Service System Registration Applicable for individuals born male on or after January 1, 1960 <i>References: WIOA Section 189[h]; TEGL 11-11, Change 2, Selective Service Registration Requirements for Employment and Training</i>	• For individuals who registered with the Selective Service System as required between the ages of 18 and 25: ○ DD Form 214 (DD-214) ○ Selective Service Acknowledgement Letter ○ Selective Service Registration Card ○ Selective Service System Telephone Verification (1-847-688-6888) ○ Screen printout from Selective Service verification website ○ Selective Service Registration Record (Form 3A) ○ Stamped Post Office receipt of Registration • For individuals who did not register with the Selective Service System by their 26th birthday or who believe they were exempt from registering: ○ Selective Service System Status Information Letter (SIL) (Available on the Selective Service System website along with a list of acceptable documentation) ○ Self-attestation – Signed statement that explains why the individual’s failure to register was not knowing and willful. • For non-US citizens born male who entered the country for the first time after their 26th birthday: ○ Date of entry stamp in passport (non-citizens) ○ Department of Homeland Security Form I-94, Arrival-Departure Record with date of entry stamp (non-citizens) ○ Letter from US Citizenship and Immigration Services showing date of entry and documentation to confirm age (non-citizens) Note – Refer to <i>Section 3.1, Selective Service System Registration</i>, of the WIOA TAG for local policy and procedures determining if an individual knowingly and willfully failed to register.

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Table 2 – Dislocated Worker Eligibility	
To be eligible as a Dislocated Worker, an individual must meet the WIOA General Eligibility criteria (Table 1) and one of the eligibility criteria below.	
Eligibility Criteria	Acceptable Documentation
1. General Dislocation An individual looking to satisfy this criterion, must meet all of the following: 1a, 1b, and 1c. Note – There are two options for meeting 1b. <i>References: WIOA Section 3[15][A]; TEGL 19-16 and Attachment III; 20 CFR Section 680.660</i>	
1a. An individual who was terminated or laid off, or who received a notice of termination or layoff, from employment. This includes a separation notice, under other than dishonorable conditions, from active military service.	The following documentation may be used to satisfy this criterion (only one is required): • Notice of layoff or termination, including a Worker Adjustment and Retraining Notification (WARN notice) • DD-214 or other documentation issued by the Department of Defense, showing separation or imminent separation from the Armed Forces with a discharge that is anything other than dishonorable Screen print or photocopy of a media article describing the layoff. The printout must include the name of the publication and date of the article • Verbal or written verification from employer documented in case notes that includes employer name, title, phone number, and date of dislocation • Rapid Response List/Sign-In Sheet • WIOA UI – Data Consent Authorization Form • Copy of DE 1101CLMT Notice of Unemployment Insurance Claim Filed • Copy of DE 8406 Personalized Job Search Assistance (PJSA) Appointment Notice • Copy of DE 8530 Reemployment Services and Eligibility Assessment (RESEA) Appointment Notice • Case Notes verifying attendance of RESEA or PJSA • PJSA and RESEA CalJOBS Activities entered by EDD Staff • Self-attestation

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1b. (i) Is eligible for or has exhausted entitlement to unemployment compensation; or	The following documentation may be used to satisfy this criterion (only one is required): • UI records, including: ○ DE 1180PH Claim Status and Payment History ○ DE 4581 Continued Claim Form ○ Copy of UI Online Payment Information ○ Telephone Verification through EDD Tele-CertSM • Copy of DE 429Z Notice of UI Award • Copy of DE 8406 PJSA Appointment Notice • Copy of DE 8530 RESEA Appointment Notice or referral to RESEA
(ii) Has been employed for a duration sufficient to demonstrate 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.	The following documentation may be used to satisfy this criterion (only one is required): • Paycheck stubs • W-2 and/or tax returns • UI records, including any of the following: ○ DE 429Z Notice of UI Award ○ DE 4581 Continued Claim Form • Written statement by the employer or union representative • Self-attestation Refer to <i>Section 6.2, Definitions and Standards for Eligibility</i> in the WIOA TAG for the local definition of attachment to the workforce and a list of acceptable documentation.

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1c. Is unlikely to return to a previous industry or occupation.	The following documentation may be used to satisfy this criterion (only one is required): • DD-214 or other documentation with a discharge status that is anything other than dishonorable, showing separation or imminent separation from the Armed Forces. • Copy of DE 8530 RESEA Appointment Notice or referral to RESEA • Case Notes verifying attendance of RESEA • Screen print from internet site such as CalJOBSSM or the Labor Market Information Division that indicates lack of industry/occupation availability • Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations • Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations • Copy of Supplemental Job Displacement Benefit (SJDB) voucher issued by the Division of Worker's Compensation for state-approved educational retraining or skills enhancement • Employment Specialist's determination • Self-attestation
2. Dislocation from Plant Closure/Substantial Layoff An individual looking to satisfy this criterion, must meet any of the following: 2a or 2b or 2c. <i>References: WIOA Section 3[15][B]; TEGL 19-16, Attachment III</i>	
2a. An individual who was terminated or laid off, or who received a notice of termination or layoff, from employment as a result of any permanent closure of, or substantial layoff at, a plant, facility, or enterprise.	The following documentation may be used to satisfy this criterion (only one is required): • Copy of media article/announcement describing the closure or mass layoff; the copy must include the name of the medium in which published and the date of publication • Bankruptcy documents, if declared under <i>Chapter 7</i>, Title 11 U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance • Statement from the employer or union representative • Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual • WARN notice • Rapid Response List/Sign-In Sheet • Telephone verification with employer • Self-attestation

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2b. An individual employed at a facility at which the employer made a general announcement that such facility will close within 180 days.	The following documentation may be used to satisfy this criterion (only one is required): • WARN notice • UI records, including the following: ○ DE 429Z Notice of UI Award ○ DE 4581 Continued Claim Form • Copy of other specific notice to employee of intent to layoff • UI Form 501 (Separation Statement), when completed on both sides and signed by an employer representative • Employer or union representative letter or statement • Written statement from the employer’s bank official, attorney, supplier, accountant, or another knowledgeable professional • Telephone verification with employer • Self-attestation
2c. For purposes of eligibility for services other than training services included in WIOA Section 134(c)(3), career services included in WIOA Section 134(c)(2)(A)(xii), or supportive services, an individual must be employed at a facility or military installation at which the employer made a general announcement that such facility will close.	
3. Self-Employed Dislocation An individual looking to satisfy this criterion, must meet the following:	
<i>References: WIOA Section 3[15][C]; TEGL 19-16, Attachment III</i>	
An individual who was self-employed (including farmers, ranchers, fishermen, independent contractors, and consultants) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of a natural disaster.	The following documentation may be used to satisfy this criterion (only one is required): • Bankruptcy documents listing both the name of the business and the applicant's name • Business license • Copy of a completed federal income tax return (Schedule SE) for the most recent tax year • Copy of media article/announcement describing the closure or mass layoff; the copy must include the name of the medium in which published and the date of publication • Copy of articles of incorporation for the business listing the applicant as a principal • Self-attestation that the individual was self-employed and is now unemployed as the result of general economic conditions or natural disaster

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4. Displaced Homemaker To be eligible under this criterion, the individual must provide proof of 4a and 4b: Note – There are two options for meeting 4a. <i>References: WIOA Section 3[15][D] and 3[16][A][i] and [B]; TEGL 19-16, Attachment III</i>	
4a. (i) Has been dependent on the income of another family member, but is no longer supported by that income (e.g., because the other family member was laid off, or because of death or divorce), or	The following documentation may be used to satisfy this criterion (only one is required): • Cross match with public assistance records • Copy of applicable Court records • Copy of Divorce papers or Legal Separation • Copy of Bank records showing financial dependence on spouse, no separate individual income support, or no employment income earned • Notarized Statement from family member of ex-spouse of non-support • Spouse's layoff notice • Spouse's death record • Self-attestation
(ii) Is the dependent spouse of a member of the US Armed Forces on active duty and whose family income has been significantly reduced because of the service member's deployment, call or order to active duty, permanent change of station, or service-connected death or disability.	The following documentation may be used to satisfy this criterion (only one is required): • Spouse's Permanent Change of Station Orders for a military move or assignment • Documentation certifying a service-connected death or disability • Self-attestation that the individual is the spouse of an active member of the US Armed Forces and has experienced the loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station
4b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.	The following documentation may be used to satisfy this criterion (only one is required): • Wage Record or Employer Statement • Self-attestation (This could include statement of continuous effort to seek employment that meets the local definition for difficulty in obtaining or upgrading employment. Refer to <i>Section 6.2, Definitions and Standards for Eligibility Criteria</i> for more detailed information.) Note – Refer to <i>Section 6.5, Related Definitions</i> in the WIOA TAG for detailed information on employment status (i.e., employed, underemployed, not employed).

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5. Spouse of an Active-Duty Military Service Member To be eligible under this criterion, the individual must provide proof of either of the following: 5a or 5b: <i>References: WIOA Sections 3[15][D] and 3[16][A][ii] and [B]; TEGL 19-16, Attachment III</i>	
5a. Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station; or	The following documentation may be used to satisfy this criterion (only one is required): • Spouse's Permanent Change of Station Orders for a military move or assignment • Self-attestation that the individual is the spouse of an active member of the US Armed Forces and has experienced the loss of employment as a direct result of relocation to accommodate a permanent change in the service member's duty station
5b. Is unemployed or underemployed and having trouble obtaining or upgrading employment.	The following documentation may be used to satisfy this criterion (only one is required): • Wage Record or Employer Statement • Needs Assessment • Signed Individual Employment Plan • Self-attestation that the individual has made continuous effort to seek employment that meets the local definition for difficulty in obtaining or upgrading employment. Refer to <i>Section 6.2, Definitions and Standards for Eligibility Criteria</i> for more detailed information. Note – Refer to <i>Section 6.5, Related Definitions</i> in the WIOA TAG for detailed information on employment status (i.e., employed, underemployed, not employed).

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Table 3 – Youth Eligibility	
A youth participant must meet the WIOA General Eligibility criteria (Table 1) and eligibility criteria for either Out-of-School (OS) Youth or In-School (IS) Youth.	
Eligibility Criteria	Acceptable Documentation
OS Youth To be determined eligible as an OS youth, an individual must provide proof that they meet all of the following: <i>References: 20 CFR Section 681.210; TEGL 09-22 and TEGL 21-16</i>	
Are not less than 16 years of age and not more than 24 years of age.	See “Age/Date of Birth” criteria in Table 1 – General Eligibility for the list of acceptable documentation.
Are not attending any secondary or postsecondary school.	The following documentation may be used to determine school status (only one is required): • Copy of educational institution enrollment record • Applicable records from school or educational institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or registration form • Electronic records • File documentation with notes from program staff • Self-attestation

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Have one or more of the following barriers: • A school dropout • A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year quarter. • A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner. • An offender. • A homeless individual or a runaway. • An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the <i>Social Security Act</i>, or in an out-of-home placement. • An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers). • An individual with a disability. • A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.	• See Table 4 – Barriers to Education and Employment for the list of acceptable documentation. • See Table 6 – Low Income Eligibility for the list of acceptable documentation.
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IS Youth To be determined eligible as an IS youth, an individual must provide proof that they meet all of the following: <i>References: 20 CFR Section 681.210; TEGL 09-22 and TEGL 21-16</i>	
Are not less than 14 years of age and not more than 21 years of age. <i>Note – Youth with disabilities who are in an individualized Education program at the age of 22 may be in enrolled as an IS youth (TEGL 21-16).</i>	See Age/Date of Birth criteria in Table I – General Eligibility for the list of acceptable documentation.
Are attending school, including secondary and postsecondary school.	The following documentation may be used to determine school status (only one is required): • Copy of educational institution enrollment record • Applicable records from school or educational institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Current financial award disbursement letter/record • Signed WIOA Program Application or registration form • Electronic records • Verbal Verification • Case Notes • Self-attestation
Are a low-income individual.	See Table 6 – Low Income Eligibility for the list of acceptable documentation. All IS youth must be low-income to meet the IS youth eligibility criteria, except those who fall under the low-income exception (20 CFR Section 281.250[b]). Refer to <i>Section 7.3, Five Percent Eligibility</i> of the WIOA TAG for more detailed information. Note - Only OS youth with certain barriers are required to be low-income (20 CFR Section 681.250[a]).

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Have one or more of the following barriers. • Basic skills deficient • An English language learner • An offender • A homeless individual or runaway • An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the <i>Social Security Act</i>, or in an out-of-home placement • Pregnant or parenting (custodial and non-custodial parent including noncustodial parents) • An individual with a disability • An individual who requires additional assistance to complete an educational program or secure and hold employment.	See Table 4 – Barriers to Education and Employment for the list of acceptable documentation.
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Table 4 – Barriers to Education and Employment – Youth and Adult Programs	
Each criterion below indicates which program(s) it is applicable for – OS Youth, IS Youth, and Adults.	
Eligibility Criteria	Acceptable Documentation
Basic Skills Deficient <i>Applicable for IS Youth and Adults</i> <i>References: 20 CFR Sections 664.205 and 681.290; WSD15-14</i>	
To meet this criterion and individual must meet one of the following: Have English reading, writing, or computing skills at or below the 8th grade	The following documentation may be used to satisfy this criterion (only one is required): • Applicable Records from Education Institution (transcripts or other school documentation, including a referral or records from a Title II Basic Adult Education program or English Language Learner program)

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level on a generally accepted standardized test.	• Assessment Test Results • Case notes
Be unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant’s family, or in society.	
English Language Learner <i>Applicable for IS Youth and Adults</i>	
<i>References: WIOA Section 203[7]; 20 CFR Section 688.120</i>	
Determine if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions: Their native language is a language other than English.	The following documentation may be used to satisfy this criterion (only one is required): • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Self-attestation • Signed WIOA Program Application or Enrollment Form • Signed Individual Service Strategy
They live in a family or community environment where a language other than English is the dominant language.	

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An Offender <i>Applicable for OS Youth, IS Youth, and Adults</i> <i>References: WIOA Section 3[38]; 20 CFR Section 688.120; TEGL 21-16</i>	
Determine if the participant, at program entry, is a person who meets either of the following conditions: Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act. Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	The following documentation may be used to satisfy this criterion (only one is required): • Documentation from the Juvenile or Adult Criminal Justice System (includes Education Partner within the Juvenile or Adult Criminal Justice System) • Written Statement, Referral Document, or Documented phone call from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Signed WIOA Program Application or Enrollment Form • Case Notes • Needs Assessment • Signed Individual Service Strategy • Federal Bonding Program Application • Self-attestation
Homeless or Runaway <i>Applicable for OS Youth and IS Youth</i> <i>Reference: TEGL 19-16, Attachment III</i>	The following documentation may be used to satisfy this criterion (only one is required): • Signed WIOA Program Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Signed Individual Service Strategy • A letter from caseworker or support provider • Self-attestation
Foster Care <i>Applicable for OS Youth and IS Youth</i> <i>References: 20 CFR Sections 681.210 and 681.220; TEGL 21-16</i>	The following documentation may be used to satisfy this criterion (only one is required): • Written Confirmation from Social Services Agency • Case Notes • Foster Care Agency Referral Transmittal • Signed WIOA Program Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy • Self-attestation

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Pregnant or Parenting (Includes custodial and non-custodial parents) whose dependent(s) are under 18 years of age <i>Applicable for OS Youth and IS Youth</i> <i>References: 20 CFR Sections 681.210 and 681.220; TEGL 21-16</i>	The following documentation may be used to satisfy this criterion (only one is required): • Copy of Birth Certificate • Baptismal Record • Medical Records confirming pregnancy • Case Notes • Needs Assessment • Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Eligibility Verification • Temporary Assistance for Needy Families (TANF)/W-2 Single Parent Eligibility Verification • Signed WIOA Program Application or Enrollment Form • Signed Individual Service Strategy • Self-attestation
A Youth with a disability (Includes Learning Disabilities) <i>Applicable for OS Youth, IS Youth, and Adult</i> <i>References: 20 CFR Section 681.280; TEGL 21-16</i>	The following documentation may be used to satisfy this criterion (only one is required): • Medical Records or Physician's Note • Individualized Education Plan (IEP), School 504 Records, other School Records, or Letter from School • Social Security Disability Records • Veteran's Administration Records • Verification from Social Services Agency • Assessment Test Results • Self-attestation
An individual who requires additional assistance to complete an education program or to secure or hold employment. <i>Applicable for OS Youth and IS Youth</i> <i>References: 20 CFR 681.210 and 681.220; TEGL 21-16</i>	Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both OS and IS youth. Refer to <i>WIOA Youth Program Requirements (WSD17-07)</i> for more detailed information. Refer to <i>Section 7.4, Local Definitions and Eligibility Criteria</i>, for the local definition of "an individual who requires additional assistance" and the list of acceptable documentation.

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A School Dropout <i>Applicable for OS Youth</i> <i>References: WIOA Section 3(54); TEGL 21-16</i>	The following documentation may be used to satisfy this criterion (only one is required): • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or Enrollment Form • Electronic Records • Self-Attestation
Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter <i>Applicable for OS Youth</i> <i>References: 20 CFR Section 681.210; TEGL 21-16</i>	• Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or Enrollment Form • Electronic Records • Self-attestation Note – In cases where schools do not use quarters, local programs must use calendar year quarters.

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A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual <i>and</i> is either basic skills deficient <i>or</i> an English language learner. <i>Applicable for OS Youth</i> <i>Reference: 20 CFR Section 681.210</i>	
An individual meets this criterion if the individual is: A recipient of a secondary school diploma or its recognized equivalent and	The following documentation may be used to satisfy this criterion (only one is required): • Applicable records from school or educational institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed WIOA Program Application or Enrollment Form • Electronic Records • Self-attestation
A low-income individual and is either	See Table 6 – Low-Income Eligibility for the list of acceptable documentation.
Basic skills deficient or An English language learner	See the “ Basic Skills Deficient ” criterion detailed within this table for the list of acceptable documentation. See the “ English Language Learner ” criterion detailed within this table for the list of acceptable documentation.

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Table 5 – Family Size

An individual's family size must be determined before making a low-income determination.

Note: Documentation should be provided for all income sources for each family member for the six-month income period immediately preceding the determination date.

Eligibility Criteria	Acceptable Documentation
Individual Status/Family Size Family means two or more persons related by blood, marriage (including same-sex marriages), or decree of court, who are living in a single residence, and are included in one or more of the following categories: (1) A married couple and dependent children (2) A parent or guardian and dependent children (3) A married couple <i>References: 20 CFR Section 675.300; TEGL 23-16 and TEGL 19-16, Attachment III</i>	The following documentation may be used to satisfy this criterion (only one is required but enough information must be provided to accurately determine family size): • Birth Certificate • Social Security Card • Decree of Court • Divorce Decree • Individual with a disability (See Table 6 – Low Income Eligibility regarding family size and income requirements for individuals with disabilities) • Landlord Statement/Lease (with family members listed) • Marriage Certificate • Most Recent Tax Return (if current) • Public Assistance Records • Social Service Agency Records • Public Housing Authority (if Resident of or on Waiting List) • Written Statement from a Publicly supported 24-hour Care Facility or Institution (e.g., Mental, Prison) • Self-attestation Refer to <i>Section 8.2, Low-Income Related Definitions</i>, of the WIOA TAG for definitions related to family size.

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Table 6 – Low-Income Eligibility Criteria

To be eligible as low-income, an individual must meet **one** of the criteria below. An individual's family size must be determined before making a low-income determination. (See [Table 5 – Family Size](#))

Refer to *Section 8.4, Determining Low-Income Status* in the WIOA TAG for more information and for the list of acceptable (and excludable) documentation for calculating an individual's income.

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The individual receives (or in the past six months has received), or is a member of a family that receives (or in the past 6 months has received) <i>one</i> of the following: <i>Applicable for OS Youth, IS Youth, and Adults</i> <i>References: WIOA Section 3[36]; TEGL 21-16</i>	
Assistance through the Supplemental Nutrition Assistance Program (SNAP)/CalFresh	The following documentation may be used to satisfy this criterion: (Only one document is required) • SNAP/CalFresh Eligibility Verification • Copy of Authorization to receive SNAP/CalFresh • Documentation of SNAP/CalFresh Benefit Receipt • Referral Transmittal from SNAP/CalFresh
Temporary Assistance for Needy Families (TANF)	The following documentation may be used to satisfy this criterion: (Only one document is required) • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF

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Supplemental Security Income (SSI)	The following documentation may be used to satisfy this criterion: (Only one document is required) • SSI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI Eligibility Verification
Other State or Local income-based public assistance	The following documentation may be used to satisfy this criterion: (Only one document is required) • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification
Is in a family with total family income that does not exceed the higher of the following: a. The federal poverty line b. Seventy percent of the Lower Living Standard Income Level (LLSIL) <i>Applicable for OS Youth, IS Youth, and Adults</i> <i>References: WIOA Section 3[36]; TEGL 21-16</i>	Refer to <i>Section 8.4, Determining Low-Income Status</i> in the WIOA TAG for more information and for the list of income sources to be used when calculating an individual's income. Refer to the LLSIL and Poverty Guidelines Directive WSD24-02, for additional information.

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Homeless individual <i>Applicable for OS Youth, IS Youth, and Adults</i> <i>Reference: WIOA Section 3[36]</i>	See Table 4 – Barriers to Education and Employment for “Homeless” criteria.
Receives or is eligible to receive a free or reduced-price lunch under the <i>Richard B. Russell National School Lunch Act</i> <i>Applicable for IS Youth</i> <i>References: 20 CFR Section 681.270; TEGL 21-16; WSD17-07</i>	The following documentation may be used to satisfy this criterion (only one is required): • Documentation from school • Self-attestation Note – In schools where the entire school automatically receives free or reduced-price lunch, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced-price lunch or on meeting one of the other low-income categories under WIOA.
Is a foster child on behalf of whom state or local government payments are made <i>Applicable for OS Youth and IS Youth</i> <i>References: WIOA Section 3[36]; TEGL 21-16</i>	See Table 4 – Barriers to Education and Employment for “Foster Care” criteria.
Is an individual with a disability whose own income does not exceed the higher of the Federal Poverty Guidelines or 70% of the Lower Living Standard Income Level Guidelines, but who is a member of a family whose income does not meet such requirements. <i>Applicable for OS Youth, IS Youth, and Adults</i> <i>References: WIOA Section 3[36][A][vi]; 20 CFR Section 663.640</i>	
See that the individual meets all of the following: Has a disability (including learning disability).	See “Disability” criterion in Table 4 – Barriers to Education and Employment .

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The individual's own income does not exceed the higher of the Federal Poverty Guidelines or 70% of the LLSIL.	See " Family Income " criterion detailed above in this table.
Is a member of a family whose income does exceed the higher of the Federal Poverty Guidelines or 70% of the LLSIL.	See " Family Income " criterion detailed within this table.

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Table 7 – Priority of Service	
References: WIOA Section 134[c][3][E] ; 20 CFR Section 680.600 ; TEGL 10-09 and 19-16 ; WSD15-14	
Priority of Service Category	Acceptable Documentation
Category 1: Veteran’s and Eligible Spouses who are Low-Income or Basic Skills Deficient	To qualify, an individual must meet criteria 1 and 2 below: (1) Eligible veterans’ status The following documentation may be used to satisfy this criterion (only one is required): • DD-214 • Military ID Card • State issued ID or Driver’s License showing Veteran Designation • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • Letter from the Veterans' Administration (2) Are determined to be either a recipient of public assistance, low-income individual or basic skills deficient. • See Table 6 – Low-Income Eligibility for the “Recipients of SNAP, TANF, SSI, or other Public Assistance” criterion and a list of acceptable documentation. • See Table 6 – Low-Income Eligibility for the list of acceptable documentation. • See Table 4 – Barriers to Employment and Education for the “Basic Skills Deficient” criterion and a list of acceptable documentation. Refer to <i>Priority of Service for Veterans and Eligible Spouses</i> WSD19-04 for more detailed information on Veteran’s Priority of Service and when verification of status for veterans and eligible spouses is required.
Category 2: Non-covered persons (individuals who are not veterans or eligible spouses) who are recipients of public assistance, other low-income individuals, and individuals	An individual qualifies under this category if they are not a veteran or eligible spouse; and are any of the following: • A recipient of public assistance. See Table 6 – Low-Income Eligibility for the “Recipients of SNAP, TANF, SSI, or other Public Assistance” criterion and list of acceptable documentation. • Other low-income individual.

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who are basic skills deficient.	See Table 6 – Low-Income Eligibility for the list of acceptable documentation. • An individual who is basic skills deficient. See Table 4 – Barriers to Employment and Education for the “Basic Skills Deficient” criterion list of acceptable documentation.
Category 3: Veterans and eligible spouses who are not recipients of public assistance, low-income, or basic skills deficient.	An individual qualifies under this category if they meet the following criteria: • Have veteran’s status as outlined in Category 1 above. • Are not a recipient of public assistance, a low-income individual, or basic skills deficient.
Category 4: Anyone who does not belong to one of the above categories, but who belongs to a priority population established by the Governor or Local Board.	Refer to the Local Board policy for locally designated priority populations and acceptable documentation requirements.
Category 5: Other individuals not included in WIOA’s priority groups.	The individual’s WIOA Program Application shows no indication of the priority groups listed above.