

Allowable Source Documentation for WIOA Program Eligibility

(Fresh Start Grant)

Adult Verification Items by Service Level

Adult Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	Basic Career Service Triggering Participation, Individualized Career Service or Training: <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ State, federal, or local government ID ▪ Passport ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout) ▪ School record or ID cards ▪ Tribal records
Citizenship Status/ Authorization to Work in the US	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u> ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout)
Selective Service Registration	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Selective service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual

Adult Eligibility Criteria	Documentation in File
Adults Low-Income	Priority is given to adult participants receiving an individualized career service or training service who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient
1. TANF – Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a Federal income-based public assistance program	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Cross match with public assistance records via state MIS system
2. Other Cash Public Assistance – Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program (includes refugee assistance and other cash public assistance)	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Copy of authorization to receive cash public assistance ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout) ▪ Refugee assistance records ▪ Verification from the refugee assistance provider
3. Family Income – Determined when an individual received income, or is a member of a family that received income that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income (see workforce glossary for list of includable/excludable income)	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u>, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements ▪ Award letter from Veterans Affairs ▪ Unemployment Insurance documents ▪ Low-income Housing Authority verification ▪ Documentation of Child Support ▪ Documentation of Old-Age Survivors Insurance benefits

Adult Eligibility Criteria	Documentation in File
4. Supplemental Nutrition Assistance Program (SNAP) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SNAP	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout) ▪ Copy of authorization to receive SNAP
5. Supplemental Security Income program (SSI) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout) ▪ Copy of authorization to receive SSI

Adult Eligibility Criteria	Documentation in File
Employed Adults	If an individual is being considered for training services and is employed, local areas must determine if the applicant is self-sufficient before providing those services, based on the local definition established by the Workforce Development Board
Self-Sufficiency – Documentation is based on the local definition of self-sufficiency	Training: If the local self-sufficiency policy is based on income: <ul style="list-style-type: none"> ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements if the income is received by direct deposit ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements

Dislocated Worker Eligibility Criteria and Documentation by Service Level

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214 transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ State, federal, or local government ID ▪ Passport ▪ Work permit ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout) ▪ School record or ID cards ▪ Tribal records
Citizenship Status/ Authorization to Work in the US	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u> ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefits Worker Portal/CRIS-E printout)
Selective Service Registration	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Selective service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual
Date of Dislocation	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Verification from employer ▪ Rapid response list ▪ Determination of Unemployment Compensation Benefits letter ▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
A. Terminated or laid off, or received a notice of termination or layoff from employment (If dislocated workers are RESEA/UCRS eligible, they only have to document number 5 below. If dislocated workers are not RESEA/UCRS eligible, they must document numbers 1, 2, 3 and 4 to document the eligibility criteria.)	
1. Proof of employment with layoff employer	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Letter from employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ DD214 ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ For Trade Eligible - OWCMS Screen Shot from the "Program Data" tab on "Basic Intake"
2. Proof of termination or layoff	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Layoff letter from employer ▪ Employer contact: phone or electronic verification ▪ Individual's name on a WARN notice ▪ Determination of Unemployment Compensation Benefits letter or check ▪ For Trade Eligible - OWCMS Screen Shot from the "Program Data" tab on "Basic Intake" ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse and the dislocation is based on the service member's permanent change of military station¹

¹ Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

<p>3. Is eligible for or has exhausted entitlement to UC</p> <p>or</p> <p>Proof of attachment to the workforce, but UC ineligible due to insufficient earnings or services not covered by UC law</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Determination of Unemployment Compensation Benefits letter ▪ Phone or email verification with ODJFS UC staff ▪ UC check ▪ UC direct deposit or UC Visa debit card verification ▪ For Trade Eligible - OWCMS Screen Shot from the "Program Data" tab on "Basic Intake" <p>or</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Determination of Unemployment Compensation Benefits letter ▪ Pay stub showing insufficient earnings to date ▪ Letter from employer noting not subject to UC law ▪ Employer contact: phone or electronic verification that services are not subject to UC law ▪ Phone verification with ODJFS UC staff ▪ DD214 if dislocation is based on the participant discharge from the military
<p>4. Unlikely to return to previous industry or occupation</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Local approval letter/form based on local LMI data and local conditions ▪ Printout screen shots from state or local LMI data ▪ Printout of O*Net screen shot ▪ Printout of state in-demand list ▪ OCIS printout ▪ Other appropriate documentation based on local definition ▪ For Trade Eligible - OWCMS Screen Shot from the "Program Data" tab on "Basic Intake"
<p>5. Has been identified as meeting the criteria for RESEA selection</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ UC letter to claimant ▪ Phone verification with ODJFS UC staff ▪ Printout of RESEA selection pool ▪ Work search plan

B. Plant closure or substantial layoff (An individual must be in each of the three sub-categories below.)	
I. Terminated or laid off, or 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, or enterprise (Must document each of the following three categories to document the eligibility criteria.)	
1. Proof of employment with an employer that closed or is experiencing substantial layoffs	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Letter from employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification
2. Proof of termination or layoff	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Layoff letter from the employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification
3. Proof of closure or substantial layoff	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Employer notice ▪ WARN notice ▪ Employer contact: phone or electronic verification ▪ News article/general announcement

II. Is employed at a facility at which the employer has made a public announcement that such facility will close within 180 days (Must document <u>both</u> of the following two categories to document the eligibility criteria.)	
1. Proof of employment in closing facility	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Letter from employer ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification
2. Proof of a public announcement of closure within 180 days	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Employer notice ▪ WARN notice ▪ Employer contact: phone or electronic verification ▪ News article/general announcement
III. For purposes of eligibility to receive services <u>other than</u> training services described in Section 134(c)(3), career services described in Section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a <u>general</u> announcement that such facility will close (Must document <u>both</u> of the following two categories to document the eligibility criteria.)	
1. Proof of employment at closing facility	Basic Career Service Triggering Participation and Individualized Career Service: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Letter from employer ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification
2. Proof of announcement	Basic Career Service Triggering Participation and Individualized Career Service: <ul style="list-style-type: none"> ▪ Employer notice ▪ News article/media announcement ▪ Employer contact: phone or electronic verification ▪ WARN notice

C. Self-employed individual, including employment as a farmer, rancher, or fisherman, but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters (Must document <u>both</u> of the following two categories to document the eligibility criteria.)	
1. Evidence of self-employment	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Business license or permits ▪ IRS forms ▪ Other evidence of self-employment
2. Evidence of business closure	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Chapter 7 or Chapter 11 bankruptcy published in newspaper, with the date shown ▪ Evidence of business failure of supplier or customer ▪ Insurance claims, or other proof of income loss ▪ Disaster insurance claim ▪ Federal or state declaration of disaster
D. Displaced homemaker, an individual who has been providing unpaid services to family members in the home	
An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty obtaining or upgrading employment	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Court records ▪ Divorce documents ▪ Bank records ▪ Public assistance records ▪ Spouse's layoff notice ▪ Spouse's death record ▪ State MIS

E. Military Spouse	
Spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty state of such member	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station²
Spouse of a member of the Armed Forces who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty obtaining or retaining employment	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station³

² Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

³ Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

An Individual temporarily or permanently laid off as a consequence of the opioid emergency	Documentation in File (one document per group required)
1. Proof of termination or layoff	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Layoff letter from the employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification

Long-term unemployed individual	Documentation in File (one document per group required)
2. Proof of termination or layoff	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Layoff letter from the employer ▪ Determination of Unemployment Compensation Benefits letter if names of both company and participant are stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ DD214 if dislocation is based on the participant discharge from the military

Data Element Documentation

Some individual data elements that are not related to eligibility must be documented due to federal reporting requirements (when applicable).

Data Element Validation	Documentation in File (one document per group required)
Veteran status	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ DD214 ▪ Cross match with veteran data ▪ Letter from U.S. Department of Veterans Affairs ▪ State MIS
Employment status at participation	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Case notes ▪ Pay stub ▪ Bank statements ▪ JFS 13186, <u>Self-Attestation</u> ▪ State MIS
Other reasons for exit (global exclusions from performance)	<ul style="list-style-type: none"> ▪ Case notes ▪ Information from partner services ▪ MIS systems ▪ Information from institution or facility ▪ WIOA status/exit forms
Employment post exit	<ul style="list-style-type: none"> ▪ Case notes ▪ Automated employment data base systems ▪ OhioMeansJobs administrative records ▪ Survey of participants ▪ Contacts with employers ▪ Employer statement of earnings ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ UI wage records ▪ Pay stub

Data Element Validation	Documentation in File (one document per group required)
Adult/DW credential (adult and DW only)	<ul style="list-style-type: none"> ▪ Case notes ▪ Transcripts ▪ Certificates ▪ Diploma ▪ Surveys