



August 14, 2023

Workforce Innovation and Opportunity Act Policy Letter No. 15-07.3

To: Workforce Innovation and Opportunity Act Local Workforce Development Boards, Fiscal Agents, Comprehensive Case Management and Employment Program CCMEP Lead Agencies, OhioMeansJobs Center Operators, and Providers of Career and Youth Services

From: Matt Damschroder, Director

Subject: Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility

I. Purpose

The purpose of this policy is to communicate the documentation requirements necessary to support eligibility determinations in the Workforce Innovation and Opportunity Act (WIOA) adult, dislocated worker, and youth programs.

II. Effective Date

Immediately

III. Rescission

Ohio Department of Job and Family Services (ODJFS), Workforce Innovation and Opportunity Act Policy Letter No. 15-07.2, Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility, (February 20, 2019).

IV. Background

WIOA establishes general and specific program eligibility criteria. As recipients of WIOA Title I, Subtitle B funds, the ODJFS Office of Workforce Development (OWD), the local workforce development areas (local areas), and Comprehensive Case Management and Employment Program (CCMEP) lead agencies are required to maintain and report accurate program and financial information.

V. Definitions

Comprehensive Case Management and Employment Program (CCMEP): An integrated intervention program that combines Temporary Assistance for Needy Families and the WIOA youth program to provide employment and training services to individuals ages 14 through 24 years.

Lead agency: The local participating agency designated by the board of county commissioners to administer CCMEP.

Personal Information and Personally Identifiable Information (PII): Any information describing anything about a person, indicating actions done by or to a person, or indicating a person's personal characteristics, which can be retrieved from a system by a name, identifying number, symbol, or other identifier assigned to a person. Ohio Revised Code §1347.01(E). This information can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Registration: The process of collecting information to support a determination of eligibility for the WIOA adult, dislocated worker, and youth programs. This information may be collected through methods, including electronic data transfer, personal interview, or an individual's application.

Workforce Service Providers (WSPs): Local areas, career services providers, youth program providers, and CCMEP lead agencies that carry out a workforce development activity or program.

VI. Workforce Service Provider Requirements

WSPs- Local areas, career services providers, youth program providers, and CCMEP lead agencies must verify or confirm eligibility requirements through an examination of documents or by using one or more of the additional methods of source documentation described below.

Documentation requirements to support WIOA adult and dislocated worker eligibility are tied to the level of services provided to the participant. For adults and dislocated workers receiving only basic career services which do not trigger participation in the WIOA program, the local area may accept information provided by these reportable individuals at face value to complete the basic intake process without requiring source documentation.

Documentation requirements increase for participants who receive basic career services triggering participation, individualized career services, or training services. Definitions and examples of basic career services and individualized career services are contained in [Workforce Innovation and Opportunity Act Policy Letter \(WIOAPL\) No. 15-08.1, Career Services for Adults and Dislocated Workers](#).

CCMEP WIOA youth program eligibility documentation does not vary between types of services or program elements received.

Attachment A provides guidance for the specific types of source documents that may be used to verify participant eligibility at each level of service.

A. Electronic Files

Eligibility documentation may be stored electronically. However, the documentation requirements remain unchanged. If WSPs use electronic files, the documents must be available to the program and fiscal monitors and auditors for monitoring purposes.

Pursuant to rule 5101:9-30-04 of the Ohio Administrative Code, local areas must ensure that case managers are accurately and timely (i.e., within 30 days) reporting WIOA participants, services, and case management information, including case notes and performance information, into Ohio's designated case management system.

B. Electronic Signatures

WSPs may have an electronic WIOA adult and dislocated worker programs eligibility form. In these instances, the electronic form must capture the electronic signatures of the applicants.

For the CCMEP WIOA youth program, WSPs must use the JFS 03002, [WIOA Youth Program Eligibility Application](#). This form must be used to determine eligibility for all WIOA youth program participants per rule 5101:10-3-01 of the Ohio Administrative Code. A WSP may use an electronic version of this form, but it must capture all required electronic signatures.

C. Additional Methods of Source Documentation

For documentation of eligibility for a WIOA adult, dislocated worker, and youth programs, there are multiple forms of acceptable source documentation. In most instances, one of the source documents listed in Attachment A, Allowable Source Documentation for WIOA Program Eligibility, should be used to verify the eligibility of a participant. Below are additional

methods that WSPs may use if, per Attachment A of this policy letter, the method is permissible for the eligibility criteria or data element being verified.

1. Telephone or Electronic Communication

In instances where telephone or electronic communication is acceptable and used, the case file must contain the name of the agency representative, the date of the conversation, and the result of the eligibility verification.

WSPs must use the JFS 13188, WIOA Telephone Eligibility Verification, to document telephone communication. If a telephone communication is used to verify dislocation, the case file must contain the date and reason for termination, and a possible recall date if applicable.

2. Self-Attestation

Self-Attestation occurs when a participant states his or her status for an eligibility criterion or set of eligibility criteria, and then signs and dates a form acknowledging this status. The key elements for self-attestation are:

- a. The participant identifying his or her status for permitted eligibility criteria; and
- b. Signing and dating the form attesting to this self-identification.

WSPs must use the JFS 13186, Self-Attestation, or the JFS 13187, Citizenship Status/Authorization to Work Self-Attestation.

Local areas may add both the JFS 13186 and the JFS 13187 to a local area WIOA Adult and Dislocated Worker eligibility determination form if all the components of the form, including language, remain intact. The self-attestation is not a blanket verification for all eligibility components as noted in Attachment A. Within this self-attestation, the individual must document which specific elements of eligibility he or she is attesting (e.g., authorization to work, proof of termination or layoff, etc.) and how he or she meets the eligibility criteria.

WSPs must be cognizant that not all eligibility source documentation may be verified with self-attestation. Therefore, self-attestation does not alleviate or replace the need to collect documentation of some eligibility elements from the individual.

3. Case Notes

Case notes refer to statements placed in Ohio's designated case management system by the case manager and identify, at a minimum, the following:

- a. A participant's status for a specific eligibility criterion or set of eligibility criteria;
- b. The date on which the information was obtained; and
- c. The case manager who obtained the information.

4. Cross-Match

A cross-match requires the WSP staff to acquire detailed supporting evidence for the eligibility criteria in another database (e.g., public assistance records). An indicator or presence of a social security number (SSN) in a database alone is not sufficient evidence to document WIOA eligibility; additional details such as the date of the eligibility determination, date of participation, and services rendered must be obtained from the cross-match to confirm the accuracy and currency of the information.

5. State Management Information System (MIS)

State MIS refers to specific, detailed information that is stored in an authorized case management systems and supports eligibility criteria. An indicator such as a checkmark or date on a computer screen is not acceptable source documentation.

D. Handling and Protecting Personally Identifiable Information (PII)

1. Identifying information collected about adult, dislocated worker, and youth workforce program participants is not considered a public record, must only be used for workforce program administrative purposes, and should not be disclosed to the general public or to unauthorized individuals. Identifying information includes, but is not limited to,

names, home and email addresses, phone numbers, social security numbers, dates of birth, and other identifying information collected or maintained about individual job-seekers, those seeking education or training, and those seeking assistance in overcoming their barriers to employment.

2. Moreover, certain types of PII about workforce participants are more sensitive and confidential than others, because the disclosure of such information could result in financial or other harm to the individual whose name or identity is linked to that information. Such information requires a higher level of security and training of staff on the higher level of security required for this information — to prevent unauthorized access, use and disclosure. Examples of the types of PII that are more sensitive, and therefore subject to a higher level of security, include, but are not limited to, social security numbers, state and federal tax identification numbers, driver’s license numbers, state identification numbers, credit and debit card numbers, bank and financial account numbers, student educational records (including transcripts, and information about current or prior enrollment, course progress, or graduation), medical history and information about an individual’s current or prior physical or mental status, financial information, and information identifying the individual as an applicant for or recipient of unemployment compensation benefits, or food or cash assistance.
3. Any WSP staff who work directly with job-seekers and other workforce program participants, or who handle or process PII about workforce participants, must take steps to ensure that PII is processed in a manner that will protect the confidentiality of the records/documents, and that PII is not accessed, viewed, or used by either the general public, or unauthorized staff at OhioMeansJobs Center partner organizations.
4. Federal law, OMB Guidance, and United States Department of Labor (USDOL) policies require that PII and other sensitive information be protected. To ensure that PII and sensitive information is handled appropriately, WSPs must:
 - a. Ensure PII is not transmitted to unauthorized users and all PII transmitted through e-mail or stored electronically (e.g., DVD or thumb drive) is encrypted.
 - b. Take necessary steps to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure.
 - c. Ensure that any PII used as part of the WIOA grant has been obtained in conformity with applicable Federal and state laws governing confidentiality of information. PII shall not be stored on personally owned equipment, at off-site locations (e.g., employee’s home), and on personal e-mail accounts.
 - d. Ensure that all PII obtained through the WIOA grant is stored in an area that is physically safe from access by unauthorized persons at all times.
 - e. Store PII only on secure work servers and equipment that are approved by ODJFS or the local board. Storing PII on personally owned equipment, at off-site locations (e.g., employee’s home), and on personal e-mail accounts is prohibited.
 - f. Advise all local area and/or provider staff who have access to sensitive/confidential/proprietary/private data of the confidential nature of the information, the safeguards required to protect the information, and the civil and criminal sanctions for noncompliance with such safeguards.
 - g. Implement policies and procedures regarding the handling of PII, including staff acknowledgement of their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data.

E. Outlined below are requirements to protect PII:

1. Before obtaining a participant’s SSN, the WSP should have the participant sign a release acknowledging the use of the participant’s social security number for eligibility determination and federal grant purposes only.
2. WSPs should use unique identifiers for participant tracking instead of the SSN. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to an individual, such as using a truncated or masked SSN (e.g., last 4 digits only).
3. WSPs using an electronic system in addition to the state of Ohio’s designated case management system for basic career services tracking or other registration processes must truncate or mask an individual’s SSN in such systems.
4. WSPs using paper applications containing SSNs must, at a minimum, enter the basic intake information and the SSN in the state of Ohio’s designated case management system the day the information is received and destroy the paper application if feasible. If all eligibility information is not placed in the state of Ohio’s designated case management system that day, staff must mask the SSN on the paper application and store in a secure manner.

5. Documentation of SSNs (e.g., physical copy of social security card) shall not be obtained until such time WIOA eligibility is determined, the individual receives a WIOA adult, dislocated worker, or WIOA CCMEP youth program service that triggers participation in the program, and the individual becomes a participant.
6. When an individual becomes a participant, the WSP must attempt to obtain and verify the SSN for performance reporting purposes but shall not deny access to the American Job Center's (in Ohio, called OhioMeansJobs center) resource room or to WIOA program services if the individual does not disclose his or her SSN. If the individual refuses to provide an SSN, the local area will assign a temporary alternative identifying number. The individual will use this number for identification during subsequent visits to the OhioMeansJobs center or for program-funded activity tracking.
WSPs should keep SSNs electronically in the state of Ohio's designated case management system minimizing the use of paper files. If paper files are used or if the participant's SSN is listed on other forms of source documentation listed in Attachment A, the WSP must ensure that the SSN on the paper document has been masked.
8. WSPs must use appropriate methods for destroying sensitive PII in paper files and securely deleting sensitive electronic PII.
9. WSP staff at the OhioMeansJobs center or other service delivery location shall not leave records containing PII open and unattended.
10. WSPs shall store documents containing PII in locked cabinets when not in use.
11. Local workforce development board directors shall report within 24 hours any breach or suspected breach of PII by the area or its subrecipient to the Deputy Director at OWD, ODJFS and to Ohio's assigned Federal Project Officer at the Department of Labor (DOL), Region 5, and follow any instructions provided by ODJFS or DOL.

F. Retention of Records

Per rule 5101:9-9-21 of the Ohio Administrative Code, ODJFS and local areas are to retain records for a period of at least three (3) years after submittal of the final closeout expenditure report for that funding period.

VII. Monitoring

At the local level, the local area must conduct oversight of the implementation of the WIOA adult, dislocated worker, and youth programs to ensure that participants are eligible for enrolled programs and documentation supporting the eligibility are contained in the case files. The procedures for protecting PII must also be monitored by the local area. Local monitoring reports must be submitted to the state upon request.

Through the state's monitoring system, program monitors will review the local area's implementation of the WIOA adult, dislocated worker, and youth programs, including a participant file review during the annual onsite monitoring review for compliance with federal and state laws and regulations. Any issues will be handled through the state's monitoring resolution process.

VIII. Technical Assistance

For technical assistance, you may send your request to the Office of Workforce Development: WIOAQNA@jfs.ohio.gov.

IX. References

Workforce Innovation and Opportunity Act § 116, Pub. L. 113-128.

29 U.S.C. 3101 et seq.

Ohio Revised Code Chapters 6301 and 5116 and § 5101.241.

Ohio Administrative Code rules 5101:9-31, 5101:14-1, 5101:9-9-21 and 5101:9-30-04.

[TEGL 23-19, Change 1 - Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)

[TEGL 23-19, Change 2 - Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)

[USDOL, Training and Employment Guidance Letter No. 7-18, Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\), \(December 19, 2018\).](#)

[USDOL, Training and Employment Guidance Letter No. 39-11, Guidance on Handling and Protection of Personally Identifiable Information \(PII\), \(June 28, 2012\).](#)

[ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-08.1, Career Services for Adults and Dislocated Workers, \(June 6, 2017\).](#)

Attachment A, [Allowable Source Documentation for WIOA Program Eligibility](#)

Attachment B, [Allowable Source Documentation for WIOA Performance Measures](#)

JFS 13188, [WIOA Telephone Eligibility Verification](#)

JFS 13186, [Self-Attestation](#)

JFS 13187, [Citizenship Status/Authorization to Work Self-Attestation](#)



Allowable Source Documentation for WIOA Program Eligibility

Adult Verification Items by Service Level

Adult Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	<p>Basic Career Service Triggering Participation, Individualized Career Service or Training:</p> <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 ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Selective Service Registration ▪ Signed letter from a parent or guardian ▪ Medical records ▪ JFS 13186, <u>Self-Attestation</u> ▪ Family Bible
Citizenship Status/ Authorization to Work in the US	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <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, valid for work only with INS authorization, valid for work only with DHS authorization), 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 Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.
Selective Service Registration	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Selective Service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ 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 TANF public assistance records via state MIS system ▪ TANF eligibility verification ▪ TANF Period of Benefit receipt verification ▪ Referral transmittal from TANF
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 Benefit Worker Portal printout) ▪ Refugee assistance records ▪ Verification from the refugee assistance provider ▪ Medical card showing cash grant status ▪ Copy of public assistance check
3. Family Income – Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program 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 in the past six months ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements ▪ Court award letter ▪ Copy of Public Assistance Check ▪ Public Assistance Eligibility Verification ▪ Cross-match with Refugee Assistance Records ▪ Cross-match with Public Assistance Records ▪ Cross-match with UI Wage Records ▪ 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 or Survivors Insurance benefits ▪ Copy of Authorization to Receive Cash Public Assistance
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 Benefit Worker Portal printout) ▪ Documentation of SNAP Benefit Receipt ▪ SNAP eligibility verification ▪ Referral transmittal from 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"> ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Copy of authorization to receive SSI ▪ Referral transmittal from Social Security Administration (SSA) ▪ SSI/SSDI eligibility verification ▪ Cross-match with SSA Database

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 ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Selective Service Registration ▪ Signed letter from a parent or guardian ▪ Medical records ▪ JFS 13186, <u>Self-Attestation</u> ▪ Family Bible
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 Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
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/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ 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 ▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance (UI) ▪ Notice of layoff ▪ Determination of Unemployment Compensation Benefits letter

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 ▪ UI award 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 – ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard
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 ▪ UI award letter or check ▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard ▪ 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 station¹
3. Receipt of unemployment insurance (current receipt or exhausted UI)	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ UI award letter ▪ Phone or email verification with ODJFS UI staff ▪ UI check

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."

Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
or Proof of attachment to the workforce, but UI ineligible due to insufficient earnings or services not covered by UI law	<ul style="list-style-type: none"> ▪ UI direct deposit or UI Visa debit card verification ▪ Cross-match to State UI Database ▪ Cross-match to State MIS Database ▪ Referral transmittal by RESEA or WPRS ▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard ▪ JFS 13186, <u>Self-Attestation</u> ▪ UI denial letter ▪ Pay stub showing insufficient earnings to date ▪ Letter from employer noting not subject to UI law ▪ Employer contact: phone or electronic verification that services are not subject to UI law ▪ Phone verification with ODJFS UI staff ▪ DD214 if dislocation is based on the participant discharge from the military
4. Unlikely to return to previous industry or occupation	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <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 ▪ Other appropriate documentation based on local definition ▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard
5. Has been identified as meeting the criteria for RESEA selection	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ UI letter to claimant ▪ Phone verification with ODJFS UI staff ▪ Printout of RESEA selection pool ▪ Work search plan ▪ ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard
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 ▪ UI award 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 ▪ UI award 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

Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
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	

Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
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 ▪ Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) ▪ Intake Application or Enrollment Form ▪ Needs Assessment ▪ Individual Employment Plan ▪ Cross-match with public assistance records
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

Youth Eligibility Criteria and Documentation

Youth Eligibility Criteria	Documentation in File (one document per group required)	
Age/Birth Date	<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 ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Selective Service Registration ▪ Signed letter from a parent or guardian 	<ul style="list-style-type: none"> ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Medical records ▪ JFS 13186, Self-Attestation

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."

Youth Eligibility Criteria	Documentation in File (one document per group required)
Citizenship Status/ Authorization to Work in the US	<ul style="list-style-type: none"> ▪ Family Bible ▪ 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 Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.
Selective Service Registration	<ul style="list-style-type: none"> ▪ Selective Service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ Documentation that failure was not willful and knowing, if an applicant failed to register or too old to register and approval to serve individual
School Status at Participation	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Applicable records from educational institution ▪ WIOA intake/enrollment forms ▪ State MIS ▪ Electronic records ▪ Case notes
Receipt of High School Diploma	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ School records ▪ Diploma ▪ Letter or other documentation from school system ▪ WIOA intake/enrollment forms ▪ Case notes ▪ Electronic records

Youth Eligibility Criteria	Documentation in File
Low-Income Individual	Low-income is required for all in-school youth and for out-of-school youth who has a secondary school diploma and is basic skills deficient (or an English language learner), or requires additional assistance to enter or complete an education program or to secure or hold employment
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	<ul style="list-style-type: none"> ▪ Cross-match with TANF public assistance records via state MIS system ▪ TANF eligibility verification ▪ TANF period of benefit receipt verification ▪ Referral transmittal from TANF
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)	<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 Benefit Worker Portal printout) ▪ Verification from the refugee assistance provider ▪ Refugee assistance records ▪ Verification from the refugee assistance provider ▪ Medical card showing cash grant status ▪ Copy of public assistance check

Youth Eligibility Criteria	Documentation in File
<p>3. Family Income – Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program 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)</p>	<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 in the past six months ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Copy of Authorization to Receive Cash Public Assistance ▪ Cross-match with Public Assistance Records ▪ Cross-match with UI Wage Records ▪ 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 payments ▪ Copy of Public Assistance Check ▪ Public Assistance Eligibility Verification ▪ Cross-match with Refugee Assistance Records
<p>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</p>	<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 Benefit Worker Portal printout) ▪ Copy of authorization to receive SNAP ▪ SNAP eligibility verification ▪ Documentation of SNAP benefit receipt ▪ Referral transmittal from SNAP
<p>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</p>	<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 Benefit Worker Portal printout) ▪ SSI/SSDI receipt of Benefits Verification ▪ Referral transmittal from SSA ▪ SSI/SSDI eligibility verification ▪ Cross match with SSA database
<p>6. Free or Reduced-Price Lunch</p>	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Approval Letter ▪ Completed Application
<p>7. Youth living in a high-poverty area</p>	<ul style="list-style-type: none"> ▪ www://FactFinder.census.gov/ (For directions for using this website and determining a high-poverty area, consult USDOL Training and Employment Guidance Letter (TEGL) No. 21-16

Youth Eligibility Criteria	Documentation in File		
<p>Youth Barriers</p>	<p>Youth must document one of the following barriers.</p>		
<p>1. Basic skills deficient (<i>In-School and Out-of-School</i>)</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p><u>In-School</u></p> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes </td> <td style="vertical-align: top; padding-left: 20px;"> <p><u>Out-of-School</u></p> <ul style="list-style-type: none"> ▪ Standardized assessment test </td> </tr> </table>	<p><u>In-School</u></p> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes 	<p><u>Out-of-School</u></p> <ul style="list-style-type: none"> ▪ Standardized assessment test
<p><u>In-School</u></p> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes 	<p><u>Out-of-School</u></p> <ul style="list-style-type: none"> ▪ Standardized assessment test 		
<p>2. English language learner (<i>In-school and Out-of-School</i>)</p>	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ School records ▪ Case notes ▪ Assessment Test Results 		

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers.
	<ul style="list-style-type: none"> ▪ WIOA intake/enrollment forms ▪ Individual Service Strategy
3. School dropout (Out-of-School)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Applicable records from educational institution ▪ State MIS ▪ WIOA intake/enrollment forms ▪ School board verification of dropout status ▪ Dropout Letter ▪ Case notes ▪ Electronic records
4. Not attending school (Out-of-School)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ School records ▪ Court documents ▪ Diploma ▪ Letter or other documentation from school system ▪ WIOA intake/enrollment forms ▪ Case notes ▪ Electronic records
5. Homeless or Runaway (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Verification from a shelter or social services agency ▪ Written statement from individual providing residence ▪ WIOA intake/enrollment forms ▪ Needs assessment ▪ Case notes ▪ Individual Service Strategy ▪ A letter from caseworker or support provider
6. Foster Child or Emancipated Foster Child (In-School and Out-of-school)	<ul style="list-style-type: none"> ▪ Case notes ▪ Verification from a social services agency ▪ JFS 13186, <u>Self-Attestation</u> ▪ Foster Care Agency referral transmittal ▪ WIOA intake/enrollment forms ▪ Needs assessment ▪ Individual Service Strategy
7. Pregnant or parenting youth (In-school and Out-of-school)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Physician's statement ▪ Birth certificate if parenting ▪ Baptismal record ▪ Case notes ▪ Verification with social service agency ▪ Individual Service Strategy ▪ Needs assessment ▪ WIC eligibility verification ▪ TANF single parent eligibility verification ▪ WIOA intake/enrollment forms
8. Offender (In-school or Out-of-School)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ WIOA intake/enrollment forms ▪ Court records ▪ Halfway house resident records ▪ Letter of parole

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers.
	<ul style="list-style-type: none"> ▪ Letter from probation officer ▪ Police records ▪ Federal Bonding Program application ▪ Needs Assessment ▪ Individual Service Strategy ▪ Direct referral from Juvenile Justice System or Adult Criminal Justice System ▪ Parole or probation officer ▪ Verification from the Justice System ▪ Case notes ▪ Justice System records
9. Individual with a disability <i>(In-school and Out-of-School)</i>	<ul style="list-style-type: none"> ▪ School 504 Records provided by Student ▪ JFS 13186, <u>Self-Attestation</u> ▪ Letter from drug or alcohol rehabilitation agency ▪ Medical records ▪ Physician's statement ▪ Case notes ▪ Psychologist diagnosis ▪ Social Security disability records ▪ School record of disability determination ▪ Social services records ▪ Veterans Affairs award letter ▪ Vocational rehabilitation letter ▪ Worker's compensation record School Individualized Education Program (IEP) record ▪ Assessment test results
10. Require additional assistance to complete educational program or to secure and hold employment <i>(In-School and Out-of-School)</i>	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Local area plan ▪ Local area policy ▪ Individual service strategy ▪ Case notes ▪ WIOA intake/enrollment forms ▪ State MIS ▪ Needs assessment

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 Service Database ▪ Letter from U.S. Department of Veterans Affairs ▪ NGB- 22 documenting Title 10 federal active-duty service ▪ JFS 13186, <u>Self-Attestation</u> ▪ State MIS

Data Element Validation	Documentation in File (one document per group required)
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
Individual with a Disability	<ul style="list-style-type: none"> ▪ School 504 Records Provided by Student ▪ Assessment Test Results ▪ School Individualized Education Program (IEP) record ▪ JFS 13186, <u>Self-Attestation</u>

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Allowable Source Documentation for WIOA Performance Measures

Program Entry and Exit

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Date of program entry	<ul style="list-style-type: none"> ▪ Electronic records (i.e., case management system data) ▪ Individual employment plan ▪ Program intake or enrollment forms
Date of program exit	<ul style="list-style-type: none"> ▪ Electronic records (i.e., case management system data) ▪ Letter to participant indicating the case was closed ▪ WIOA status/exit forms ▪ Attendance records ▪ Service records identifying the last qualifying service with no planned gap
Other reasons for exit (global exclusions from performance)	<ul style="list-style-type: none"> ▪ Electronic records (i.e., case management system data) ▪ Case notes ▪ Information from partner services ▪ WIOA status/exit form ▪ Withdrawal form with explanation ▪ Information received from an institution or long-term care facility

Median Earnings

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Wages in second quarter after exit	<ul style="list-style-type: none"> ▪ Cross-match with wage records ▪ Cross-match with automated employment database system ▪ Follow-up survey of participants ▪ Pay stubs (minimum of two), tax records or W-2 form ▪ Detailed case notes verified by employer and signed by case manager ▪ Document from employer attesting to earnings ▪ Quarterly estimated tax for self-employed persons such as IRS form 941 ▪ Self-employment worksheets signed by self-employed participant

Post-Exit Employment Rates

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Employment in post-exit quarter	<ul style="list-style-type: none"> ▪ Cross-match with automated employment database system ▪ Follow-up survey of participants ▪ Detailed case notes verified by employer and signed by case manager ▪ Document from employer attesting to employment status ▪ Quarterly estimated tax for self-employed persons such as IRS form 941 ▪ Self-employment worksheets signed by self-employed participant ▪ Paycheck stubs, tax records, W2 form ▪

Youth participation in education or training activities in post-exit quarter	<ul style="list-style-type: none"> ▪ Cross-match with education or training provider database ▪ Copy of enrollment record ▪ Case notes ▪ School records ▪ Transcript or report card ▪ Vendor/training provider training documentation
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Measurable Skill Gains

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Enrolled in secondary education (for denominator)	<ul style="list-style-type: none"> ▪ Case notes ▪ Copy of enrollment record ▪ School record ▪ Transcript or report card ▪ Cross-match with State's K-12 data system
Participated in postsecondary education or training during program participation (for denominator)	<ul style="list-style-type: none"> ▪ Case notes ▪ Copy of enrollment record ▪ School record ▪ Transcript or report card ▪ Cross-match with postsecondary data system
Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Date of most recent achievement of at least one educational functioning level (EFL)	<ul style="list-style-type: none"> ▪ Pre- and post-test results (using an approved type of test) which document EFL gain ▪ Secondary school transcript or report card showing EFL gain based on academic credits earned or Carnegie units. ▪ Postsecondary transcript or report card showing EFL gain based on credit hours completed ▪ Enrollment in postsecondary education or training verified by data match, survey, or case notes
Date of attainment of secondary school diploma or recognized equivalent	<ul style="list-style-type: none"> ▪ Results of State-recognized high school equivalency test with passing scores on all parts ▪ Copy of high school diploma ▪ Copy of adult secondary school diploma ▪ Copy of State-recognized high school equivalent diploma
Type of recognized postsecondary credential and date attained	<ul style="list-style-type: none"> ▪ Cross-match ▪ Copy of credential ▪ School record ▪ Follow-up survey of program participants ▪ Case notes documenting information obtained from education or training provider
Enrollment in postsecondary education or training (for youth who exited from a basic education program in the same program year)	<ul style="list-style-type: none"> ▪ Case notes ▪ Copy of enrollment record ▪ School records ▪ Transcript or report card ▪ Cross-match with postsecondary data system
Date of most recent training milestone	<ul style="list-style-type: none"> ▪ Employer or training provider report of satisfactory or better progress ▪ Completion of an on-the-job training program ▪ Apprenticeship program sponsor letter documenting completion of one year of training ▪ Satisfactory or better performance evaluation from employer ▪ Pay stub or other documentation of pay increase due to increased skill or performance ▪ Documentation of a skill gained through OJT or Registered Apprenticeship ▪ Contract and/or evaluation from employer or training provider documenting a skill gain ▪ Progress report from employer documenting a skill gain

Date of most recent skills progression

- Results of an employer-required knowledge-based exam or certification of completion
- Results of a Registered Apprenticeship component exam
- Progress report from training provider or employer
- Attainment of an element in an industry or occupational competency assessment
- Copy of credential required for an occupation that is only earned after passage of an exam
- Results of knowledge-based exam or certification of completion
- Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment

