



Workforce Innovation and Opportunity Act

Adult and Dislocated Worker

Policy and Procedures

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.



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Equal opportunity employment/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Self-Sufficiency Policy

I. PURPOSE

The purpose of this policy is to provide guidance to the workforce system on delivering services under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker (DLW) programs and individuals served by the Wagner-Peyser Act Employment Service (ES) program, as amended by WIOA Title III, under the WIOA Final Rule. This policy clarifies that coordination of training funds from other grant sources, including Federal Pell grants and all other types of grant assistance for education and training services, is required. These funds must be utilized prior to WIOA Adult and Dislocated Worker funds, in accordance with WIOA 134(c)(3)(B)(i)(I).

The Adult and DLW programs work in coordination with all partners, and are a pivotal piece of the one-stop delivery system. The one-stop system provides universal access to career services to meet the diverse needs of adults and dislocated workers. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. **The goal of service should be to guide participants on ways to enhance their skill sets and increase their likelihood of gaining and retaining self-sufficiency through employment, while working to reduce and remove barriers to employment.** At a minimum, this policy clarification has also been made to the definition of Dislocated Worker Category I; to the Individual Employment Plan section regarding the documentation of case management activities; and to the determination of “unmet need”. Finally, information has been added regarding the ability to utilize WIOA funds to pay for the cost of training for individuals who have a Federal Student Loan in default status.

II. BACKGROUND

WIOA provides for a workforce system that is customer centered, accessible to all job seekers, and training that is job-driven. The Adult, DLW, and ES programs, as required WIOA partners, provide training and employment services in the American Job Center network, known in Oklahoma as Oklahoma Works Career Centers American Job Centers (AJC). Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs, collaborate to create a seamless customer-focused network that integrates service delivery across all programs, allowing for easier access to the services Oklahomans need to obtain skills and employment.

III. REFERENCES

- The Workforce Innovation and Opportunity Act of 2014, Titles I and III
- 20 CFR § 678
- 20 CFR § 680
- 20 CFR, Subpart E Section 680.610
- 20 CFR, Subpart B Section 680.230
- TEGL No. 19-16

- TEGL No. 10-09
- TEGL No. 10-16 and TEGL 10-16, Change 1
- TEGL No. 22-04 and TEGL 22-04, Change 1
- TEGL No. 41-14 and TEGL 41-14, Change 1
- TEGL No. 15-12
- Oklahoma Workforce Development Issuance (OWDI) #15-2017
- 38 U.S.C. 4213
- Section 101 of Title 10, United States Code 29 USC §§ 3101 – 3361
- OWDI 02-2019 Data Validation
- OWDI 19-2017 CHANGE 1 Adult Dislocated Worker Programs
- OWDI 09-2017 CHANGE 2 WIOA Core Performance Measures
- Memorandum 06-2019

BABEL NOTICE: (29CFR 38.9(g)(3)): This document contains vital service information. If English is not your preferred language, please contact:

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To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

IV. ADULT and DLW ELIGIBILITY and PROGRAM ENROLLMENT

4.1 Adult/DLW Eligibility

Eligibility - Individuals enrolling in the Adult or DLW program must meet the following general eligibility requirements: (See Attachment A)

- 1) Be an individual who is age 18 and over; (See current OOWD Data Validation Policy for

documentation requirements for 1-3 eligibility requirements, at https://oklahomaworks.gov/wp-content/uploads/2019/05/OWDI-02-2019_Data-Validation_Combined.pdf.

- 2) Be eligible to work in the United States; and
 - 3) Meet the standard for Selective Service Compliance (See current Selective Service Registration Requirement: Section 189(h) of WIOA requires that all males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed service on active duty, must be registered with the Selective Service (SS), in accordance with the Military Selective Service Act (MSSA). Males who cannot provide proof of SS Registration must be referred to the SS for registration through the Selective Service System <https://www.sss.gov>.
 - A Selective Service Status Information Letter obtained from SS will serve as documentation of compliance with this requirement for individuals who have not registered after age 26.
 - Exemptions from SS registration applies to those continuously institutionalized or incarcerated from 30 days before turning 18 through age 25. Any break in institutionalization or incarceration longer than 30 days during this window of time would not qualify as exempt. Individuals claiming an exemption must provide proof of the dates of continuous confinement that accurately reflect no break or release for any period 30 days or longer.
- a) **Adult** - means an individual who is age 18 or over.
 - b) **Dislocated Worker (DLW)** - means an individual who meets one of the following requirements:

Category 1: Recently Dislocated

An individual in this category:

- has been terminated or laid off, or has received a notice of termination or layoff, from employment, including a separation notice from active military service (under other than dishonorable conditions); and
- is either eligible for or has exhausted entitlement to unemployment compensation, or
- has been employed for a duration sufficient to demonstrate, to the appropriate entity at an Oklahoma Works AJC as described in WIOA section 121(e), 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's Unemployment Insurance (UI) law; and
- is unlikely to return to a previous industry or occupation.

Category 2: Plant Closure or Substantial Layoff

An individual in this category:

- has been laid off, or has received a notice of layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;
- is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- for purposes of eligibility to receive services other than training services, career services, or

supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close.

Category 3: Loss of Self-Employment Income

An individual in this category:

- was self-employed (including employment as a farmer, a rancher, a fisherman, or an independent contractor or consultant not technically an employee of a firm or agency); and
- is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Category 4: Displaced Homemakers

An individual in this category:

- is no longer supported by income from a family member; and
- is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

Category 5: Military Spouses

- An individual in this category is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) who:
- has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- who is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

Although Adult and Labor Exchange (LE) enrollments do not require supervisory approval, DLW enrollments enter into a pending queue for supervisory approval when entered into OKJobMatch by front-line staff. DLW enrollments must be approved by a supervisor, verifying the client's eligibility including uploaded documentation, self-attestation, and program notes, before there is any expenditure of DLW funds.

All DLW enrollments must be approved or denied by a supervisor within 30 days of the enrollment request or the request will be denied by state administrators. At this point eligibility must be re-determined and a new enrollment completed. If approved within the 30-day window, the enrollment date is the date the enrollment entered into the pending queue.

4.2 Eligibility Documentation:

The Title I Adult and DLW Programs must utilize the WIOA Eligibility Form (Attachment A) to designate which eligibility criteria is used to determine program eligibility.

Each Title I participant will be required to have the following documents uploaded:

- The program eligibility form (Attachment A)
- The three general eligibility criteria documentation, and
- The designated eligibility criteria/data element source documentation from OWDI 02-2019 annotated for eligibility determination from the applicable program eligibility form. It is required to obtain and upload at least one source document for each applicable program eligibility

element utilized in determining program eligibility. Some data elements may require more than one source document, noted by an “AND” in the Acceptable Source Document column.

4.3 Adult/DLW Enrollment

The enrollment process begins when an individual self-registers in the virtual case management system, known as OKJobMatch. Once the self-registration has been completed, the demographic information entered will generate a potential eligibility determination. All applicable demographic information for determining Adult or DLW program eligibility is entered in the Universal Demographic Screen in OKJobMatch. (See OOWD Data Validation Policy for documentation requirements.)

Staff must then meet with the applicant to review a snapshot of the information entered in OKJobMatch. The demographic information must be verified as accurate by the applicant’s virtual self-attestation prior to staff entering the program enrollment, as the characteristics in the snapshot will remain unchanged throughout program participation. Additional information needed to determine eligibility must be requested at this time. Appropriate documentation of the information used to qualify the individual as eligible for enrollment in a WIOA Adult or DLW program must be uploaded into the participant’s virtual case file. (See OOWD Data Validation Policy for documentation requirements.)

Virtual Enrollment Procedures

The procedures outlined below are an effort to extend the reach of WIOA Title-I services by leveraging technology resources to allow enrollments to be conducted virtually when a participant is unable to access the American Job Center (AJC) network through traditional methods. These methods are reserved for individuals unable to access resources and are not intended to become the normal method of operations.

Technology Resources

The resources below are examples of tools that may be utilized for virtual communications.

Tiny Scanner – see here for [Apple](#); see here for [Android](#); Tiny Scanner enables staff or clients to take a picture of a document and convert the picture into a PDF. This is a free app on both the Android and Apple platforms.

Security

Documents with participant Personal Identifiable Information must be transmitted in a secure way. This security will be ensured by the following processes:

- Navigators will inform client that:
 - The information they are sending, such as their Eligible to Work documents and their Demographic Snapshot information, contains Personally Identifiable Information;
 - This sending and receiving of this information relies on basic email security, and is not encrypted;
 - The participant must inform the Career Navigator that they are aware of the risks associated with transmitting this information via email or text message, and that they grant consent.

- Verification of this message will be uploaded by uploading a signed “Virtual Enrollment Agreement”.

Process Requirements

The Career Navigator (CN) will inform the individual that the enrollment will be provided virtually and provide a clear explanation of the process before the virtual enrollment meeting is scheduled.

The CN will verify that the individual understands that the enrollment will be completed virtually (i.e., phone, Skype, Zoom, FaceTime, Facebook Messenger, etc.). The Career Navigator will verify that the participant has the applicable technology to receive, electronically sign, and return all applicable paperwork in a clear format during the enrollment. The Career Navigator will schedule a meeting and ensure that there will be adequate time to complete the enrollment process. The participant must be provided with the Virtual Enrollment Agreement and provide a signed copy to the Career Navigator confirming that they are aware of the risks associated with the transmission of the Personal Identification Information via email before the enrollment meeting takes place.

During the virtual enrollment meeting, all eligibility, enrollment, IEP/ISS, and demographic snapshot documentation must be completed and reviewed with the individual while on the virtual platform to ensure that information is true and accurate. While it is preferential to utilize screen share capacity during the virtual meeting to allow for a digital signature, when it is not possible to do so a signed “printed” copy of the Demographic Snapshot and IEP will be acceptable. Documentation must be uploaded into OKJobMatch within 48 hours of receipt.

All coordination must be emailed from the assigned email address of enrollments@northeastworkforceboard.org. Each CN will be responsible for retrieving and uploading documentation to OKJobMatch after the virtual interview. The email must be deleted from the email inbox and the deleted folder by 5pm the following day.

Program Notes

A “Virtual Enrollment” program note must be entered and must include the following:

- Document the reason virtual enrollment was necessary and the client was not able to meet with the CN in person at any of the offices in the Northeast Workforce area.
- The date documentation was emailed to participant, received from the participant, and uploaded to OKJM.
- List of documentation included in email (valid driver’s license, social security card, Selective Service verification, local forms, and any other required documentation.)
- Confirmation that email has been deleted.

Uploads:

- Virtual Enrollment Agreement
- Authorization to Work, Age documentation, Selective Service documentation, Veteran’s documentation, etc.
- Eligibility Packet: Eligibility form, eligibility documentation
- Demographic Snapshot: OKJM - PDF printout

- IEP development packet or Youth ISS packet
- OKJM IEP/ISS - PDF printout

4.4 Priority of Service Determination

The NEWDB operates in a continuous priority of service status when determining eligibility for Adult services under WIOA. Under WIOA, priority of service must be implemented regardless of the level of funds available to provide services in the Northeast Workforce Development Area. In determining priority of services CM's must determine eligibility by 1) low-income and; 2) Veteran and eligible spouse). Priority of service determination includes the following:

A. The Statutory Priority for Adult Funds

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to NEWDA for Adult employment and training activities. When using WIOA Adult funds to provide individualized career services and/or training services, Oklahoma Works AJC staff must give priority to, public assistance recipients, other low-income individuals (as defined in WIOA Section 3(36)), and individuals who are basic skills deficient (as defined in WIOA 3(5)). English language learners meet the criteria for "basic skills deficient" and must be included in the priority populations for the Title I Adult program (See NEWDB Priority of Service Policy income eligibility requirements).

B. Priority Populations under WIOA

Across all titles, WIOA focuses on serving individuals with barriers to employment and seeks to ensure access to quality services for these populations. Priority and special populations for the Adult and DLW programs are addressed at 20 CFR §§ 680.600 through .660.

The term "individual with a barrier to employment" means a member of one or more of the following populations:

- Low-income individuals;
- Veterans and Eligible Spouses
- Indians, Alaska Natives, and Native Hawaiians;
- Individuals with disabilities, including youth who are individuals with disabilities (as defined in sec. 3 of the Americans with Disabilities Act of 1990 (42 USC 12102) and individuals who are in receipt of Social Security Disability Insurance);
- Older individuals (age 55 and older);
- Ex-offenders;
- Displaced homemakers;
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- Youth who are in or have aged out of the foster care system;
- Individuals who are:
 - English language learners (29 USC 3272(7));
 - Individuals who have low levels of literacy (for example, an individual who is unable

to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual's family, or in society); and

- Individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers (as defined in WIOA 167(i)(1-3));
- Individuals within two years of exhausting lifetime TANF
- Single parents (including single pregnant women); and
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks).

C. Veterans and Adult Priority

Veterans and eligible spouses continue to receive priority of service for all DOL-funded employment training programs, which include WIOA programs. As for the DLW program, the only priority of service is the veteran's priority of service. A veteran must, however, meet each program's eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations and for determining priority of service, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income, in accordance with 38 U.S.C. 4213 and 20 CFR § 683.230.

When past income is an eligibility determinant for any federal employment or training program, including the Title I Adult and DLW programs, any amounts received as military pay or allowances by any person who served on active duty and certain other specified benefits, must be disregarded in making an eligibility determination. This applies to the veteran and to other individuals for whom those amounts would normally be applied, e.g., the military spouse. Military earnings are not to be included when calculating income for veterans or transitioning service members for priority of service, in accordance with 38 U.S.C. 4213.

To further clarify, VA benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements. Therefore, eligibility for VA benefits for education or training services do not preclude a veteran or the veteran's eligible spouse from receiving WIOA funded services, including training funds. Similarly, WIOA program operators may not require veterans or spouses to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIOA funded training.

Due to the statutorily required priority for Adult funds, priority must be provided in the following order:

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services provided with WIOA Adult formula funds for individualized career services and training services.
- Second, to non-covered persons (i.e., individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth, to priority populations established by the LWDB (for example, for non-covered

persons who are not included in groups given priority for WIOA Adult formula funds, such as persons living within a designated Promise Zone).

- Last, to non-covered persons outside the groups given priority under WIOA.

Serving Separating Service Members and Military Spouses with Dislocated Worker Funds

Service members exiting the military, including, but not limited to, those who receive or are eligible for Unemployment Compensation for Ex-Military members (UCX), generally qualify as dislocated workers. Dislocated Worker funds under Title I can help separating service members to enter or reenter the civilian labor force. A separating service member needs a notice of separation, either a DD-214 from the Department of Defense, or other appropriate documentation that shows a separation or imminent separation from the Armed Forces, to meet the required dislocated worker definition. While in most instances an individual will have to be eligible for or have exhausted entitlement to unemployment compensation in order to receive dislocated worker services, separating service members on a terminal leave from the military may be provided career services while the service member is still part of the active duty military, but has an imminent separation date, provided that their discharge will be anything other than dishonorable. It must be noted, however, that federal policy requires a separating service member to meet the dislocated worker requirement of being unlikely to return to his or her previous industry or occupation in the military.

D. Employment Status Clarification

Adult and DLW funds may provide career and training services to underemployed individuals according to the priority of service requirement described earlier in this issuance. Individuals who are underemployed may include those who are:

- Employed less than full-time who are seeking full-time employment;
- Employed in a position that is inadequate with respect to their skills and training;
- Employed and meet the definition of a low-income individual; and
- Employed with current earnings that are insufficient when compared to the individual's previous earnings from previous employment, per the NEWDB policy.

The NEWDB's self-sufficiency policy addresses the area's procedures for serving adults and dislocated workers determined to be underemployed by NEWDA standards. NOTE: USDOL's Fair Labor Standards Act (FLSA) does not define full-time employment or part-time employment. The minimum number of hours that constitute full-time employment is generally defined by the employer, but may not be less than an average of at least 30 hours per week, or 130 hours per month. Full-time employment often includes benefits not typically offered to part-time or temporary workers, such as annual leave, sick leave and health insurance. The attainment of self-sufficiency often depends on the availability of sick leave and health insurance.

V. A/DLW ENROLLMENT AND CAREER SERVICES

5.1 The Individual Employment Plan

The Individual Development Plan (IEP) is an ongoing enrollment strategy developed by the participant and the career manager to identify the employment goal(s), appropriate achievement objectives, and

the appropriate combination of services to achieve the employment success of the individual.

Case management is defined as the coordination of services on the behalf of the participant, including services provided by an Oklahoma Works AJC partner or a community-based organization (OOWD CHANGE 1 Adult and DLW Programs policy- <https://oklahomaworks.gov/wp-content/uploads/2018/06/OWDI-19-2017-CHANGE-1-Adult-Dislocated-Worker-Programs.pdf>).

- A. An IEP must be developed for each individual determined eligible for Adult or DLW program services. As adults and dislocated workers have diverse needs, each IEP is intended to target the specific needs of the individual for whom it is developed and, therefore, must start with a comprehensive assessment of the individual's needs (See NEWDB Assessment & IEP Policy). At a minimum, an IEP must include the following:
- an employment goal,
 - documentation of identified needs and barriers,
 - a training goal, and
 - a signed Client Involvement Statement.
 - A signed Request and Release of Confidential Information/Grievance Procedures
 - A signed Media Release, showing they agree to the release of the information or do not agree with the release.

OKJobMatch is the tool used to record the IEP. Each Adult plan is entered by choosing "Individual Employment Plan" in the Enrollment Details section of the appropriate WIOA program (Adult/DLW).

The virtual IEP includes the 14 components below, and are further described in Attachment A to this issuance.

- Comprehensive Assessment & Career Research.
 - Employment Goals & Achievement Objectives.
 - Training Goals.
 - Client Strengths and Attributes.
 - Combination of Services to Overcome Needs/Barriers.
 - Assistive Technology Needs for Achieving Goals
 - Client Responsibilities and Agency Responsibilities.
 - Economic Need Statement and Planning.
 - Supportive Service Needs.
 - Follow-up Services Planned.
 - Performance Goals & Accountability Indicators.
 - Client Progress Review.
 - Additional Notes.
 - Client Involvement Statement (Participant must receive a copy).
- B. Additional goals and services necessary for the attainment and retention of successful employment must be added to the IEP as they are identified (see the NEWDB Data Integrity Policy). Each step of the individual's career pathway must be clearly documented in the IEP. The

IEP must be updated, and the participant's signature obtained, when additional services are required, including those provided through normal case management activities (for example, services provided to remove barriers and additional services deemed necessary for the achievement of the participant's employment goal).

1. When training is necessary to achieve the participant's employment goal(s), the training must be for an in-demand occupation according to the NEWDB Demand Occupation Policy and, with certain exceptions, must be provided by an eligible training provider (ETP), in accordance with current guidance located at <https://oklahomaworks.gov/local-workforce-boards/wioa-policy-center/>.
2. The IEP must be easily accessible for state and local monitoring purposes, and uploaded documentation supporting the IEP must clearly labeled in OKJobMatch. One example of a readily accessible IEP is the virtual IEP located in the Enrollment Details page. The initial IEP in this section requires an entry for each field. It is appropriate, however, to enter "N/A" in fields where detail is not applicable until a future date, for example, Required Supportive Services During Active Participation and Post Employment Needs. NEWDB utilizes an alternative IEP, in which such documentation is located in detailed Program Notes and service entries in the client data file in OKJobMatch.
3. Appropriate documentation of case management activities is essential to ensure provision of the comprehensive services necessary to achieve the participant's career objectives. Documents must be uploaded to OKJobMatch, as necessary, to support changes in the IEP, and the participant must always be given the option to receive a printed copy of the IEP when it is updated.

A detailed, ongoing narrative to track and document case management activities and their related outcomes must be recorded in OKJobMatch as Program Notes. A detailed narrative includes:

- The participant's employment status at program enrollment, including:
 - Details pertaining to the participant's current or most recent employment, including the name of the employer and employment end date, if appropriate, and
 - The name of the company from which the participant was laid off and the date of the layoff, as appropriate.
- Attempts to contact the participant, in accordance with the NEWDB Data Integrity policy (every 30-days), and the result of the attempted contact;
- Steps taken to remove barriers listed in the IEP, including the provision of supportive services;
- The coordination of resources;
- The accomplishment of measurable skills gains;
- Training program completion;
- The attainment of employment, including:
 - Employer name;
 - Date employment started;
 - Wage at hire;

- Benefits such as insurance and leave; and
- How employment information was verified (pay stubs, employer contact, etc.);
- The provision of follow-up services; and
- All other activities and information pertinent to the achievement of the IEP, as determined by the NEWDB.

The purpose of regular contact is to offer services, verify training progress, and ensure performance measures are attained, even when the cost of training is paid by another entity or program, such as Tribal entities, Trade Adjustment Assistance (TAA), Temporary Assistance for Needy Families (TANF), or Department of Rehabilitation Services (DRS). In addition, services provided by adult basic education providers, non-profits and all other community partners must be documented as part of the IEP.

The use of funds from other sources for career or training services does not negate the responsibility of WIOA staff to maintain and document contact with participants enrolled in Adult or DLW Programs. At a minimum, regular contact is defined by the NEWDB Data Integrity Policy LWDB as every 30 days.

5.2 Career Services

WIOA authorizes career services for adults and dislocated workers, which must be made available in all comprehensive Oklahoma Works AJC. WIOA distinguishes three levels of career services: basic career services, individualized career services, and follow-up services, with no sequential requirement for these services. Career services under this approach provide NEWDB with the flexibility to target services to the needs of the customer, while still allowing for tracking of outcomes for reporting purposes. Career services may be provided in any order, recognizing each individual may not need all types of career services or may need different types of career services at different stages in their career pathway.

- I. **Basic Career Services:** Basic career services are accessible in all Oklahoma Works American Job Centers (AJCs) statewide and must be made available to all individuals seeking employment and training services. Basic career services may be provided by both the Adult and DLW programs, as well as through the Labor Exchange (LE) program services provided by the Wagner-Peyser (WP) staff of the Oklahoma Employment Security Commission (OESC). Self-service and Information Only basic career services do not trigger inclusion in participation for Title I Adult and DLW programs or for the Title III ES program. The most recent OOWD Core Performance Measures policy is found at <https://oklahomaworks.gov/wp-content/uploads/2019/09/OOWDI-09-2017-Change-2-WIOA-Core-Performance-Measures-Policy.pdf>.
- II. **Individualized Career Services:** As with basic career services, individualized career services are available in all Oklahoma Works AJCs statewide. ES and WIOA Title I staff may make individualized career services available, particularly for individuals with barriers to employment as defined in WIOA 3(24). Individualized career services are generally more time intensive than basic career services, and are customized to each individual's needs. Receipt of any individualized career service triggers participation and, therefore, performance. (See OOWD CHANGE 2 WIOA Core Performance Measures).

- A. The following services are considered individualized career services:
- comprehensive and specialized assessments of skill levels and service needs, which may include:
 - diagnostic testing and use of other assessment tools, and
 - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
 - development of the IEP;
 - group counseling;
 - individual counseling;
 - career planning;
 - short term-prevocational skills (for example, communication skills, interviewing skills, personal maintenance skills and professional conduct);
 - internships and work experiences linked to careers;
 - transitional jobs;
 - workforce preparation activities;
 - financial literacy services, such as those described in 29 USC 3164;
 - out-of-area job search assistance and relocation assistance; or
 - English language acquisition and integrated education and training programs.
- B. If Oklahoma Works AJC staff or partners determine individualized career services are necessary for an individual to obtain or retain employment, these services must be made available to the individual, provided the individual meets the respective program eligibility requirements. Recent assessments, interviews or evaluations completed by workforce partner programs may be used by Oklahoma Works AJC staff to determine if individualized career services are appropriate or necessary for an individual (see NEWDB Assessment and IEP Policy).

The provision of individualized career services must be based on the employment needs of the individual as determined jointly by the individual and the career planner, and must be documented in the IEP. ES staff members also have specific obligations in serving unemployment insurance (UI) claimants and carrying out components of the State's UI program, which include:

- Coordination of basic career services, particularly LE services;
- Targeting UI claimants for job search assistance and referrals to employment;
- Administering UI work test requirements, including obtaining and documenting relevant information for eligibility assessments and providing job search assistance and referrals to employment;
- Provision of referrals to UI claimants for training and education resources and programs, including but not limited to Pell Grants, GI Bill, Post 9/11 Veterans Educational Assistance, WIOA, higher education assistance, and Vocational Rehabilitation;
- Provision of application assistance to UI claimants for training and education resources and programs, including but not limited to Pell Grants, GI Bill, Post 9/11 Veterans

Educational Assistance, WIOA, higher education assistance, and Vocational Rehabilitation;

- Outreach, intake (including identification through the State’s Worker Profiling and Reemployment Services system of UI claimants likely to exhaust benefits and related programs, such as the Reemployment Services and Eligibility Assessment program), and orientation to information and other services available through the American Job Center network;
- Provision of information and assistance regarding filing claims under UI programs, including meaningful assistance to individuals (including individuals with language or other program access barriers) seeking assistance in filing a claim.
 - Meaningful assistance means providing assistance:
 - In the OK Works AJC(s), using staff who are well trained in UI claims filing activities, the rights and responsibilities of claimants, and information necessary to file a claim, or
 - By direct linkage: via phone or other technology, such as live web chat and video conference, as long as the assistance is provided by appropriately trained and available staff and within a reasonable time;
 - Technology-based approaches to providing meaningful assistance must ensure Oklahoma Works AJC customers have access to appropriately trained staff within a reasonable time. The referral of Oklahoma Works AJC customers to the OESC self-service website or public phone line where an individual is placed into a queue with all other UI claimants is not meaningful assistance;
 - The cost associated in providing meaningful assistance may be paid for by OESC’s UI administrative funding, the WIOA Adult or DLW programs, the ES program, or some combination of these funding sources.

OESC provides training to staff statewide ensuring they can answer basic questions about an individual’s claim. In addition, the online filing system (ONICv2) allows individuals easily accessible self-service options such as PIN reset, claim balance and payment detail, ability to view fraud or claimant error overpayments, appeals filing, multiple browser compatibility, print or mail 1099, and ability to view non-monetary determinations. Claimants can access these options anywhere there is internet, but specifically at the local office where staff will assist them in navigating the site and also answer questions about the claims process.

- C. Follow-up Services: Follow-up services must be provided for no less than 12 months after the first day of employment for Adult and DLW participants who are placed in unsubsidized employment. Work place counseling (i.e., strategies for retaining employment) is an example of an appropriate follow-up service. Follow-up services occur after program exit and do not change, delay, or extend the exit date (TEGL No. 10-16). (See NEWDB Assessment & IEP Policy for Follow-up Services)

VI. Adult/DLW TRAINING SERVICES AND INDIVIDUAL TRAINING ACCOUNTS

6.1 Training Services

Training services are critical to the employment success of many adults and dislocated workers. Oklahoma Works AJC staff may determine training is appropriate regardless of whether an individual has received basic or individualized career services first. The receipt of any training service triggers inclusion in participation for performance reporting purposes.

- A. Types of training services that may be provided include:
- 1) Occupational skills training, including training for nontraditional employment;
 - 2) On-the-job training;
 - 3) Incumbent worker training;
 - 4) Programs that combine workplace training with related instruction, which may include cooperative education programs;
 - 5) Training programs operated by the private sector;
 - 6) Skill upgrading and retraining;
 - 7) Entrepreneurial training;
 - 8) Transitional jobs in accordance with WIOA 134(d)(5);
 - 9) Job readiness training provided in combination with the training services described in any of clauses (1) through (8), above;
 - 10) Adult education and literacy activities, including activities of English Language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in any of clauses (1) through (7); and
 - 11) Customized training; when conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
 - 12) Work Experience; which are planned structured experience that take place in a workplace for a limited amount of time, can be paid or unpaid, and may be in the public, private or non-profit sectors.
- B. As with the provision of career services, Oklahoma Works AJC's must use, when available, previous assessments or evaluations that have been conducted by another education or training partner, when making training determinations, thus reducing duplication and developing enhanced alignment across partner programs. A recent assessment completed by a workforce partner program may be used to determine academic levels, skill levels, and service needs. All assessment scores must be entered in the appropriate enrollment section of OKJobMatch (Adult or DLW) for reporting purposes (See NEWDB Assessment and IEP Policy). These assessments must be dated within the last 6 months.
- C. Under WIOA, training services may be made available to adults and dislocated workers who:
- After an interview, evaluation, or assessment and career planning activities by an Oklahoma Works AJC staff or partner, are determined:
 - Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone;
 - In need of training services to obtain or retain employment that leads to economic self-

- sufficiency or wages comparable to or higher than wages from previous employment;
and
- Have the skills and qualifications to successfully participate in the selected program of training services;
- Select a program of training services directly linked to the employment opportunities in the NE Oklahoma area or the NE planning region, or in another area to which the individual is willing to commute or relocate;
- Are unable to obtain other grant assistance for such services, including State-funded training funds, TAA, TANF, or Federal Pell Grants, or require assistance beyond that available through other workforce partners, educational entities or other grant assistance programs, including Federal Pell Grants and TANF-funded training programs at local community colleges and technology centers. NEWDB and service providers must ensure the coordination of funds available to pay for training, taking into consideration the following:
 - Pell grants and other grant assistance must be utilized first for the cost of training and mandatory fees;
 - Title I funds may be used to supplement a Pell grant and/or other grant assistance that does not cover the entire cost of tuition and mandatory fees, but may not supplant a Pell or other grant assistance;
 - Training services may be provided to an individual while an application for a Pell Grant is pending, as long as arrangements have been made with the training provider and the WIOA participant regarding allocation of the Pell Grant. If the individual is subsequently awarded a Pell Grant, the training provider must reimburse the NEWDB the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charged to attend training, from the Pell Grant award. Reimbursement is not required from the portion of the Pell Grant disbursed to the WIOA participant for education-related expenses, per 20 CFR § 680.230;
 - The full cost of participation in training services may be taken into consideration, including the cost of support services and other appropriate costs related to training program attendance, as defined by the NEWDB; tuition, books, fees, uniforms, tools, equipment, & other expenses that are training related.
 - VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, eligibility for VA benefits for education or training do not preclude a veteran or the veteran’s eligible spouse from receiving WIOA funded services, including training funds. WIOA program operators may not require veterans or spouses of veterans to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIOA funded training;
 - Individuals who are members of a group covered under a petition filed for TAA and are awaiting a determination may be co-enrolled in Adult and/or DLW programs. If the TAA petition is certified, the worker will transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA; and
- For training services provided through the Adult funding stream, are determined eligible in

accordance with the Adult Priority of Service as described in in this issuance and per the NEWDB policy.

- D. Students who are awarded Pell grants or other grant assistance may benefit from a combination of the Pell grant with WIOA training funds, WIOA-funded supportive services and/or needs-related payments, only when the cost of training exceeds the amount of the Pell and any other financial aid. Documentation of the coordination of resources is maintained for each participant, including but not limited to, the following:
- Whether an individual did or did not receive a Pell grant or other grant assistance for the cost of training;
 - For individuals not Pell eligible, the reason for ineligibility, e.g., the participant is in default status, the short-term training program does not qualify, ineligibility due to household income, etc.;
 - A list of all funding sources considered and the availability of the resource; and
 - A list or budget of the participant's estimated monthly living expenses used to determine financial need, excluding any costs associated with alcohol, cigarettes, and entertainment (Personal Budget Form, Attachment B).

The Oklahoma Works AJC is responsible for ensuring Federal Pell Grants and all other types of grant assistance for education and training services are utilized prior to WIOA Adult and DLW funds. WIOA funds utilized prior to use of Pell or other grant assistance intended for education and/or training will be determined disallowed costs.

Please note, WIOA funds are considered allowable for the cost of training for individuals who have a Federal Student Loan in default status. The WIOA service provider staff must provide information to individuals in default of student loans by providing resources and information for how to get out of default status and the information provided must be documented in a program note. (See OOWD Memorandum guidance at <https://oklahomaworks.gov/wp-content/uploads/2019/06/Memo-M-06-2019-Student-Loan-Default-and-WIOA-Eligibility.pdf>)

6.2 Individual Training Accounts (ITAs)

ITA's are the primary method to be used for procuring training services under WIOA. An ITA is a payment agreement with an eligible training provider (ETP), established on behalf of an Adult or DLW program participant. Training services must be linked to in-demand occupations and must be provided in a manner that maximizes the individual's choice in the selection of a training provider. To accomplish this, the NEWDB must make available an Eligible Training Provider List (ETPL) as described in current guidance at <https://oklahomaworks.gov/local-workforce-boards/wioa-policy-center/>.

Program participants determined eligible for training services, must consult with a WIOA career planner regarding ETP program quality and performance information, to ensure the individual is able to make an informed choice when selecting a training provider and program. Once an individual has selected an ETP from the ETPL, in consultation with career manager/appropriate WIOA service provider staff, a referral is made to the training provider and arrangements for payment of the training services are made through an ITA. The NEWDB service provider must, to the extent possible, coordinate funding for ITAs

with funding from other Federal, State, local or private job training programs or sources to assist an individual in obtaining training services.

The NEWDB service provider may take into account the full cost of participating in training services, including supportive services and other appropriate costs related to attendance in a training program, as defined by NEWDB policy, when determining an eligible individual's "unmet need" (See NEWDB ITA Policy for full description).

6.3 Training Contracts

Although ITAs are the primary method to be used for procuring training services, in certain circumstances a contract for training services may be developed instead of an ITA. Contracts for services may be used instead of ITAs when at least one of the circumstances below applies, and if the NEWDB has fulfilled the consumer choice requirements of 20 CFR § 680.340. The contract exceptions to an ITA are:

- When the services provided are on-the-job training (OJT), customized training, incumbent worker training or transitional jobs;
- When the NEWDB determines there are an insufficient number of eligible training providers in the NEWDBA to accomplish the purpose of a system of ITAs. The determination process must include a public comment period for interested providers of at least 30 days, and be described in the NEWDB Local Plan;
- When the NEWDB determines there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve individuals with barriers to employment. The NEWDB must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the individuals to be served and their particular barriers to employment. The criteria may include:
 - Financial stability of the organization;
 - Demonstrated performance in the delivery of services to individuals with barriers to employment through such means as:
 - program completion rates;
 - attainment of skills, certificates or degrees the program is designed to provide;
 - placement after training in unsubsidized employment; and
 - retention in employment; and
 - How the specific program relates to the workforce development needs identified in the NEWDB local plan;
- When the NEWDB determines it would be appropriate to contract with an institution of higher education or other provider of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided the contract does not limit consumer choice; and
- When the NEWDB is considering entering into a Pay-for-Performance contract and the NEWDB ensures the contract is consistent with 20 CFR § 683.500 and § 683.510.

In addition to the contract exceptions to an ITA, the NEWDB may determine that a combination of ITAs

and contracts is an effective approach for placement into programs such as Registered Apprenticeship (RA) and other work-based training.

6.4 Work-based Training

WIOA allows for additional work-based training options and flexibilities for adults and dislocated workers. Work-based training presents opportunities for fostering increased employer engagement, implementing sector strategies, and encouraging industry partnerships by allowing employers to train employees while continuing to be productive members of the workforce.

6.5 Transitional Jobs

Transitional jobs are time-limited, wage-paid work experiences that are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, as determined by the NEWDB. Further, transitional jobs must include both comprehensive and supportive services. Transitional jobs policy may be found at <https://oklahomaworks.gov/local-workforce-boards/wioa-policy-center/>.

6.6 Registered Apprenticeship (RA)

Registered Apprenticeship is a potential source for training and employment services. The NEWDB promotes RA use as a career pathway for individuals seeking employment, and as a job-driven strategy for employers and industries. WIOA provides an opportunity for RA programs to be more directly connected to the public workforce system. RA programs automatically qualify to be placed on the Eligible Training Provider List (ETPL), if they so choose, allowing ITAs to support WIOA eligible participants in RA programs, and more directly connect those programs to Oklahoma Works One-Stop Centers.

The NEWDB, along with the OOWD is committed to fully integrating RA programs as an employment and training solution for Oklahoma Works AJC. The NEWDB will work with the service provider to maintain maximum flexibility in serving participants and supporting their placement in pre-apprenticeship training and RA programs, including making arrangements with RA programs to initiate applications to become an apprentice on behalf of participants.

- A. There are several ways in which training services may be used in conjunction with RA programs for individuals determined eligible for WIOA title I services:
 - An ITA may be developed for a participant to receive RA training.
 - An on-the-job training (OJT) contract may be developed with an RA program for providing both classroom and on-the-job instruction.
 - A combination of an ITA to cover the classroom instruction along with an OJT contract to cover on-the-job portions of the RA is allowed.
 - Incumbent worker training may be used for upskilling apprentices or journey workers who already have an established working/training relationship with the RA program, provided the requirements of WIOA 134(d)(4) are met.
 - NEWDB may include supportive services, in conjunction with career and/or training

services, to participants in an RA program, provided the supportive services are consistent with WIOA section 134(d)(2), section 12 of TEGL No. 19-16, this issuance, and NEWDB policies.

- In all instances, a participant’s eligibility for WIOA must be properly established and documented prior to the commitment of funds for RA programs.
- B. Complete and accurate reporting of RA participation is vital to both the State’s sector strategy and career pathways approaches. Participants who are placed into an RA with WIOA funds or individuals in an RA at the time of program entry must be clearly identified. An individual in an RA at the time of program entry must identify at the time of registration in their demographic as a registered apprentice.
- If an on-the-job training or skill upgrading is provided as part of a RA program, the Registered Apprenticeship training service in the participant’s Service & Training Plan in OKJobMatch must be utilized.

6.7 On-the-Job Training (OJT)

OJT continues to be a key method for delivering training services to adults and dislocated workers. NEWDB provides up to 50 percent of the wage rate of the participant to employers for the costs of training while the participant is in the program. For NEWDB to increase the reimbursement level up to 75 percent, the following factors must be taken into account:

- The characteristics of the participants—Defined locally as long-term unemployed (27weeks or longer);
- The employer must have fewer than100 employees
- Extraordinary training and advancement opportunities - The employer’s quality training leads to industry recognized certification; and
- The employer pays a beginning rate of pay of \$14.62 or higher

The service provider must submit documentation to the NEWDB Executive Director for approval prior to increasing the reimbursement levels up to 75%. The service provider must provide the Executive Director with the details of factors for requesting the increase and the recommended percentage increase. Once the increase has been approved, the service provider must document the details supporting the increase in the reimbursement percentage in a detailed program note and upload all supporting documents used to validate the increase.

6.8 Supportive Services

Supportive services are designed to provide a participant with the resources necessary to participate in career services and/or and training services. Supportive services may be made available to anyone participating in title I career services (excluding follow up career services) or training services.

- A. NEWDB has developed written policies and procedures for the provision of supportive services. The Supportive Services Policy outlines the following:
- ensure the services are necessary to participate in title I activities;
 - ensure the supportive services are WIOA-funded only when these services are not

- available through other agencies or partners;
 - address how supportive services will be funded when they are not otherwise available from other sources;
 - address procedures for referrals to supportive services;
 - address how duplication of resources and services will be prevented;
 - establish limits on the amount and duration of these services; and
 - describe any exceptions to the limits on the amount or duration of supportive services.
- B. To ensure the highest quality, most comprehensive service provision possible, supportive services funds may be utilized in coordination with career and training services provided by other partner programs and entities jointly responsible for workforce and economic development, educational, and other human resource programs. For example, title I supportive services funds may be utilized when the cost of training is borne by a workforce partner if the partner entity does not have available funds for supportive services, and the supportive services are not otherwise available from other sources, as per NEWDB policy details of the type(s) of supportive services provided to an individual, which entity provided the services, and why the services were necessary for the individual's participation in career or training services must be documented in the Required Supportive Services section of the Service & Training screen with a detailed Program Note (see NEWDB Supportive Services policy for a detailed description).

6.9 Career and Training Services Performance Accountability

In order to align service delivery across the core WIOA programs and ensure a comprehensive approach across all partners, core performance measures and reporting elements are described in the most current OOWD Core Performance Measure policy. The guidance is found at <https://oklahomaworks.gov/local-workforce-boards/wioa-policy-center/>.

- A. **Coordination with Trade Adjustment Assistance (TAA).** The TAA program, coordinated by OESC staff, provides additional benefits for dislocated workers laid off by companies that are directly affected by increased imports or certain shifts of production to other countries. Upon notification that USDOL has certified a business as "trade impacted", individuals effected should contact the NEWDA Oklahoma Works AJC for TAA information. Co-enrollment (i.e., dual-enrollment) with WIOA is encouraged for workers certified as eligible for TAA (i.e., TAA-certified), and allows for the timely provision of individualized career services while improving the effectiveness of the TAA Program.
- B. **Rapid Response** The purpose of Rapid Response is to promote economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs and dislocations, and preventing or minimizing their impacts on workers, businesses, and communities. Rapid Response encompasses the strategies and activities necessary to plan for and respond as quickly as possible following an announcement of a closure or layoff, or to a natural or other disaster which results in mass job loss. Rapid Response delivers services to enable dislocated workers to transition to new employment as quickly as possible. Oklahoma's Rapid Response Activities and Layoff Aversion policy may be found in at <https://oklahomaworks.gov/wp-content/uploads/2019/07/OOWDI-14-2017-Change-1-Rapid->

[Response-Activities-and-Layoff-Aversion.pdf](#).

VII. EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:

All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

VIII. POLICY ADDITIONS AND CLARIFICATIONS:

The NEWDB Executive Director is authorized to issue additional instructions, guidance, approvals, forms, etc. to further implement the requirements of this policy.

IX. ATTACHMENTS

- Attachment A: Adult and Dislocated Worker Eligibility Form
- Attachment B: Personal Budget Form

Approved by:

NEWDB Members Present 8/10/2022

BABEL NOTICE: (29CFR 38.9(g)(3)): This document contains vital service information. If English is not your preferred language, please contact:

*Northeast Workforce Development Board
Jeremy Frutchev, EO Officer
1503 N Lynn Riggs Blvd, Ste. D
Claremore, OK 74017
Office: 918.907.0902 or Cell: 405.269.2821
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or,

*Karla Jackson
Workforce System Design & Equal Opportunity Officer
Workforce Development | Oklahoma Department of Commerce
900 N. Stiles Ave.
Oklahoma City, OK 73104
Tel: 405.208.9620 | TTY: 711 or 800-722-0353
Email: eoofficer@okcommerce.gov*

To enable telephone conversation between people with speech or hearing loss and people without

speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

Adult and Dislocated Worker Eligibility Form

Section I: Identifying Information		
Applicant's Name: _____		
Last	First	MI
Participant ID: _____ Application Date: _____		

Section II: General Eligibility Criteria <i>Verify all of the following criteria:</i>	Eligibility Criteria	Documentation Uploaded
1. Age / Date of Birth	<input type="checkbox"/>	
2. Citizenship / Eligible to Work	<input type="checkbox"/>	
3. Selective Service Registration	<input type="checkbox"/>	
N/A – female	<input type="checkbox"/>	
N/A – male under 18	<input type="checkbox"/>	

Section III: Statutory Adult Priority of Service for WIOA Funds Instructions:	Please check the Adult Priority of Service	Documentation Uploaded
When utilizing Adult funds to provide individualized career services and/or training services, <u>priority must be given to recipients of public assistance, other low-income individuals, and individuals that are basic skills deficient</u> , per WIOA 3(5) and TEGL 19-16 Attachment III). The underlined priorities above are the only special populations/barriers that are allowable for Priorities 1 and 2 of this section. Priority must be given in the following order:		
<u>Priority 1:</u> Veterans and Eligible Spouses who are low-income, recipients of public assistance and/or basic skills deficient, including English language learners	<input type="checkbox"/>	
<u>Priority 2:</u> Non-veterans or eligible spouses who are low-income, recipients of public assistance and/or basic skills deficient/English language learners	<input type="checkbox"/>	
<u>Priority 3:</u> Veterans and Eligible spouses who are not low-income, recipients of public assistance, or basic skills deficient	<input type="checkbox"/>	
<u>Priority 4:</u> Priority Population established by the LWDB, if applicable.	<input type="checkbox"/>	
<u>Priority 5:</u> Individuals outside the groups given statutory priority for WIOA funds (<i>i.e., Individuals with Barriers to Employment as listed in the section below</i>)	<input type="checkbox"/>	

Section IV: Priority and Special Populations for Adult Programs WIOA 3(24)	Individual Characteristics / Barriers to Employment	Documentation Uploaded
Staff must ensure that ALL characteristics of individuals they serve are recorded in the case management system to accurately reflect the diversity of the populations being served. Each characteristic/barrier to employment listed on the following page that applies to the participant named on this form must be checked in column 2 of this section. Additionally, the name of the support documentation that was uploaded to the case management system must be listed in column 3.		
1. Low-income Individuals, as defined at WIOA 3(36)	<input type="checkbox"/>	
2. Individuals with disabilities. Defined at WIOA 3(25) and includes individuals in receipt of Social Security Disability Insurance (per TEGL 19-16)	<input type="checkbox"/>	

3. Homeless Individuals (See Attachment III of TEGL 19-16)	<input type="checkbox"/>	
4. Youth who are in or who have aged out of the foster care system		
5. Native Americans, Alaska Natives, and Native Hawaiians (WIOA sec. 166(b))	<input type="checkbox"/>	
6. Older Individuals (Age 55 and older)	<input type="checkbox"/>	
7. Ex-offenders	<input type="checkbox"/>	
8. Individuals who are Basic Skills Deficient, including English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers	<input type="checkbox"/>	
9. Eligible migrant and seasonal farmworkers	<input type="checkbox"/>	
10. Individuals within two years of exhausting lifetime TANF eligibility	<input type="checkbox"/>	
11. Single Parents (including single pregnant women)	<input type="checkbox"/>	
12. Long-term unemployed individuals (27 or more consecutive weeks)	<input type="checkbox"/>	
13. Displaced homemakers, as defined at WIOA 3(16)	<input type="checkbox"/>	

Section V: Dislocated Worker Program Criteria		Eligibility Criteria	Documentation Uploaded
Date of Dislocation (required):			
Recently Dislocated		<input type="checkbox"/>	
Plant Closure or Substantial Layoff		<input type="checkbox"/>	
Loss of Self-Employment		<input type="checkbox"/>	
Displaced Homemaker		<input type="checkbox"/>	
Military Spouse, WIOA 3(16)(A)(ii)		<input type="checkbox"/>	

Instructions:

This form supersedes all versions of Attachment O to OWDI #02-2019, Data Validation and Source Documentation and Attachment D to OWDI #07-2020, Adult and Dislocated Worker Programs, as well as all local versions of both forms.

The completed form must be uploaded into the virtual case management system as an Enrollment Document.

SAMPLE PERSONAL BUDGET FORM

PERSONAL BUDGET		NAME:	PID:
INCOME			
Source 1		Income Total	
Source 2		Expense Total	
Other Sources		Difference	
HOME EXPENSES		LOANS/CREDIT CARDS/MISC.	
Rent/Mortgage		Student Loans	
Electric		Personal Loans	
Gas		Home Equity Loan	
Water		Credit Cards	
Phone		Personal Care	
TV/Cable/Wi-Fi		Child Care	
Insurance		Personal Care	
Taxes		Clothing	
Repairs		Tax Penalty Payment	
Home Owner Assoc Fees		Supplies	
Food		Other	
AUTO/TRANSPORTATION EXPENSES		MEDICAL EXPENSES	
Auto Payment		Insurance	
Insurance		Medication	
Gas		Co-pay	
Repair/Maintenance		Other	
Participant Signature	Date	Case Manager	Date
<p>Instructions: Fill in participant name and ID# in the appropriate box. Identify income sources and fill in the appropriate box. Fill in dollar amount of all expenses in the box next to the appropriate listed expense. Expenses not listed should be filled in as other. Total all income sources and list the dollar amount next to the Income Total box. Total all expenses and list the dollar amount next to the Expense Total box. Subtract Income Total for Expense Total to calculate the Difference and enter the dollar amount in the appropriate box.</p>			