

Oklahoma Employment Security Commission



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Oklahoma Employment and Training Issuance # 06-2006, Change 1

TO: WIA Board Staff
Director, Workforce Quality
Director, Workforce Services
Director, Veteran Services

FROM: Richard Gilbertson, Director
Workforce Integrated Programs

DATE: February 4, 2008

SUBJECT: Program Eligibility and Data Element Validation Policy for Workforce Investment Act (WIA) Adult & Dislocated Worker Programs (DLW), Wagner-Peyser (WP), and Trade Adjustment Assistance (TAA) programs.

PURPOSE: To provide State of Oklahoma policy on eligibility criteria and subsequent document validation requirement procedures for WIA Adult and DLW Programs, WP, and TAA programs.

REFERENCE:

- a. Training and Guidance Letter (TEGL) No. 17-05, "Common Measures Policy for the Employment and Administration's Performance Accountability System and Related Performance Issues."
- b. USDOL/Employment and Training Administration (ETA) TEGL No. 3-03, and subsequent changes 1-3, "Data Validation Policy for Employment and Training Programs."
- c. USDOL Revised Draft WIA Validation Handbook, November 2004.
- d. Oklahoma Employment and Training Issuance (OETI) 01-2007 and 01-2007, Change 1, "State Guidance relevant to the Implementation of USDOL / ETA's Common Measures Policy."
- e. Oklahoma Employment and Training Issuance (OETI) 20-2001, Change 2, "Military Selective Service Registration."
- f. USDOL/Employment and Training Administration (ETA) TEGL No. 9-98, "Selective Service Registration."

Note: This issuance rescinds OETI 06-2006, Program Eligibility and Data Element Validation Policy for Workforce Investment Act (WIA) Adult & Dislocated Worker Programs (DLW), Wagner-Peyser (WP), and Trade Adjustment Assistance (TAA) programs.

BACKGROUND: OETI 01-2007, “State Guidance relevant to the Implementation of USDOL / ETA’s Common Measures Policy” presented revised guidance of common measures, provided additional guidance to clarify the point when performance participation commenced and terminated; modified the methodology for calculating the Adult Earnings measure; clarified when participants are counted and when they are excluded from performance, distinguished “self-service” and “informational” activities that are staff-assisted from other “staff-assisted services”; provided a list of Key Definitions of Services; and a list of Services with appropriate timeframe duration. This policy provides further guidance on integration of services covering data collection and verification requirements for Eligibility and back-up Data Element Validation.

MESSAGE: Continuing in the spirit of service integration and functional alignment, this OETI works to provide eligibility and associated data element validation procedures that minimizes the effect of program silos and the burden of validation documentation on staff and customers, while remaining respectful of the need to ensure integrity of these requirements.

ADULT and DISLOCATED WORKER PARTICIPANTS

1. Level of Service and Eligibility / Data Validation Requirements

The level of service provided will dictate the required data and source documentation needed to comply with program eligibility and data element validation requirements. For example:

- Self-Service or Informational Activities –Eligibility and/or Data Element Validation documentation *is not required*.
- Staff Assisted Services – Eligibility and/or Data Element Validation documentation *is required for all participants* regardless of program enrollment.

The term “staff assisted service” means a service having a “significant” level of staff involvement, as defined by USDOL/ETA in TEGL No. 17-05, and as stated in OETI 01-2007. Oklahoma has defined all “staff assisted services” as being considered “significant.” Minimum eligibility verification is required for all clients receiving any staff assisted service. Minimum eligibility verification for all programs consists of:

1. Date of birth
2. Selective Service registration
3. Eligible to work in the United States

2. Participation in Multiple Programs

Service integration under Oklahoma's Common Measure Policy will result in a common customer pool. For example, all individuals 18 years of age and older who access self-help and/or informational activities are counted as participants in both the WP and WIA Adult program. Similarly, if one of these individuals receives a staff assisted service, and is determined to be eligible for multiple programs, they will be included in the respective program's performance pool and considered a performance participant. An example would be an individual that is determined eligible for the DLW program in addition to Adult and Labor Exchange. This individual would be co-enrolled as a WIA Adult, WIA DLW and Labor Exchange participant with data validation requirements documented per attachment A of this policy.

3. Documentation and Data Validation

The Oklahoma Service Link (OSL) system and local staff verification will be used to comply with eligibility documentation and data validation. This will allow most eligibility and validation documentation to be maintained electronically in OSL, thereby replacing the need to keep paper records (filed copies in a folder or cabinet) of original source documentation for performance participants receiving *only* core and intensive services. If the Local Workforce Investment Board decides that priority of service is determined only at the time training services are provided, then paper files and paper documentation will be required only at the point that the participant is receiving training services or has entered into work experience. If the LWIB determines that priority of service is provided at the time an intensive service is provided then paper files and paper documentation will be required on each participant receiving an intensive service.

- a. Data in OSL and State management information systems such as the State Unemployment Insurance (UI) system and UI wage record system, and linkages to those systems may be used to comply with some validation requirements.
- b. Local staff verification will be used to comply with validation requirements, where staff:
 1. Reviews appropriate source documents to determine the data item being validated.
 2. Records or verifies the data item in the designated OSL data field(s) associated with the data element being validated, and ensures the OSL data entry matches the source documentation.
 3. Record in OSL Universal or Program Notes as indicated:
 - Specific data element being validated;
 - Specific source document used;
 - Date the verification occurred if different than the data entry date; and

- Pertinent data as presented on the source document.

NOTE: It is required that the individual verifying the “source” document must be the one doing the data validation input.

4. Specific Data Element Validation Interpretations

- ***Disability Status*** – The State will not require disability status to be validated for adult programs. The adult programs ask customers to voluntarily respond to a question about their disability status to comply with Equal Employment Opportunity programmatic eligibility requirements.
- ***Veteran Status*** – There is a discrepancy between the allowed source documents to validate veteran status under USDOL/ETA’s WIA Data Element Validation policy, and eligibility requirements for participation in the VETS program, which significantly hinders service integration under Workforce Center functional alignment. Specifically, the VETS program eligibility allows self-identification of veteran status (with no data validation), whereas WIA Data Element Validation requires: 1) Cross match with veteran data; or 2) DD-214. As such, the State (consistent with VETS eligibility) will allow self-identification to validate veteran status.

5. Program Eligibility Interpretations

- ***Selective Service Registration*** – A male between the ages of 18-26 who can not provide proof of selective service registration at the point of a staff-assisted service is not eligible for participation in the WIA Adult program and must be referred to the Selective Service for registration. Note: services may continue to be provided to the individual as a participant of the WP program.

All males who are at least 18 years old and born after December 31, 1959, and who are not in the Armed Services on active duty, must be registered with Selective Service. All males over the age of 26 that were required to register and did not, must obtain a Status Information Letter (SIL) from the Selective Service System. The applicant will submit the SIL, any applicable evidence and a written explanation of why he failed to register. Designated staff shall evaluate the evidence presented by the applicant and determine whether the failure to register with Selective Service is consistent with the amendment to Public Law 99-661, Section 1366. (Refer to TEGl 8-89 for specific information).

Veterans and part-time National Guard or Reservist born after December 31, 1959, will satisfy the Selective Service requirement by presenting their DD Form 214 showing dates of military service, or a current military ID card if still on active duty or a member of the National Guard or Reserves. If a male

leaves the military before turning 26, he must register with the Selective Service.

- **Priority of Service** – Section 134(d)(4)(E) of WIA stipulates that if a LWIB makes a determination that WIA Adult funds are limited, then priority for intensive and training services should be given to recipients of public assistance and other low-income individuals. LWIB's will establish whether or not this priority is in effect and whether it applies to intensive and training services, or only to training services. If a local area has made a priority of service determination, then data element validation for "low income" must occur at the point of the first staff assisted intensive and/or training service, depending on the priority established, for participants in the WIA Adult program.

RECISSIONS: This issuance rescinds OETI 06-2006.

ACTION REQUIRED: Workforce Investment Board Staff are requested to widely distribute copies of this issuance to staff and partners within the Workforce Investment Area for a July 1, 2006 implementation. This is official state policy, and should be kept in your permanent policy issuance file.

INQUIRIES: If you have any questions pertaining to this issuance, please contact either Robyn Coman at (405) 557-5318, robyn.coman@oesc.state.ok.us; or Tami Decker at (405) 962-7595, tdecker@oesc.state.ok.us.

Attachment A: "Adult Program – Eligibility & Data Validation Guideline" addresses eligibility requirements and criteria for determining a participant's eligibility to participate in the WIA (Adult and DLW), TAA and VETS programs and required data validation sources. This attachment includes references to OSL screens (where appropriate) to help staff identify the location of the data fields being referenced.

ATTACHMENT A
Adult Program Eligibility Requirements – WIA Adult, DLW, TAA & VETS

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Age/Date of Birth</p>	<p>WIA Adult / Dislocated Worker (DLW) and Wagner-Peyser (WP)</p> <p>Prior to 1st staff-assisted service</p>	<p>The Applicant must be age 18 or older at the time of participation for co-enrollment into WIA Adult / Dislocated Worker (DLW) programs. Although age must be verified, there is no age requirement for participation in Wagner-Peyser (WP).</p>	<p>Verification of Date of Birth (DOB) is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> 1. Record and/or verify the "DOB" in the OSL Universal Demographic screen; and 2. Record OSL Universal Program Notes: <ul style="list-style-type: none"> • Eligibility Criteria being verified (e.g., age); • Date the verification occurred; (only if different than data input date) • Source document used; and • Date of Birth listed on the document <p><i>Example:</i> DOB Verified 6/1/2007 (list date only if validation date is different than data input date) OK Birth Certificate date 1/1/1954</p>	<ul style="list-style-type: none"> • Drivers License • Federal, State, or Local Government Identification Card • Hospital Record of Birth • Birth Certification • Passport • School Records/ Identification • DD-214 (Report of Transfer or Discharge Paper) • INS Work Permit • Tribal Records • Baptismal Record • Work Permit • Cross-match with Department of Vital Statistics

Eligibility/Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Selective Service</p>	<p>WIA Adult / Dislocated Worker (DLW) and Wagner-Peyser (WP)</p> <p>Males only</p> <p>Prior to 1st staff assisted service</p>	<p>Section 189(h) of WIA requires that a determination of military Selective Service (SS) registration status be made prior to enrollment in WIA Adult / DLW funded programs. Although SS Registration must be verified, there is no SS registration requirement for participation in WP.</p> <p>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 SS.</p> <p>Males 18 -26 years of age that cannot provide proof of selective service registration at the point of the 1st staff-assisted service must be referred to the Selective Service for registration or proof of registration. Workforce Center services may not be provided until the individual, (18-26) has registered as required by law.</p> <p>Males 26 years of age and older and born after December 31, 1959, whose registration cannot be verified must be referred to the Selective Service web-site and advised to complete a Request for Status Information Letter (SIL). At this point, staff assisted services can commence provided client meets other eligibility requirements.</p> <p>Veterans and part-time National Guard or Reservists born after December 31, 1959 will satisfy the Selective Service requirement by presenting the DD Form 214 showing date of military service or a current military ID card if still on active duty or a member of the National Guard or Reserves. If a male leaves the military before turning 26, he must provide proof of registration with the Selective Service.</p>	<p>Verification of SS registration is required using an acceptable source document or source. When verified, staff must:</p> <ol style="list-style-type: none"> Record and/or verify "SS registration" status in the OSL Universal Demographic screen; and Record OSL Universal Case Notes: <ul style="list-style-type: none"> Eligibility Criteria being verified (e.g., selective service); Date the verification occurred; (only if different than data input date) Source or source document used or documentation a referral to SS was made <p><i>Example:</i> SS Internet verified client is registered</p> <p><i>Example:</i> SS Verified 6/1/2007 (list date only if different than data entry date) Referred to SS for SIL</p> <p><i>Example:</i> SS Verified 8/10/2007 (list date only if different than data entry date) Current military ID</p> <p><i>Example:</i> SS DD Form 214</p>	<ul style="list-style-type: none"> Referral for Selective Service Status Information Letter Selective Service Registration Card Selective Service Registration Record (Form 3A) Selective Service Verification Form Stamped Post Office Receipt of Registration US Selective Service Verification (Internet) https://www.sss.gov/ DD Form 214 Current Military ID

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Eligible to Work</p>	<p>WIA Adult / Dislocated Worker (DLW) and Wagner-Peyser (WP)</p> <p>Prior to 1st staff assisted service</p>	<p>Either US citizenship or authorization to work in the US</p>	<p>Verification of US Citizenship / Eligible to Work is required using an acceptable source document or source. When verified, staff must:</p> <ol style="list-style-type: none"> 1. Record and/or verify "US Citizenship / Eligible to Work" status in the OSL Universal Demographic screen; and 2. Record OSL Universal Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being verified (e.g., US Citizenship / Eligible to Work); • Date the verification occurred (only if different than data input date) • Source document used <p><i>Example:</i> ETW U.S. Birth Certificate</p> <p><i>Example:</i> ETW Verified 6/1/2007 (list date only if different than data entry date) List A I-9, U.S. Passport</p> <p><i>Example:</i> ETW I-9 List B, Voter ID I-9 List C, Tribal Card</p>	<ul style="list-style-type: none"> • U.S. Birth Certificate • Social Security Card (Work Eligible) in addition to picture ID • Native American Tribal Documentation • Naturalization Certification • US Passport • Verification document(s) that satisfy List A of the I-9 • Verification document(s) that satisfy List B <u>and</u> C of the I-9 <p>http://www.uscis.gov/files/form/i-9.pdf</p>

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Dislocated Worker</p> <p>Category 1 (Recently Dislocated)</p>	<p>DLW Category 1</p> <p>Prior to 1st staff assisted service</p>	<p>Category 1 DLW – Recently Dislocated</p> <p>To be eligible as a WIA DLW under this Category, the participant <u>must meet all three</u> of the criteria below:</p> <p><u>Criteria 1:</u></p> <p>The individual has been terminated or laid off, or has received a notice of termination or layoff from employment; and</p> <p><u>Criteria 2:</u></p> <p>The individual is eligible for, or has exhausted entitlement to, unemployment compensation; or has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and</p> <p><u>Criteria 3:</u></p> <p>The Individual is unlikely to return to a previous industry or occupation.</p>	<p>Verification of each criteria for DLW–Recently Dislocated is required using an acceptable source document for each criteria. When verified, staff must:</p> <ol style="list-style-type: none"> Record and/or verify “Dislocated Worker,” “Lay-Off Details” and “unemployment claimant in the OSL Universal Demographic screen; and Record separate OSL Program Case Note: <ul style="list-style-type: none"> Eligibility being validated (e.g., DLW Category 1) Date the verification occurred (only if different than data input date) Criteria being verified and source or source document used; and <p><i>Example:</i></p> <p>DLW Category 1 C1: UI Screen-claim filed C2: UI Screen-claim paid C3: Profiling Orientation Letter</p> <p><i>Example:</i></p> <p>DLW Category 1 Verified 6/1/2007 C1:TAA Certification C2: UI Screen-claim paid C3: OSL verification job order shortage</p> <p><i>Example:</i></p> <p>C1: RES enrollment C2: RES enrollment C3: RES enrollment</p>	<p><u>Criteria 1:</u></p> <ul style="list-style-type: none"> Notice of UI Profiling orientation session Current RES enrollment in Oklahoma Service Link Verification of Unemployment Claim filing (UI Screen) Notice of Layoff from employer TAA Certification Documented telephone verification with employer <p><u>Criteria 2:</u></p> <ul style="list-style-type: none"> Notice of UI Profiling orientation session Current RES enrollment in Oklahoma Service Link Current unemployment insurance verification indicating client is drawing, or has drawn and exhausted UI benefits Verification of Unemployment Claim filed showing not monetarily eligible <p><u>Criteria 3:</u></p> <ul style="list-style-type: none"> Notice of UI profiling orientation session Current RES enrollment in Oklahoma Service Link Current information that indicates lack of industry/occupation availability in area client resides (Oklahoma Job Link job orders or labor market information) Doctor statement indicating applicant’s inability to return to previous

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Dislocated Worker Category 2 (Plant Closure)</p>	<p>DLW Category 2 Prior to 1st staff assisted service</p>	<p><u>Category 2 DLW – Plant Closure / Substantial Layoff</u></p> <p>To be eligible as a WIA DLW under this Category, the participant <i>must meet any one</i> of the three criteria below:</p> <p><u>Criteria 1:</u></p> <p>Individual has been terminated or laid off, or has 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; or</p> <p><u>Criteria 2:</u></p> <p>The individual is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or</p> <p><u>Criteria 3:</u></p> <p>For purposes of eligibility to receive services other than training services, intensive services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.</p>	<p>Verification of DLW-Plant Closure / Substantial Layoff is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> Record and/or verify “Dislocated Worker,” “Lay-Off Details” and “Employment Status” in the OSL Universal Demographic screen; and Record OSL Program Case Notes: <ul style="list-style-type: none"> • Eligibility being validated (e.g. DLW Category 2) • Date the verification occurred (only if different than data input date) • Criteria being verified and source or source document used; and • Date of closure listed on the document. (If telephone verification is used as source, name of individual verifying information must be included in the case notes.) <p>Example: DLW Category 2 Verified 8/2/2007 C2: Notice of G.M. plant closing</p> <p>Example: DLW Category 2 C1: Client laid off on 10/15/2007 per Jane Doe at G.M.</p>	<ul style="list-style-type: none"> • Letter From Employer • Layoff Notice • Media Announcement with employment verification • TAA Letter (UIB273) Employee Notice of Company Trade Impact Certification • Documented telephone verification with employer

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Dislocated Worker Category 3 (Formerly Self Employed and Currently Unemployed)</p>	<p>DLW Category 3 Prior to 1st staff assisted service</p>	<p><u>Category 3 DLW – Self Employed</u></p> <p>To be eligible as a WIA DLW under this Category, the participant must meet <u>both</u> of the criteria below:</p> <p><u>Criteria 1:</u></p> <p>The individual was self-employed (including employment as a farmer, a rancher, or a fisherman); and</p> <p><u>Criteria 2:</u></p> <p>Is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.</p>	<p>Verification of DLW-Self Employed criteria is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> Record and/or verify “Dislocated Worker,” “Lay-Off Details” and “Employment Status” in the OSL Universal Demographic screen; and Record in OSL Program Case Notes: <ul style="list-style-type: none"> Eligibility being validated (e.g., DLW Category 3) Date the verification occurred (only if different than data input date) Criteria being verified and source or source document used; and “Qualifying Dislocation Date” listed on the document; and Some background about the individual’s self employment, including occupation, nature of the work, and dates of self employment. <p><i>Example:</i> DLW Category 3 C1: Schedule SE C2: Newspaper article indicating tornado leveled business</p> <p><i>Example:</i> DLW C3 C1: Business License C2: Newspaper article showing business closed</p>	<p><u>Criteria 1:3</u></p> <ul style="list-style-type: none"> Bankruptcy documents listing both name of the business and the applicant’s name Business License Copy of a completed federal income tax return (Schedule SE) for the most recent tax year Copy of articles of incorporation for the business listing the applicant as a principal <p><u>Criteria 2:</u></p> <ul style="list-style-type: none"> Documentation showing disaster caused business closure (example: newspaper article or Federal/State declaration of disaster) Documentation showing poor economic conditions in the community caused business closure

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Dislocated Worker Category 4 (Displaced Homemaker)</p>	<p>DLW Category 4 Prior to 1st staff assisted service</p>	<p><u>Category 4 DLW – Displaced Homemaker</u></p> <p>To be eligible as a WIA DLW under this Category, the participant must meet <u>both</u> of the criteria below:</p> <p>The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home, and who:</p> <p><u>Criteria 1:</u> Has been dependent on the income of another family member but is no longer supported by that income; and</p> <p><u>Criteria 2:</u> Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>Verification of each Criteria for Displaced Homemaker is required using an acceptable source document or source. When verified, staff must:</p> <ol style="list-style-type: none"> Record and/or verify “Dislocated Worker” status and “Employment Status” in OSL Universal Demographic screen; and Record in OSL Program Case Notes: <ul style="list-style-type: none"> Eligibility being validated (e.g., DLW Category 4) Date the verification occurred (only if different than data input date) Criteria being verified and source or source document used; and “Qualifying Dislocation Date” listed on the document; and <p><i>Example:</i> DLW Category 4 Verified 7/5/2007 C1: Divorce Papers C2: Client states has never worked outside of home</p>	<p><u>Criteria 1:</u></p> <ul style="list-style-type: none"> Divorce Papers Court Records Bank Records Spouse Disability Check IRS Records Spouse’s Layoff Notice Spouse’s Death Record <p><u>Criteria 2:</u></p> <ul style="list-style-type: none"> Self-Attestation Public Assistance Records Pay Stubs Most Recent W-2 and/or tax return

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Self-Sufficiency</p>	<p>WIA Adult / DLW Employed participants only Prior to 1st staff assisted service intensive service. Only when the LWIB has determined that funds are limited.</p>	<p>WIA requires a determination of self-sufficiency as a condition for providing intensive service to <i>employed</i> adults as an eligibility requirement. Local boards must set criteria for determining whether employment leads to self-sufficiency. [Reference: Title 20 CFR Section 663.230]</p>	<p>Verification of Self-Sufficiency is required using a LWIB's approved source document only when funds are limited. When verified, staff must:</p> <ol style="list-style-type: none"> 1. Record OSL Program Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., self-sufficiency) • Date the verification occurred (only if different than data input date) • Source document used; and • Participant's Income and whether self-sufficient or not self-sufficient per policy <p><i>Example:</i> Self-Sufficiency Verified 10/01/2007 Last check stub (if Board approved) 5.50 per hour-not self sufficient per Board Policy</p>	<p>Local Boards must establish eligibility verification criteria and requirements for source documentation</p> <p>Examples of source documentation Boards may choose to use: Last check stub Letter from employer</p>

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Employment Status at Participation</p>	<p>WIA Adult / DLW and WP Prior to 1st staff assisted service</p>	<p>Employment Status at Participation can be one of three options:</p> <ul style="list-style-type: none"> • Not Employed • Employed • Employed, but received notice of termination or transitioning service member <p>Employed: An employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker in a farm or enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.</p> <p>Not Employed: An individual who does not meet the definition of employed or who, although employed, has received Notice of Termination of Employment</p>	<p>Staff Verification of Employment Status at Participation is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> 1. Record and/or verify the "Employment" status in the OSL Universal Demographics screen prior to any program enrollment 	<ul style="list-style-type: none"> • Self-Attestation

Eligibility/ Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Documents
<p>Low Income</p> <p>Only if Local Area has established a “priority of service” policy</p> <p>If the local board determines funds for the WIA Adult program are limited, then <i>intensive and training services</i> must be prioritized for recipients of public assistance and other low-income individuals. Note: that the LWIB can differentiate between Intensive & Training Services.</p>	<p>Adult</p> <p>Prior to 1st staff assisted intensive service</p>	<p>“Low Income Individual” Definition</p> <p>An individual who—</p> <p>(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;</p> <p>(B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, payments described in subparagraph (A) , and old-age and survivors insurance benefits received under section 202 of the SS Act that, in relation to family size, does not exceed the higher of—</p> <p>(i) the poverty line, for an equivalent period; or</p> <p>(ii) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>(C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;</p> <p>(D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;</p> <p>(E) Is a foster child on behalf of whom State or local government payments are made; or</p> <p>(F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but who is a member of a family whose income does not meet such requirements.</p>	<p>Verification of the individual's low income status is required using an acceptable source document. When verified, staff must:</p> <ol style="list-style-type: none"> Record and/or verify the individual's “Low Income” status in the OSL Universal Demographic screen; and Record OSL Program Case Notes: <ul style="list-style-type: none"> Eligibility Criteria being validated (e.g., low income) Date the verification occurred; Source document used; and <p>NOTE: Paper documentation must also be kept in the participant’s paper case file at the point the LWIB has determined priority of service.</p> <p><i>Example:</i> Low-Income Verified 10/01/2007 Food Stamp Record</p>	<ul style="list-style-type: none"> Public Assistance Records Compensation Award Letter Bank Statements Award Letter from Veterans Administration Social Security Benefits Housing Authority Records Pay Stubs Family or Business Financial Records Employer Statement Quarterly Estimated Tax for Self-Employed Person Current Unemployment Insurance Verification Alimony Agreement Written Applicant Statement

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Allowable Source or Source Documents
Temporary Assistance to Needy Families (TANF)	WIA Adult / DLW Prior to 1 st staff assisted service	Participants, who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.	Verify that the participant is a TANF program recipient. When verified, staff must: <ul style="list-style-type: none"> Record and/or verify "TANF" status in the OSL Universal Demographic screen 	<ul style="list-style-type: none"> Self Attestation
Other Public Assistance	WIA Adult / DLW Prior to 1 st staff assisted service	Participants that are receiving cash assistance from one of the following: <ul style="list-style-type: none"> General Assistance (GA) (State/local government); Refugee Cash Assistance (RCA); or Supplemental Security Income (SSI-SSA Title XVI) Other Public Assistance 	Verification that the participant is a General Assistance program recipient using an acceptable source document. When verified, staff must: <ol style="list-style-type: none"> Record and/or verify "General Assistance" status in the OSL Universal Demographic screen; and Record OSL Program Case Notes: <ul style="list-style-type: none"> Eligibility Criteria being validated (e.g., TANF); Date the verification occurred; and Source document used 	<ul style="list-style-type: none"> Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Medical Card Showing Cash Grant Status Public Assistance Records/Printout Refugee Assistance Records Cross-match with public assistance database

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Allowable Source Documents
Trade Act Assistance	Trade Act Assistance (TAA) State Level Determination (only validate for TAA participants)	Individuals are Trade Act eligible if they have lost their job as a result of increased imports or shifts in production out of the United States. Certified individuals may be eligible to receive one or more program benefits and services depending on what is needed to return them to employment.	<p>Individuals who have been determined to be TAA eligible are considered to be Dislocated jWorkers and in accordance with Federal policy (TEGL 21-00) should be co-enrolled in the TAA program and in the WIA DLW program.</p> <p>When verified, staff must:</p> <ol style="list-style-type: none"> 1. Record and/or verify "Plant Closure or Major Layoff" in the OSL Universal Demographic screen and complete the Layoff Details screen (which would include the certified petition number). 2. Record OSL Program Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., TAA) • Date the verification occurred; • Source document used 	<ul style="list-style-type: none"> • Certified Petition Number • Form OES-856 • Form OES-859 • Form OES-541B9 • TAA eligibility form issued by State Office or other States

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Allowable Source
<p>Veteran, Other Eligible or Transitioning Service Member</p>	<p>VETS Prior to 1st staff assisted service</p>	<p>Eligibility for the VETS program is self-identification as a:</p> <ol style="list-style-type: none"> 1. Veteran or Other Eligible, or 2. Transitioning Service Member <p>A Veteran or Other Eligible means a person who self-identifies as any one of the following:</p> <ol style="list-style-type: none"> a. Served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; b. Discharged or released from active duty because of a service-connected disability, injury or illness (does not have to meet the 180 day rule); or c. Served as a member of a reserve component under an order to active duty, served on active duty for any length of time during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with an other than dishonorable discharge; or d. Any other "Eligible Person" – A person who is the spouse of: (a) any person who died of a service-connected disability; (b) any member of the Armed Forces serving on active duty who, at the time of application, is listed by the Secretary concerned in one or more of the categories and has been so listed for a total of more than 90 days: (i) missing in action; (ii) captured in line of duty by a hostile force; or, (iii) forcibly detained or interned in line of duty by a foreign government or power; or (c) any person who has a total disability permanent in nature resulting from a service-connected disability or who died while a disability so evaluated was in existence. <p>Transitioning Service Member – A participant who self-identifies as a service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.</p>	<p>Verify individuals vet status information at the time of registration.</p> <p>For participants who self-identify as Veteran, Other Eligible or Transitioning Service Member, staff must:</p> <ol style="list-style-type: none"> 1. Record and/or verify the "Vet" status in the OSL Universal Demographic screen. 	<ul style="list-style-type: none"> • Self-identification

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Required Documentation
Participation Date	WIA Adult / DLW	The date the participant began receiving any staff assistance services.	<p>The Program Enrollment Date must be recorded on the OSL Enrollment screen at the time of the first staff assisted service.</p> <p>Staff must ensure that the program enrollment date recorded in OSL reflects and matches the actual date the first staff assisted service was provided and recorded in OSL. No further documentation outside of OSL is required.</p>	<p>OSL Enrollment Screen <i>and</i> OSL Service and Training Plan</p> <p>Or</p> <p>OSL Enrollment Screen <i>and</i> OSL Quick Service Screen</p>
Date of First Intensive Service	WIA Adult / DLW	The date the participant began receiving intensive services.	Staff must ensure that the actual start date of the first intensive service is accurately recorded in OSL to reflect the actual date the service was provided. OSL recognizes an intensive service based on the program service type associated with the particular service recorded. Recording the service and the actual start date of the service in the OSL Service and Training Plan or OSL Quick Service Screen is all that is needed for Data Element Validation. No further documentation is required.	<ul style="list-style-type: none"> • OSL Service & Training Plan <i>or</i> • OSL Quick Service Screen <p>And</p> <ul style="list-style-type: none"> • OSL Enrollment Screen

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Required Documentation
Established Individualized Training Account	WIA Adult / DLW	Individual Training Account (ITA) was established.	<p>Staff must record in OSL Program notes the date an ITA was established.</p> <p>Staff must ensure that required ITA documentation is in the participant's paper case file per OETI 19-2005 change 1.</p>	<ul style="list-style-type: none"> • ITA Documentation • OSL Program Case Notes
On-the-Job Training (OJT)	WIA Adult / DLW	Participant received On-the-Job training.	<p>Staff must ensure that the actual start date of OJT service is accurately recorded in the OSL. Any OJT service entry in OSL Service and Training Plan must record the name of the Service Provider and the specific type of training to be provided as well as the actual start and end dates of the training.</p> <p>Staff must ensure that required documentation is in the participant's paper case file.</p>	<ul style="list-style-type: none"> • OJT contract • OSL Service and Training Plan • Time sheets
Date of First Training Service	WIA Adult / DLW	The date the participant began receiving Training services.	<p>Staff must ensure that the actual start date of the first training service is accurately recorded in OSL Training and Service Plan. OSL recognizes a training service based on the program service type associated with the particular service recorded. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training.</p> <p>Staff must ensure that required documentation is in the participant's paper case file.</p>	<ul style="list-style-type: none"> • OSL Service and Training Plan • Training Provider Documentation

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Required Documentation
Occupational Skills Training or Skills Upgrading/ Retraining, and/or Workplace Training	WIA Adult / DLW	Start of any Occupational Skills Training or Skills Upgrading/ Retraining, and/or workplace training.	<p>Staff must ensure that the actual start date of any Occupational Skills Training, Skills Upgrading/Retraining and/or workplace training is accurately recorded in OSL Service and Training Plan. OSL recognizes such training based on the particular service recorded. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training.</p> <p>Staff must ensure that the required documentation is in the participant's paper case file.</p>	<ul style="list-style-type: none"> • OSL Service and Training Plan • Training Provider Documentation
Adult Education, Basic Skills and/or Literacy Activities	WIA Adult / DLW	Start of any Adult Education, Basic Skills and/or Literacy Activities.	<p>Staff must ensure that the actual start date of any Adult Education, Basic Skills and/or Literacy activity is accurately recorded in OSL Service and Training Plan. OSL recognizes such activities based on the particular service type recorded. Any training service entry in OSL must record the name of the Service Provider and the specific type of training to be provided, as well as the actual start and end dates of the training.</p> <p>Staff must ensure that the required documentation is in the participant's paper case file.</p>	<ul style="list-style-type: none"> • OSL Service and Training Plan • Training Provider Documentation
Date of Exit	WIA Adult / DLW	The date of the last service (based on 90 day exit rule).	Staff must accurately record in OSL all services received and the end date(s) associated with all services. When the individual's OSL record indicates that no service funded by any program (WP, WIA, TAA, VETS) was recorded for a period of greater than 90 days and there is no gap in services recorded, OSL will automatically exit the individual from all common enrollment programs recording the date of last service received as the common exit date of all programs.	OSL automatically captures and records the Exit Date as the date of last service after 90 days without service.

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Required Documentation
Other Reasons for Exit	WIA Adult / DLW	Participant is unable to continue to receive any program services due to any of the following: <ul style="list-style-type: none"> • Institutionalized; • Health/medical; • Deceased; or • Reservists called to active duty who choose not to return to WIA. 	Staff must record in OSL Exit Questions Screen the Other Reason for Exit when participant did not return to the program for 90 days due to circumstances beyond their control. (This screen is not available for input until the participant has exited the program) Staff must record detailed backup information in OSL Program notes . <i>Example:</i> Participant exited due to needing to provide care for critically ill child.	OSL provides ability to record the "Other Reasons for Exit" on the program enrollment record after participant has not received a service for 90 days and has exited.
Degree Type of Recognized Educational/ Occupational/ Certificate/Diploma/ Degree Attained	WIA Adult / DLW	Type of Recognized Educational, Occupational, Certificate, Diploma, or Degree Attained	Staff must record in OSL Outcomes screen when a participant receives any Degree Type of Recognized Educational/Occupational/Certificate/Diploma/Degree. (This screen is not available for input until the participant has exited the program) Staff must ensure that the required documentation (copy of degree or certificate) is in the participant's paper case file and recorded in OSL Program Case Notes .	<ul style="list-style-type: none"> • OSL Outcomes Screen • OSL Program Case notes

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Required Documentation
Supplemental Wage Data	WIA Adult / DLW and WP	<p>When supplemental wage data is the only source for a positive employment outcome.</p> <p>Supplemental wages are wages that are not reported to the Unemployment Insurance System, Federal Employment Data Exchange System or the Wage Record Interstate System. Examples: Employment with a non profit organization, Tribal Entity or Self-Employment.</p>	Staff must record supplemental wage data in OSL Wage screen after participant exits. In addition, an OSL Universal Case Note must be recorded indicating the supplemental source of data used to verify employment, the name of the employer, the date hired, the wage rate and number of hours of work per week.	<ul style="list-style-type: none"> OSL Wage Screen OSL Universal Case notes
Entered Training-Related Employment	WIA Adult / DLW	Record when the participant has entered training related employment.	Staff must record in OSL Exit Questions screen when the participant has entered training related employment and enter correlating O'Net Code. (This screen is not available for input until the participant has exited the program)	O'Net Code comparison of OSL Service and Training Plan and OSL Exit Question Screen
<p>Earnings in 2nd and 3rd Quarters prior to Participation</p> <p>And</p> <p>Earnings in 2nd and 3rd Quarters after Exit</p>	WIA Adult / DLW and WP	No local action is required.	OSL automatically captures/records information from the quarterly UI Wage Record System, Wage Record Interchange System, and the Federal Employment Data Exchange System (FEDES), and validation is conducted administratively by OESC.	<ul style="list-style-type: none"> UI Quarterly Wage Record System Wage Record Interchange System (WRIS) Federal Employment Data Exchange System (FEDES)

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Required Documentation
<p>Employed in 1st, 2nd, and 3rd Quarters after exit <i>(Programs Details, Wages Tab)</i></p>	<p>WIA Adult / DLW and WP</p>	<p>Local action required when supplemental data is the <u>only source</u> for a positive employment outcome.</p>	<p>For OSL automatically captures/records information from the quarterly UI Wage Record System, Wage Record Interchange System, and the Federal Employment Data Exchange System (FEDES), and validation is conducted administratively by OESC.</p> <p>For participants whose employment outcomes are only reported from supplemental data—Staff must record Supplement Wage data in OSL Wage screen. In addition, an OSL Universal Case note must be recorded indicating the supplemental source of data used to verify employment, the name of the employer, the date hired, the wage rate and number of hours of work per week.</p>	<ul style="list-style-type: none"> • OSL Universal Case notes • UI Quarterly Wage Record System • WRIS • FEDES