

ATTACHMENT A

Adult Program Eligibility Requirements – WIA, TAA & VETS

Eligibility/Validation Criteria	Program	Eligibility/Validation Requirements	Validation Method and OSL Documentation Required	Acceptable Source Document
Age	<p>WIA Adult / Dislocated Worker (DLW) and Wagner-Peyser (WP)</p> <p>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 Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., age); • Date the verification occurred; • Source document used; and • Date of Birth listed on the document 	<ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • DD-214 (Report of Transfer or Discharge Paper) • Driver's License • Federal, State, or Local Government Identification Card • Hospital Record of Birth • Passport • Public Assistance/Social Security Records • School Records/ Identification • Work Permit • Cross-match with Department of Vital Statistics • Tribal Records

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<p>Selective Service</p>	<p>WIA Adult / DLW Males only 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 who 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. WIA funded services may not be provided until the individual is registered (services may continue to be provided under W-P).</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"> 1. Record and/or verify "SS registration" status in the OSL Universal Demographic screen; and 2. Record OSL Universal Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., selective service); • Date the verification occurred; • Source document used; and 	<ul style="list-style-type: none"> • 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://www4.sss.gov/reqver/verification1.asp

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US Citizenship / Eligible to Work	WIA Adult / DLW and WP	Either US citizenship or authorization to work in the US	<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 validated (e.g., US Citizenship / Eligible to Work); • Date the verification occurred; and • Source document used 	<ul style="list-style-type: none"> • Birth Certificate • Social Security Card (Work Eligible) with 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

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<p>Dislocated Worker</p> <p>Recently Dislocated</p>	<p>DLW</p> <p>1st staff assisted service</p>	<p>An individual is eligible to receive services as a WIA DLW if any of the following Categories apply:</p> <p><u>Category 1 DLW – Recently Dislocated</u></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"> 1. Record and/or verify “termination or lay-off date” in the OSL Universal Demographic screen; and 2. Record and/or verify “unemployment claim” status in the OSL Universal Demographic screen; and 3. Record and/or verify the individuals occupation and industry of dislocation in the OSL Universal Demographic screen; and 4. Record separate OSL Program Case Notes for each of the 3 Criteria containing: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., DWL-Recently Dislocate Criteria 1, 2, and 3) • Date the verification occurred; and • Source document used. 	<p><u>Criteria 1:</u></p> <ul style="list-style-type: none"> • Notice of Layoff from employer • TAA Certification <p><u>Criteria 2:</u></p> <ul style="list-style-type: none"> • Current unemployment insurance verification <p><u>Criteria 3:</u></p> <ul style="list-style-type: none"> • Notice of UI profiling session • Current Statewide/Local Labor Market Information that indicates lack of industry/occupation availability • Doctor statement indicating applicant’s inability to return to previous industry/occupation due to physical limitations

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<p>Dislocated Worker Plant Closure</p>	<p>DLW 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 <u>must meet any one</u> 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"> 1. Record and/or verify “termination or lay-off date” (Criteria 1, 2 or 3) in the OSL Universal Demographic screen; and 2. Record OSL Program Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., Criteria 1, 2 or 3) • Date the verification occurred; • 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.) 	<ul style="list-style-type: none"> • Letter From Employer • Layoff Notice • Media Announcement with employment verification • TAA Certification • Documented telephone verification with employer

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<p>Dislocated Worker</p> <p>Formerly Self Employed and Currently Unemployed</p>	<p>DLW</p> <p>1st staff assisted service</p>	<p>Category 3 DLW – Self Employed</p> <p>To be eligible as a WIA DLW under this Category, the participant must meet both 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"> 1. Record and/or verify “dislocated worker” status and “lay-off details” in OSL Universal Demographic screen; and 2. Record in OSL Program Case Notes: <ul style="list-style-type: none"> • Eligibility Criteria being validated (e.g., self employed and unemployed); • Date the verification occurred; • Source document used; • “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><u>Criteria 1:</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 • Documentation showing poor economic conditions in the community caused business closure

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<p>Dislocated Worker</p> <p>Displaced Homemaker</p>	<p>DLW</p> <p>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 both 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 “displaced homemaker” status and employment status in OSL Universal Demographic screen; and Record in OSL Program Case Notes: <ul style="list-style-type: none"> Eligibility Criteria being validated (e.g., Criteria 1 and 2); Date the verification occurred; Source document used; “Qualifying Dislocation Date” listed on the document; and 	<p><u>Criteria 1:</u></p> <ul style="list-style-type: none"> Divorce Papers Court Records Bank 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
<p>Self-Sufficiency</p>	<p>WIA Adult / DLW</p> <p>Employed participants only</p> <p>1st staff assisted intensive service</p>	<p>WIA requires a determination of self-sufficiency as a condition for providing intensive and/or training services to <i>employed</i> adults as an eligibility requirement.</p> <p>Local boards must set criteria for determining whether employment leads to self-sufficiency.</p> <p>[Reference: Title 20 CFR Section 663.230]</p>	<p>Verification of Self-Sufficiency is required using a LWIB approved source document. When verified, staff must:</p> <ol style="list-style-type: none"> Record OSL Program Case Notes: <ul style="list-style-type: none"> Eligibility Criteria being validated (e.g., self-sufficiency) Date the verification occurred; Source document used; and Participant’s Income 	<p>Local Boards must establish eligibility verification criteria and requirements for source documentation.</p>

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<p>Employment Status at Participation</p>	<p>WIA Adult / DLW and WP 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; and 2. Record OSL Universal Case Notes indicating staff verification of participant employment status at first staff assisted service. 	<ul style="list-style-type: none"> • Applicant Statement

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<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>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"> 1. Record and/or verify the individual’s “Low Income” status in the OSL Universal Demographic screen; and 2. 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 • Participant’s Income <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>	<ul style="list-style-type: none"> • Alimony Agreement • Award Letter from Veterans Administration • Bank Statements • Compensation Award Letter • Employer Statement/Contact • Family or Business Financial records • Housing Authority Verification records • Pay stubs • Pension Statement • Public Assistance Records • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • Current Unemployment Insurance Verification • Applicant Statement

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Temporary Assistance to Needy Families (TANF)	WIA Adult / DLW 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.	Verification that the participant is a TANF program recipient using an acceptable source document. When verified, staff must:: <ol style="list-style-type: none"> 1. Record and/or verify "TANF" status in the OSL Universal Demographic screen; and 2. 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"> • Cross-Match with TANF / Form TW-3 • Public Assistance Records
General Assistance	WIA Adult / DLW 1 st Staff Assisted Service	Participants that is 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) 	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"> 1. Record and/or verify "General Assistance" status in the OSL Universal Demographic screen; and 2. 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 workers. These individuals also meet the eligibility criteria for the WIA Dislocated Worker program 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

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<p>Veteran, Other Eligible or Transitioning Service Member</p>	<p>VETS 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. 2. Record OSL Universal case note: <ul style="list-style-type: none"> • Eligibility criteria being validated (e.g., Veteran, Other Eligible or Transitioning Service Member); • Date the verification occurred; 	<ul style="list-style-type: none"> • Self-identification

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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 that the first staff assisted service.</p> <p>Staff must ensure that the program enrollment date recorded in OSL reflects the actual date the first staff assisted service was provided and recorded in OSL . No further documentation outside of OSL is required.</p>	<ul style="list-style-type: none"> • OSL Service & Training Plan • OSL Quick Service Screen • OSL Enrollment Screen
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 • OSL Quick Service Screen • OSL Enrollment Screen
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

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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
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

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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 on the program enrollment record.
Other Reasons for Exit	WIA Adult / DLW	Participant is unable to continue 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. 	<p>Staff must record in OSL Exit Questions Screen the Other Reason for Exit when participant is not expected to return to the program in 90 days or less.</p> <p>Staff must record detailed backup information in OSL Program notes.</p>	OSL automatically captures/records the Reason for Exit on the program enrollment record.

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Degree Type of Recognized Educational/ Occupational/ Certificate/Diploma/ Degree Attained	WIA Adult / DLW	Type of Recognized Educational, Occupational, Certificate, Diploma, or Degree Attained	<p>Staff must record in OSL Outcomes screen when a participant receives any Degree Type of Recognized Educational/Occupational/Certificate/Diploma/Degree.</p> <p>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.</p>	<ul style="list-style-type: none"> OSL Outcomes Screen OSL Program Case notes
Source of Supplemental Data	WIA Adult / DLW and WP	When supplemental data is the <u>only source</u> for a positive employment outcome.	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.	O'Net Code comparison of OSL Service and Training Plan and OSL Exit Question Screen

Eligibility / Validation Criteria	Program	Eligibility / Validation Requirements	Validation Method and OSL Documentation Required	Allowable Source Documents
<p>Earnings in 2nd and 3rd Quarters prior to Participation</p> <p>And</p> <p>Earnings in 2nd and 3rd Quarters after Exit</p>	<p>WIA Adult / DLW and WP</p>	<p>No local action is required.</p>	<p>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>	<ul style="list-style-type: none"> • UI Quarterly Wage Record System • Wage Record Interchange System • FEDES
<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 • Wage Record Interchange System • FEDES