



**ELIGIBILITY, REGISTRATION AND ENROLLMENT POLICY**

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**Policy Number:** 2020

**Effective Date:** May 20, 2024

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**A. BACKGROUND**

This policy clarifies expectations regarding eligibility determination, registration and enrollment of job seekers for WIOA Title I Adult, Dislocated Worker, and Youth funded services provided at WorkSource Centers, Affiliated Sites and Connection Sites (unless otherwise negotiated) in support of Workforce Snohomish’s integrated co-enrolled approach to job seeker service delivery.

**B. POLICY**

Workforce Snohomish contractors, sub-recipients and partners will register and enroll as many eligible job seekers at WorkSource Centers, Affiliated Sites and Connection Sites (unless otherwise negotiated) as possible to receive services funded by WIOA Title I Adult, Dislocated Worker, and Youth resources. Job seekers include unemployed and underemployed workers, incumbent workers, and youth over the age of 18.

Workforce Snohomish expects contractors, sub-recipients and partners to make every effort to integrate and align WIOA Title I funded services with other federal, state, local, and philanthropic resources where appropriate and allowable.

***REGISTRATION FOR BASIC CAREER SERVICES***

***Basic Career Services:*** WorkSource contractors, sub-recipients and partners must make Basic Career Services available to any job seeker (as defined below) and must record these services in the state management information system in accordance with the instructions in the Workforce Snohomish [Registration Procedure](#).

***Eligibility for Basic Career Services:*** In accordance with state policy, contractors, sub-recipients and partners will complete job seeker registration using the state management information system in order to provide the Basic Career Services listed in the [Workforce Snohomish Services Policy](#) funded with WIOA Title I Adult and Dislocated Worker resources.

- Job seekers who self-attest to being 18 years of age or older, legal to work in the U.S. and registered with selective service, if required to do so, are eligible for and will be provided the opportunity to complete registration to receive Basic Career Services funded with WIOA Title I Adult resources.
- Job seekers who self-attest to having been laid-off with a limited chance of returning to the same occupation or industry, or who lost a job due to a facility closure or substantial lay-off, or who were self-employed and went out of business, or are displaced homemakers, or are dislocated/separating military service members or the spouses of military service members, are eligible for and will be provided the opportunity to complete registration to receive Basic Career Services funded with WIOA Title I Dislocated Worker resources.
- Job seekers who self-attest to meeting eligibility criteria for both Adult and Dislocated Workers will be provided the opportunity to complete registration to receive Basic Career Services funded by both resources.

Contractors, sub-recipients and partners will use [Workforce Snohomish Registration Procedure](#) to complete registration for any job seeker who meets the criteria listed above.

**Job seekers enrolled in other programs:** Contractors, sub-recipients and partners should register job seekers enrolled in other programs who meet Adult/Dislocated Worker eligibility criteria, above, and who could benefit from Basic Career Services.

### **ENROLLMENT FOR SERVICES FUNDED WITH WIOA ADULT AND DISLOCATED WORKER RESOURCES**

**Individualized Career, Training and Support Services:** Contractors, sub-recipients and partners must make Individualized Career Services available to any job seeker who could benefit from these services to achieve their employment goals. Additionally, sub-recipients must make Training and Support services available to job seekers who could benefit from these to achieve their employment goals and are unable to fund these services from another resource.

Those receiving Individualized Career, Training and/or Support Services may still access Basic Career Services. Individualized Career, Training and Support Services require a full eligibility determination and enrollment as described in the [Enrollment Procedure](#). These services will be recorded as per the instructions in [Service Plan and Case Notes Policy](#) and [Procedure](#)

**Full Eligibility:** Job seekers who could benefit from WIOA funded Individualized Career, Training and/or Support Services to succeed with their employment goals and are unable to fund these services from another resource will be asked to complete a full eligibility determination and will be required to provide appropriate documentation to support their eligibility. Job seekers who meet both the Adult and Dislocated Worker eligibility criteria should be enrolled in both when appropriate. Sub-recipients will use the

steps outlined in [Enrollment Procedure](#), to determine full eligibility and complete enrollment for eligible job seekers.

- **Adults:** Job seekers who provide documentation of the following eligibility criteria will be enrolled to receive services funded with WIOA Title I Adult resources: 18 years of age or older, legal to work in the U.S. and registered with selective service, if required to do so. Note: Adults may be incumbent workers.

**Priority of Services:** Providing priority of service means that while all eligible job seekers will receive WIOA funded services, eligible job seekers who meet the Mandatory Priority Group criteria, below, receive the first opportunity for specific WIOA funded services, especially if there is limited availability of these services. Basic Career Services must be made available to all job seekers, but those in the Mandatory Priority Groups may be encouraged to engage more heavily in these services

Job Seekers who meet the following criteria will be prioritized to receive Individualized Career, Training and/or Support Services funded with Title I Adult resources:

Priority	Mandatory Priority Groups
<b>First</b>	Covered persons (veterans and eligible spouses) who are low income, recipients of public assistance, or basic skills deficient.
<b>Second</b>	Individuals (non-covered persons) who are low-income (may include unemployed individuals), recipients of public assistance, or basic skills deficient.
<b>Third</b>	Covered persons (veterans and eligible spouses) who are not low-income and not basic skills deficient.
<b>Fourth</b>	Job seekers who require Individualized Career, Supportive and or Training Services to achieve their goals for employment and enter a path toward self-sufficiency.

**Note: At least 50.1% of all WIOA Adult enrollees must come from the first three priority groups. No more than 49.9% of WIOA Adult enrollees may be Priority Four. This should be officially evaluated at the end of a program year.**

Subrecipients will use the definition of “low income” provided in [Low Income and Self Sufficiency Procedure](#) to determine which job seekers are low income.

- **Dislocated Workers:** Job seekers who provide documentation of the following eligibility criteria will be enrolled to receive services funded with WIOA Title I Dislocated Worker resources:
  - Subject of a general dislocation - terminated, laid off, or received a notice of termination or layoff - and is unlikely to return to the same industry or

occupation and is eligible for or has exhausted unemployment insurance or is not eligible for unemployment insurance, but can show attachment work of sufficient duration. All job seekers who have been laid off in the Snohomish Workforce Development Area are “unlikely to return” to their previous industry or occupation without additional skills training/certification and are therefore eligible to receive services resourced with Dislocated Worker funding. Terminated, laid off, or received a notice of termination due to a permanent facility closure, announcement of closure within 180 day, or substantial layoff.

- o Was self-employed (including as a farmer, rancher or a fisherman), but is unemployed as a result of regional general economic conditions or because of natural disasters.
- o Is a displaced homemaker, dependent on the income of a family member and no longer supported by that family member; or is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service-connected death or disability of the member.
- o A non-retiree military service member who was discharged/released from service under other than dishonorable, or has received a notice of military separation within the next 12 months. Separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance.
- o An active-duty armed forces member’s spouse 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 is experiencing difficulty in obtaining or upgrading employment.

**Priority of Services.** Covered persons (as per the First and Third Mandatory Priority Groups above) will be prioritized to receive Title I Dislocated Worker funded Individualized Career, Training and Support services.

## **ENROLLMENT FOR SERVICES FUNDED BY WIOA TITLE I YOUTH RESOURCES**

Youth who meet the following criteria will complete a full eligibility determination and enrollment as described in [Enrollment Procedure](#). Youth services will be recorded as per the instructions in [Service Plan and Case Notes](#) Policy and [Procedure](#).

**Title I In-School Youth Funded Services:** Not more than 25% of WIOA Title I Youth funds may be used to provide services described [Services Policy](#) to job seekers who meet the criteria for in-school youth eligibility.

### ***In-school Youth Eligibility:***

- Age 14 through 21;
- U.S. citizen/legally entitled to work;
- Attending school;

- Registered with Selective Service, if appropriate;
- Low income as per the [Workforce Snohomish Low Income and Self-Sufficiency Procedure](#) and meeting one or more of the following
  - Basic skills deficient;
  - An English language learner;
  - An offender;
  - A homeless individual, a runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement;
  - Pregnant or parenting;
  - An individual with a disability.
  - Requires “additional assistance” - in the last 12 months has poor attendance patterns in an educational program, has been expelled from school or has been suspended from school; or in the last 12 months has been in unstable housing (Rapid Rehousing, etc.), or their household has received emergency rental/mortgage assistance; or has previously been placed in out-of-home care (foster care, group home or kinship care) for six months between the ages of 14 and 21; or has a currently incarcerated parent(s)/guardian. Self-attestation is acceptable for the eligibility of “Requires Additional Assistance.”

***Title I Out-Of-School Youth Funded Services:*** At least 75% of WIOA Title I Youth funds must be used to provide services described in [Services Policy](#) to job seekers who meet the criteria for out-of-school youth eligibility.

***Eligibility for Out-of-School Youth:***

- Age 16 through 24;
- U.S. citizen/ legally entitled to work;
- Not attending school (NOTE: youth engaged in the state’s dropout reengagement program authorized under RCW 28A.175.100 are not considered to be attending school);
- Selective Service Registration, as appropriate; and
- One or more of the following:
  - A school dropout, who is no longer attending any school and who has not received a secondary school diploma or its equivalent,
  - A youth who is within the age of compulsory school attendance (16 to 17 years old for the purpose of this policy), but has not attended school for at least the most recent complete school year calendar quarter,
  - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual as per *Addendum 1* and is basic skills deficient or an English language learner,
  - An individual who is subject to the juvenile or adult justice system,
  - A homeless individual, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement,

- o Pregnant or parenting,
- o An individual with a disability,
- o A low-income individual as defined in the [Workforce Snohomish Low Income and Self-Sufficiency Procedure](#) who requires additional assistance, defined as someone who has dropped out of a post-secondary education program in the last 12 months; or in the last 12 months has been in unstable housing (Rapid Rehousing, etc.), or their household has received emergency rental/mortgage assistance; or has a poor work history/no work history or has been fired from a job in the last 12 months, or has previously been placed in out-of-home care (foster care, group home or kinship care) for six months between the ages of 16 and 24; or who currently has an incarcerated parent(s)/guardian. Self-attestation is acceptable for the eligibility of “Requires Additional Assistance.”

***Title I Youth Low-Income Exception***

Under WIOA, up to five percent of Youth participants which would ordinarily be required to meet low-income requirements, but do not, may still enroll if they meet all other eligibility requirements. Service providers must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria. If this is the only eligibility criteria that a WIOA Youth participant meets, staff must document in their eligibility case note that the participant is enrolling under the 5% Low Income Exception.

***NON-ELIGIBLE JOB SEEKERS***

***Provision of Services to all job seekers:*** On the occasion where a job seeker does not meet Title I Adult, Dislocated Worker or Youth eligibility criteria, contractors and partners should make every effort to help the job seeker connect with Basic Career Services and any other services for which the job seeker is eligible based on the needs of the job seeker.

**C. DEFINITIONS:**

- **Job seekers** – any individuals, including incumbent workers, unemployed and underemployed individuals and youth aged 18 or older who access WorkSource services in order to reach their employment goals.
- **Incumbent worker** – an individual who has been employed with their current employer for at least 6 months and meets the Fair Labor Standards Act requirements for an employer-employee relationship. An incumbent worker does not necessarily have to meet the eligibility requirements for career and training services for adults and dislocated workers.
- **Basic skill deficient** – a youth, who has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or a youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

- **Generally accepted standardized test** - assessment instruments that are valid and appropriate for the target population, and provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.
- **General announcement of plant closure** – such as a written notice from the employer, a newspaper article, a WARN notice or self-attestation.
- **Substantial layoff** – the termination or laying off of 10% of an employer’s workforce, or five individuals, whichever is less.
- **Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters** – such as:
  - Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services.
  - Failure of one or more businesses from which the self-employed individual obtained substantial portion of products or services.
  - Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the state or local economy, or
  - Depressed prices or markets for articles produced by the self-employed individual.

**References:**

- [WorkSource System Policy 1019, Rev 9. Eligibility Guidelines and Documentation Requirements](#)
- [WorkSource System Policy 1023 Rev 1: Integrated Service Delivery and Operations Manual](#)
- [State WIOA Policy 5607 Rev 6: Incumbent Worker Training](#)
- [Workforce Snohomish Service Plan and Case Notes Policy](#)

**Supersedes:**

Workforce Snohomish Policies 1180, 1200, #4090 Rev 2, 14-01A, 14-01D, 03-16.09-20