

**SCW/MIS PAPERWORK CHART  
SUBMISSION REQUIREMENTS  
ADULT, DISLOCATED WORKER AND YOUTH**

**All enrollment and performance transmittal sheets are due to SCW within fourteen (14) business days from the date of enrollment/exit. All required touchpoints for eligibility, enrollment, and exit as well as supporting documentation need to be entered in ETO within 14 business days. If a required touchpoint is entered after 14 business days, a detailed case note with department head/manager approval will be needed in the participant's file.**

**ELIGIBILITY AND ENROLLMENT TOUCHPOINTS SHOULD INCLUDE THE FOLLOWING:**

**WIOA Eligibility Application Touchpoint:**

a. Supporting Documentation to Validate:

i. Age/Date of Birth by one of the following:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Driver's License or ID   | <input type="checkbox"/> Baptismal record         | <input type="checkbox"/> Public assistance     | <input type="checkbox"/> Medical Records                        |
| <input type="checkbox"/> Federal, State, Local ID | <input type="checkbox"/> DD-214                   | <input type="checkbox"/> School records / ID's | <input type="checkbox"/> Justice System Records                 |
| <input type="checkbox"/> Birth certificate        | <input type="checkbox"/> Work permit              | <input type="checkbox"/> Family bible          | <input type="checkbox"/> Selective Service Registration         |
| <input type="checkbox"/> Social service records   | <input type="checkbox"/> Hospital record of birth | <input type="checkbox"/> Passport              | <input type="checkbox"/> Signed letter from parents or guardian |
| <input type="checkbox"/> Crossmatch               |   |  |   |
- Self-attestation which:
- was a declaration of information for this element **and**
  - was signed and dated by participant **and**
  - was participant generated and traceable to the participant

ii. Legally Entitled to Work in the U.S. by one of the following:

- Accepted I-9 Documents  
**\*\*Note: Accepted I-9 Documents used to validate status to legally work in the U.S. will need to be copied and kept in the participant's file. For ETO purposes, a signed and dated WIOA eligibility application will need to be completed in ETO to fulfill the requirements of validating the participant's legal status.\*\***
- Self-attestation which:
  - was a declaration of information for this element **and**
  - was signed and dated by participant **and**
  - was participant generated and traceable to the participant

iii. Selective Service Registration, for all males 18 and older

- DD-214
- Online SS Verification
- SS Acknowledgement letter
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A)
- Stamped Post Office Receipt of Registration
- Local area approved waiver documentation
- Non-US male on a valid non-immigrant visa
- Non-US male who entered the US illegally after his 26th birthday, validated by:
  - Proof he was not living in the US from age 18-25
- Non-US male, who entered the US for the first time after his 26th birthday, validated by one of the following:
  - Date of entry stamp in passport
  - I-94 with date of entry stamp
  - USCIS letter with date of entry presented in conjunction with documentation of age

iv. Data Validation Elements for Proof of Low Income, Barriers, School Status at Enrollment, etc. – For any “Yes” answer source documentation was provided for validation of data element per [TEGL 23-19](#) and [ETA 9172-PIRL](#)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>PIRL Element 803:</b> Limited English Proficiency                 | <input type="checkbox"/> <b>PIRL Element 402:</b> Long Term Unemployed                  |
| <input type="checkbox"/> <b>PIRL Element 202:</b> Individual with a Disability                | <input type="checkbox"/> <b>PIRL Element 401:</b> UI Claimant Status                    |
| <input type="checkbox"/> <b>PIRL Element 409:</b> School Status at participation (In School?) | <input type="checkbox"/> <b>PIRL Element 410:</b> Dislocated Worker Status              |
| <input type="checkbox"/> <b>PIRL Element 600:</b> TANF in the last six months?                | <input type="checkbox"/> <b>PIRL Element 800:</b> Homeless                              |
| <input type="checkbox"/> <b>PIRL Element 603:</b> Other Public Assistance Recipient?          | <input type="checkbox"/> <b>PIRL Element 800:</b> Runaway                               |
| <input type="checkbox"/> <b>PIRL Element 603:</b> SNAP/ Food Stamps in the last 6 months?     | <input type="checkbox"/> <b>PIRL Element 801:</b> Offender                              |
| <input type="checkbox"/> <b>PIRL Element 602:</b> SSI and/or SSDI in the last 6 months?       | <input type="checkbox"/> <b>PIRL Element 804:</b> Basic Literacy Skills Deficiency      |
| <input type="checkbox"/> <b>PIRL Element 1320:</b> Pell Grant?                                | <input type="checkbox"/> <b>PIRL Element 806:</b> Single Parent                         |
| <input type="checkbox"/> <b>PIRL Element 601:</b> Public Assist Ex TANF Flag?                 | <input type="checkbox"/> <b>PIRL Element 701:</b> Pregnant or Parenting Youth           |
| <input type="checkbox"/> <b>PIRL Element 802:</b> Low Income                                  | <input type="checkbox"/> <b>PIRL Element 702:</b> Youth Who Needs Additional Assistance |
|   | <input type="checkbox"/> <b>PIRL Element 704:</b> Foster Care Youth Status              |

b. Eligibility Case Note within the Notes tab of eligibility application touchpoint states the following:

- i. Category of Enrollment
- ii. CASAS Testing Information, if applicable

c. Signed and dated from MIS, case manager, participant, and parent/guardian if minor child are on form (Refer to SCW Policy 203A and 203C Attachment 3, and 203B Attachment 1, Eligibility Policy Handbook for Remote or Virtual Eligibility Documentation Requirements)

**Program Enrollment Touchpoint:**

- a. One Program Enrollment Touchpoint per program enrolled
- b. Signed and dated from case manager, participant, and parent/guardian if minor child are on form (Refer to SCW Policy 203A and 203C Attachment 3, and 203B Attachment 1, Eligibility Policy Handbook for Remote or Virtual Eligibility Documentation Requirements)

**Individual Participant Plan Touchpoint:** (References: TA handout dated 4/15/20 and Admin Bulletin 04. Section B)

- a. Addresses the following items on the IPP per program:

(Continued →)

i. Adult and Dislocated Worker:

- 1. States that the IPP is being developed jointly by the participant and the case manager
- 2. Identifies training or job search assessment and strategy for the participant
- 3. Includes a detailed self-sufficiency statement justifying training services

ii. Youth:

- 1. Addresses results of the Objective Assessment and planned services
- 2. Directly linked to one of more of the 14 elements for Youth
- 3. Identifies career pathways that include education and employment goals

b. Signed and dated from case manager, participant, and parent/guardian if minor child are on form

(Refer to SCW Policy 203A and 203C Attachment 3, or 203B Attachment 1, Eligibility Policy Handbook for Remote or Virtual Eligibility Documentation Requirements)

**Objective Assessment (Youth Only):**

a. Includes assessment of the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Basic Skills          | <input type="checkbox"/> Employability | <input type="checkbox"/> Supportive Service Needs |
| <input type="checkbox"/> Occupational Skills   | <input type="checkbox"/> Interests     | <input type="checkbox"/> Developmental Needs      |
| <input type="checkbox"/> Prior Work Experience | <input type="checkbox"/> Aptitudes     | <input type="checkbox"/> Strength Statement       |

b. Signed and dated from case manager, participant, and parent/guardian if minor child are on form

(Refer to SCW Policy 203C Attachment 3 Eligibility Policy Handbook for Remote or Virtual Eligibility Documentation Requirements)

**ETO Record of Service Activity on Date of Enrollment:**

- a. Development of Individual Employment Plan
- b. Comprehensive and Specialized Assessment (*Adult and DW*)
- c. Labor Market Information Services (*Youth*)

**Program Operator Forms to give to Participants:**

a. Each Participant at Enrollment into WIOA Services must be handed the following forms:

- |  |  |
|--|--|
| <input type="checkbox"/> Priority of Service for Veterans & Eligible Spouses | <input type="checkbox"/> EEO Form                                      |
| <input type="checkbox"/> Complaints and Grievances                           | <input type="checkbox"/> Youth 14 Program Elements Notice (Youth Only) |
| <input type="checkbox"/> Self-Employment Training Notice                     | <input type="checkbox"/> Authorization for Release of Information      |

b. Each Participant's file is to have a **Case Note** indicating these forms were given out **and** have a copy of any forms requiring a signature from the participant.

c. Each Participant's file will also include an original or electronic signature on forms requiring a signature (e.g. Authorization for Release of Information form and Complaint and Grievances forms)

**EXIT AND FOLLOW-UP TOUCHPOINTS SHOULD INCLUDE THE FOLLOWING:**

**Exit: Outcomes, Program Completion Touchpoint**

- a. Complete Exit and Performance form
- b. Include credential information for those participants with credentials
- c. Include MSG information and touchpoint

**After Exit: 2. Follow-Up Touchpoints to Track Federal Performance Measures**

- a. Follow-Up Touchpoints are needed for the following participants for one year (365 days) after exit:
  - i. **Adult** Participant exited to Unsubsidized Employment or Self-Employment
  - ii. **DW** Participant exited to Unsubsidized Employment or Self-Employment
  - iii. **Youth** Participant exited for any exit reason
- b. Program Operator will provide to the SCW a follow-up report quarterly to include wage and job data on each follow-up participant. The report is due 30 days following the end of each quarter.

**MEASURABLE SKILLS GAINS AND CREDENTIALS SHOULD INCLUDE THE FOLLOWING:**

**Measurable Skills Gains**

- a. Test and Results Touchpoints need to be entered as a qualifying MSG is achieved by the participant Note: If you claim CASAS as your MSG, a Test and Results Touchpoint must be entered.
- b. Supporting documentation must be uploaded in the MSG Touchpoint entered in ETO.

**Credentials**

- a. All credential information is entered at exit or during follow-up.
- b. Supporting documentation must be uploaded in ETO at exit or during follow-up within the **Outcomes, Program Completion Touchpoint OR Follow-Up Touchpoint**

**Non-Registered Applicant**

**Denied Program Enrollment – All Programs**

- a. The Program Enrollment Touchpoint marked denied as the status, the original survey, any supporting documentation, as well as a written determination of denial is to be kept with the Program Operator and will be periodically monitored by SCW. The paperwork is to be kept within the same time line as other paperwork requirements.