



DISLOCATED WORKER ELIGIBILITY

Policy Number: 203 B, Revision 12

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I. PURPOSE

The purpose of this policy is to establish how the Workforce Innovation and Opportunity Act (WIOA) provides guidance relative to eligibility determination for Dislocated Workers for the U.S. Department of Labor (DOL) programs under management of the South Central Workforce (SCW). Individuals registered as Dislocated Workers must meet the eligibility requirements outlined in this bulletin. Local Workforce Development Boards (LWDBs) are directed to use the Self-Employment Training (SET) targets in WorkSource Information Notice (WIN) 0042, Change 11.

II. ELIGIBILITY CRITERIA

In accordance with WIOA, an eligible Dislocated Worker is defined as an individual who at the time of application:

1. Is a United States citizen or otherwise legally entitled to work in the U.S.; and
2. For males born on or after January 1, 1960, registered for Selective Service, unless an exception is justified and approved by SCW (TEGL 11-11, Change 2)
www.sss.gov
3. The Dislocated Worker program will provide priority of service to covered veterans and eligible spouses who are eligible for Dislocated Worker services in accordance with Jobs for Veterans Act (See Section V. VETERANS AND ELIGIBLE SPOUSES PRIORITY) will be given priority over non-veterans when spending limitations are in effect. The veteran's policy is not intended to displace the core function of the Dislocated Worker program.
4. Is eligible under **one** of the following Dislocated Worker categories, in which the **type and reason of dislocation is detailed in case notes**:

CATEGORY 1: General Dislocation

- a. An individual who was terminated, laid off, or received a notice of termination or layoff;

AND

- b. Is unlikely to return to previous industry or occupation;

NOTE: Unlikely to return to a previous industry or occupation: a status of an unemployed worker as having limited opportunities for employment or reemployment in the same or similar occupation or industry in the area in which the individual resides as confirmed by local labor market information (including a lack of open job orders), or no job offers received (job search logs), local labor market events, announcements, and/or other related information released by economic, business, or labor statistic units.

AND

- c. Is eligible for or has exhausted entitlement to unemployment compensation;

NOTE: If the applicant voluntarily quits his/her last job, the eligibility determination must align with UI policy regarding “good cause” for voluntary quits. The applicant must document individual circumstances to show good cause. If under adjudication with UI, then the applicant must provide the documentation from UI that states they have been determined to be eligible for benefits.

OR

- d. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop center (referred to in Sec. 121(e)), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings, or having performed services for an employer that were not covered under a state unemployment compensation law.

CATEGORY 2: Plant Closure/Substantial Layoff

- a. An individual who was terminated, laid off, or has received a notice of a layoff from employment at a plant, facility, or enterprise as a result of any recent (2 years or less) permanent closure of, or any substantial layoff (50 or more workers);

OR

- b. An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days.

NOTE: General announcement of a plant closing under WIOA Section 101(9)(B)(ii) or (iii): an announcement of an upcoming plant or division of closure as demonstrated by one of the following: (a) plant status as confirmed by written notice from employer or layoff or termination, (b) WARN notice, (c) newspaper article, (d) documentation that disaster necessitated business closure or layoff, (e) foreclosure notice, (f) self-attestation in absence of other documents (self-attestation must include reason why other documentation is unavailable).

CATEGORY 3: Self-Employed Dislocation

- a. An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

NOTE: Unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters for determining the eligibility of self-employed individuals, including family members and farm or ranch hands, under WIOA Sec. 101(9)(C): a status of an unemployed worker as provided below.

General economic conditions resulting in the dislocation of a self-employed individual in the community in which they reside include, but not limited to:

- Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services;
- Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services;
- Substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the state or local economy; and/or
- Depressed price(s) or market(s) for articles produced by the self-employed individual.

Where self-employed farmers, ranchers, or business operations are likely to be terminated as evidenced by one or more of the following conditions:

- Foreclosure or notice of intent to foreclose;
- Inability of farm/ranch or business to turn a profit during preceding 12 months;
- Entry of self-employed person into bankruptcy proceedings;
- Inability to make four payments on loans secured by tangible business assets resulting in a loss that directly affects closure;
- Inability to obtain capital necessary to continue operations;
- Debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm/ranch or business; and/or
- Other events are indicative of the likely insolvency of the farm, ranch or business.
- Natural disasters include: any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe.

CATEGORY 4: Displaced Homemaker

- a. An individual who was dependent on the income of another family member, but is no longer supported by that income; due to death, divorce, legal separation, permanent job loss, permanent disability, or other personal reasons causing economic hardship;
OR
Is the depended 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.
- b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

NOTE: The definition of Displaced Homemaker in WIOA Sec. 3(16) includes only those individuals who were dependent on a family member's income. Those individuals who have been dependent on public assistance may be served in the Adult program. Per TEGL 26-13, individuals

cannot cite long-term partners to whom they were not married to as family members. Individuals can cite adult children upon whom they were financially dependent on as family members so long as it is appropriately documented.

For Displaced Homemakers, underemployed is defined as employed but having earnings/other household income, according to family size, which is below the SCW's Self Sufficiency Standard found at www.thecalculator.org. The Self Sufficiency Standard will serve as a "limiter" in determining service eligibility for such employed workers, which helps ensure that services are provided to most in need workers.

CATEGORY 5: Dislocated/Separating Military Service Members

- a. A non-retiree military service member who was discharged or released from service under conditions other than dishonorable discharge, or has received a notice of military separation, may be eligible under WIOA Dislocated Worker program based on the "termination" criteria as stated in TEGL 22-04. This may include National Guard or Reserve members who have been discharged from active duty service, but not necessarily from other reserve commitments, such as training. A non-retiree service member is eligible for services up to 30 days prior to discharge or planned separation.

NOTE: Per 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and is eligible for or exhausted entitlement to Unemployment Insurance.

CATEGORY 6: Spouse of Military Service Member

- a. A military spouse who is unable to continue an employment relationship due to the service member's permanent change of military station,
OR
A military spouse who lost employment as a result of the service member's discharge from the military.
- b. A military spouse who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

NOTE: TEGL 22-04 clarifies that the term "military spouse" includes individuals who are married to active duty service members (including National Guard or Reserve personnel on active duty and surviving spouses of active duty service members who lost their lives while on active duty service in combat-related areas (e.g. Afghanistan, Iraq, Syria)). A military spouse may also qualify as a displaced homemaker.

Veterans and Eligible Spouses determined eligible for the Dislocated Worker program are given priority of service according to the Jobs for Veteran Act and WorkSource System Policy 1009, Revision 3. See Section IV. Veterans and Eligible Spouses Priority for more information.

III. ELIGIBILITY PROCESS

The eligibility process, which may be done in person, remotely, or virtually, will include:

1. The use of the State MIS database to record the WIOA program eligibility review and determination, Self Employment Training Notice (Attachment 2A or 2B), Veterans Preference (Attachment 4A or 4B), EO Form (Attachment 6A or 6B), Complaints and Grievances Form (Attachment 7A or 7B), and if applicable, Self-Attestation Form (Attachment 3) to generate all necessary information to determine eligibility, service priority, and meet reporting requirements.
2. The maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of:
 - a. Record of a completed WIOA program eligibility review and determination in the state MIS database.
 - b. An assessment of work history to define primary occupation and employment duration.
 - c. Copies of documents used to determine and verify eligibility (see Attachment 1 Eligibility Policy Handbook and Attachment 1A DW Eligibility Documentation Matrix for a full list of acceptable documents).
3. Verification of the documents used to validate the program characteristics during the WIOA program eligibility review in the State MIS database system. CASAS Assessment Results, Veterans Preference, Self-Employment Training Notice, EO Form, and Complaints and Grievances Form must be maintained as part of the applicant file. The following may be used to verify eligibility (see Attachment 3 Eligibility Policy Handbook for a full list of acceptable documents):
 - a. Age:
 - i. Birth certificate or hospital record of birth;
 - ii. Driver's License or DMV identification;
 - iii. School records;
 - iv. Baptismal record;
 - v. Medical coupon or Public Assistance Records; or
 - vi. Passport.
 - b. Citizenship or Eligible Non-Citizen:
 - i. Driver's License/ID card and Social Security card;
 - ii. Permanent Resident Card;
 - iii. U.S. Passport/U.S. Passport Card; or
 - iv. Any form of documentation as defined by I-9 documentation requirements.
 - c. Selective Service;
 - d. Selective Service acknowledgement letter;
 - i. Form DD-214 "Report of Separation";
 - ii. Screen printout of the Selective Service Verification site;
 - iii. Selective Service Registration Card;
 - iv. Selective Service Verification (Form 3A); or

- v. Local area approved waiver for Non-Registered Males 26 Years and Over, see TEGL 11-11, Change 2

Claimants' unemployment data:

Claimant data is available through Washington State's Self-Service Account, or SAW account. Claimants are able to print out the benefit form from Unemployment Insurance Self-Service website within the SAW account themselves. If a participant has been through the adjudication process with UI, a copy of the benefits eligibility determination letter will need to be provided.

Confidentiality of Claimant's data:

Participants (claimants) can be directed to the local WorkSource office where designated staff members will help them with the Self-Service Site to print their unemployment data specifically created for WIOA eligibility determination and claim data release. This is done through Washington State's SAW account.

Disallowed use of unemployment claim screens:

Unemployment claim screens (UI GUIDE Screens) can no longer be used to determine program eligibility.

The remote or virtual source documentation process is as follows:

- Verification and Documentation during the Application Process:
 - o During the application process, supporting eligibility and priority of service documentation are obtained and verified:
 - By electronic means (e-mailed or texted attachments, scans, digital photographs sent in encrypted form; electronic signature platforms such as DocuSign or Verisign).
 - Through copies of documents sent via postal pickup or mail drop-off at local centers.
 - Through a combination of the above in order to safeguard Personally Identifiable Information (PII).
- Signature Collection and Alternatives
 - o Required signature, for eligibility documentation (including EO Form, Complaint and Grievance Form, data collection certification, and self-attestation/applicant statement forms), are obtained via:
 - Electronic document signing platforms (e.g., DocuSign, Verisign)
 - Electronically transmitted digital photos of signed documents
 - Postal mail pick up or drop off of paper forms
 - A combination of the above
 - E-mail (can be used in place of signature)
 - For the EO Form and Complaint and Grievance Form, the applicant must reply in the affirmative that he or she has read and understood the information. The response and date stamp on the e-mailed reply indicates completion of the form.
 - For the data collection certification and self-attestation/applicant statement forms, the applicant must reply in the affirmative that he or

she or they certify the information is true and accurate. The response and date stamp on the e-mailed reply indicates completion of the form.

- Security of Customer Data
 - o The security of customer data and its transmission as well as ease of customer access must be considered. Refer to SCW Policy 112 – Personally Identifiable Information for additional guidance.

IV. VETERANS AND ELIGIBLE SPOUSES PRIORITY

On December 19, 2008, the DOL issued new regulations (20 CFR 1010) implementing the Jobs for Veterans Act (JVA 2002) and the Veterans' Benefits, Health care, and Information Technology Act (2006). The regulations went into effect on January 19, 2009 and do three basic things:

1. Set forth requirements for each "qualified" program to provide priority of service for veterans and eligible spouses and require all grantees to have policies providing priority of service whether providing priority of service online or in person;
2. Require that, for purposes of implementing priority of service, the broad definition of "veteran" meaning a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable be used [38 U.S.C. 101(2)]; and
3. Add new requirements related to persons who physically access service delivery points or who access virtual service delivery programs on websites (See 20 CFR 1010.300):
 - a. Applicants to any "qualified" DOL programs and services must be able to learn about priority of service and to indicate whether they are veterans, etc.;
 - b. Program staff must initiate data collection for any person claiming priority at point of entry; and
 - c. Applicants who are veterans must be given the menu of programs and services to which the priority applies, and any additional program eligibility requirements.

Veterans and other covered persons who are determined eligible for WIOA services are entitled to priority of service under all WIOA Title I funded programs (e.g. Adult, Dislocated Worker, Youth, 10% funded projects, and National Emergency Grant (NEG)). The term "Veteran's Priority of Service" means that a covered person shall be given priority over non-veterans except for the priority of service established by law for the WIOA programs.

A "covered person" under the Priority of Service is defined as one of the following:

1. A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable as specified in 38 U.S.S 101 (2). Active service includes full-time Federal service in the national Guard or Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).

2. A recently separated veteran is any veteran who applies for participation under this title within 48 months after discharge or release from active military, naval, or air service (WIOA definition); or
3. An eligible spouse of:
4. Any veteran who died of a service-connected disability;
5. Any member of the Armed Forces serving on active duty who, at the time of spouse's application, is listed in one or more of the following categories and has been listed for a total of more than 90 days:
6. Missing in action,
7. Captured in the line of duty by a hostile force; or
8. Forcibly detained or interned in the line of duty by a foreign government or power;
9. Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs; or
10. Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service.

Priority of service guidelines can appear inconsistent given the Jobs for Veterans Act and local program requirements. When multiple priorities for a given program or service arise giving the appearance of conflicting priorities, local policy and procedure must respond by defining a hierarchy or priorities that resolves the conflicts. For example, if the United States congress has established eligibility for a program, then the veteran or eligible spouse must meet the requirement for entry into the program. After meeting the eligibility requirement for the program, the veteran must be given priority over all non-veterans who also meet the requirement. Priorities set by federal statute are at the top of the hierarchy. Federal law sometimes allows targeting at the state or local level, but in these cases, priority of service for veterans takes precedence over state and local level targeting.

V. PRIORITY SELECTION FOR INDIVIDUALIZED CAREER SERVICES AND TRAINING SERVICES FUNDED WITH WIOA STATEWIDE (10%) DISCRETIONARY GRANTS/CONTRACTS:

The State has determined that funds are not limited for purposes of the WIOA Statewide (10%) discretionary funds. The Governor has determined that these funds shall be prioritized in the following order:

1. Eligible veterans and spouses;
2. Unemployed individuals;
3. Low-income individuals;
4. Other Washington job seekers.

Recipients of Discretionary grants/contracts will continue to provide priority selection of veterans for Individualized Career and Training Services in alignment with WorkSource System Policy 1009, Revision 3. In applying this policy to 10% funded projects, veterans who are unemployed and/or low-income, have priority over all other individuals served under these projects.

VI. ASSISTING VICTIMS OF HUMAN TRAFFICKING

U.S. citizens of lawful residents who are victims of trafficking can receive the same services that are provided to the general public under WIOA. In addition, under the Traffic Victims Protection Act, certain foreign nationals are also eligible for WIOA Title I services. This includes victims of a severe form of trafficking in persons and individuals granted a nonimmigrant “T” visa (TEGL 11-11, Change 2).

For the purposes of being eligible for WIOA Title I services as a victim of a severe form of trafficking:

1. Individuals 18 years of age or older must have been subjected to an act or practice described in the definition of “severe forms of trafficking in persons” and have received a letter of certification issued by the Department of Health and Human Services (HHS).
2. Children under 18 years of age who have been subjected to a severe form of trafficking need not be certified by HHS to be eligible for services; instead, HHS issues Letters of Eligibility to minor victims of trafficking. As with any participant, they must meet all applicable program eligibility requirements to receive WIOA Title I services.

Individuals who are granted “T” visas from the Department of Homeland Security are also eligible for WIOA Title I services. The “T” nonimmigrant Status (T visa) is available to individuals who are or have been victims of human trafficking and protects these victims of human trafficking by allowing them to remain in the United States to assist in an investigation or prosecution of human trafficking.

Employment and training services should be provided to victims of trafficking to the same extent and following the same procedures and case management processes as for other one-stop customers. However, services to victims of trafficking may need to be tailored and adapted to match the particular needs of this population. For instance, victims of trafficking may have English Language Learners (ELL), criminal records (including from being forced into prostitution), or limited resumes.

VII. ADDRESS CONFIDENTIALITY PROGRAM

The Address Confidentiality Program (ACP) helps individuals attempting to escape from actual or threatened domestic violence, sexual assault, human trafficking, or stalking to interact with state and local government agencies without disclosing their address in order to prevent their assailant or probable assailants from finding them.

The Office of the Secretary of the State confirms that nothing in the ACP Law (RCW 40.24) exempts or excuses an individual from providing phone numbers, emergency contact information, email addresses, or any other information required by clients. The laws governing the ACP apply only to state and local government agencies and only to a person's home, work and/or school addresses. The intent of the ACP is to ensure that victims enrolled in the ACP can access government services like everyone else but without having to place their address in the view of the public.

The WIOA Dislocated Worker program will accept the substitute address of an individual enrolled in the ACP and enter this address into the state provided database. Never record the actual street address for work or home of an ACP participant in the state provided database. If someone is participating in the ACP, do not require them to disclose their actual work or home address.

If an individual is enrolled in the ACP, use the ACP address as the home address in the state provided database. Enter the address as it is printed on the authorization complete with the participation unique authorization code, or PMB number:

PMB# #####
PO BOX 257
Olympia, WA 98507

VIII. DETERMINING BASIC SKILLS DEFICIENCY (BSD)

Basic Skills Deficient [WIOA Sec. 3(5)] means an individual who 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.

Note: "In the individual's family" refers to the individual's ability to perform essential literacy or numeracy tasks related to family responsibilities (e.g., reading school communications and managing household finances). This does not authorize or require an assessment of the family unit or household environment.

While the following methods for determining BSD, cited in TEGL 21-16, are specific to Youth, the State has adopted these guidelines for all programs. Although WA does not have a priority of service policy for Dislocated Worker program of enrollment, all customers receiving individualized DW career or training services will also be assessed, through at least staff interview and observation, for basic skills deficiency.

School Records or Staff Observation for Determining BSD:

In addition to using formal assessments, the state has determined that, through observation, folder reviews, or interviews, the following alternative means are allowed to be used to document BSD:

- Secondary school transcript with a failing grade in math or reading within the past 6 months.
- Verification of enrollment in WIOA Title II.

- School records showing test scores from a generally accepted standardized test within the last year, showing grade level at 8.9 or lower (8th grade, 9th month) (or a detailed case note, if verified verbally with the appropriate entity).
- Acceptable proof of staff observed BSD, which must include a case note that indicates a customer has at least one of the following barriers:
 - o Unable to follow basic written instructions or diagrams without help.
 - o Cannot fill out basic forms or job applications without help.
 - o Cannot add, subtract, multiply, or divide whole numbers up to 3 digits without the use of a calculator.
 - o Cannot do basic tasks on a computer without help.
 - o Does not or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society (see *Note: in Section 3.b. above)

Note: Per DOL guidance, lack of a high school diploma or GED alone is NOT sufficient to demonstrate basic skills deficiency (BSD).

English Language Learners:

Per WIOA Section 203(7), individuals who are English Language Learners (ELL) meet the criteria for BSD and must be included in the priority populations for the WIOA Title I-B Adult Program. An individual who is an ELL qualifies as being BSD.

Documentation must detail that the individual has limited ability to read, write, speak, or comprehend the English language, and

A. their native language is a language other than English; or

B. they live in a family or community environment where a language other than English is the dominant language.

The following are allowable forms of documentation to prove ELL:

- Assessment Test Results (see below)
- Applicable Records from an Education Institution (transcripts, or other school documentation)
- Intake Application or Enrollment Form
- Individual Service Strategy
- Case notes
- Self-Attestation

While not required, acceptable English as a Second Language (ESL) tests are:

- BEST - Literacy 2.0
- BEST Plus - 3.0 • CASAS Reading STEPS
- CASAS Listening STEPS
- TABE CLAS-E

Note: See [Assessment | NRSWeb](#) for further details on form numbers, scores, and NRS expiration dates.

Using Formal Assessments That Are Not NRS-Approved for Determining BSD:

Local programs are not required to use assessments approved for use in the Department of Education's NRS, nor are they required to determine an individual's grade level equivalent or educational functioning level (EFL). Rather, local programs may use other formalized testing instruments designed to measure skills-related gains. It is important that, in addition to being valid and reliable, any formalized test used to be appropriate, fair, cost-effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results.

However, if measuring EFL gains after program enrollment under the measurable skill gains indicator, local programs must use an NRS-approved assessment for both the EFL pre- and post-test to determine an individual's educational functioning level.

NRS-Approved Assessments for Determining BSD:

The National Reporting System (NRS) determines tests suitable for use and the period for which that use is approved. Any NRS-approved exam with a test score indicating an EFL of 8.9 or below qualifies customers as BSD. Test scores are valid if a customer has taken any of these assessments within 6 months of their enrollment date. LWDBs may allow properly trained local area staff to administer these assessments or determine whether it is more appropriate for a Title II partner to conduct the NRS-approved assessments. LWDBs are subject to all test administration and security requirements if they choose to implement and must also ensure compliance of any subrecipient who administers assessments.

The following NRS-approved assessments may be used in Washington effective January 1, 2026:

- ACT WorkKeys (Workplace Documents, Applied Mathematics)
- CASAS (Reading GOALS, Math GOALS 2)
- TABE (11/12 and 13/14)
- MAPT-CCR for Reading, MAPT-CCR for Mathematics

These assessments meet the NRS requirements and:

1. Are appropriate for measuring literacy and language development of adult student's/job seekers,
2. Have standardized administration and scoring procedures,
3. Have alternate, equivalent forms for pre- and post-testing, and
4. Have evidence linking them to the NRS EFLs.

Note: See [Assessment | NRSWeb](#) for further details on form numbers, scores, and NRS expiration dates.

Note: Staff must not upload into the case management system or retain in hard files any CASAS document(s) that contain test questions or other sensitive testing information (see

www.CASAS.org's test security policy). Other assessments may not have this restriction and may allow uploading of test score summary.

Accommodations for Participants with Disabilities or Other Special Needs:

For assessing skills and interests outside of basic skills, local programs must use methods and assessment instruments that are valid and appropriate for the target population and must provide reasonable accommodation in the assessment process, as needed, for individuals with disabilities.

Local providers must ensure that all participants with disabilities have equal access to test accommodations, have equal opportunities to test, and receive equal treatment in testing situations. Each provider must follow the Americans with Disabilities Act (ADA) processes and procedures set forth at their organization in determining how to best serve participants with documented disabilities. However, participants are not required to reveal their disability and may elect to participate in a program without special accommodations.

IX. STOP GAP EMPLOYMENT

Local Boards set criteria for determining whether employment leads to self-sufficiency. Washington State will use the term "Stop-Gap Employment" when referring to employment that will not lead to self-sufficiency.

X. SELF-ATTESTATION

Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation. In an effort to reduce the amount of administrative burden resulting from the capture and maintenance of paper documentation, the Board allows the use of self-attestation, as defined in this document, wherever permissible under federal guidelines.

To ensure properly documented customer self-attestation, Contractors are required to use Attachment 3 Self-Attestation Form. Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or this policy will result in potential disallowed costs. Properly documented self-attestation will serve as documentary evidence of eligibility determination and will not, in and of itself, warrant disallowed cost findings through annual program monitoring.

Recognizing that in certain cases applicants who are long-term unemployed (LTUs) may not have the ability to provide documentation of their "Job of Dislocation" (i.e. Layoff letter, etc.) when their job of dislocation occurred a year or more ago.

Contractors have also experienced an inability to verify dislocation information by phone for LTU job dislocations that occurred a year or more ago. In many instances, layoff companies may no

longer be in business (plant closure) or layoff companies are not retaining employee information that is one year or older.

As a result, the SCW **will** allow self-attestation of LTU dislocation information when LTU job of dislocation cannot first be documented by layoff letter or verified by phone with employer. To ensure properly documented customer self-attestation, contractors are required to use Attachment 3, Self-Attestation Form.

The collection and maintenance of adequate documentation is necessary to ensure the credibility of Dislocated Worker Eligibility determinations and to minimize the risk of disallowed costs. Therefore, the SCW **will not** allow applicant self-attestation for:

- Military Service
- Selective Service
- Eligible Non-Citizen

Improperly documented self-attestation or self-attestation on eligibility elements not permitted under federal law or this policy will result in potential disallowed costs.

ATTACHMENTS

- Attachment 1: State Eligibility Policy Handbook
- Attachment 1A: Eligibility Documentation Matrix
- Attachment 2A: Self Employment Training Notice
- Attachment 2B: Self Employment Training Notice Spanish
- Attachment 3: Adult & DW Self-Attestation Form
- Attachment 4: Priority of Service for Veterans & Eligible Spouses
- Attachment 5A: Authorization for Release of Information Form
- Attachment 5B: Authorization for Release of Information Form Spanish
- Attachment 6A: EO Form
- Attachment 6B: EO Form Spanish
- Attachment 7A: Complaints and Grievances Letter
- Attachment 7B: Complains and Grievances Letter Spanish

REFERENCES

All contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 680.110 - .130
- 20 CFR § 680.630
- 20 CFR § 680.650 - .660
- TEGL 10-23, Change 3 – Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration

- TEGL 11-11, Change 2 – Selective Service Registration Requirements for Employment and Training Administration Funded Programs
- TEGL 19-16 – Guidance on Services Provided to Adult and Dislocated Worker Programs
- TEGL 23-19, Change 2 – Data Validation Required Performance Data Submitted by Grant Recipients of US Dept. of Labor Workforce Programs
- WA State Board of Community and Technical Colleges' "Washington State Basic Education for Adults Assessment Policy 7/1/21-6/30/22
- WIN 0041, Revision 1 – Address Confidentiality Program
- WIN 0144 – Assisting Victims and Survivors of Human Trafficking
- Veterans Policy 6010 – Priority of Service for Veterans and Eligible Spouses
- WorkSource System Policy 1011, Revision 7 – CASAS for Basic Skills Assessment
- WorkSource System Policy 1019, Revision 13 – Eligibility Policy Handbook