**Greater Nebraska WIOA Operations Manual**

### *Our Mission: To establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.*

Equal opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

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# **SECTION 1: WORKFORCE INNOVATION OPPORTUNITY ACT**

## WIOA Vision Statement

The Workforce Innovation and Opportunity Act (WIOA) was created to provide State and local areas the flexibility to collaborate across systems in an effort to better address the employment and skill needs of current employees, jobseekers, and employers. WIOA accomplishes this by prescribing:

1. A stronger alignment of the workforce, education, and economic development systems; and
2. Improving the structure and delivery in the system to assist America’s workers in achieving a family-sustaining wage, while providing America’s employers with the skilled workers they need to compete on a global level.

## WIOA: Main Purposes[[1]](#footnote-1)

1. **Require States to Strategically Align Workforce Development Programs**: WIOA ensures that employment and training services provided by the core programs are coordinated and complementary so that jobseekers acquire skills and credentials that meet employer’s needs.
2. **Promote Accountability and Transparency**: WIOA ensures that Federal investments in employment and training programs are evidence-based and data-driven and accountable to participants and taxpayers.
3. **Foster Regional Collaboration**: WIOA promotes alignment of workforce development programs with regional economic development strategies to meet the needs of local and regional employers.
4. **Improve the American Job Center (AJC) System**: WIOA increases the quality and accessibility of services that jobseekers and employers receive at their local AJCs.
5. **Improve Services to Employers and Promotes Work-based Training**: WIOA contributes to economic growth and business expansion by ensuring the workforce system is job-driven, matching employers with skilled individuals.
6. **Provide Access to High-quality Training**: WIOA helps jobseekers acquire industry-recognized credentials for in-demand jobs.
7. **Enhance Workforce Services for the Unemployed and other Job Seekers**: WIOA ensures that unemployed and other jobseekers have access to high-quality workforce services.
8. **Improve Services to Individuals with Disabilities**: WIOA increases access for individuals with disabilities to high quality workforce services and prepares them for competitive integrated employment.
9. **Make Key Investments in Serving Disconnected Youth and Other Vulnerable Populations**: WIOA prepares vulnerable youth and other job seekers for successful employment through increasing the use of proven service models.
10. **Enhance the Job Corps Program**: WIOA increases the performance outcomes and quality of Job Corps.
11. **Streamline and Strengthen the Strategic Roles of Workforce Development Boards**: WIOA makes state and local boards more agile and well-positioned to meet local and regional employers’ workforce needs.

## Greater Nebraska[[2]](#footnote-2)

Nebraska is made up of three local workforce development areas:

* Greater Lincoln
  + Lancaster
  + Saunders
* Greater Omaha
  + Douglas
  + Sarpy
  + Washington
* Greater Nebraska
  + Remaining 88 counties

The Greater Nebraska Workforce Development Area consists of two comprehensive American Job Centers and 12 career centers.

To learn more about Greater Nebraska, the Chief Elected Officials Board (CEOB), or the Greater Nebraska Workforce Development Board (GNWDB) search dol.nebraska.gov > Resources > The Workforce Innovation and Opportunity Act > Local Workforce Development Areas > Greater Nebraska. Here you will find information on the boards, past and upcoming meetings, regional plans, policies, service agreements, memorandums of understanding, and much more.

# **SECTION 2: PROGRAM ELIGIBILITY**

## General Eligibility Criteria

All Adults, Dislocated Workers (DLW), and Youth must meet the following general eligibility criteria:

* Citizens or nationals of the United States; or
* Lawfully admitted permanent resident non-citizen, refugees, asylees, parolees, or other immigrants authorized to work in the United States by the Secretary of Homeland Security, or the Secretary’s designee[[3]](#footnote-3)

All individuals who are male and age 18 or older must have complied with the requirements of the Military Selective Service Act.[[4]](#footnote-4)

**Additional Eligibility Factor**

Having an active worker’s compensation case does not have any effect on a client’s eligibility. However, it is in important to discuss if the client has any limitations on where they can work and what tasks they may not be able to perform.

Priority of Service[[5]](#footnote-5)

Priority of service must be provided in the following order:

1. **First, to Veterans and eligible spouses of Veterans who are:** 
   1. recipients of public assistance;
   2. low-income; or
   3. basic skills deficient;
2. **Second, to individuals who are not Veterans and eligible spouses of Veterans but are:** 
   1. recipients of public assistance;
   2. low- income; or
   3. basic skills deficient;
3. **Third, to Veterans and eligible spouses of Veterans who are not:** 
   1. recipients of public assistance;
   2. low- income; or
   3. basic skills deficient
4. **Last, to persons who are not:** 
   1. recipients of public assistance;
   2. low- income; or
   3. basic skills deficient.

With respect to funds allocated to a local area for adult employment and training activities, priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Priority is not part of the eligibility determination. Rather, it is meant to ensure access to individualized career and training services is directed toward higher-need populations. Priority of service must be assessed at the time of the eligibility determination, and participants must be informed if they are to receive priority.

A recipient of public assistance, low-income, or basic skills deficient veteran or eligible spouse takes precedence, with all other qualifying requirements being equal, over a recipient of public assistance, low-income, or basic skills deficient, non-covered person in obtaining individualized career services and training services. This does not allow for “bumping” of non-covered persons who had previously been accepted into a program prior to the covered person applying within the same program. Priority of service applies up to the point the individual receives approval to begin an individualized career or training service. At that point, the participant should continue to receive services as needed, even if participants with higher priority must wait to receive services because funds are limited. However, if there is a waiting list, priority of service applies in the order listed above. Veterans and eligible spouses receive priority of service in all WIOA Title I programs.

When adult funds are limited, the administrative entity may institute additional processes to determine individuals most in need of WIOA individualized and training services.

**Recipients of Public Assistance, Low-income, or Basic Skills Deficient Review**

Internal monitoring will be completed quarterly (January, April, July, October) to ensure priority guidelines are followed.  Technical assistance will be provided by the administrative entity if discrepancies are found.

**Required Action**

Prior to enrollment, determine priority of service:

1. Determine if the individual is a veteran or eligible spouse.
2. Determine if the individual is low-income or a recipient of public assistance.
3. If the individual does not have an Associate Degree, they must complete the Basic Skills Screening Tool. If the individual answers no to any of the questions on the screening tool or is unable to complete the form without assistance, they are considered basic skills deficient.
   1. Note: The Basic Skills Screening Tool is only used to determine if an individual should receive priority. After participation and training is determined suitable, the CASAS assessments must be provided to determine a participant’s educational needs.
4. Case note order of priority. (This case note may be combined with others to summarize a single appointment.)
   1. **Example:** *Priority Level 1 Determination (case note title):* Sue is assigned priority one designation, as she is a low-income Veteran.
   2. **Example:** *Priority Level 2 Determination (case note title):* Matthew is assigned priority two designation due to receiving public assistance.

Priority status automatically documents in the NEworks WIOA application, must be case noted, and supporting documentation must be scanned into ECM. If the Basic Skills Screening Tool was provided, it must be scanned into ECM under *Assessments*.

## Adult Program

To be eligible for career services through the Adult program, an individual must be age 18 or older and meet the general eligibility criteria above.

## Dislocated Worker Program

To be eligible for career and training services through the DLW program, an individual must meet the criteria outlined in one of the following five categories, as described by law and the general eligibility criteria above, as described by law.

**Note:** NEworks DLW categories are different than the DLW categories defined by law. Reference the Enrollment Checklist to ensure the correct category is chosen and proper verification is obtained.

**Category 1- Ordinary Layoff**

This eligibility category covers an individual who has been terminated or laid off, or who has

received a notice of termination or layoff from employment, but not because of a permanent

closure or mass layoff, and is either:

* eligible for or has exhausted entitlement to unemployment compensation *(select Category 1 in NEworks)*; or
* has been employed long enough to demonstrate an attachment to the workforce even if not eligible for unemployment compensation *(select Category 2 in NEworks)* due to:
  + insufficient earnings; or
  + having performed services for an employer that is not covered under state unemployment compensation laws.

Attachment in the State of Nebraska is defined as:

* Twenty or more hours per week
* For at least six months of the last three years
* In the same occupation

The individual must also be unlikely to return to a previous industry or occupation. This may be determined by any of the following:

* DD-214 for individuals transitioning from the military
* Search of employment in NEworks, Indeed, and other reputable job search sites showing a lack of suitable employment at:
  + A substantially equal or higher skill level than the worker’s previous adversely affected employment, and
  + wages for such work that are not less than 80 percent of the worker’s average weekly wage.
  + Part-time, temporary, short-term, or threatened employment is not suitable employment.
* Review of LMI data showing a decline in the occupation or industry of the individual
* Individual has less than 8th grade education
* A change in the individual’s status resulting in a force occupational change, including
  + Criminal charges or conviction that preclude the individual from their previous industry or occupation
  + Condition resulting in limitations affecting the individual’s ability to continue working in their previous industry or occupation

**Category 2- Permanent Closure or Mass Layoff**

This eligibility category covers an individual who has been dislocated because of a permanent

closure or mass layoff, meaning an individual who:

* has been terminated or laid off, or has received a notice of termination or layoff, from employment because of any permanent closure of or any substantial layoff at a plant, facility, or enterprise *(select Category 3 in NEworks)*; or
* is employed at a facility at which the employer has made a general announcement that the facility will close within 180 calendar days *(select Category 4 in NEworks)*; or
* for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that the facility will close. *(Select Category 4 in NEworks.)*

Note – Individuals enrolled in Category 4 in NEworks cannot receive training services, career services, or supportive services.

If an individual retired from a company rather than being laid off due to a permanent closure or mass layoff and plans to return to the workforce, enroll the individual in NEworks category 3.

**Example**

John was working for a company that was going to close. He was offered to accept retirement in lieu of being laid off due to the company closure. John chose to accept retirement benefits from the company but needs to return to work to support his family. The individual provided a separation letter from the employer stating he chose to retire in lieu of layoff.

**Category 3- Conditions Affecting Self-employment**

This eligibility category covers a self-employed individual, including family members and farm

workers or ranch hands, who are unemployed as a result of general economic conditions in the

community in which the individual resides or a natural disaster. *(Select Category 5 in NEworks.)*

**Category 4- Displaced Homemaker**

This eligibility category covers an individual who is dislocated as a displaced homemaker,

meaning the individual has been providing unpaid services to family members in the home and:

has been dependent on the income of another family member but is no longer supported by that income; or

* is the dependent spouse of a member of the US Armed Forces on active duty and whose family income is significantly reduced because of a:
  + deployment;
  + call or order to active duty; or
  + permanent change of duty station or the service-connected death or disability of the service member.

The individual must also be unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment. *(Select Category 6 in NEworks.)*

**Category 5- Service Member or Military Spouse**

**Service Member**

This eligibility category covers a service member who has separated or is separating from the US Armed Forces with a discharge that is anything other than dishonorable *(Select Category 8 in NEworks)* and:

* has received a notice of separation, a Form DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the US Armed Forces;
* is eligible for or has exhausted unemployment compensation; and
* is unlikely to return to a previous industry or occupation.

**Military Spouse**

An individual who is the spouse of a member of the US Armed Forces on active duty is a dislocated worker if that individual:

* has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of the service member *(select Category 7 in NEworks)*; or
* is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. *(Select Category 8 in NEworks.)*

**Category 12: Dislocated Worker Grant (DWG) eligibility:** Do not use this category in NEworks. Should Nebraska receive a grant to serve this population, this section will be updated.

**Ineligible DLWs**

* Individuals that are likely to remain employed with the same employer (review for Incumbent Worker eligibility) or are likely to retire instead of seeking new employment.
* Individuals that have entered into other employment since a layoff are considered eligible if the employment is less than one continuous year and the individual is earning 80% or less of the wage paid at the time of layoff. Employment over one continuous year shall be considered an occupation change and deem the participant ineligible as a DLW.
* Given the nature of substitute teaching, working as a substitute teacher for multiple years is not considered a year of continuous employment (when considering eligibility as a dislocated worker).

## Youth Program

**Out of School Youth Program Eligibility**[[6]](#footnote-6)

To qualify for the Out-of-school Youth (OSY) program, an individual must meet the criteria outlined below and the general eligibility criteria above.

An individual must meet all of the following criteria:

* Not attending school, including secondary school or postsecondary school
* Between the ages of 16-24 at enrollment

In addition, the individual must meet at least one of the below criteria:

* A school dropout;
* A youth who is within the age of compulsory school attendance under state law, but has not attended for at least the most recent complete school-year quarter or calendar-year quarter;
* A recipient of a secondary school diploma or its recognized equivalent, who is a low-income individual, and either:
  1. basic skills deficient; or
  2. an English language learner;
* An individual who is subject to the juvenile or adult justice system;
* The individual is a homeless individual who:
  1. Lacks a fixed, regular, and adequate nighttime residence and is:
     1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
     2. Living in a motel, hotel, trailer park, or campground due to the lack of adequate alternative;
     3. Living in an emergency or transitional shelter;
     4. Is abandoned in a hospital; or
     5. Is awaiting foster care placement;
  2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  3. Is a migratory youth who is living under circumstances described in rows a and b of this list;
  4. Lives in cars, parks, public spaces, abandoned buildings, substandard housing, bus or training stations, or similar settings; or
  5. Is a runaway;
* The individual:
  1. Is in foster care;
  2. Has aged out of the foster care system;
  3. Has attained age 16 and left foster care for kinship guardianship or adoption;
  4. Is eligible for assistance under the John H. Chafee Foster Care Independence Program; or
  5. Is in an out-of-home placement.
* Pregnant or parenting;
* An individual with a disability; or
* A low-income individual who requires additional assistance to enter or complete an educational program or secure or hold employment.

**School Status**

School status is determined at the time of eligibility determination and remains the same throughout the individual’s participation in the youth program. Once enrolled, OSY may continue to receive services beyond age 24.

**Low-income Requirement**[[7]](#footnote-7)

The low-income requirement applies if the individual is the recipient of a secondary school diploma or a recognized equivalent and eligibility as an OSY is based on:

* Basic skills deficiency;
* Being an English language learner; or
* A need for additional assistance to enter or complete an educational program or to secure or hold employment.

Low-income may be determined by:

* Family income is at or below poverty level or [lower living standard income level](https://www.dol.gov/agencies/eta/llsil)
* Member of a household receiving SNAP or TANF
* Living in a high-poverty area
* The individual is a parent of a child receiving free/reduced lunches

**In-school Youth Eligibility**[[8]](#footnote-8)

To qualify for the In-school Youth (ISY) program, an individual must meet the criteria outlined below and the general eligibility criteria above.

An individuals must meet all of the following criteria:

* Attending school, including secondary school or postsecondary school
  + Includes enrollment in secondary or credit-bearing postsecondary classes
* Between the ages of 14-21 at enrollment
  + Considered low-income
    - Family income is at or below poverty level or [llsil](https://www.dol.gov/agencies/eta/llsil)
    - Member of a household receiving SNAP or TANF
    - Living in a high-poverty area
    - The individual is receiving free/reduced lunches
    - The individual is a parent of a child receiving free/reduced lunches

In addition, the individual must meet at least one of the following criteria:

* Basic skills deficient;
* English language learner;
* An offender;
* A homeless individual who:
  1. Lacks a fixed, regular, and adequate nighttime residence and is:
     1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
     2. Is living in a motel, hotel, trailer park, or campground due to the lack of an adequate alternative;
     3. Is living in an emergency or transitional shelter;
     4. Is abandoned in a hospital; or
     5. Is awaiting foster care placement;
  2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  3. Is a migratory[[9]](#footnote-9) youth who is living under circumstances in this list;
  4. Lives in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, similar settings; or
  5. Is a runaway;
* The individual:
  1. Is in foster care;
  2. Has aged out of the foster care system;
  3. Has attained age 16 and left foster care for kinship guardianship or adoption;
  4. Is eligible for assistance under the John H. Chafee Foster Care Independence Program; or
  5. Is in an out-of-home placement;
* Pregnant or parenting;
* A youth who is an individual with a disability; or
* An individual who requires additional assistance to complete an educational program or to secure or hold employment.

**School Status**

School status is determined at the time of eligibility and remains the same throughout the individual’s participation in the ISY program. Once enrolled, an ISY may continue to receive services beyond the age 21.

High school equivalency programs and dropout re-engagement programs are not considered

schools for purposes of determining school status, with one exception. Individuals attending high school equivalency programs, including programs considered to be dropout re-engagement

programs, are ISY when the programs:

* are funded by the public K–12 school system; and
* classify the individuals as still enrolled in school.

An individual enrolled in an alternative school, class, or education program established in

accordance with Neb. Rev. Stat. § 79-266 is considered an ISY when the program classifies the

individual as still enrolled in school.

**Additional Assistance Limitation**

No more than five percent of individuals enrolled in a program year may be eligible as ISY based solely on a need for additional assistance to complete an educational program or to secure or hold employment. Administrative approval is required to enroll an individual who qualifies solely on a need for addition assistance to complete an educational program or to secure or hold employment.

**Low-income Exception**

Up to five percent of all youth (in-school and out-of-school) enrolled in a program year, who ordinarily would be required to be low-income for eligibility purposes, are not required to meet the low-income requirement for eligibility, provided they meet all other eligibility requirements. Administrative approval is required to enroll an individual who does not meet the low-income guidelines.

A youth's dropout status is determined at the time of registration. A youth attending an alternative school at the time of registration is not a dropout. An individual who is out of school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 30 percent expenditure requirement for out-of-school youth.

# **SECTION 3: Enrollment**

## Outreach

Recruitment is a collaborative effort between the career planner, regional managers, one-stop operator, and other local area staff. Recruitment methods include but are not limited to: presentations at interagency and community group meetings, partner referrals, local chambers and economic development agencies, presentations to high school and college classes, group orientations, and referrals from walk-in traffic at the job centers.

Educational materials are available to assist in recruitment efforts. All materials are posted below this section.

## Referrals

Referrals may be received from a variety of different programs including, career center staff, partner agencies, interagency and community groups, etc. **All referrals must be contacted within five business days.** **At least two forms (phone, text, email, social media, mail) of contact must be used when attempting to contact participants, unless the individual responds to the first attempt.**

If the individual is registered on NEworks, career planners must case note any contact with the individual and any attempts to contact. Once the individual is contacted and the referral is addressed, the referral must be resulted as successful in NEworks. If after three contact attempts the individual cannot be reached, the referral must be resulted as unsuccessful in NEworks.

Step by step instructions on creating and resulting referrals are posted below under the Enrollment Forms tab.

## Client Registration

NEworks is the labor exchange system operated by Nebraska Department of Labor (NDOL). The Greater Nebraska Workforce Development Area (GNWDA) utilizes NEworks to enroll clients into the WIOA program and provide active case management. All clients are required to register on NEworks prior to enrollment. Wagner-Peyser participation is encouraged to show co-enrollment in both programs, but not required. NDOL takes a “no wrong door” approach. Clients may begin with any program and receive referrals to others that may benefit them. The initial program should gather all information and documentation pertinent to their program. The secondary program will then gather information and documentation unique to their program.

## Initial Assessment/Eligibility Determination

The career planner conducts an initial assessment/interview with the client to determine eligibility and suitability. The initial assessment provides preliminary information about the

individual’s skill levels, aptitudes, interests, and supportive service needs. During this assessment, the career planner should explain to the participant the documentation they will need to provide, give an overview of the program including required program components, expectations of the program, etc.

The initial assessment must be case noted. Reference Section 4 Documentation for an example.

**Example Case note:**

Met with and discussed services offered by NDOL and offered under WIOA Title I program. Discussed program intent and expectations. Discussed the following during initial assessment: resume, application process, program documents. Individual stated that they have a DUI charge that has hindered their ability to obtain employment in the past.

## WIOA NEworks Application

To create the WIOA application, expand Staff Profiles > expand Case Management Profile > select Programs > Create Title 1- Workforce Development (WIOA) Application > navigate through the application utilizing the enrollment checklist to complete the application.

The NEworks WIOA application date is the date when the WIOA application is created.

The WIOA participation date is the date following a determination of eligibility to participate in the program and the date when the individual begins receiving a service from the program. Participation date is the official date the participant begins counting towards performance.

There is a 90-day window the WIOA application can be created prior to participation being given. If participation is not given within the 90 days following the creation of the application, the application will automatically close.

If within the 90 days following the application creation, the participant is deemed ineligible, or no longer is interested in the program, ensure you mark the “Closed, Never Enrolled” box on the first page of the application to manually close the application.

Any participant deemed ineligible should be referred to other partner programs that may be able to assist them. Case notes should be completed explaining the reason the person is ineligible.

## Eligibility Determination/Enrollment

The enrollment checklists and DVM Form must be utilized as a guide for the eligibility determination/enrollment to ensure proper documentation is gathered and uploaded in the participant’s ECM/NEworks file. Checklists assist career planners in following all required processes. The enrollment checklists are available at dol.nebraska.gov > Workforce Innovation Opportunity Act > Local Workforce Development Areas > Greater Nebraska > Local and Regional Plan Documents > Operations Manual & Forms

Career Planners will use the dropdowns under ‘Documentation Used’ on the DVM Form to select which of the approved documents was used to verify each section. Career Planners will send the completed DVM Form to the Manager for file review. The Manager will review the file and DMV Form within 5 business days. If errors are found, Managers will return the form to the Career Planner for corrections. If the file is accurate, Mangers will forward the form to the Program Coordinator.

\*Reduction of paperwork: to reduce the burden on new participants, documents that meet the source documentation requirements for multiple categories should be used for each.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Verification Categories & Acceptable Documents | | | | | |
| Verification Categories | **Acceptable Documents** | | **ECM Index** | | **NEworks Index** |
| Social Security Number  \*\*Document must contain SSN \*\* | ▪ Social Security Card  ▪ Passport  ▪ Military ID  ▪ Other Federal or State ID  with SSN | | ▪ Social Security Card  ▪ Passport  ▪ Military ID  ▪ Federal, State or Local  Government ID | | ▪ Social Security Card  ▪ Other  ▪ Other  ▪ Other |
| Address | ▪ Driver’s License  ▪ Food Stamps Award Letter  ▪ Lease/Landlord Statement  ▪ Postmarked Mail  Addressed to Applicant  ▪ Utility Bill  ▪ Self-Attestation | | ▪ Driver’s License  ▪ DHHS Documentation  ▪ Lease/Rental  Documents  ▪ Postmarked Mail  ▪ Public/Private Agency  Record  ▪ Self-Attestation Statement | | ▪ Driver’s License  ▪ Food Stamp Award  Letter  ▪ Lease OR Landlord  Statement  ▪ Postmarked Mail  Addressed to  Applicant  ▪ Utility Bill  ▪ Other: Self-Attestation |
| Date of Birth | ▪ Driver’s License  ▪ Baptismal Record  ▪ Birth Certificate  ▪ DD-214  ▪ Report of Transfer or  Discharge Paper  ▪ Federal, State, or  Local Identification  Card  ▪ Passport  ▪ Hospital Record of  Birth  ▪ Public  Assistance/Social  Service Records  ▪ School Records or ID  Cards ▪ Work Permit  ▪ Family Bible | | ▪ Driver’s License  ▪ Baptismal Record  ▪ Birth Record  ▪ DD-214  ▪ Military Documents  ▪ Federal/State/Local  Government ID  ▪ Passport  ▪ Birth Record  ▪ Public Assistance  Records  ▪ School Records  ▪ Alien Registration Card  ▪ Public/Private Agency  Record | | ▪ Driver’s License  ▪ Baptismal Record  ▪ Birth Certificate  ▪ DD-214  ▪ Military Records  ▪ Federal, State or Local  Government ID Card  ▪ Passport  ▪ Hospital Birth Record  ▪ Public  Assistance/Social  Service Records  ▪ School  Records/Identification  ▪ Work Permit  ▪ Other: Family Bible  ▪ **DO NOT USE**   * **Native American Tribal Document** * **Cross Match with Vital Statistics.** |
| Verification Categories & Acceptable Documents Cont. | | | | | |
| Verification Categories | **Acceptable Documents** | | **ECM Index** | | **NEworks Index** |
| Citizenship | ▪ US Citizen Self-Attestation  ▪ Alien Registration Card  with SAVE | | ▪ US Citizenship  Attestation  ▪ Alien Registration Card  & SAVE Form | | ▪ Other  ▪ Alien Registration  Card & Other: SAVE |
| Selective Service | ▪ Electronic Records | | ▪ Selective Service  Record | | ▪ Selective Service  Acknowledgement  Letter  **OR**  ▪ Not Applicable |
| Disability  (if applicable) | ▪ Self-Attestation | | ▪ Self-Attestation  Statement | | ▪ NEworks Confidential –  Unity Disability Self-  Disclosure Statement |
| Military Service  (if applicable) | ▪ DD-214  ▪ Crossmatch with Dept.  of Defense Records  ▪ Crossmatch with  Veterans Service  Database  ▪ Letter from Veteran’  Administration | | ▪ DD-214  ▪ Military Documents  ▪ Military Documents  ▪ Military Documents | | ▪ DD-214  ▪ Other  ▪ Other  ▪ Other |
| Employment Status | ▪ Self-Attestation | | ▪ Self- Attestation  Statement | | ▪ Self-Attestation  Statement |
| Unemployment | ▪ Crossmatch to State UI  Database  ▪ Crossmatch to State MIS  Database  ▪ Referral Transmittal by  RESEA or WPRS  ▪ Self-Attestation for Code  Values 3 and 4 Only | | ▪ UI Documents  ▪ UI Documents  ▪ Self-Attestation  Statement | | ▪ UI Records  ▪ UI Records  ▪ Other: RESEA or WPRS  Referral  ▪ Other: Self-Attestation |
| Rapid Response  (if applicable) | ▪ Crossmatch to State MIS  Database  ▪ Case Notes  ▪ Self-Attestation  ▪ Rapid Response List  ▪ Crossmatch to Rapid  Response Records | | ▪ Public/Private Agency  Record  ▪ Self-Attestation  Statement  ▪ Public/Private Agency  Record  ▪ Public/Private Agency  Record | | ▪ Reference Case Note in  NEworks |
| Long Term Unemployment:  Has been unemployed for 27 or more consecutive weeks | ▪ Self-Attestation  ▪ Public Assistance  Records  ▪ Refugee Assistance  Records  ▪ Crossmatch with Public  Assistance Database  ▪ Crossmatch to State UI  Database | | ▪ Self-Attestation  Statement  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ UI Records | |  |
| Date of Actual Dislocation | ▪ Verification from  Employer  ▪ Rapid Response List  ▪ Notice of Layoff  ▪ Public Announcement w/  follow-up Crossmatch  with UI Database  ▪ Self-Attestation | | ▪ Employment Records  ▪ Public/Private Agency  Record  ▪ Employment Records  ▪ Employment Records |  UI Records  ▪ Self-Attestation Statement | |  |
| Verification Categories & Acceptable Documents Cont. | | | | | |
| Verification Categories | **Acceptable Documents** | | **ECM Index** | | **NEworks Index** |
| Highest Education Level | ▪ Self-Attestation | | ▪ Self-Attestation  Statement | | ▪ Other: Self-Attestation |
| School Status | ▪ Crossmatch with  Postsecondary  Education Database  ▪ Copy of Educational  Institution Enrollment  Record  ▪ Applicable Records from  Educational Institution  ▪ Signed Intake  Application or Enrollment  Form  ▪ Electronic Records  ▪ Self-Attestation | | ▪ School Records  ▪ School Records  ▪ School Records  ▪ Assessment  ▪ Self- Attestation Statement | | ▪ School Records  ▪ School Records  ▪ School Records  ▪ Other: Assessment  ▪ Self-Attestation Statement |
| TANF:  Temporary Assistance for Needy Families  (if applicable) | ▪ TANF Eligibility  Verification  ▪ TANF Period of Benefit  Receipt Verification  ▪ Referral Transmittal from  TANF (email/case note)  ▪ Crossmatch with TANF  Public Assistance Record | | ▪ DHHS Record  ▪ DHHS Record  ▪ DHHS Record | | ▪ Public Assistance  Record/Printout  ▪ Public Assistance  Record/Printout  ▪ Other: Email or Referral  ▪ Public Assistance  Record/Printout |
| SSI Recipient:  Supplemental Security Income  (if applicable) | ▪ SSI Receipt of Benefits  Verification  ▪ Referral Transmittal from  SSA (email/case note)  ▪ SSI Eligibility Verification  ▪ Crossmatch with SSA  Database | | ▪ Social Security Benefits  Document    ▪ Social Security Benefits  Document  ▪ Social Security Benefits  Document | | ▪ Statement from Social  Services Agency (SSI)  ▪ Other: Email or Referral  ▪ Statement from Social  Services Agency (SSI)  ▪ Statement from Social  Services Agency (SSI) |
| GA:  General Assistance | ▪ Copy of Public  Assistance Check  ▪ Medical Card Showing  Cash Grant Status  ▪ Public Assistance  Eligibility Verification  ▪ Crossmatch with  Refugee Assistance  Records  ▪ Crossmatch with Public  Assistance Records  ▪ Crossmatch with State  MIS Database | | ▪ Public Assistance  Record  ▪ NEworks Confidential –  Medical & Disability  Documents  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records | | ▪ Copy of Public  Assistance Check  ▪ Medical Card Showing  Cash Grant Status  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout |
| Verification Categories & Acceptable Documents Cont. | | | | | |
| Verification Categories | **Acceptable Documents** | | **ECM Index** | | **NEworks Index** |
| SNAP:  Supplemental Nutrition Assistance Program  (if applicable) | ▪ SNAP Eligibility  Verification  ▪ Copy of Authorization to  Receive Food Stamps  ▪ Documentation of Food  Stamp Benefit Receipt  ▪ Referral Transmittal from  SNAP (email/case note)  ▪ Crossmatch with SNAP  Public Assistance Record | | ▪ DHHS Document  ▪ DHHS Document  ▪ DHHS Document  ▪ DHHS Document | | ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout  ▪ Other: Email or Referral  ▪ Public Assistance  Records/Printout |
| RCA:  Refugee Cash Assistance  (if applicable) | ▪ Copy of Public  Assistance Check  ▪ Medical Card Showing  Cash Grant Status  ▪ Public Assistance  Eligibility Verification  ▪ Crossmatch with  Refugee Assistance  Records  ▪ Crossmatch with Public  Assistance Records  ▪ Crossmatch with State  MIS Database | | ▪ Public Assistance  Record  ▪ NEworks Confidential –  Medical & Disability  Documents  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records | | ▪ Copy of Public  Assistance Check  ▪ Medical Card Showing  Cash Grant Status  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout  ▪ Public Assistance  Records/Printout |
| SSDI:  Social Security Disability Insurance  (if applicable) | ▪ SSDI Receipt of Benefits  Verification  ▪ Referral Transmittal from  SSA (email/case note)  ▪ SSDI Eligibility  Verification  ▪ Crossmatch with SSA  Database | | ▪ Social Security Benefits  Document  ▪ Social Security Benefits  Document  ▪ Social Security Benefits  Document | | ▪ Statement from Social  Services Agency  ▪ Other: Email or Referral  ▪ Statement from Social  Services Agency  ▪ Statement from Social  Services Agency |
| Youth currently living in High Poverty Area  (if applicable, youth only) | ▪ Census Track with Self-  Attestation | | ▪ Self-Attestation  Statement | | ▪ Staff verified based upon  address |
| Foster Child State or Local payment are made for application  (if applicable)  \*\* Not required by TEGL \*\* | ▪ N/A | | ▪ N/A | | ▪ Verified on barriers tab for  Foster Care Status |
| Youth currently receives or is eligible to receive free or reduced lunches  (if applicable) | ▪ Public Assistance  Eligibility Verification  ▪ Self-Attestation | | ▪ Public Assistance  Record  ▪ Self-Attestation  Statement | | ▪ School Documents  ▪ Self-Attestation Statement |
| English Language Learner | ▪ Case Notes  ▪ Assessment Test  Results  ▪ Applicable Records from  Education Institution  ▪ Self-Attestation  ▪ Signed Intake  Application or Enrollment  Form  ▪ Signed Individual  Service Strategy | | ▪ Assessment  ▪ School Records  ▪ Self-Attestation  Statement  ▪ Assessment  ▪ Individual Service  Strategy (ISS) | | ▪ Staff Observation  ▪ Staff Observation  ▪ Staff Observation  ▪ Staff Observation  ▪ Staff Observation  ▪ Staff Observation |
| Verification Categories & Acceptable Documents Cont. | | | | | |
| Verification Categories | **Acceptable Documents** | | **ECM Index** | | **NEworks Index** |
| Basic Skills Deficient/Low Levels of Literacy | ▪ Case Notes  ▪ Assessment Test  Results  ▪ Applicable Records from  Education Institution | | ▪ Assessment  ▪ School Records | | ▪ Copy of any generally  accepted standardized test  ▪ School Records of reading  or math skills |
| Homeless | ▪ Self-Attestation  ▪ Signed Intake  Application or Enrollment  Form  ▪ Written Statement or  Referral Transmittal from  a Shelter or Social  Service Agency  ▪ Needs Assessment  ▪ Case Notes  ▪ Signed Individual  Service Strategy  ▪ A letter from Caseworker  or Support Provider | | ▪ Self-Attestation  Statement  ▪ Assessment  ▪ Public/Private Agency  Record  ▪ Assessment  ▪ Individual Service  Strategy (ISS)  ▪ Public/Private Agency  Record | | ▪ Applicant Statement/Self-  Attestation  ▪ Other: Intake Application or  Enrollment Form  ▪ Written Statement from  Social Service Agency or  Shelter  ▪ Other: Assessment  ▪ Other: ISS  ▪ Written Statement from an  Individual Providing  Temporary Assistance |
| Runaway | ▪ Self-Attestation  ▪ Signed Intake  Application or Enrollment  Form  ▪ Written Statement or  Referral Transmittal from  a Shelter or Social  Service Agency  ▪ Needs Assessment  ▪ Case Notes  ▪ Signed Individual  Service Strategy  ▪ A letter from Caseworker  or Support Provider | | ▪ Self-Attestation  Statement  ▪ Assessment  ▪ Public/Private Agency  Record  ▪ Assessment  ▪ Individual Service  Strategy (ISS)  ▪ Public/Private Agency  Record | | ▪ Applicant Statement/Self-  Attestation  ▪ Other: Intake Application or  Enrollment Form  ▪ Written Statement from  Social Service Agency or  Shelter  ▪ Other: Assessment  ▪ Other: ISS  ▪ Written Statement from an  Individual Providing  Temporary Assistance |
| Foster Care Status | ▪ Written Confirmation  from Social Services  Agency  ▪ Case Notes  ▪ Self-Attestation  ▪ Foster Care Agency  Referral Transmittal  ▪ Signed Intake  Application or Enrollment  Form  ▪ Needs Assessment  ▪ Signed Individual  Service Strategy | | ▪ Public/Private Agency  Record  ▪ Self-Attestation  Statement  ▪ Email: Public/Private  Agency Record  ▪ Assessment  ▪ Assessment  ▪ Individual Service | | ▪ Statement/Referral from Social Service Agency  ▪ Other: Case Note  ▪ Applicant Statement/Self-  Attestation  ▪ Statement/Referral from  Social Service Agency  ▪ Other: Intake Application or  Enrollment Form  ▪ Other: Needs Assessment  ▪ Other: ISS |
| Verification Categories & Acceptable Documents Cont. | | | | | |
| Verification Categories | **Acceptable Documents** | **ECM Index** | | **NEworks Index** | |
| Out-of-Home Placement  \*\* Not required by TEGL \*\* | ▪ Written Statement from  Social Service Agency | ▪ Public/Private Agency  Records | |  | |
| Eligible Under Section 477 of Social Security Act  \*\* Not required by TEGL \*\*  Section 477 of Social Security Act authorizes funds to the State to assist with transition from foster care to independent living | ▪ Written Statement from  Social Service Agency | ▪ Public/Private Agency  Records | |  | |
| Ex-Offender | ▪ Documentation from the  Juvenile or Adult  Criminal Justice System  ▪ Written Statement or  Referral Document from  A Court or Probation  Officer  ▪ Referral Transmittal from  A Reintegration Agency  ▪ Signed Intake  Application or Enrollment  Form  ▪ Case Notes  ▪ Needs Assessment  ▪ Self-Attestation  ▪ Signed Individual  Service Strategy (ISS)  ▪ Federal Bonding  Program Application | ▪ Court Records  ▪ Court Records  ▪ Email: Public/Private  Agency Record  ▪ Assessment  ▪ Assessment  ▪ Self-Attestation  Statement  ▪ Individual Service  Strategy (ISS)  ▪ Public/Private Agency  Record | | ▪ Court Records  ▪ Letter from Probation  Officer  ▪ Other: Referral  ▪ Other: Intake Application or  Enrollment Form  ▪ Other: Assessment  ▪ Applicant Statement/Self-  Attestation  ▪ Other: ISS  ▪ Other: Federal Bonding  Program Application | |
| Pregnant/Parenting Youth  (Youth Only) | ▪ Self-Attestation  ▪ Case Notes  ▪ Needs Assessment  ▪ WIC Eligibility  Verification  ▪ TANF Single Parent  Eligibility Verification  ▪ Signed Intake  Application or Enrollment  Form  ▪ Signed Individual  Service Strategy | ▪ Self-Attestation  Statement  ▪ Assessment  ▪ Public Assistance  Record  ▪ DHHS Record  ▪ Assessment  ▪ Individual Service Strategy (ISS) | | ▪ Applicant Statement/Self-  Attestation  ▪ Other: Case Note  ▪ Other: Assessment  ▪ Statement from Social  Service Agency  ▪ Statement from Social  Service Agency  ▪ Other: Intake Application or  Enrollment Form  ▪ Other: ISS | |
| Verification Categories & Acceptable Documents Cont. | | | | | |
| Verification Categories | **Acceptable Documents** | **ECM Index** | | **NEworks Index** | |
| Youth Who need Additional Assistance  (Youth Only) | ▪ Self-Attestation  ▪ Signed Intake  Application or Enrollment  Form  ▪ Case Notes  ▪ Needs Assessment  ▪ Signed Individual  Service Strategy | ▪ Self-Attestation  Statement  ▪ Assessment  ▪ Assessment  ▪ Individual Service  Strategy (ISS) | | ▪ Self-Attestation  ▪ Self-Attestation  ▪ Self-Attestation  ▪ Self-Attestation  ▪ Self-Attestation | |
| Exhausting TANF within 2 years at program entry | ▪ TANF Eligibility  Verification  ▪ TANF Period of Benefit  Receipt Verification  ▪ Referral Transmittal from  TANF (email or case  note)  ▪ Crossmatch with TANF  Public Assistance  Records | ▪ DHHS Record  ▪ DHHS Record  ▪ DHHS Record | | ▪ Other Applicable  Documents  ▪ Other Applicable  Documents  ▪ Other Applicable  Documents  ▪ Other Applicable  Documents | |
| Single Parent | ▪ Case Notes  ▪ Needs Assessment  ▪ TANF Single Parent  Eligibility Verification  ▪ Singed Intake  Application or Enrollment  Form  ▪ Signed Individual  Service Strategy or  Employment Plan (ISS or  IEP) | ▪ Assessment  ▪ DHHS Records  ▪ Assessment  ▪ ISS or IEP | |  | |
| Family Size  \*\* Not required by TEGL,  required in NEworks | ▪ Applicant  Statement/Self-  Attestation | ▪ Self-Attestation  Statement | | ▪ Applicant Statement | |
| Annual Family Income | ▪ Award Letter from  Veteran’s Administration  ▪ Bank Statements  ▪ Paystubs  ▪ Compensation Award  Letter  ▪ Court Award Letter  ▪ Pension Statement  ▪ Employer  Statement/Contact  ▪ Family or Business  Financial Records  ▪ Housing Authority  Verification  ▪ Quarterly Estimated Tax  for Self-Employed  Persons  ▪ Copy of Public  Assistance Check  ▪ Public Assistance  Eligibility Verification  ▪ Crossmatch with  Refugee Assistance  Program  ▪ Crossmatch with Public  Assistance Records  ▪ Social Security Benefits  ▪ UI Claim Documents  ▪ Copy of Authorization to  receive Cash Public  Assistance  ▪ Crossmatch with UI  wage records  ▪ Self-Attestation | ▪ Military Document  ▪ Financial Records  ▪ Paystubs  ▪ Financial Records  ▪ Court Documents  ▪ Financial Record  ▪ Employment Records  ▪ Financial Records  ▪ Public Assistance  Records  ▪ Financial Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Social Security Benefits  Documents  ▪ UI Documents  ▪ Public Assistance  Records  ▪ UI Documents  ▪ Self-Attestation  Statement | | ▪ Aware Letter from  Veteran’s Administration  ▪ Bank Statements  ▪ Paystubs  ▪ Compensation Award  Letter  ▪ Court Award Letter  ▪ Pension/Annuity  Statement  ▪ Employer  Statement/Contact  ▪ Farm or Business  Financial Records  ▪ Housing Authority  Verification  ▪ Quarterly Estimated Tax  for Self-Employed  Persons  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Public Assistance  Records  ▪ Social Security Benefits  ▪ Unemployment  Insurance Documents  and/or printout  ▪ Public Assistance Records  ▪ Unemployment  Insurance Documents  and/or printout  ▪ Applicant  Statement/Attestation | |

* If documents can be used to verify multiple categories, ensure you are verifying everything possible with that document. This prevents duplicate work for you and eliminates the extra burden on participants.
* Paystubs are not required for dislocated worker (DLW) eligibility. However, NEworks still requires you to enter the annualized family income. This can be done by having the participant self-attest to their annual family income, providing a W2, or providing a single paystub for each household member that is currently working. Information regarding calculating income is under Income Guidelines covered later in this section.

|  |  |  |
| --- | --- | --- |
| NEworks Dislocated Worker Categories & Acceptable Documents | | |
| NEworks DLW Category | **Acceptable Documents** | **ECM Index** |
| Category 1:  Ordinary Layoff – UI Eligible  \*\* must verify all 3 sections \*\* | **Verification of Separation**  ▪ Verification from Employer  ▪ Rapid Response List  ▪ Notice of Layoff  ▪ Public Announcement w/ follow-up  crossmatch with UI Database  ▪ Self-Attestation  ▪ DD-214  **UI Status**  ▪ Crossmatch to State UI Database  ▪ Crossmatch to State MIS Database  ▪ Referral Transmittal by RESEA or  WPRS  ▪ Self-Attestation for Code Values 3 & 4  Only  **Unlikely to Return** | ▪ Employment Records  ▪ Public/Private Agency Record  ▪ Employment Records  ▪ Employment Records & UI Records  ▪ Self-Attestation Statement  ▪ DD-214  ▪ UI Documents  ▪ UI Documents  ▪ Self-Attestation Statement |
| NEworks Dislocated Worker Categories & Acceptable Documents Cont. | | |
| NEworks DLW Category | **Acceptable Documents** | **ECM Index** |
| Category 2:  Ordinary Layoff – Not UI Eligible  \*\* must verify all 3 sections \*\* | **Verification of Separation**  ▪ Verification from Employer  ▪ Rapid Response List  ▪ Notice of Layoff  ▪ Public Announcement w/ follow-up  crossmatch with UI Database  ▪ Self-Attestation  **UI Status**  ▪ Crossmatch to State UI Database  ▪ Crossmatch to State MIS Database  ▪ Referral Transmittal by RESEA or  WPRS  ▪ Self-Attestation for Code Values 3 & 4  Only  **Unlikely to Return** | ▪ Employment Records  ▪ Public/Private Agency Record  ▪ Employment Records  ▪ Employment Records & UI Records  ▪ Self-Attestation Statement  ▪ UI Documents  ▪ UI Documents  ▪ Self-Attestation Statement |
| Category 3:  Permanent Closure/Mass Layoff  \*\* must verify all 3 sections \*\* | **Verification of Separation**  ▪ Verification from Employer  ▪ Rapid Response List  ▪ Notice of Layoff  ▪ Public Announcement w/ follow-up  crossmatch with UI Database  ▪ Self-Attestation  **Proof of Closure or Mass Layoff**  ▪ Public Announcement | ▪ Employment Records  ▪ Public/Private Agency Record  ▪ Employment Records  ▪ Employment Records & UI Records  ▪ Self-Attestation  Statement  ▪ Employment Records |
| Category 4:  General Announcement  \*\* Not able to receive career, training, or supportive services \*\* | ▪ Public Announcement | ▪ Employment Records |
| Category 5:  Previously Self-Employed | ▪ Proof of Natural Disaster or Proof of  General Economic Conditions in the  Community  ▪ Notice of Foreclosure  ▪ Proof of Failure to Profit in Preceding  12 Months  ▪ Bankruptcy Proceedings | ▪ Employment Records  ▪ Financial Records  ▪ Financial Records  ▪ Financial Records |
| Category 6:  Displaced Homemaker  \*\* must verify both sections \*\* | ▪ Self-Attestation  ▪Signed Intake Application or Enrollment  Form  ▪ Crossmatch with Public Assistance  Records  ▪Copy of Spouse’s Layoff Notice  ▪ Copy of Spouse’s Death Record  ▪ Copy of Spouse’s Permanent Change  of Stations (PCS) Orders (for Military  move or assignment)  ▪ Copy of Divorce Records  ▪ Copy of Applicable Court Records  ▪ Copy of Bank Records (showing  financial dependency on spouse,  no separate individual income support,  or no employment income earned)  ▪ Needs Assessment  ▪ Signed Individual Employment Plan  (IEP)  **Proof of Unemployment or Underemployment**  ▪ Self-Attestation  ▪ Public Assistance Records  ▪ Refugee Assistance Records  ▪ Crossmatch with Public Assistance  Database  ▪ Crossmatch to State UI Database  ▪ Current Paycheck Stubs, Tax records,  W-2 Form  ▪ Prior Paycheck Stubs, Tax Records,  W-2 Form  ▪ Copy of Diploma, Credential or Degree  Awarded by Educational Institution  ▪ Case Notes | ▪ Self-Attestation Statement  ▪ Assessment  ▪ Public Assistance Records  ▪ Employment Records  ▪ Public/Private Agency Record  ▪ Military Documents  ▪ Court Records  ▪ Court Records  ▪ Financial Records  ▪ Assessment  ▪ Individual Employment Plan (IEP)  ▪ Self-Attestation Statement  ▪ Public Assistance Records  ▪ Public Assistance Records  ▪ Public Assistance Records  ▪ UI Records  ▪ Paystubs | Financial Records  ▪ Paystubs | Financial Records    ▪ School Records |
| NEworks Dislocated Worker Categories & Acceptable Documents Cont. | | |
| NEworks DLW Category | **Acceptable Documents** | **ECM Index** |
| Category 7:  The Spouse of a Member of the Armed Forces on Active Duty, and who has Experienced a loss of Employment as a Direct Results of Relocation to Accommodate a Permanent Change in Duty Station of such Member | ▪ Copy of Spouse’s  Permanent Change of  Station (PCS) Orders (for  Military Move or  Assignment) | ▪ Military Documents |
| Category 8:  The Spouse of a Member of the Armed Forces on Active Duty, and who is Unemployed or Underemployed and is Experiencing Difficulty in Obtaining or Upgrading Employment  \*\* must verify both sections \*\* | ▪ Self-Attestation  ▪ Singed Intake Application or Enrollment  Form  ▪ Crossmatch with Public Assistance  Records  ▪Copy of Spouse’s Layoff Notice  ▪ Copy of Spouse’s Death Record  ▪ Copy of Spouse’s Permanent Change  of Stations (PCS) Orders (for Military  move or assignment)  ▪ Copy of Divorce Records  ▪ Copy of Applicable Court Records  ▪ Copy of Bank Records (showing  financial dependency on spouse, no  separate individual income support, or  no employment income earned)  ▪ Needs Assessment  ▪ Signed Individual Employment Plan  (IEP)  **Proof of Unemployment or Underemployment**  ▪ Self-Attestation  ▪ Public Assistance Records  ▪ Refugee Assistance Records  ▪ Crossmatch with Public Assistance  Database  ▪ Crossmatch to State UI Database  ▪ Current Paycheck Stubs, Tax records,  W-2 Form  ▪ Prior Paycheck Stubs, Tax Records,  W-2 Form  ▪ Copy of Diploma, Credential or Degree  Awarded by Educational Institution  ▪ Case Notes | ▪ Self-Attestation Statement  ▪ Assessment  ▪ Public Assistance Records  ▪ Employment Records  ▪ Public/Private Agency Record  ▪ Military Documents  ▪ Court Records  ▪ Court Records  ▪ Financial Records  ▪ Assessment  ▪ Individual Employment  Plan (IEP)  ▪ Self-Attestation Statement  ▪ Public Assistance Records  ▪ Public Assistance Records  ▪ Public Assistance Records  ▪ UI Records  ▪ Paystubs | Financial Records  ▪ Paystubs | Financial Records  ▪ School Records |

**Verification Definitions/ Acceptable Documents**

Employer statement/separation notice can be a written letter on letterhead, an email from the company email address, or a collection of documentation including UI verification (showing date of layoff, ‘lack of work’ reason), and if possible, newspaper article.

**Unemployed Due to A Natural Disaster**

The phrase *unemployed due to a natural disaster* means unemployment caused by a major adverse event(s) resulting from natural processes of the Earth or forces other than the acts of human beings, including environmental conditions, such as:

* + - floods;
    - tornadoes;
    - earthquakes; and
    - other natural events beyond an individual’s control.

The list provided above is not all inclusive of major adverse events that may be considered natural disasters.

* + **Verification:** Newspaper Article

**Unlikely to Return to A Previous Occupation or Industry**

For determining eligibility as a dislocated worker, an individual is *unlikely to return to a previous occupation or industry* if job opportunities in the occupation or industry are significantly diminished for an individual based on one (1) or more of the following criteria:

* official assessments of market demand for products or services in the occupation or industry;
  + **Verification:** Onet Online- Wage & Employment Trends section. If declining, print the results, write unlikely to return and index in ECM under Employment Records.
* local labor market conditions for the industry or occupation;
  + **Verification:** NEworks job search for the individual‘s job title in their local area, if two or fewer results come back, print the results, write unlikely to return and index in ECM under Employment Records
* evolution of skill requirements in the occupation or industry and whether an individual’s skills have kept pace over time based on a current skills assessment;
  + **Verification:** Onet Online- Education section and self-attest of current education/skill level
* impact of technology or trade on the industry or occupation.
  + **Verification:** Self-Attestation Statement

A separating service member meets the standard of *unlikely to return to a previous industry or occupation*.

* + **Verification:** DD-214

**Underemployed**

The term underemployed is defined as one or more of the following:

* Individuals who are employed in a position that is inadequate with respect to their skills and training;
  + **Verification:** Self-Attestation statement of skills and training and current position
* Individuals employed less than full-time who are seeking full-time employment;
  + **Verification:** Paystubs, timecard
* Individuals who are employed who meet the definition of a low income individual;
  + **Verification:** SNAP letter, low income guidelines
* Individuals who are employed, but whose current job’s earnings are not sufficient compared to their previous job’s earnings from their previous employment.
  + **Verification:** Paystubs

## NEworks Overall Budget

Greater Nebraska requires the NEworks overall budget be completed for every participant.

The overall budget is located in NEworks under My Individual Plans > Financial Plan Profile > Overall Budget.

The budget is an excellent tool to provide the participant an overall view of what their current household income and expense are. It also provides an overview of the wage the participant needs to earn to meet their monthly expenses.

The budget is used to determine the actual need of the participant. It is also used to complete the Cost of Attendance (COA) form for participants attending an Occupational Skills Training (OST) program and must be updated each semester for these participants. It can also be a helpful tool to gauge if the participant may benefit from financial literacy services.

Any public assistance income entered in the income column needs to be shown as an expense in the expense column.

**Example**

If the participant receives $400 a month in SNAP benefits, ensure what is shown as income is also shown as an expense. If the participant receives $400 a month in SNAP benefits, but only spends $300 a month, you would only list $300 in the income section as they aren’t able to pocket that extra $100 to use toward other expenses.

**Exceptions**

* Reverse referral OJT participants do not require the overall budget be completed.
* Participants co-enrolled with Trade for wage subsidy or Trade relocation assistance do not require the overall budget be completed.

## Required Enrollment Forms

Below is the list of required forms that must be signed and included in the participant’s file prior to participation. On Base E-forms or paper forms can be utilized to accommodate participant need. The forms can be found at dol.nebraska.gov > Workforce Innovation Opportunity Act > Local Workforce Development Areas > Greater Nebraska > Local and Regional Plan Documents > Operations Manual & Forms and include:

* + US Citizenship Attestation
  + Equal Opportunity is the Law
  + Release of Confidential Information
  + Release of UI Information
  + Disability Self-Disclosure Statement and Reasonable Accommodations Request
  + Self-Attestation
  + Release For Publication

Applicant Self Attestation Form

Greater Nebraska requires the self-attestation form be completed if needing proof without documentation.

For example, if an individual has graduated high school, but doesn’t have their high school diploma or transcripts, they can self-attest that they graduated from high school.

**Best Practices**

Any information being verified by self-attest should be as specific as possible.

Disability Self-disclosure Statement & Reasonable Accommodation Request

Greater Nebraska requires every participant complete the Disability Self-disclosure Statement and Reasonable Accommodation Request form. The form is not available as an E-form, paper is the default.

The participant can choose not to respond, choose not disabled, or choose disabled. If the individual chooses disabled, they will complete the rest of the form identifying their impairment(s) and any barriers the impairment(s) may create.

Equal Opportunity is Law

Career planners must provide initial and continuing notice that WIOA does not discriminate on any prohibited grounds. The notice must be provided to all registrants, applicants, employers, etc. The local career centers must take appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others.

At a minimum, the notice must be:

* Posted prominently, in reasonable numbers and places;
* Disseminated in internal memoranda and other written or electronic communications;
* Included in handbooks or manuals; and
* Made available to each participant, and made part of each participant’s file.

The notice must be provided in appropriate formats to individuals with visual impairments. Where notice has been given in an alternate format, a record that such notice has been given must be made a part of the participant’s file.

Greater Nebraska meets these requirements as each local office has Equal Opportunity is the Law posters posted in the offices and each participant is provided the Equal Opportunity is the Law form to review and sign.

It is against the law for any recipient of Federal financial assistance to discriminate on the following bases:

* against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

* deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
* providing opportunities in, or treating any person with regard to, such a program or activity; or
* making employment decisions in the administration of, or in connection with, such a program or activity.

**Equal Opportunity Officer**

The Nebraska Department of Labor is the WIOA Title I Grant Recipient. For issues pertaining to the Grant, contact the Local Area EO Officer for Greater Nebraska or the State Level EO Officer at the contact information below.

|  |  |
| --- | --- |
| Local Area Equal Opportunity Officer /  Greater Nebraska Administrator  Nebraska Department of Labor  550 South 16th Street  Lincoln, NE 68508  Telephone: 402-471-9948  TDD/TTY: 800-833-7352  Email:  [NDOL.GreaterNebraska@Nebraska.gov](mailto:NDOL.GreaterNebraska@Nebraska.gov) | State Level Equal Opportunity Officer  Nebraska Department of Labor  550 South 16th Street  Lincoln, NE 68508  Telephone: 402-471-8358  TDD/TTY: 800-833-7352  Email:  [NDOL.EOComplaints@Nebraska.gov](mailto:NDOL.EOComplaints@Nebraska.gov) |

**Complaints**

Any person who believes that either he or she, or any specific class of individuals, has been or is being subjected to discrimination prohibited by WIOA or the regulations implementing the nondiscrimination provisions may file a written complaint.

Reference Greater Nebraska’s Equal Opportunity and Nondiscrimination Policy for step by step procedures.

Release of Confidential Information

Greater Nebraska does not require the release of confidential information in every participant file, but strongly encourage it. This form is not available as an E-form, paper is the default.

The form is used if the career planner needs to obtain any documentation on behalf of the participant.

**Example**

If the individual does not have a layoff letter, the career planner can provide this release to show they are authorized to contact the employer on behalf of the individual to obtain the layoff verification.

If the individual is receiving SNAP and does not have their letter. The career planner can provide this letter to show they are authorized to contact the case manager on the individual’s behalf to obtain SNAP verification.

Release of UI Information

Greater Nebraska requires every participant sign the Release of UI Information. The form is used if staff need to communicate with or gather documentation from unemployment staff.

US Citizenship Attestation: Verification of Lawful Presence

Legislative Bill 403 (LB 403) requires that “every agency or political subdivision of the State of Nebraska shall verify the lawful presence in the United States of any person who has applied for public benefits administered by an agency or political subdivision of the State of Nebraska”.

Participation in WIOA shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Greater Nebraska requires every participant attest that he or she is a U.S. citizen or a qualified alien, utilizing the U.S. Citizen Attestation Form.

If the applicant indicates he or she is an alien, career planners must verify their lawful presence in the United States using the SAVE (Systematic Alien Verification for Entitlements) program.

**SAVE Request**

The SAVE request must be submitted by uploading a copy of the front and back of the individuals Driver’s License and Acceptable SAVE documents into ECM. An email then must be sent to [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov) formally requesting the SAVE Verification to be ran. This email must contain the individual’s State ID.

Administrative staff will run the applicant through SAVE to determine if the individual is a qualified alien. Administrative staff will then upload the SAVE Verification into ECM and respond to the original email once this has been completed.

Acceptable SAVE documents include, I-551 Permanent Resident Card, I-766 Employment Authorization Card, Certificate of Citizenship, Naturalization Certificate, I-94, or I-327.

It is important to be aware of the expiration date of documentation being used to verify Citizenship eligibility. If the documentation expires while on the WIOA program, the SAVE Verification must be re-ran to verify ongoing eligibility. If the individual is no longer eligible OR the Verification does not get ran, services to the individual must stop immediately.

## Military Selective Service Registration

The Military Selective Service Act requires that every male citizen and every other male residing in the United States register with the Selective Service System between their 18th and 26th birthdays before they can receive services from federally funded programs. No person may register for the military draft after his 26th birthday.

Individuals, who are required to register, under 26, but have not registered must be referred to the Selective Service System for registration. Once registration is completed and verified, WIOA can serve these males.

**Who Must Register?**

* Male US citizens (regardless of where they live) and male permanent resident aliens living in the US who were born after December 31, 1959 are required to register with Selective Service within 30 days of their 18th birthday (30 days before and after). If you fail to register during this time period, you may submit a late registration up until your 26th birthday.
* Male non-citizens (including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees) who take up residency in the US before their 26th birthday are required to register. All relevant INS forms (e.g., the application for Resident Alien status, I-485, and so on) include a clear statement regarding the requirement to register.
* Dual nationals of the US and another country are required to register regardless of where they live.
* Conscientious objectors are required to register. If a draft is instituted, they will have an opportunity to file a claim for exemption based on their religious or moral objections. But they must nevertheless register with Selective Service.
* Disabled men who can move about independently in public with or without assistance must register with Selective Service, even if their disability would disqualify them from military service.
* Members of the Reserve and National Guard who are not on full-time active duty must register. Men attending the Merchant Marine Academy must register. Men who attempt to enlist and are rejected before reaching age 26 must register.

**Who Is Not Required to Register?**

Men born from March 29, 1957 to December 31, 1959 were never required to register because the Selective Service program was not in operation at the time they turned 18. The requirement to register was reinstated in 1980 and applies to all men born on or after January 1, 1960 (50 USC 453). Although men born before March 29, 1957 were required to register, failure to register makes one ineligible for student aid only if one was born on or after January 1, 1960.

Other reasons why a student might not have been required to register include:

* Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement.
* Men who are serving in the military on full-time active duty are not required to register. Men attending the service academies are also not required to register.
* Disabled men who were continually confined to a residence, hospital or institution are not required to register.

However, if they are released before their 26th birthday they must register within 30 days of their release.

Other exceptions include:

* Non-immigrants visiting the US on student or visitor visas and men who are part of a diplomatic or trade mission and their families.
* Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.
* Noncitizens who first entered the US after turning age 26.
* Noncitizens who entered the US as lawful non-immigrants on a valid visa and remained in the US on the terms of that visa until after they turned 26. (The date of entry on Form I-94 will be relevant.)
* Student is not yet 18.

**Transgender Students**

Individuals who are born female and have a gender change are not required to register. U.S. citizens or immigrants who are born male and have a gender change are still required to register.

**What If You Didn't Register and It's Now Too Late?**

If a male is not registered with the Selective Service he is ineligible for WIOA services. There are only a few options for regaining eligibility, and they depend on showing that either the student was *not required to register*, or that the failure to register was not *knowing and willful*.

If the student was not required to register, he will need to obtain a [*status information letter*](http://www.sss.gov/Status.html) from Selective Service. This letter will indicate whether the student was or was not required to register. To obtain such a letter visit <https://www.sss.gov/verify/sil/>, call 1-847-688-6888 or 1-888-655-1825 (stay on the line until the operator answers) or write to Selective Service System, PO Box 94638, Palatine, IL 60094-4638 and ask for a status information letter.

The student will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances. (For example, if the student served in the military and was released before age 26, he would still have been required to register within 30 days of his release.) If the student was not a US citizen, he will need to provide documentation of when he entered the United States. The student should also provide his name, Social Security Number, date of birth, and mailing address.

A status information letter is not required if the student can document his status as a veteran (copy of DD-214, active duty orders, military ID card) or that he was born before 1960. Also, non-US men under certain circumstances will not be required to obtain a status information letter.

If the student did not satisfy any of the criteria for a waiver of the registration requirement, the student will need to *show by a preponderance of evidence that his failure to register was not knowing and willful*. The term "preponderance of evidence" refers to the standard of proof used in civil litigation, where the evidence for a fact is of greater weight or more convincing than conflicting evidence. In other words, the probability that the assertion is true must be greater than 50%.

The best evidence is original documentation, especially when it is firsthand documentation produced at the time of the event. In other words, direct evidence is better than indirect or circumstantial evidence. Examples of direct evidence include a birth certificate, a date of entry stamp in a passport, and a certificate of mailing. It is best if the source of the evidence is an independent disinterested third-party. For example, a signed statement by the student is a fairly weak form of evidence, although it can shed light on the student's situation and his sincerity. Positive evidence is better than negative evidence, since it is very hard to prove a negative. Original documentation is better than a copy.

Accordingly, it is in the student's best interest to provide as much evidence as possible and in as much detail as possible.

The final decision regarding eligibility is made by the Administrative Entity, not the Selective Service. The Selective Service only makes a determination as to whether the student was required to register, not whether the failure to register was knowing and willful.

For students who were required to register, the Administrative Entity will base their decision on whether the failure to register was:

1. **Knowing** - Was the student aware of the requirement to register or not? If the student knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)? On which date did the student first learn that he was required to register? Where did the student live when he was between the ages of 18 and 26? Does the status information letter indicate that Selective Service sent letters to the student and did not receive a response?
2. **Willful** - Was the failure to register done deliberately and intentionally? In other words, did the student have the mental capacity to choose whether or not to register and decided not to register?

In addition to the status information letter, the Administrative Entity requires a signed statement from the student explaining why he did not register and independent third-party documentation of any unusual circumstances or facts pertaining to the student's failure to register. It is very important to provide sufficient documentation since the request will be denied without documentation.

Examples of Third-Party Documentation

* Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering

If the student insists that he registered but the Selective Service web site disagrees, the student will need to provide documentation of the attempt to register, such as a photocopy of the registration form. Occasionally the Selective Service database will have the student's information recorded under a different date of birth or social security number. This can happen when there are digit transpositions in the social security number, or the month and day are swapped. The Administrative Entity will request a copy of the individual’s social security card and birth certificate, and then call Selective Service to ask for a name search.

18th Birthday

If a male is under the age of 18 and becomes a participant, he needs to register with the Selective Service within 30 days of his 18th birthday. If the applicant is a male who is at least 17 years and 3 months old, he may complete the Selective Service System Online Registration Form to submit his registration information early. The information will be held on file and processed automatically when the youth is within 30 days of his 18th birthday, at which time he will be mailed a confirmation.

Documentation

For non-registered males seeking an override, Career Planner’s must gather the following:

* Request for Status Information Letter;
* Individual’s signed statement (Ensure statement is as detailed as possible); and
* Any supporting documentation/proof.

Submit the request to the Administrative Entity, ndol.greaternebraska@nebraska.gov. A response will be provided within seven business days. If the request is approved all documentation and the approval must be scanned into ECM indexed under *Selective Service Records.*

Selective Service verification must be included in the participant’s file, if applicable, indexed under *Selective Service Records*. Online verification can be searched and printed at [www.sss.gov](http://www.sss.gov) > Verify or Update Registration > Verify Now.

Note that a request for approval can be made to [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov) prior to receiving the Status Information Letter. Once the Status Information Letter is received, scan the letter into ECM.

## Income Guidelines

The income guidelines are issued yearly and utilized to determine whether youth and adults are low-income individuals as defined by WIOA for purposes of program eligibility. The administrative entity will provide the updated guidelines each year.

The income guidelines are established by the U.S. Department of Labor and the State has the option of using the higher of the Lower Living Standard Income Level or the Poverty Level Guidelines. These standards can be found at [Lower Living Standard Income Level Guidelines | U.S. Department of Labor (dol.gov)](https://www.dol.gov/agencies/eta/llsil).

The Income calculator spreadsheet can be found under the Manual section of the Internet -> Section 2 -> Eligibility Tools -> Income Calculator.

**To Calculate the Annual Family Income for an Adult or Youth:**

Add the total of gross wages of all paystubs for the previous 6-month period prior to application date. Example: Application date is 6/21/2019, the six-month period would be 12/21/2018-6/21/2019. Multiply the six-month total X 2 for the annual total. If they did not work in the previous six months, the income will be $0. If there are multiple family members working in the household, do this for each member and combine the total.

A client’s income must be documented in NEworks and supporting documentation scanned into ECM, if enrolling an individual in the youth or adult program as a low-income individual.

If an individual does not have paystubs for the 6-month period, income can be calculated using a **MINIMUM** of 2 paystubs. See calculation methods listed under ‘To Calculate the Annual Family Income from 2 Paystubs for a DLW’.

**To Calculate the Annual Family Income from 2 Paystubs for a DLW:**

Determine the frequency of pay for the paystub being used:

* + - Monthly
    - Twice per Month (2 set days each month, i.e, 1st & 15th, 5th & 25th)
    - Bi-Weekly (every two weeks)
    - Weekly
  + Monthly
    - Multiply the gross amount of the paystub x 12 for annual total.
      * Example: Gross Check = $2,000
      * $2,000 x 12 = $24,000 annual income
  + Twice per Month
    - Multiply the gross amount of the paystub x 2, then by 12 for annual total.
      * Example: Gross Check = $1,200
      * $1,200 x 2 = $2,400 x 12 = $28,800 annual income
  + Bi-Weekly
    - Multiply the gross amount of the paystub x 2.15, then x 12 for annual total.
      * Example: Gross Check = $1,100
      * $1,100 x 2.15 = $2,365 x 12 = $28,380 annual income
  + Weekly
    - Multiply the gross amount of the paystub x 4.3, then by 12 for annual total.
      * Example: Gross Check = $500
      * $500 x 4.3 = $2,150 x 12 = $25,800 annual income

If they did not work in the previous six months, the income will be $0.

If there are multiple family members working in the household, do this for each member and combine the total.

**Exclude from Income**:

* Veteran’s benefits including:
  + any amounts received as military pay or allowances by any person who served on active duty;
  + any amounts received by a Veteran or eligible spouses of Veterans, under 38 USC:
    - Chapter 30 for wartime disability or death compensation;
    - Chapter 30 for peacetime disability or death compensation;
    - Chapter 13 for service-connected deaths;
    - Chapter 30 for educational assistance;
    - Chapter 31 for training and rehabilitation for Veterans with service-connected disabilities;
    - Chapter 32 for Post-Vietnam Era Veterans’ education assistance; and
    - Chapter 35 for survivors’ and dependents’ educational assistance;
  + any amounts received by a Veteran or eligible spouse of a Veteran under 10 USC Chapter 106 for educational assistance for members of the selected reserve; and
  + any amounts received by transitioning service members;
* TANF;
* Reduced price lunches under the Richard B. Russel National School Lunch Act;
* Foster child payments; and
* Payments made to individuals participating in programs authorized under WIOA Title I.

There are no other income exclusions. For the avoidance of doubt, all other types of payments made to individuals are considered income when determining low-income eligibility, including:

* Unemployment insurance benefits;
* Disability payments;
* Child support payments; and
* Payments made by the Nebraska Department of Health and Human Services for Assistance to the Aged, Blind or Disabled (AABD).

## Co-enrollment

Co-enrollments with partner programs are highly encourage when participants qualify for multiple programs as they provide participants access to a wider array of available resources and support a customer-centered design that allows programs to leverage resources for participants who are eligible for, and need, multiple services that cross program lines.

Career planners must identify and track the funding streams covering specific services when a participant is enrolled in multiple programs concurrently and ensure that services are not duplicated.

A strategy must be developed in coordination with the partner program including:

1. **Referrals to Provider**
   * Utilize the Referral to Service Provider in NEworks
   * Document other referral methods to workforce partners in case notes
2. **Primary and secondary participant case managers.** 
   * The primary case manager will take the lead with the participant. They will make contact and maintain communication with the participant.
   * The secondary case manager will support the participant’s program participation by providing services, but they most likely will not maintain constant contact with the participant.
3. **Responsibilities of the primary and secondary case managers.**
   * Both programs must provide services to the participant for co-enrollment to occur. These services must be coordinated by the program staff and must be recorded in NEworks case notes.
   * At a minimum, the primary case manager will maintain contact with the participant, as well as record and document information related to their work with the participant.
   * The secondary case manager will also provide program services to the participant. The program services can be provided indirectly and should be coordinated with the primary case manager.
4. **Leverage resources to ensure no duplication of services.**
   * Determine specific services each program will fund/provide.
5. **Determining a participant’s completion for each program.**
   * When the participant is no longer in need of services with either the workforce partner or with WIOA.
   * Communication and appropriate documentation including case notes and IEP closure needs to occur for both programs to agree on completion.
   * The primary case manager creates the case closure.

**Example Co-enrollments**

Eligible individuals who are 18 through 21 years old may participate in adult and in-school youth programs concurrently. Such individuals must be eligible under both programs. The benefit to the participant would be the in-school youth program could assist them with a work experience and the adult program could assist them in attending school.

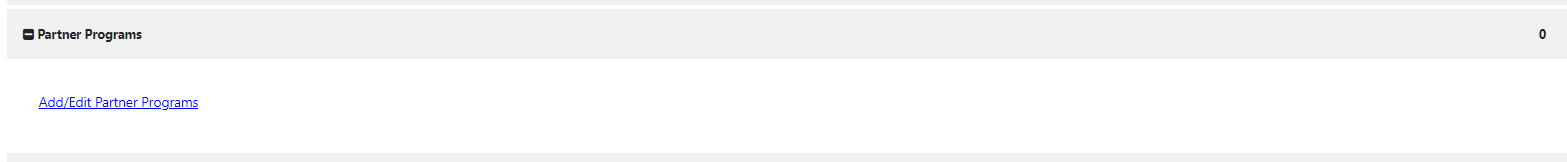
When a participant is Trade eligible, the Trade program “trumps” all other programs. However, the Trade program cannot pay for supportive services that aren’t a part of the training program the participant is attending. Trade can pay for the training and WIOA could cover any necessary supportive services.

**Required Action**

Career planners must document the co-enrollment in the participant’s file.

Complete the Partner Program tab of the WIOA application: Expand the WIOA application > Expand the Partner Programs tab > Select Add/Edit Partner Programs > Complete the tab and save.

Include any programs the participant is co-enrolled in. Case note the co-enrollment and what program plan to cover what costs.



When the participant is receiving services paid for by another program, career planners must still open the activity as normal. When selecting the provider, the career planner will select the program providing the service and case note if another program is paying for that service.

**Example:** Joe is co-enrolled with Health and Human Services (HHS). HHS is paying for Joe’s OST. WIOA is paying for his mileage reimbursement while attending school. Joe will have both a 312 and 181 activity open. HHS will be listed as the service provider for the training, DOL will be listed as the provider for the transportation assistance. Open an IEP objective to align with each activity. Case note the co-enrollment and the assistance each program is providing.

**Example:** Sam is co-enrolled with Proteus. WIOA is assisting Sam with an OJT and Proteus is covering the cost of his required boots and uniform. The career planner will open the 301 and select the employer as the service provider. The career planner will also open the 185 and select Proteus as the provider. Open an IEP objective to align with both activities. Case note the co-enrollment and the assistance each program is providing.

If the participant is receiving services paid for by another program utilizing the WIOA application (Example: TET), career planners must open the 300 activity under the TET program and open a 312 activity under the WIOA program on the day the OST begins for the duration of the training.

Whichever program has the fundable training activity open (OJT or OST), that career planner is responsible for the following:

* Cost of Attendance
* Vouchers
* Service Authorization
* Budget (semester basis)
* Measurable skill gains (semester basis)
* Credentials (if received during this time frame)

It’s important to keep co-enrollments as simple as possible on the participant. They don’t care that their tuition is being paid by one grant vs. another grant nor do they want to have to communicate with additional career planners. PLEASE make sure staff are communicating with each other to collect documentation, gather information, etc. from the participant.

**Example Case Note**

*Partner Program (case note title):* Participant is co-enrolled with Proteus. WIOA will be paying for their OJT at John Deere. Proteus is assisting the Participant with the required uniform and boots.

1. https://www.dol.gov/agencies/eta/wioa/about [↑](#footnote-ref-1)
2. dol.nebraska.gov [↑](#footnote-ref-2)
3. 20 CFR § 683.285(a)(5) [↑](#footnote-ref-3)
4. WIOA sec. 189(h); 20 CFR § 683.225 [↑](#footnote-ref-4)
5. 38 U.S.C. 101; WIOA sec. 3(63)(A); WIOA sec. 134(c)(3)(E); 20 CFR § 680.600(a); 20 CFR § 680.650 [↑](#footnote-ref-5)
6. WIOA sec. 129(a)(1)(B); TEGL 21-16 [↑](#footnote-ref-6)
7. 20 CFR § 681.250(a) [↑](#footnote-ref-7)
8. WIOA sec. 129(a)(1)(C); TEGL 21-16 [↑](#footnote-ref-8)
9. 34 CFR § 200.81 [↑](#footnote-ref-9)