

## 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, 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 two business days. Initial contact must be made by phone. Email is to be utilized as a secondary form of contact unless the individual requests otherwise.

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.

### 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:**

Completed an initial assessment with Lynda and determined the WIOA program could be beneficial. Lynda is currently unemployed due to being let go from Ace Hardware. Lynda lives by herself, making her a household of one, and is looking to upgrade her skills. During the appointment we discussed the WIOA application, required verification documents, and I provided an overview of the program and services available to her.

### **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 30 day window the WIOA application can be created prior to participation being given. If participation is not given within the 30 days following the creation of the application, the application will automatically close.

If within the 30 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 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](http://dol.nebraska.gov) > Workforce Innovation Opportunity Act > Local Workforce Development Areas > Greater Nebraska > Local and Regional Plan Documents > Operations Manual & Forms

[Adult & DLW Enrollment Checklist](#)

[Youth Enrollment Checklist](#)

**Verification Categories & Acceptable Documents**

<b>Verification Categories</b>	<b>Acceptable Documents</b>	<b>ECM Index</b>
<b>Social Security Number</b>	<ul style="list-style-type: none"> <li>✓ Letter/Printout from Social Security Office</li> <li>✓ Social Security Card</li> </ul>	<ul style="list-style-type: none"> <li>✓ Social Security Records</li> <li>✓ Social Security Card</li> </ul>
<b>Address</b>	<ul style="list-style-type: none"> <li>✓ Driver's License</li> <li>✓ Food Stamp Award Letter</li> <li>✓ Lease / Landlord Statement</li> <li>✓ Postmarked Mail Addressed to Applicant</li> <li>✓ Utility Bill</li> </ul>	<ul style="list-style-type: none"> <li>✓ Driver's License</li> <li>✓ DHHS Documentation</li> <li>✓ Lease/Rental Documents</li> <li>✓ Postmarked Mail)</li> <li>✓ Public/Private Agency Record</li> </ul>
<b>Date of Birth</b>	<ul style="list-style-type: none"> <li>✓ Birth Certificate</li> <li>✓ Driver's License</li> <li>✓ DD214</li> <li>✓ Passport</li> <li>✓ Federal, State or Local Government ID Card</li> </ul>	<ul style="list-style-type: none"> <li>✓ Birth Record</li> <li>✓ Driver's License</li> <li>✓ DD-214</li> <li>✓ Passport</li> <li>✓ Federal/State/Local Government ID</li> </ul>
<b>Selective Service</b>	<ul style="list-style-type: none"> <li>✓ <a href="http://www.sss.gov">www.sss.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>✓ Selective Service Record</li> </ul>
<b>Citizenship</b>	<ul style="list-style-type: none"> <li>✓ Birth Certificate</li> <li>✓ Passport</li> <li>✓ Driver's License &amp; SS Card</li> <li>✓ Alien Registration Card- Must run SAVE</li> </ul>	<ul style="list-style-type: none"> <li>✓ Birth Record</li> <li>✓ Passport</li> <li>✓ Driver's License, Social Security Card</li> <li>✓ Alien Registration Documents</li> </ul>
<b>Disability (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Medical Records</li> <li>✓ Vocational Rehab Letter</li> <li>✓ Social Security Administration Letter/Records</li> <li>✓ Physician's Statement</li> <li>✓ Veterans Administration Letter/Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ Medical Documents</li> <li>✓ Public/Private Agency Records</li> <li>✓ Social Security Benefits Doc</li> <li>✓ Medical Documents</li> <li>✓ Military Documents</li> </ul>
<b>Military Service (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ DD214</li> </ul>	<ul style="list-style-type: none"> <li>✓ DD-214</li> </ul>
<b>Employment Information</b>	<ul style="list-style-type: none"> <li>✓ UI Records</li> <li>✓ Self-Attestation</li> <li>✓ Pay Stubs</li> </ul>	<ul style="list-style-type: none"> <li>✓ UI Records</li> <li>✓ Self-Attestation Statement</li> <li>✓ Pay Stubs</li> </ul>
<b>Layoff (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ See DLW Chart Below</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Unemployment (UI)</b>	<ul style="list-style-type: none"> <li>✓ UI Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ UI Records</li> </ul>
<b>Education (School Status)</b>	<ul style="list-style-type: none"> <li>✓ Self-Attestation</li> <li>✓ School Record</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self-Attestation Statement</li> <li>✓ School Records</li> </ul>
<b>Compulsory School Age (youth only)</b>	<ul style="list-style-type: none"> <li>✓ School Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ School Records</li> </ul>
<b>TANF (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> <li>✓ Medicaid Card showing Grant Status</li> <li>✓ Public Assistance Records/ Printout</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Medical Documents</li> <li>✓ Public Assistance Records</li> </ul>
<b>Displaced Homemaker (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Applicant Statement</li> <li>✓ Court Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self-Attestation Statement</li> <li>✓ Court Documents</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Divorce Decree or Legal Separation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Court Documents</li> </ul>
<b>Homeless (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Shelter</li> <li>✓ Written Statement from Social Service Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Public/Private Agency Records</li> </ul>
<b>Offender (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Court Document</li> <li>✓ Letter from Probation Officer</li> <li>✓ Police Records</li> <li>✓ Letter of Parole</li> </ul>	<ul style="list-style-type: none"> <li>✓ Court Documents</li> <li>✓ NDCS Corrections Documentation</li> <li>✓ Public/Private Agency Records</li> <li>✓ NDCS Corrections Documentation</li> </ul>
<b>SSI (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Statement from Social Security</li> </ul>	<ul style="list-style-type: none"> <li>✓ Social Security Benefits Document</li> </ul>
<b>Refugee (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> <li>✓ Medicaid Card showing Grant Status</li> <li>✓ Public Assistance Records/ Printout</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Medical Documents</li> <li>✓ Public Assistance Records</li> </ul>
<b>General Assistance (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> <li>✓ Medicaid Card showing Grant Status</li> <li>✓ Public Assistance Records/ Printout</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Medical Documents</li> <li>✓ Public Assistance Records</li> </ul>
<b>SSDI (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> <li>✓ Public Assistance Records/ Printout</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Public Assistance Records</li> </ul>
<b>Youth in High Poverty Area (if applicable, youth only)</b>	<ul style="list-style-type: none"> <li>✓ Address</li> </ul>	<ul style="list-style-type: none"> <li>✓ Verified based upon address</li> </ul>
<b>Foster Child (if applicable, youth only)</b>	<ul style="list-style-type: none"> <li>✓ Court Documentation</li> <li>✓ Written Statement from State/Local Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Court Documents</li> <li>✓ Public/Private Agency Records</li> </ul>
<b>Receives Free/ Reduced Lunch (if applicable, youth only)</b>	<ul style="list-style-type: none"> <li>✓ School Document</li> </ul>	<ul style="list-style-type: none"> <li>✓ School Records</li> </ul>
<b>Runaway (if applicable, youth only)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Shelter</li> <li>✓ Written Statement from Social Service Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Public/Private Agency Records</li> </ul>
<b>Foster Care Status (if applicable, youth only)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> <li>✓ Court/ Guardianship Documents</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> <li>✓ Court Documents</li> </ul>
<b>Out-of-Home Placement (if applicable, youth only)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> </ul>
<b>Section 477 SSA Eligible (youth only, if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Written Statement from Social Service Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public/Private Agency Records</li> </ul>
<b>Pregnant/ Parenting Youth</b>	<ul style="list-style-type: none"> <li>✓ Physician's Note</li> <li>✓ Written Statement from Social Service Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Medical Documents</li> <li>✓ Public/Private Agency Records</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Birth Certificate</li> <li>✓ Hospital Record of Birth</li> <li>✓ School Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ Birth Record</li> <li>✓ Medical Records</li> <li>✓ School Records</li> </ul>
<b>Food Stamps (if applicable)</b>	<ul style="list-style-type: none"> <li>✓ Current Food Stamp (SNAP) Receipt</li> <li>✓ Food Stamp (SNAP) Letter</li> </ul>	<ul style="list-style-type: none"> <li>✓ DHHS Documentation</li> <li>✓ DHHS Documentation</li> </ul>
<b>Basic Skills Deficient</b>	<ul style="list-style-type: none"> <li>✓ Copy of any generally accepted standardized test</li> <li>✓ School Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assessments</li> <li>✓ School Records</li> </ul>
<b>Family Size</b>	<ul style="list-style-type: none"> <li>✓ Social Security Cards of each family member</li> <li>✓ Public Assistance/ Social Service Agency Records</li> </ul>	<ul style="list-style-type: none"> <li>✓ Social Security Card</li> <li>✓ Public Assistance Records</li> </ul>
<b>Annual Family Income *Adult Only</b>	<ul style="list-style-type: none"> <li>✓ Pay Stubs (if receiving SNAP disregard)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Paystubs</li> </ul>
	✓	✓

\*If an applicant is unable to provide the necessary documents to prove eligibility, a self-attestation statement may be in used in limited situations.

\*\*Paystubs are not required for dislocated worker (DLW) eligibility. However, NEworks still requires you to enter the annualized family income. You can do this by having the participant self-attest their annual family income, provide a W2, or provide a single paystub for each household member that is currently working. Information regarding calculating income is under Income Guidelines later in this section.

<b>NEworks Dislocated Worker Categories &amp; Acceptable Documents</b>		
<b>NEworks DLW Category</b>	<b>Acceptable Documents</b>	<b>ECM Index</b>
<b>Category 1- Ordinary Layoff-UI Eligible</b>	<ul style="list-style-type: none"> <li>✓ Employer statement; and</li> <li>✓ UI eligibility approval; and</li> <li>✓ Unlikely to return</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employment Records</li> <li>✓ UI Documents</li> <li>✓ Employment Records</li> </ul>
<b>Category 2- Ordinary Layoff-Not UI Eligible</b>	<ul style="list-style-type: none"> <li>✓ Employer statement; and</li> <li>✓ UI denial; and</li> <li>✓ Demonstrate attachment to the workforce in not eligible for UI due to: insufficient earnings or performed services for an employer not covered under state UI laws; and</li> <li>✓ Unlikely to return</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employment Records</li> <li>✓ UI Documents</li> <li>✓ Employment Records</li> </ul>
<b>Category 3- Permanent Closure/ Mass Layoff</b>	<ul style="list-style-type: none"> <li>✓ Employer statement; and</li> <li>✓ Proof of permanent closure or substantial layoff</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employment Records</li> <li>✓ Employment Records</li> </ul>
<b>Category 4- Permanent Closure/ Mass Layoff</b>	<ul style="list-style-type: none"> <li>✓ Paystub showing current employment; and</li> <li>✓ General announcement (Cannot provide career, training or supportive services enrolling participants in this category)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employment Records</li> <li>✓ Employment Records</li> </ul>

<b>Category 5- Previously Self-Employed</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>✓ Proof of natural disaster or proof of general economic conditions in the community</li> <li>✓ Notice of foreclosure</li> <li>✓ Proof of failure to profit in preceding 12 months</li> <li>✓ Bankruptcy proceedings</li> <li>✓ Admin Entity can approve additional documentation if needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employment Records</li> <li>✓ Financial Records</li> <li>✓ Financial Records</li> <li>✓ Financial Records</li> </ul>
<b>Category 6- Displaced Homemaker</b>	<ul style="list-style-type: none"> <li>✓ Proof of unemployed or underemployed</li> </ul> <p><b>And one of the following:</b></p> <ul style="list-style-type: none"> <li>✓ Death certificate</li> <li>✓ Court Records</li> <li>✓ Divorce Decree or Legal Separation</li> <li>✓ Copy of official military orders</li> <li>✓ Admin Entity can approve additional documentation if needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self-Attest or Employment Records</li> </ul> <p><b>And one of the following:</b></p> <ul style="list-style-type: none"> <li>✓ Public/ Private Agency Document</li> <li>✓ Court Documents</li> <li>✓ Court Documents</li> <li>✓ Military Documents</li> </ul>
<b>Category 7- Spouse of a member of the Armed Forces</b>	<ul style="list-style-type: none"> <li>✓ Copy of official military orders; and</li> <li>✓ Proof of unemployed or underemployed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Military Documents</li> <li>✓ Self-Attest or Employment Records</li> </ul>
<b>Category 8- Recently Separated Member of the Armed Forces</b>	<ul style="list-style-type: none"> <li>✓ DD214 (service members automatically qualify as unlikely to return); and</li> <li>✓ UI eligibility approval</li> </ul>	<ul style="list-style-type: none"> <li>✓ DD-214</li> <li>✓ UI Documents</li> </ul>

**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 as a result of a natural disaster**

- The phrase *unemployed as a result of 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:** DD214

### **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 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 receive \$400 a month in SNAP benefits, but only spend \$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.

## 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 should be the default. However, paper forms can be utilized if E-forms are not available or operating correctly. An NEworks case note must be included justifying why paper forms were used in place of E-forms. The forms can be found at [dol.nebraska.gov](http://dol.nebraska.gov) > Workforce Innovation Opportunity Act > Local Workforce Development Areas > Greater Nebraska > Local and Regional Plan Documents > Operations Manual & Forms and include:



[Applicant Self Attestation Form](#)  
[Disability Self-disclosure Statement & Reasonable Accommodation Request](#)  
[Equal Opportunity is Law](#)  
[Release of Confidential Information](#)  
[Release of UI Information](#)  
[US Citizenship Attestation](#)

## 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.

### **Examples**

Joe graduated with his high school diploma from Grand Island Public Schools in 2006.

Mary is currently unemployed. She lost her last job due to the business closing. She was last employed at Cabela's from June 2000 to January 21, 2019 when she was laid off.

## 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 and Angela Hansen-Kruse is the EO Officer for State issues related to the grant. She also serves as EO Officer for the Nebraska Department of Labor. She may be contacted at:

Angela Hansen-Kruse  
State-Level Equal Opportunity Officer  
Nebraska Department of Labor  
550 South 16<sup>th</sup> Street  
Lincoln, Nebraska 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, but 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 sent to [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov). Administrative staff will run the applicant through SAVE to determine if the individual is a qualified alien. Career planners will receive the determination to include in the individual's file prior to participation.

In the email request, include:

1. Applicant's first and last name
2. USCIS number
  - a. 9 digit number found of the front of the card
3. Expiration date of the card
4. Applicant's date of birth
5. Card number
  - a. This is typically found of the back of the card, under the first top half where numbers, letters and other symbols are found. It will be on the first line and include 3 letters + 10 numbers
6. Attach front and back copies of the individual's card and driver's license

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

### **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 26<sup>th</sup> 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.

If a male is not registered with the Selective Service he is ineligible for WIOA services. However, there are a couple exceptions to this rule. If an unregistered male can demonstrate to the Selective Services his failure to register was not knowing or willful, he can request a Registration Status Information letter. Upon receipt of the letter, if the response is favorable, and the individual is otherwise eligible, then services may be provided. If the response is deemed unfavorable, the individual may not be served.

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.

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

## 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 posted under this section.

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.

**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.

**To calculate the annual family income from a single paystub for a DLW:** Multiple the gross wage X 2 = One Month Income. Then multiply the one month income X 12 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.

### 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;
- Child support payments; and
- Payments made by state-administered plans for old-age assistance.

## 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 they 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.

### **Examples**

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.