

 MARICOPA COUNTY Workforce Development Board	SECTION/REFERENCE DES Section 100 - Adult & Dislocated Worker Program Registration, Eligibility, Enrollment, and Tracking Eligibility Policy	POLICY NUMBER 25-01
	ORIGINAL ISSUE DATE August 2025	REVISION DATE August 2025
	AUTHORIZED BY: Maricopa County Workforce Development Board	
SUBJECT: Adult Program Eligibility		ADDENDA:

Purpose:

To outline eligibility requirements for WIOA Title 1B Adult program

Responsibility of:

Career Advisor, Program Supervisors, Quality Improvement Team, and WIOA applicant

Definitions:

Eligible to work in the United States- A citizen or national of the United States, or a lawfully admitted permanent resident alien, refugee, asylee, parolee; or other immigrant authorized by the United States Attorney General to work in the United States

Low-Income Status- Is defined as:

1. An individual currently receiving or has received public assistance in the past six months solely or as a member of a family
2. Is a member of a family whose total family income does not exceed either the poverty line or 70 percent of the Lower Living Standard Income Level (LLSIL);
3. Is a homeless individual, as defined in 42 U.S.C. 14043e-2(6) of the Violence Against Women Act of 1994, or 42 U.S.C. 11434a (2) of the McKinney-Vento Homeless Assistance Act; or
4. Is a member of a family whose income does not meet low-income requirements, but is an individual with a disability, and therefore can be counted as a family of one which may potentially qualify them as low-income based off of individual income

Public Assistance- An individual (or an individual who is part of a family) currently receiving, or who in the past six months has received, assistance through any of the following programs:

1. Supplemental Nutrition Assistance Program (SNAP)
2. Temporary Assistance for Needy Families (TANF)
3. Supplemental Security Income (SSI)
4. Refugee Cash Assistance (RCA); or

5. Any other state income-based public assistance

Description:

Eligibility is the first step in the WIOA Registration process for individuals applying for WIOA Adult Individualized or Training services. Collecting eligibility documentation is not required for Adults seeking WIOA-funded informational services and self-help services. Services that trigger inclusion as a participant as described in the DES AJC Service Dictionary require collection of eligibility documents and enrollment in the Arizona Job Connection System.

At a minimum, Adult applicants must meet the following general eligibility requirements:

- Be at least 18 years old at the time of WIOA application
- Be eligible to work in the United States
- Be registered with Selective Service if applicable
- Be a resident of Arizona

Priority of Service: WIOA requires that priority of service be given to low-income individuals, which includes veterans, homeless, individuals with disabilities, and individuals that are basic skills deficient. Priority of service is in effect for Adult programs at all times for Individualized and Training Services, and not only when Adult funds are limited. Refer to the Priority of Service policy for more information. Note that eligibility for Adult services does not entitle individuals to receive funding for training services. Refer to the Eligibility, Prioritization & Approval of Training Services Policy, Occupational Skills Training Policy, and the Training Services Limits Policy for additional information.

Individuals with Barriers to Employment: In addition to priority of service, individuals with barriers to employment must also be ensured access to quality services. All barriers that are self-identified by the client must be recorded in the Arizona Job Connection (AJC) system.

Barriers to employment include:

1. Displaced homemakers
2. Low-income individuals
3. Native Americans, Alaska Natives, and Native Hawaiians
4. Individuals with disabilities (includes Social Security Disability Insurance recipients and veterans with disabilities)
5. Justice Involvement
6. Workers aged 55 and older
7. Homeless individuals
8. Individuals who have aged out of foster care system
9. English Language Learners
10. Migrant and seasonal farmworkers
11. Single parents (including single pregnant women)
12. Long-term unemployed (unemployed for 27 or more consecutive weeks)

Determining Family Size: Since low-income status is based on family size (except for individuals automatically considered to be low income) the family size for the previous six months must be determined.

Arizona DES defines a family as two or more individuals related by blood, marriage, or decree of court who are in a single residence, and are included in one or more of the following categories:

1. A married couple and dependent children;
2. A parent or guardian and dependent children; or
3. A married couple

Note: When an individual is not living in a single residence with other family members, the individual is not considered a member of the family for the purpose of WIOA Title IB income calculations.

Once the family size has been determined, the household income can be calculated. Eligibility for adults is determined by calculation of family income **received** in the six months immediately prior to WIOA application date. The Lower Living Standard Level (LLSIL) is used in determining low-income status. An individual whose family income that is at or below either the HHS Poverty Guidelines or the 70% LLSIL will be considered to have low-income status. Low-income status must be documented in the case file.

Individuals with a Disability may be considered a family of one for income calculation purposes. The disability must be documented to be considered an individual with a disability and as a family of one. No other household income information needs to be collected.

Eligibility for Employed Adults: Adults employed at the time of WIOA application must meet income criteria for Individualized and Training Services using 450% of the Lower Living Standard Income Level (LLSIL) to determine self-sufficiency. All family income is considered unless the applicant has a disability and can be considered a family of one. See the Self-Sufficiency policy for additional information.

Refer to the table below for Income Inclusions/Exclusions listing for determining household income.

Income Inclusions	Income Exclusions
Wages and salaries	Allowances, earnings, and payments to individuals participating in programs under Title I of WIOA
Self-employment income	Any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents, and others) of the Domestic

	Volunteer Service Act of 1973
Social Security (Old-Age, Survivors, and Disability Insurance) benefits	Payments to volunteers under Section 8(b)(1)(B) of the Small Business Act (SCORE and ACE)
Private and government retirement benefits	Payments and allowances to individuals participating in AmeriCorps to the extent excluded by the National and Community Service Act of 1990
<p>Military pension payments and benefits-</p> <ul style="list-style-type: none"> • Authorized by Title 10 U.S. Code (such as those received by military retirees whether or not their retirement was based on disability) • Paid under Chapter 15 of Title 38 U.S. Code 	Student financial assistance received under Title IV of the Higher Education Act of 1965, including the Pell Grant, Supplemental Education Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship Programs, to the extent excluded by the Act
Interest, dividends, rental income, and other property income	Payments received under the Carl D. Perkins Vocational Education Act, as amended by the Carl D. Perkins Vocational and Applied Technology Act Amendments of 1990, P.L. 101-392
Unemployment and workers' compensation	<p>Military service-related income –</p> <ul style="list-style-type: none"> • Any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs • All pay and/or financial allowances earned while a veteran was on active duty • Any financial benefits received by a covered person under the following Chapters of Title 38 of the U.S. Code: <ul style="list-style-type: none"> ○ 11. for service-connected disability or death ○ 13. Dependency and indemnity

	<p>compensation for service-connected deaths</p> <ul style="list-style-type: none"> ○ 30. All-volunteer force educational assistance program ○ 31. Training and rehabilitation for veterans with service-connected disabilities ○ 35. Survivors' and dependents' educational assistance ○ 36. Administration of educational benefits <ul style="list-style-type: none"> ● Benefits received under Chapter 106 of Title 10 U.S. Code, Educational assistance for members of the selected reserve
Regular contributions for support (alimony and child support)	Lump sum payments or large cash settlements (i.e., payments that are not received on a regular basis), including compensation for a loss that must be replaced (e.g., payment from an insurance company for fire damage to a house)
Lump sum payments that are put into a savings account and are regularly withdrawn by the household for living expenses (the amount withdrawn is counted as income)	

Documentation of Eligibility: The DES Eligibility and Verification Checklist is used as the source for acceptable documentation. If verification/documentation cannot be obtained the DES WIOA Applicant Statement may be accepted as a last resort. Signature of the participant must be obtained.

The Applicant Statement may not be used to document Citizenship/Right to Work, Social Security Number or Selective Service Registration.