

## Title I-B Adult, Dislocated Worker, and Youth Programs Eligibility Checklist

This document identifies eligibility criteria for Workforce Innovation and Opportunity Act (WIOA) Title I-B programs and acceptable source documentation to validate each criterion. For a full guidance on determining eligibility for each program, please refer to State [policies on the Adult, Dislocated Worker, and Youth](#) programs.

For data elements that must be validated but are not considered eligibility requirements, please refer to the State [data validation checklists](#).

Program	Eligibility Criteria	Acceptable Documentation	Notes
<p><b>Adult, Dislocated Worker, and Youth</b></p>	<p><b>Work authorization</b></p>	<p>Acceptable documents identified in <a href="#">Form I-9</a> <b>Social security card</b> - may be used to verify work authorization (if unrestricted)</p>	<p>Must be verified prior to the provision of the following services:</p> <ul style="list-style-type: none"> <li>● Job placement</li> <li>● Occupational postsecondary training</li> <li>● Work experience</li> <li>● Supportive services that represent a direct financial benefit</li> </ul> <p>Verification may be delayed until prior to the provision of the services above.</p> <p>Staff are <i>not required</i> to collect or make a copy of the work authorization document itself, including a social security card, but must record (e.g., in case notes) how work authorization was verified and the type of document presented to support the applicant's work-authorized status.</p> <p>Reference: <a href="#">TEGL 10-23</a></p>

Only one source documentation per eligibility criterion or data element is required, unless otherwise stated. The types of acceptable source documentation identified for each criterion are consistent with [TEGL 23-19, Change 2](#) and the State Data Validation Checklists.

Program	Eligibility Criteria	Acceptable Documentation	Notes
<p><b>Adult, Dislocated Worker, and Youth</b></p>	<p><b>Selective Service registration</b></p> <p><i>(Almost all male US citizens and male immigrants, who are 18 through 25, are required to register with Selective Service.)</i></p>	<ul style="list-style-type: none"> <li>● Selective Service Acknowledgement letter</li> <li>● <a href="#">DD-214</a> (report of separation form)</li> <li>● Screen printout of the Selective Service Verification site: <a href="https://www.sss.gov/verify/">https://www.sss.gov/verify/</a></li> <li>● Selective Service Registration Card</li> <li>● Selective Service Verification Form (Form 3A)</li> <li>● Stamped Post Office Receipt of Registration</li> </ul>	<p>For U.S. citizens, Selective Service registration is not required if the man is:</p> <ul style="list-style-type: none"> <li>● Serving in the military on full-time active duty;</li> <li>● Attending the service academies;</li> <li>● Disabled and continually confined to a residence, hospital or institution; and/or</li> <li>● Hospitalized, institutionalized, or incarcerated. Registration would not be required during their confinement; however, the individual must register within 30 days after being released if the individual has not yet reached the 26th birthday.</li> </ul> <p>For non-U.S. citizens, Selective Service registration is not required if the man is:</p> <ul style="list-style-type: none"> <li>● A non-U.S. male who came into this country for the first time after turning 26. Acceptable forms of supporting documentation include: <ul style="list-style-type: none"> <li>— Date of entry stamp in the passport;</li> <li>— I-94 with date of entry stamp on it; or</li> <li>— Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"><li>● A non-U.S. male who entered the U.S. illegally after turning 26. The individual must provide proof of not living in the U.S. from age 18 through 25.</li><li>● A non-U.S. male on a valid non-immigrant visa.</li></ul> <p><b>If applicable, local areas must verify Selective Service registration for incumbent worker trainees, even when they are not enrolled in any of the Title I-B programs.</b></p> <p>References: <a href="#">TEGL 11-11, Change 2</a> Selective Service System website <a href="https://www.sss.gov">https://www.sss.gov</a></p>

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<p><b>Adult, Youth</b></p>	<p><b>Date of birth</b>  <a href="#">(Data Element 200)</a></p>	<ul style="list-style-type: none"> <li>● Driver license</li> <li>● Baptismal record</li> <li>● Birth certificate</li> <li>● <a href="#">DD-214</a></li> <li>● Report of transfer or discharge paper</li> <li>● Federal, State or local identification card</li> <li>● Passport</li> <li>● Hospital record of birth</li> <li>● Public assistance/social service records</li> <li>● School records or school ID cards</li> <li>● Work permit</li> <li>● Family bible</li> <li>● Cross-match with State agency system records</li> <li>● Justice system records</li> <li>● Selective Service registration</li> <li>● Signed letter from a parent or guardian</li> <li>● Medical records</li> <li>● Self-attestation<sup>1</sup></li> </ul>	<p>Individuals must be 18 years or older to receive Adult program services.</p> <p>Individuals must be between the ages of 14 and 24 years to receive Youth services.</p>

<sup>1</sup> A signed [WIOA Title I-B Applicant Statement](#) may be used as a form of self-attestation.

Program	Eligibility Criteria	Acceptable Documentation	Notes
<b>Dislocated Worker (Category 1)</b>	<b>Termination/layoff (or notice of termination or layoff)</b>  <b>And</b>	<ul style="list-style-type: none"> <li>● Verification from employer</li> <li>● Rapid Response list</li> <li>● Notice of layoff</li> <li>● Public announcement with follow-up cross-match with Unemployment Insurance (UI) database</li> <li>● Documentation that shows separation from the Armed Forces (e.g., <a href="#">DD-214</a>)</li> <li>● Self-attestation</li> </ul>	<p>To align with data element 410, staff are encouraged to collect termination/layoff documentation with a date of actual dislocation.</p> <p>The following combined criteria would make an individual eligible for services under the first dislocated worker definition or “category 1”: (i) termination/layoff; (ii) UI eligibility (or exhaustion); (iii) and being unlikely to return to previous industry or occupation.</p>
	<b>Unemployment compensation (UC) eligible status</b> <b>(<a href="#">Data Element 401</a>)</b>  <b>And</b>	<ul style="list-style-type: none"> <li>● Cross-match to State UI database</li> <li>● Cross-match to State MIS database</li> <li>● Referral transmittal by Reemployment Services and Eligibility Assessment (RESEA) or Worker Profiling and Reemployment Services (WPRS)</li> <li>● Self-attestation (Self-attestation may be accepted if the individual is determined eligible for UI benefits and is either not referred to RESEA or WPRS or has exhausted UI benefits.)</li> </ul>	

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<b>Dislocated Worker (Category 1)</b>	<b>Unlikely to return to previous industry or occupation</b>	<ul style="list-style-type: none"> <li>● Labor market information for the occupation that shows a zero or negative growth rate</li> <li>● Documentation from local Chamber of Commerce, Economic Development representative, or other credible sources of regional economic information confirm the occupation or industry has shown a significant employment decline in the local labor market area</li> <li>● Confirmation from Employment Service that, in the previous 60 days, there was a lack of job orders for that industry or occupation, as determined by the service provider</li> <li>● Documentation that shows a plant closure or substantial layoff within the labor market area in the same industry or occupation has occurred in the last six months</li> <li>● Self-attestation: actively seeking but is unable to find employment in the previous industry or occupation for a period of 90 days or more from employment separation</li> <li>● Documentation that shows separation from the Armed Forces (e.g., <a href="#">DD-214</a>)</li> <li>● Documentation, including self-attestation, that the person is laid off from a job due to lack of certification</li> </ul>	<p>The following combined criteria would make an individual eligible for services under the first dislocated worker definition or “category 1”: (i) termination/layoff; (ii) UI eligibility (or exhaustion); (iii) and being unlikely to return to previous industry or occupation.</p>

Program	Eligibility Criteria	Acceptable Documentation	Notes
<b>Dislocated Worker (Category 1)</b>	<b>Employment for a sufficient duration that shows attachment to the workforce</b>	<ul style="list-style-type: none"> <li>● Paycheck stubs</li> <li>● Tax records</li> <li>● W-2 form</li> <li>● Case notes</li> <li>● Self-employment worksheets signed and attested to by the participant</li> <li>● Self-attestation</li> </ul>	<ul style="list-style-type: none"> <li>● This criterion is applicable IF the individual is ineligible for UI benefits due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law.</li> <li>● “Sufficient duration that shows attachment to the workforce” is determined by the service provider on a case-by-case basis.</li> <li>● This criterion is combined with the following criteria to meet the first dislocated worker definition or “category 1”: (i) termination/layoff and (ii) being unlikely to return to previous industry or occupation.</li> </ul>
<b>Dislocated Worker (Category 2)</b>	<b>Termination/layoff (or notice of termination or layoff) due to plant/facility permanent closure or substantial layoff<sup>2</sup></b>	<ul style="list-style-type: none"> <li>● Verification from employer</li> <li>● Rapid Response list</li> <li>● Notice of layoff</li> <li>● Public announcement with follow-up cross-match with Unemployment Insurance (UI) database</li> <li>● Self-attestation</li> </ul>	
<b>Dislocated Worker (Category 2)</b>	<b>General announcement that the facility will close within 180 days</b>	<ul style="list-style-type: none"> <li>● Verification from employer</li> <li>● Rapid Response list</li> <li>● Notice of layoff</li> <li>● Public announcement with follow-up cross-match with Unemployment Insurance (UI) database</li> <li>● Self-attestation</li> </ul>	

<sup>2</sup> Substantial layoff is defined in [State policy](#).

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<b>Dislocated Worker (Category 2)</b>	<b>General announcement that the facility will close</b>	<ul style="list-style-type: none"> <li>● Verification from employer</li> <li>● Rapid Response list</li> <li>● Notice of layoff</li> <li>● Public announcement with follow-up cross-match with Unemployment Insurance (UI) database</li> <li>● Self-attestation</li> </ul>	
<b>Dislocated Worker (Category 3)</b>	<p><b>Previous self-employment (independent contractor, gig worker, farmer, rancher, small business owner, etc.)</b></p> <p><b>And</b></p> <p><b>Unemployment due to general economic conditions in the community in which the individual resides or because of natural disasters</b></p>	<ul style="list-style-type: none"> <li>● Tax documents (e.g., Form 1099; Form 1040 Schedule SE)</li> <li>● Business license or permit</li> <li>● Incorporation documents</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	Local area policy establishes whether a previously self-employed individual is “unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” <a href="#">20 CFR 680.130(b)(2)</a> .

Program	Eligibility Criteria	Acceptable Documentation	Notes
<b>Dislocated Worker (Category 4)</b>	<b>Displaced homemaker<sup>3</sup></b> <b>(<a href="#">Data element 807</a>)</b>	<ul style="list-style-type: none"> <li>● Intake application or enrollment form</li> <li>● Cross-match with public assistance records</li> <li>● Copy of spouse's layoff notice</li> <li>● Copy of spouse's death record</li> <li>● Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>● Copy of divorce records</li> <li>● Copy of applicable court records</li> <li>● Copy of bank records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>● Needs assessment</li> <li>● Individual Employment Plan</li> <li>● Self-attestation</li> </ul>	
<b>Dislocated Worker (Category 5)</b>	<b>Spouse of active-duty Armed Forces member, who has experienced a loss of employment as a direct result of the service member's relocation or permanent change in duty station</b>	<ul style="list-style-type: none"> <li>● Copy of military orders</li> <li>● Intake application or enrollment form</li> <li>● Needs assessment</li> <li>● Individual Employment Plan</li> <li>● Self-attestation</li> </ul>	A military spouse ID card (active duty affiliation) may be used to verify that the applicant is a spouse of an active-duty Armed Forces member.
<b>Dislocated Worker (Category 5)</b>	<b>Spouse of active-duty Armed Forces member, who is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment</b>	<ul style="list-style-type: none"> <li>● Intake application or enrollment form</li> <li>● Needs assessment</li> <li>● Individual Employment Plan</li> <li>● Self-attestation</li> </ul>	A military spouse ID card (active duty affiliation) may be used to verify that the applicant is a spouse of an active-duty Armed Forces member.

<sup>3</sup> Displaced homemaker is defined under section 3(16) of WIOA.

Program	Eligibility Criteria	Acceptable Documentation	Notes
Youth	<b>Low-income status</b> <a href="#">(Data element 802)</a>	<ul style="list-style-type: none"> <li>● Award letter from Veterans Administration</li> <li>● Bank statements</li> <li>● Pay stubs</li> <li>● Compensation award letter</li> <li>● Court award letter</li> <li>● Pension statement</li> <li>● Employer statement/contact</li> <li>● Family or business financial records</li> <li>● Housing authority verification</li> <li>● Quarterly estimated tax for self-employed persons</li> <li>● Social security benefits</li> <li>● UI claim documents</li> <li>● Copy of authorization to receive cash public assistance</li> <li>● Copy of public assistance check</li> <li>● Public assistance eligibility verification</li> <li>● Cross-match with refugee assistance records</li> <li>● Cross-match with public assistance records</li> <li>● Cross-match with UI wage records</li> <li>● Case notes documenting high-poverty area status (for youth living in a high-poverty area)</li> <li>● Self-attestation</li> </ul>	

Program	Eligibility Criteria	Acceptable Documentation	Notes
Youth	<b>School status</b> <a href="#">(Data element 409)</a>	<ul style="list-style-type: none"> <li>● Applicable records from the education institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>● Intake application or enrollment form</li> <li>● Electronic records</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	
Youth	<b>School dropout</b>	<ul style="list-style-type: none"> <li>● Applicable records from the education institution</li> <li>● Intake application or enrollment form</li> <li>● Electronic records</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter</b>	<ul style="list-style-type: none"> <li>● Applicable records from the education institution</li> <li>● Intake application or enrollment form</li> <li>● Electronic records</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	In Arizona, the age of compulsory school attendance is 6-16 years old <a href="#">A.R.S. 15-803</a> .
Youth	<b>Basic-skills deficient</b> <a href="#">(Data element 804)</a>	<ul style="list-style-type: none"> <li>● Assessment test result</li> <li>● Applicable records from education institution (transcripts, academic assessments, or other school documentation)</li> <li>● Case notes</li> </ul>	

Program	Eligibility Criteria	Acceptable Documentation	Notes
Youth	<b>English-language learner</b> <a href="#">(Data element 803)</a>	<ul style="list-style-type: none"> <li>● Assessment test result</li> <li>● Applicable records from education institution (transcripts, academic assessments, or other school documentation)</li> <li>● Intake application or enrollment form</li> <li>● Individual Service Strategy</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Offender or justice-involved</b>	<ul style="list-style-type: none"> <li>● Documentation from the juvenile or adult criminal justice system</li> <li>● Written statement or referral document from a court or probation officer</li> <li>● Referral transmittal from a reintegration agency</li> <li>● Intake application or enrollment form</li> <li>● Case notes</li> <li>● Needs assessment</li> <li>● Individual Service Strategy</li> <li>● Federal bonding program application</li> <li>● Self-attestation</li> </ul>	<p>The list of acceptable source documentation mirrors documentation for data element 801, ex-offender status at program entry.</p>
Youth	<b>Homeless individual</b> <a href="#">(Data element 800)</a>	<ul style="list-style-type: none"> <li>● Intake application or enrollment form</li> <li>● Written statement or referral transmittal from a shelter or social service agency</li> <li>● Needs assessment</li> <li>● Case notes</li> <li>● Individual Service Strategy</li> <li>● A letter from caseworker or support provider</li> <li>● Self-attestation</li> </ul>	

Program	Eligibility Criteria	Acceptable Documentation	Notes
Youth	<b>In foster care or has aged out of foster care</b> <a href="#">(Data element 704)</a>	<ul style="list-style-type: none"> <li>● Written confirmation from social services agency</li> <li>● Case notes</li> <li>● Foster care agency referral transmittal</li> <li>● Intake application or enrollment form</li> <li>● Needs assessment</li> <li>● Individual Service Strategy</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Pregnant or parenting</b> <a href="#">(Data element 701)</a>	<ul style="list-style-type: none"> <li>● Needs assessment</li> <li>● WIC eligibility verification</li> <li>● TANF single parent eligibility verification</li> <li>● Intake application or enrollment form</li> <li>● Individual Service Strategy</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Individual with disability</b> <a href="#">(Data element 202)</a>	<ul style="list-style-type: none"> <li>● School 504 records provided by student</li> <li>● Assessment test results</li> <li>● School Individualized Education Program (IEP) record</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Requires additional assistance to (i) enter or complete an educational program or (ii) secure or hold employment</b> <a href="#">(Data element 702)</a>	<ul style="list-style-type: none"> <li>● Intake application or enrollment form</li> <li>● Case notes</li> <li>● Needs assessment</li> <li>● Individual Service Strategy</li> <li>● Self-attestation</li> </ul>	Refer to State policy for definition and/or local area definition.