



WIOA ELIGIBILITY AND SELF-CERTIFICATION AND TELEPHONE/DOCUMENT INSPECTION VERIFICATION POLICY

I. PURPOSE:

To ensure that every Workforce Innovation and Opportunity Act (WIOA) participant who receives WIOA Program funded services in the North Central Workforce Development Area is eligible and registered to receive those services. This policy applies to all North Central Workforce Development Adult/Dislocated Worker/Youth participants and to individuals interested in enrolling in these programs. All Title I funded staff are responsible for implementing this policy, including the use of Attachments A – Guidance on income calculation methods and Attachment B - Self-Attestation Form.

The policy also provides technical assistance to local workforce system stakeholders with regard to the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I eligibility determinations when self-certification may be used by an applicant. This guidance addresses the appropriate use of self-certification for Title I program eligibility and data validation requirements. The information reflected in this workforce system guidance is subject to change based on the issuance of US Department of Labor (USDOL), PA Department of Labor and Industry and Workforce Solutions regulations, guidance, and determinations.

II. REFERENCES:

- Workforce Innovation and Opportunity Act of 2014 (WIOA or Opportunity Act), Public Law (Pub. L.)
- Workforce Innovation and Opportunity Act, Department of Labor Only, Final Rule, 20 C.F.R. Parts 603, 651, 652, et al. (2016)
- Workforce Innovation and Opportunity Act, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions, Final Rule, 20 C.F.R. Parts 676, 677, and 678 (2016)
- Training and Employment Guidance Letter (TEGL) No. 35-14, WIOA Operating Guidance for National Farmworker Jobs Program (NFJP) Employment and Training and Housing Grantees
- Training and Employment Guidance Letter (TEGL) No. 6-14, Program Year (PY) 2013/Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines, Attachment A: Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation (C. TYPES OF SOURCE DOCUMENTATION)
- Training and Employment Guidance Letter (TEGL) No. 12-01, Clarification on Selected Activities and Issues under the WIA; Attachment C: Cross-Cutting Eligibility, Documentation, and Verification Issues for Adults and Youth under WIA

- Training and Employment Guidance Letter (TEGL) No. 21-16, Operating Guidance for the Workforce Innovation and Opportunity Act
- Training and Employment Guidance Letter (TEGL) No. 10-23, Reducing Administrative Barriers to Improve Customer Experience in Grant Programs Administered by the Employment and Training Administration
- Training and Employment Guidance Letter (TEGL) No. 23-19, Change 2, Guidelines for Validating Required Performance Data Submitted by Grant Recipients for US Department of Labor (DOL) Workforce Programs, May 12, 2023
- Training and Employment Guidance Letter (TEGL) No. 9-22, Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance, March 2, 2023
- PA Workforce Investment Information Notice No. 3-99, Change 2, Title I WIA Eligibility Criteria for Registration and WIA Acceptable Eligibility Verification, Attachments I and J.
- Section 1326 of the Pennsylvania School Code (24 P.S. Subsection 13-1326)
- 22 PA Code Subsection 11 & 12
- Pennsylvania Department of Labor and Industry Workforce System Policy WIOA Youth Eligibility Definitions
- Pennsylvania Department of Labor and Industry, Self-Certification and Telephone/Document Inspection Verification
- Pennsylvania Fair Education Opportunities Act (of July 17, 1961, PL 776, No. 341) (definition of school in PA)
- Workforce Solutions Adult Priority of Service Policy
- Workforce Solutions Priority of Service to Veterans Policy

III. DEFINITION OF KEY TERMS:

“Adult Basic Education/High School Equivalency” is test preparation, skills training, or other remedial education programs including those offered through publicly and privately funded adult basic education programs, YouthBuild or Job Corps programs. These programs are not considered as part of the definition of school, thus those in attendance would be “not attending school.”

“Alternative Schools/Programs” Because Pennsylvania education law mainly uses the label “alternative” in reference to “alternative education for disruptive youth” (AEDY) and AEDY programs provide students with coursework that allows the student progress toward high school graduation, students enrolled in AEDY programs are “attending school”.

“Attending School” (as per WSP WIOA Youth Eligibility Definitions) is defined as receiving services from any one of the public or non-public Institutions, such as school districts, Charter schools (including regional and cyber), Career and Technical schools, Intermediate Units, private academic schools, non-

public schools (operated by a bona fide church or religious body), private academies/boarding schools, private residential rehabilitation institutions, as well as home-schooled or privately tutored individuals. This definition includes all post-secondary schools regardless of credit-bearing status. A youth enrolled at a post-secondary institution is “attending school.”

“Basic Skills Deficient” as per WIOA Sec. (3)(5), is an individual

- Who is a youth, and who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- Who is a youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

“Compulsory School Age” refers to the time a child enters school until they graduate or turn age 18.

Pennsylvania law requires students to attend school from age 6 to age 18, or until they graduate from a high school, whichever occurs first (except as otherwise provided by law). A student less than 18 years of age must comply with compulsory school age requirements unless they:

- Have graduated from high school;
- Have permission from their resident school district to attend a private trade school or private business school continuously during the school year;
- Are enrolled in a day or boarding school that is accredited by an accrediting association approved by the Pennsylvania State Board of Education;
- Are enrolled in a private tutoring program, a home education program or a school operated by a church or religious body that meets the state’s minimum required days and hours of instruction; or
- Are employed consistent with the applicable provisions of section 1330 of the Pennsylvania School Code.

“Displaced Homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; 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 Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.

“Eligible Spouse” means an individual whose military active duty or veteran spouse was any veteran who died of a service-connected disability; any member of the Armed Forces serving on active duty who has for more than 90 days been listed as missing in action, captured in the line of duty, or forcibly detained or interned in the line of duty; any veteran who has total disability resulting from a service-connected disability; or any veteran who died while disability was in existence.

“Enrolled in School” means a student that is on the attendance rolls whether or not they are physically present on any given day, in accordance with state law.

“English Language Learner” as per WIOA sec 203(7), is an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and:

- Whose native language is a language other than English; or
- Who lives in a family or community environment where a language other than English is the dominant language.

“Family” (20 CFR 675.300) means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple

“Individual with a Disability” as per WIOA sec 3(25) and 42 U.S.C. 12102(3), is one who meets the requirement of “being regarded as having such an impairment” if the individual establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

Note: This does not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

“Lower Living Standard Income Level (LLSIL)”, as per WIOA sec 3(36)(B), is the income level (adjusted for regional, metropolitan, urban and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

Note: a youth is considered low income if the youth is in a family with a total family income that does not exceed the higher of the poverty line or 70% of the LLSIL, except in cases where the youth’s income is considered.

“Low-Income Individual” is a member of one (1) or more of the following populations:

- Recipients of public assistance;
- Individuals in a family with total income below the poverty line or 70% of the lower level standard income level;
- Homeless;
- Foster youth;
- A recipient of or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (based on household income when school districts opt into any community eligibility provision which allows all youth to receive free school lunch)
- Individuals with disabilities with individual income below the poverty line or 70% of the lower living standard income level; or
- Youth living in a high-poverty area as described in WIOA Sec 129(a)(2).

NOTE: See Attachment A for guidance on income calculation methods

“Offender”, as per WIOA sec. 3(38) is an adult or juvenile (1) who is or has been subject to any stage of the criminal justice process, and for who services under this Act may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

“Pregnant or Parenting”, as per Training and Employment Guidance Letter (TEGL) No. 21-16, is an individual who is parenting can be a mother or father, custodial or non-custodial. As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor into the definition of parenting. A pregnant individual can only be the expectant mother.

“Priority of Service” means that individuals in the targeted groups (public assistance recipients, other low-income individuals, individuals who are basic skills deficient, and underemployed who are also low-income) are given priority over other individuals for receipt of individualized career services and training services funded by the WIOA title I Adult program. Veterans within these groups receive priority over non-veterans. Adult priority is determined for the targeted groups during eligibility and enrollment. See Workforce Solutions’ Priority of Service Policy for complete details on definition and application.

“Recipients of Public Assistance” includes individuals who receive, or in the past six (6) months have received, or are a member of a family that is receiving or in the past six (6) months has received, assistance through one (1) or more of the following:

- Supplemental Nutrition Assistance Program (SNAP);
- Temporary Assistance for Needy Families (TANF);
- Supplemental Security Income (SSI); or
- State or local income-based public assistance.

“School Dropout”, as per WIOA Sec. 3(54), is an individual who is no longer “attending any school” and who has not received a secondary school diploma or its recognized equivalent.

“Self-Attestation” (also referred to as an applicant statement) occurs when an individual states his or her status for a particular data element, such as “runaway youth,” and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the individual identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification. Self-attestation, as defined in Attachment II of Training and Employment Guidance Letter (TEGL) 23-19, Change 2, is a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. Electronic signatures may include a submission from the participant such as an email, text, or unique online survey response that is participant generated and traceable to the participant.

“Self-Certification” means an individual’s signed attestation that the information said individual submitted to demonstrate eligibility for a program under Title I of WIOA is true and accurate.

“Underemployed” individuals are employed full-time or part-time and must also meet the definition of a low-income individual in order to be eligible for Adult priority of service.

“Youth Who Requires Additional Assistance to Complete an Educational Program or Secure/Hold Employment” – is defined by NCWDB as a youth who receives assistance from the County Assistance Office.

IV. ELIGIBILITY REQUIREMENTS:

WIOA Adult Eligibility

Adults basic eligibility requirements include:

- Be 18 years of age or older (adults);
- Be a citizen or noncitizen authorized to work in the U.S.; and
- Meet selective service registration requirements (if applicable).

See the Workforce Solutions Priority of Service policy for additional eligibility requirements for Adults to qualify for priority of service to receive training or career services.

WIOA Dislocated Worker Eligibility

To qualify for services as a dislocated worker, job seekers must satisfy the basic WIOA eligibility requirements, which include:

- Be 18 years of age or older (adults);
- Be a citizen or noncitizen authorized to work in the U.S.; and
- Meet selective service registration requirements (if applicable).

Additionally, Dislocated Worker per WIOA sec 3(15) means an individual who

1. (a) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions); and
(b) is eligible for or has exhausted entitlement to unemployment compensation (UC); or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121 (e), attachment to the workforce, but is not eligible for UC due to insufficient earnings or having performed services for an employer that were not covered under a State UC law;
(c) and is unlikely to return to a previous industry or occupation;
2. has been terminated or laid off, or has received a notification of termination or layoff from employment as a result of any permanent closure of, or substantial layoff at, a plant, facility, military installation or enterprise; or employed at a facility at which the employer has made a general announcement that the facility will close within 180 days;
3. was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or due to natural disasters;
4. is a displaced homemaker; or is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or is 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.

WIOA Youth Eligibility Requirements

Youth, ages 14-24 who face barriers to education, training and employment, must meet basic eligibility requirements to participate in the WIOA Title I Youth program. Enrollment requires the collection of information to support eligibility determination. WIOA establishes separate criteria for out-of-school (OSY) and in-school youth (ISY). A youth's eligibility is determined at registration; therefore a youth remains eligible to receive youth services, with their originally designated ISY or OSY category, until exited from the program.

General Eligibility

Both In School and Out of School Youth must meet the following eligibility requirements:

- Be a citizen or eligible to work in the U.S.; and
- Meet selective service registration requirements (if applicable)

In-School Youth, as per 20 CFR §681.20 is:

- Attending school (as defined by State Law) including secondary or postsecondary school;
- Not younger than 14 (unless the youth is an individual with a disability and is attending school under State law) or older than 21 at the time of enrollment;

Note: Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program.

- A low-income individual; and
- One or more of the following:
 - a. Basic skills deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual aged 14-21 who meets the criteria defined in sec 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth aged 14-21 who meets the criteria defined in sec. 725(2) of the McKinney Vento Homeless Assistance Act, or a runaway.
 - e. An individual in foster care, or who has aged out of the foster care system, or who has attained 16 years of age and has left foster care for kinship guardianship or adoption, a child eligible for assistance under section 477 of the Social Security Act (42 USC 677), or in an out-of-home placement.
 - f. An individual who is pregnant or parenting.
 - g. An individual with a disability; or
 - h. An individual who requires additional assistance to complete an education program or to secure or hold employment, such as receiving CAO benefits as defined by our local area.

Note: “requires additional assistance” should not be selected in CWDS for eligibility determination except in cases it meets the NCWDB definition and is the only barrier to eligibility.

Out-of-School Youth, as per 20 CFR§681.210, is:

- Not attending any school (as defined under State law). See definitions for further information.
- Not younger than age 16 or older than 24 at the time of enrollment (participants may continue to receive services beyond age 24 once enrolled in the program), and

- One or more of the following:
 - a. A school dropout.
 - b. A youth within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.

Note: A school calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters.

- c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or is an English language learner.
- d. An offender.
- e. A homeless individual, aged 16-24, who meets the criterial defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth aged 16-24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act, or a runaway.

- f. An individual in foster care, or who has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec 477 of the Social Security Act (42 USC 677), or in an out-of-home placement.
- g. An individual who is pregnant or parenting.
- h. An individual with a disability.
- i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure and hold employment, such as CAO assistance as defined by our local area.

Note: “requires additional assistance” should not be selected in CWDS for eligibility determination except in cases it meets NCWDB definition.

V. ELIGIBILITY POLICY:

TEGL 23-19, Change 2 provides guidance for data validation. Workforce Solutions must ensure to the maximum extent feasible the accuracy of the data entered into the state’s system of record, the Commonwealth Workforce Development System (CWDS). The elements required for data element validation focus on eligibility, outcomes, services and program follow-up. For the purposes of determining eligibility, documentation may be required as evidence supporting the legitimacy of an individual’s acceptability for participation in a particular WIOA-funded program. Local workforce staff must confirm eligibility for certain programs and services through an examination of provided documentation. Once data is verified and entered in CWDS, such information is validated by the Department of Labor and Industry.

A. Verification before program participation. Workforce system staff must verify eligibility prior to the provision of services as required under federal and state statute and regulations. Additionally, this mandate helps reduce the risk of enrolling ineligible individuals in Title I programs, which may result in disallowed costs.

B. Bridging the gap until eligibility is determined. As Wagner-Peyser Act or WIOA Title III services are universally available (i.e., there are no eligibility requirements to receive such services), individuals whose eligibility is not yet determined may receive services associated with this funding. Wagner-Peyser services may serve as a bridge to ensure individuals have access to services (until such time as the individual’s Title I program eligibility is determined). Upon determination, participants may continue to receive Wagner-Peyser services, as well as services associated with the applicable Title I programs.

C. Verification and documentation. It is important to note that verification is far different than hardcopy documentation.

- **Verification** means to confirm eligibility requirements through examination of documents (e.g., birth certificates or public assistance records) or speaking with representatives of authorized agencies.
- **Documentation** means to maintain physical evidence, which is obtained during the verification process, in participant files. Examples of such evidence are copies of documents (where legally permitted)

Primary Eligibility Review

It is the Title I provider's responsibility to review and sign off on all registration paperwork for completeness, and accuracy prior to secondary eligibility review. The Title I provider must maintain a centrally controlled file for each program applicant and registrant which contains copies of all documents collected. The Title I provider will provide Federal, State, and Workforce Solutions monitors with access to such records given reasonable notice.

Secondary Eligibility Review

To ensure the accuracy and appropriateness of eligibility determination and to reduce the risk of disallowed costs, it is the Title I provider's responsibility to review all registration documents completely and thoroughly. Once eligibility is determined by the service provider the WIOA participants' registration documents will be forwarded to a designated staff for review and eligibility determination. This reviewer will ensure the uploaded document represents the eligibility element and the application was completed with accuracy. The Secondary Eligibility Review document will be completed and a case note entered into CWDS indicating results of the secondary eligibility review.

VI. SELF-CERTIFICATION POLICY (use of self-attestation):

A. Acceptable use. Workforce Solutions follows PA Department of Labor and Industry policies and guidance that allows for self-certification as a viable source for documenting eligibility. The PA Department of Labor and Industry (Department) requires that in the circumstances where self-certification is permissible, with the exception of out-of-school youth, it be limited and only available after all other sources of eligibility verification are exhausted (i.e., self-certification is the "last resort" for documenting Title I program eligibility). As stated on the Self-Attestation Form (Attachment B), applicant's signing this form are "certifying under penalty of law" that the statements recorded are true as well as further stated "if misrepresented, or incomplete may be grounds for immediate termination and/or penalties as specified by law". TEGL 10-23 explains that self-attestation is sufficient for both eligibility determination and data validation purposes.

B. Rare circumstances. Workforce Solutions follows PA Department of Labor and Industry policies and guidance that allows for self-certification to verify those eligibility items requiring documentation that, in rare cases, may cause undue hardship for applicants to obtain, particularly those with barriers to employment. Rare circumstances would include use of this type of documentation 5% or less of the time.

Self-certification may be accepted from an individual who has experienced a loss of documentation due to:

- Natural or man-made disaster such as fire, flood, tornado;
- Eviction from residence resulting in a loss of supporting documentation; or
- Individual is fleeing or has fled an abusive or untenable home situation.

C. Youth. Workforce Solutions follows PA Department of Labor and Industry policies and guidance for the use of self-certification to ease burdens on both applicants and providers and serve out-of-school youth who are most in need. Workforce Solutions allows self-certification for out-of-school youth as identified in paragraph D below.

D. Self-Certification List. Workforce staff must use self-certification in a manner reflective of the aforementioned guidance (i.e. limited and rare circumstances; or last resort) Self-certification may be used rarely for Dislocated Workers, Adults and ISY and freely for OSY for the following criteria elements: (Reference TEGL 23-19 change 2; TEGL 10-23)

- Date of Actual Dislocation (Dislocated Worker)
- Displaced Homemaker (Dislocated Worker)
- Reemployment Opportunity is Poor / Unlikely to Return-to-Work (Dislocated Worker)
- Permanently or Temporarily Laid Off as a Consequence of a Disaster (Disaster Grant DWG)
- Long-Term Unemployed (Disaster Grant DWG)
- English Language Learner (Youth)
- Homeless (Youth and Adult)
- In/Aged Out of Foster Care System (Youth)
- Offender (Youth)
- Pregnant or Parenting (Youth)
- Requires Additional Assistance (Youth)
- Runaway (Youth)
- School Status at time of Registration (Youth)
- Date of Birth (Youth)
- Individual with a Disability (Youth)

Note: The only data element related to Title I youth eligibility that does not permit the use of self-certification as acceptable documentation is “basic skills deficient”.

E. Special Circumstances. As indicated in Acceptable Use above, self-certification may be used for both data validation and eligibility determination purposes. All efforts made to obtain documentation is to be case noted in CWDS. It is expected the service provider will continue to case note attempts to obtain documentation after a participant has been made eligible. During the participation period, service providers are expected to continue to exhaust efforts to obtain eligibility documents and these efforts case noted. Documents obtained after start of participation period are to be placed in the eligibility section of the file noting on the document the date of receipt and label for eligibility element. A case note should thoroughly explain the receipt of the document, for which eligibility element it was provided, and location in the file.

Family income level may not be self-certified in any case. Providers are encouraged to utilize telephone verification prior to self-certification for adult, dislocated worker, and ISY populations where possible. Telephone verification involves verification of eligibility criteria through phone calls with recognized governmental or social services agencies. Information obtained through this method should be documented on the Telephone/Document Inspection Verification Form available in CWDS.

VII. TELEPHONE/DOCUMENT INSPECTION VERIFICATION:

Workforce Solutions in accordance with the PA Department of Labor and Industry Workforce System Guidance No. 04-2015 (Change 1), September 11, 2017 allows for the use of telephone verification and documentation inspection verification to verify eligibility, especially in consideration of individuals with barriers to employment. Provider may choose the use of telephone verification prior to self-certification

to verify eligibility criteria. When applicable, eligibility criteria may be verified by telephone contacts with recognized governmental or social services agencies, or by document inspection. The information obtained must be verified and recorded on the Telephone/Document Inspection Verification Form. Information recorded must be adequate to enable a monitor or auditor to refer back to the verifying agency or the document used. (Verification of eligibility through document inspection is appropriate when documents cannot or may not be copied).

VIII. APPLICANT STATEMENT:

An applicant statement is a form of self-attestation and as such is like self-certification in that it is among the least preferred methods of documenting and verifying eligibility criteria. If an applicant statement is used in the eligibility determination process, a rationale must be provided via case notes on CWDS in the applicant's electronic case record describing the other methods of verifying eligibility the workforce staff attempted prior to the use of an applicant statement. Neither applicant statements nor self-attestations may be used for family size/family income criteria in determining eligibility.

IX. STANDARDIZED FORMS:

Labor and Industry has developed standardized forms to assist local workforce development boards in collecting the information necessary to verify Title I programs eligibility criteria and verify acceptable documentation sources, to include self-certification and telephone and document inspection verification. These forms are available in CWDS Help Center.

X. ELIGIBILITY MONITORING AND RANDOM SAMPLING METHODOLOGY:

Local area staff perform fiscal and programmatic monitoring reviews of all subcontracted WIOA programs to include inspection of eligibility of participants. These reviews will include a random sampling of enrolled participants for eligibility confirmation. The random sample will be conducted utilizing the Participation Report within CWDS. A sample of not less than 20% will be conducted for each funding stream and each County. Initial sample will be generated randomly and every nth case thereafter will be selected ($nth = \frac{\text{total program population}}{\text{required sample size}}$). For example, if the sample is drawn from a list of 247 total participant cases and the required sample size is being determined as 33% or 82, then, $nth = 3$. Sampling should take previous monitoring reviews into consideration to eliminate duplication of reviewed elements.

From these selected cases, eligibility will be reviewed for use of self-certification. The rate of use of self-certification will be determined by dividing the total amount selected in the sample by the total determined to have used self-certification. The expectation of the PA Department of Labor for Adults and Dislocated Workers, is for self-certification to be utilized in rare circumstances. Therefore, it is expected no more than 5% of the random sampling of Adults and Dislocated Worker cases will have utilized self-certification. In the event the sampling has in excess of 5% self-certification, eligibility will be examined to determine whether the participant would be eligible through other provided documents (i.e., the service provider documented multiple barriers). The rate of self-certification will be adjusted accordingly.

Based on the sample, case notes will be reviewed for demonstration that service providers made attempts to obtain eligibility documents for the element during the application process or participation period if applicable.

If it is determined on monitoring that case notes are insufficient resulting in questions regarding eligibility, service providers may be required to obtain and provide additional supporting documentation of eligibility for the self-certified element.

Additional documentation will be expected within 30 days of notification. Eligibility sampling of self-certifications is not intended to be a hardship, but to serve as a method to ensure validity of verification sources and to ensure enrollment of eligible individuals. Improperly documented eligibility elements or self-certification on eligibility items not permitted under Federal law or guidance may result in disallowed costs. Proper utilization and case noted documentation of self-certification serves as evidence of eligibility determination.

If it is determined more than 10% of examined participants are found to have eligibility issues or the use of self-certification has been completed inaccurately, Workforce Solutions will take corrective action, including providing technical assistance to providers.

XI. SELECTIVE SERVICE REQUIREMENTS:

Every male citizen and male permanent resident noncitizen in the United States between the ages of 18 and 26 are required to register with Selective Service. Males who failed to register with Selective Service by their 26th birthday and can provide written explanation and supporting documentation of any of the following may be eligible for WIOA services:

- over the age of 26 and were willing but unknowing of the requirement to register with Selective Service;
- incarceration, institutionalization, or hospitalization between the ages of 18-26; or
- non-citizen status and non-permanent resident status before age 26.

Workforce Solutions will monitor Selective Service exceptions to ensure that proper procedures are followed.

XII. RECISSIONS:

None

XIII. EXPIRATION:

Ongoing

XIV. INQUIRIES:

Questions shall be directed to:

Pamela Streich, Executive Director at pstreich@ncwdb.org; or

Donna Hottel, Strategic Planning and Project Manager at dhottel@ncwdb.org

Workforce Solutions for North Central PA

425 Old Kersey Road

Kersey, PA 15846

(814) 245-1835

XV. POLICY HISTORY

Name	Date	Description of Change	Effective Date
Donna Hottel / Tonya Mauk	4/12/24	Alignment to Eligibility Definitions / Update Eligibility Monitoring	4/12/24
Donna Hottel	11/22/2023	Format / Second Level Review	07/01/2023
Pam Streich	09/01/2017	Change Contact Information for new agency – Workforce Solutions.	09/01/2017
Pam Streich		Issued	07/01/2013

Attachments:

Attachment A - Guidance on income calculation methods

Attachment B - Self-Attestation Form

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program