

Department of Community Colleges and Workforce Development	Number: 589-30.3
	Revised: 12/18/08
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SUBJECT: Workforce Investment Act Title IB Adult and Dislocated Worker Participant Eligibility Determination, Verification, and Records	Approved: 

Purpose: To establish the State policy regarding adult and dislocated worker participant eligibility determination, verification and records.

References: Workforce Investment Act (WIA), Public Law 105-220
20 CFR 660.300
OAR 151-020-0030, Eligibility Determination for WIA Programs

Definitions: **WorkSource Oregon Registrant Program (WORP):** the common intake registration system that collects data elements which meet WorkSource Oregon eligibility requirements.

Staff attestation: the WorkSource Oregon staff member has examined documentation and attests that the date of birth indicated on the documentation matches the date of birth indicated in the WorkSource Oregon Registrant Program (WORP).

Self-certification: an individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate (20 CFR 660.300).

Verification: to confirm eligibility requirements through examination of official documents.

Policy: The State is establishing a standard for a paperless adult and dislocated worker registration, eligibility verification and record process based on the WIA definition of self-certification. The Department of Community Colleges and Workforce Development and the Employment Department will rely on the electronic participant records established in the subrecipient's management information system.

The WorkSource Oregon Registrant Program (WORP) will be utilized in all WorkSource Oregon physical locations. For purposes of Wagner-Peyser and Workforce Investment Act Title IB eligibility requirements in Oregon, signed attestation means completion of the self-attestation screen in the WORP system, and satisfies all self-certification requirements.

WorkSource Oregon staff will examine the applicant's identification document, and will utilize the staff attestation mechanism in the WORP system to attest that the applicant is at least 18 years of age.

Subrecipients must establish appropriate written procedures that meet the requirements of this policy. Subrecipient policies may not require that participants provide documentation of any data element, other than date of birth. Subrecipient policies may not require collecting or maintaining hard copies of customer identification.

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The State will conduct Data Element Validation initiative visits as mandated by the Department of Labor, but is not requiring adherence to the allowable source documentation guidelines provided by DOL, with the exception of examination of source documents used to verify a participant's date of birth. In the event that Data Element Validation standards become DOL policy or requirements, the State will reevaluate and advise subrecipients.

This policy applies to services funded with National Emergency Grants, and statewide activities projects.

Subrecipients must provide services to customers regardless of the WORP response regarding citizenship and legal to work status. WorkSource Oregon staff must advise the participant to initiate actions to comply with immigration requirements.

Customers who indicate that they have not complied with selective service requirements must be advised to initiate actions to comply with the Military Selective Service Act.

Procedure:

Responsibility

Action

Subrecipient: Adopt written procedures which meet the requirements of this policy.

CCWD: Test for compliance with written procedures during annual on-site monitoring.