This document can be used to quickly determine whether a customer will be eligible for Adult and/or Dislocated Worker programs. Refer to the WSPM Regional Program Standards for definitions and additional guidance.

# Eligibility

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| **Adult** | **Dislocated Worker** |
| Age 18+  **AND** In compliance with Selective Service *(See Selective Service Below)* | In compliance with Selective Service *(See Selective Service Below)*  **AND** Qualifying Dislocation  Displaced Homemaker  Business Closed or had a Substantial Layoff  Military Spouse  Self-Employed and Business Closed  Separating Service Member *(and has copy of DD-214)*  Terminated or Laid-off Worker |

# Qualifying Dislocations Defined

Below are quick reference definitions. Customer must meet full definitions outlined in the WSPM Regional Program Standards.

**Displaced Homemaker**

Either of the following is true:

* Provided unpaid services to their family and no longer supported by that income, AND is unemployed or underemployed1, AND having trouble obtaining or upgrading employment.
* **OR** Provided unpaid services to their family, AND is a military spouse where income reduced for deployment, activation, relocation, spouse death or disability AND is unemployed or underemployed1, AND struggling to find/upgrade employment.

**Business Closed or had a Substantial Layoff**

Any one of the following is true:

* Business closed due to permanent closure
* **OR** Business experienced a substantial layoff
* **OR** Business announcement of closure within 180 days

**Military Spouse**

Either of the following is true:

* Employment loss due to military spouse relocation
* **OR** Difficulty obtaining or upgrading employment as a military spouse

**Self-Employed and Business Closed**

Either of the following is true:

* Closed due to general economic conditions
* **OR** Closed due to natural disaster

**Separating Service Member**

Is separating from the military and entering civilian labor force and can document with a DD-214

**Terminated or Laid-off Worker**

Either of the following is true where customer was terminated or laid off:

* Eligible for or exhausted UI and *unlikely to return2 to previous industry or occupation.*
* **OR** was employed for at least 3 months but is not eligible for UI due to insufficient earnings or having worked for employed not covered by the State UI law *and* *unlikely to return2 to previous industry or occupation*.

**Additional Definitions**

1 **Underemployed Worker:** An individual who is employed and working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement

*2* **Unlikely to Return**: Is one of the following

* ***Negative economic conditions*** or sudden economic impact on industries or occupations (e.g., pandemic or natural disaster impacts).
* ***Decline*** in applicant’s occupations in the local market.
* ***Significant barriers to employment***, such as criminal background, lack of high school diploma or GED, disability, homelessness, cultural or language barriers, older worker (55+) or deficient in basic skills.
* ***Previous industry or occupation*** has been eliminated or the applicant has been unable to secure a position at a compensation level comparable to their previous occupation.
* ***Exhausted their unemployment benefits*** and have been unable to find a job in their previous industry or occupation.
* ***Seasonally employed and unlikely to return*** because of mechanization or significant variance to normal seasonal employment patterns.

# Eligibility Documentation

## DATE OF BIRTH

All enrolled participants must be able to document their DOB. Signed application (customer attestation) is allowable if the customer has none.

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| Baptismal Record  Birth Certificate  DD-214 Military Separation Record  Driver’s License  Family Bible  Government Issued Photo ID  Hospital Record of Birth | Justice System Record  Medical Record  Passport (US)  Passport (Foreign)  Public Assistance Benefits Letter  Public Assistance Crossmatch  School Record or ID Card | Selective Service Registration  Acknowledgement Letter  Selective Service Registration Card  Signed Application *(last resort)*  Tribal ID Card |

## SELECTIVE SERVICE

Some participants are required to register and document registration for the Selective Service (U.S. Military Draft) to participate in federally funded programs. Review Requirements to Register and then select status and documentation types below.

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| **REQUIREMENTS TO REGISTER** | |
| **NOT REQUIRED TO REGISTER/EXEMPT**   * I was sex-assigned female at birth * **OR** I was born before 1960 * **OR** I am under the age of 18 * **OR** I am a seasonal agricultural worker on a H-2A visa * **OR** I am a lawful non-immigrant on a current non-immigrant visa * **OR** I was incarcerated/hospitalized/institutionalized continuously between my 18th and 26th birthdays * **OR** I was not living in the United States between my 18th and 26th birthdays * **OR** I was on active US Military, Coast Guard duty or a student in an Officer Procurement Program continuously between my 18th and 26th birthdays   **If selected, go to Status (box 5) below and related Documentation Types (boxes h-k)** | **REQUIRED TO REGISTER**   * I was sex-assigned male at birth * **AND** I am a US Citizen OR immigrant living in the US between the ages of 18 and 25 * **AND** are age 18 or older * **AND** were born on or after January 1, 1960   **If selected, skip to Status (boxes 1-4) below and related Documentation Types (boxes a-g)** |

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| **STATUS** | **DOCUMENTATION TYPES** |
| 1. Registered | a. Selective Service Registration Acknowledgement Letter  b. Selective Service Registration Card  c. Selective Service Stamped Post Office Receipt of Registration |
| 2. Not Registered and was unaware of requirement to register and age 26+. | d. Request for Status Information Letter & Supporting Documentation  e. Selective Service Status Information Letter |
| 3. Not Registered and willfully and lawfully chose not to register. | f. Not eligible for program services. |
| 4. Not Registered and between ages of 18 and 25. | g. Must register to be eligible for program services. |
| 5. Not Required to Register. | h. Self-Attest by Signed Program Application (Age/Sex at Birth)  i. DD-214 Military Separation Record  j. Immigrant/Non-Immigrant Allowable Documents  k. Records of Incarceration/Hospitalization/Institutionalization |

Applicants between the ages of 18 and 25 who do not have a social security number and are required to complete Selective Service registration can mail in their form (SSS Fom1). Mail the form to: Selective Service System P.O. Box 94739 Palatine, IL 60094-4739. Website instructions and link to the form: <https://www.sss.gov/register/#section1>.

Applicants who are older than age 25 who do not have a social security number and are required to complete Selective Service registration:

* *Entered the country before the age of 26 and was unaware of the requirement to register:* Complete a Status Information Letter and attach copies of the documentation required for their reason for non-registration. A copy of the letter and supporting documents is to be provided to the WIOA Program Manager following the guidance in the EOP Regional Program standards for Required to Register and Did Not.
* *Entered the county after the age of 26:* They are exempt and must prove that exemption. Documentation for being Exempt are listed above.

## Priority of Services for Adult Applicants

Individuals who meet and can document the definition of priority of service shall be given priority over a non-priority of service participants for the receipt of employment, training, and placement services. Refer to the WSPM Regional Program Standards for priority of service requirements.

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| **CATEGORY** | **DOCUMENTATION TYPES** |
| Veteran, which includes a recently separated veteran, and eligible spouses | a.  DD-214 Military Separation Record  b.  An official notice issued by the Department of Veterans Affairs that establishes entitlement to a disability rating or award of compensation to a qualified dependent.  c.  An official notice issued by the Department of Defense that documents the eligibility of an individual, based on the missing or detained status of that individual’s active-duty spouse.  d. An official notice issued by a state veterans’ service agency that documents veteran status or spousal rights, provided that the State veterans’ service agency requires federal documentation of that information. |
| Public Assistance Recipient, TANF, SNAP, SSI/SSDI, other public assistance | a.  Agency records  b.  Crossmatch with public assistance records |
| Low-Income | a.  Check stubs, W-2, or Employer records, including self-employment.  b.  Unemployment Insurance records  c.  Court records  d.  Self-employment records  e.  Verification with outside agencies  f.  Customer Attestation on signed I-Trac Application |
| 4.  Basic Skills Deficient | 1. Enrolled in Title II Basic Ed, including enrollment in ESL classes 2. Determined to be Limited English Skills proficient through staff-engagement and observation. 3. Staff observation of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings. 4. Information (in writing or through discussion with the customer) that an education institution the participant engages or engages with determined them to have a GPA at D or below within the previous six months. 5. Qualifies for Special Education services or has an IEP Plan . |

Other Characteristics & Barriers to Employment Defined

**Cultural Differences**

An individual, at program entry, who perceives themselves as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hinderance to employment.

**English Language Learner**

An individual, at program entry, who has limited ability in reading, writing, speaking or understanding the English language and also meets at least one of the following two conditions (a) native language is a other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.

**Foster Care: In Foster Care or Aged out of Foster Care**

An individual who is currently in foster care or aged out of foster care. Cannot be selected when customer is older than 24 years of age.

**Free or Reduced Lunch Eligible**

A customer who receives or is eligible to receive Free or Reduced Lunch. Cannot be selected when customer is older than 24 years of age.

**Homeless**

An individual, at program entry who:

(a) lacks a fixed, regular, and adequate nighttime residence, this includes a person who:

(i) is sharing the housing of another person due to loss of housing, economic hardship or a similar reason;

(ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodation;

(iii) is living in emergency or transitional shelter;

(iv) is abandoned in a hospital; or

(v) is awaiting foster care placement.

(b) Has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, such as a care, park, abandoned building, bus or train station, airport or camping ground.

(c) Is a migratory child who is preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work.

(d) Is under 18 years of ae and absents themselves from home or place of legal residence without the permission of their family (i.e., runaway youth).

This definition does not include a individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

**In Registered Apprenticeship**

An individual who is participating in a Registered Apprenticeship at program entry. If yes, also complete the WIOA Partner Programs on the Assessment’s Tab to specify engagement.

**Justice System Involvement**

An individual, at program entry, who is either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

**Single Parent**

An individual, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under the age of 18 (including pregnant women).

**Farmworker**

* Migrant Farmworker

An individual, at program entry, who is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.

* Seasonal Farmworker

An individual, at program entry, who is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program, has been primarily employed in a agricultural or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers economic self-sufficiency.