Regional Program Standards

Focus:	☒ **WorkSource Centers** ❑ **Youth Program Services** ❑ **Other:**	
Topic: WorkSource Portland Metro Center Services WIOA Adult and Dislocated Worker Programs		
Date: August 10, 2026	❑ **New** ☒ **Revised**	**Page 1 of 54**

Overview

Services for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker participants in the local area are offered through the established network of WorkSource Portland Metro Centers (WSPM) and select Service Provider contractors. These *WSPM Regional Program Standards* outline the policies, definitions, and performance established for WSPM services.

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WIOA Adult and Dislocated Worker Eligibility Policy

WIOA Adult

An Applicant is eligible as a WIOA Adult if they are:

- Validate their name and date of birth as age 18 or older.
- In compliance with Selective Service Registration requirements.

WIOA Dislocated Worker (DW)

An Applicant is eligible as a WIOA Dislocated Worker if they:

- Validate their name and date of birth (no minimum age requirement)
- In compliance with Selective Service Registration requirements
- Meet one of the following dislocation types.

Dislocation Types

Terminated or Laid-off Worker

The Applicant must meet *each of the requirements* in A, B *and* C:

A. Has been terminated or laid off or has received a notice of termination or layoff from employment, including a separation notice from active military service (refer to Separating Service Member below for additional detail).

B. Is either eligible for or has exhausted their unemployment insurance compensation *or* have been employed for a period of at least three months to show attachment to the workforce, but they are not eligible for unemployment insurance compensation due to insufficient earnings or having worked for an employer that is not covered under the State unemployment compensation law.

C. Is unlikely to return to their previous industry or occupation. This can be due to any of the following circumstances:

- Because of negative economic conditions or sudden economic impact on industries or occupations (e.g., pandemic or natural disaster impacts).
- Because there is a decline in the Applicant's previous occupations in the local market.
- Because of circumstances that cause 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.
- Because their 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.
- Because they exhausted their unemployment benefits and have been unable to find a job in their previous industry or occupation.
- Because they were seasonally employed and unlikely to return because of mechanization or significant variance to normal seasonal employment patterns, resulting in uncertain return-to-work duties.

Business Closed or has had a Substantial Lay-off

The Applicant must meet *one of the following* requirements:

A. Has been terminated or laid off or has received notice of termination or layoff from employment because of the permanent closure of, or any substantial layoff at (defined as 10 or more affected workers) the company (includes a plant, facility, military installation or business enterprise).

B. Is employed at a company where the employer has made a general announcement that the company or location will close within 180 days. A general announcement may include media coverage, filing of a WARN with the State, corporate written notice of intent to close within 180 days (written notice includes email communication, employer website and/or social media postings).

Self-Employed and Business Closed

The Applicant must meet the following requirement:

A. Was self-employed (including employment as a farmer, rancher, fisherman, or an independent contractor or consultant not technically an employee of a firm or agency) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Additional Guidance – Self Employed and Business Closed
To assist an Applicant in determining if they meet this definition, consider the following.

A. A person is self-employed when they meet one of the following conditions:

- Files taxes as self-employed for their business on their personal taxes.
- Is considered an independent contractor by the business.
- Meets all the following criteria:
    - Is not required by the business to complete an IRS W-4 form.
    - Is not required to pay federal income tax or FICA payments from their paycheck(s).
    - Liability or workers' compensation insurance for the individual is not paid by the business.
    - Creates or provides the products or services they sell or sets the price for the products or services they sell.
    - Is responsible for the business expenses and losses.
    - Receives profits from the business.

B. Economic condition is defined as the present situation in the overall economy of the area where the individual resides. When a local economy contracts or is weakened it may impact self-employed individuals. Examples include recession, impacts of pandemic, impacts of major employers that support a high percent of employment and local purchasing power, such as:

- Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services.
- Failure of one or more businesses from which the self-employed individual obtained substantial proportion of products or services.
- Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the local economy.
- The unemployment rate for the county exceeds the State overall unemployment rate.
- Depressed prices or markets for articles produced by the self-employed individual.

Displaced Homemaker

The Applicant must meet *one of the following* requirements:

A. The Applicant has been providing unpaid services to their family in the home, and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

B. The Applicant has been providing unpaid services to their family in the home and 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 service member. The Applicant is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Additional Guidance – Underemployed
Underemployed is defined as any one of the following applying to the Applicant's situation:

- The Applicant is employed less than full-time and is seeking full-time employment.
- The Applicant is employed in a position that is inadequate with respect to their skills and training.

- The Applicant is employed but their family annual income does not exceed the higher level of the poverty line or 70 percent of the LLSIL.
- The Applicant is employed, but their current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

Military Spouse

The Applicant must *meet one of the following* requirements:

A. The Applicant is the spouse of a member of the Armed Forces on active duty and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the Armed Forces member.

B. The Applicant is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and having trouble in obtaining or upgrading employment. Refer to Additional Guidance – Underemployed.

Separating Service Member

The Applicant is a member of the Armed Forces who is separating from service to enter or re-enter the civilian labor force (being discharged). *Documentation with a DD-214 is required*.

Eligibility Determination

For WIOA Adult, eligibility determination is validated based on I-Trac data entry of birthdate and selective service.

For WIOA Dislocated Worker, eligibility determination is based on data entry of birthdate, selective service and answers to dislocated worker types and appropriate documentation.

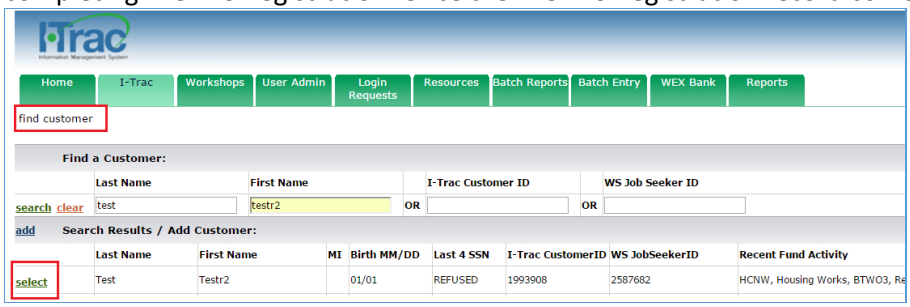
WIOA Adult and DW Eligibility Procedures

Step 1: Complete Customer Registration

Using the "find customer" feature, search I-Trac for the Applicant using their legal name. If the Applicant is in I-Trac confirm the birthdate and last four of their social security number (if available) to verify that you are selecting the correct record.

Verify that the I-Trac record has a Job Seeker ID assigned. If so, move to Step 2 below.

If the Applicant is not in I-Trac or does not have a Job Seeker ID, the Applicant must begin Registration by completing WOMIS Registration. Once the WOMIS Registration record comes into I-Trac, move to Step 2 below.

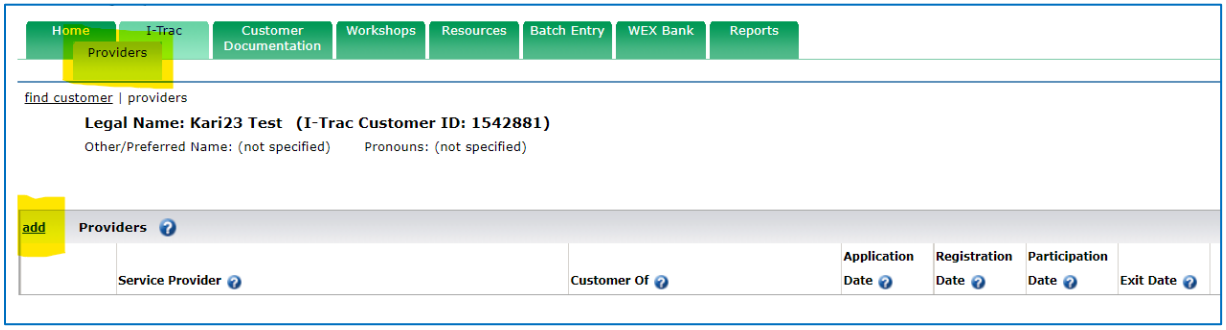


Step 2: Add WorkSource Enrollment

Staff must determine which WIOA fund they will be enrolling the Applicant in – WorkSource Portland Metro WIOA Adult or WIOA Dislocated Worker, or both. Note that the WIOA fund name in I-Trac is "WorkSource Adult" and "WorkSource Dislocated Worker" and both are WIOA funds.

Each enrollment is added and completed separately. There can only be one open WorkSource Portland Metro WIOA Adult and one open WorkSource Portland Metro WIOA Dislocated Worker enrollment at any one time.

- On the Providers Tab choose "add" WorkSource Adult-Service Provider or Dislocated Worker Service Provider.
- Complete "Customer Of."
- Add Application Date as the date the Registration process is being completed (NOTE: This date must be before the date of the first grant funded service).



Complete all information in the Registration Tab. I-Trac will automatically populate information on the Registration Tab from an already existing Adult or Dislocated Worker enrollment episode or the Reportable Individual enrollment episode. Staff must review and update this information to reflect what is true at the time of enrollment in selected fund.

Step 3: Complete WorkSource Registration Tab

To enroll into the WorkSource WIOA Adult or Dislocated Worker program, documentation is required to verify certain information that was provided through the Applicant Registration process. Documentation must be retained in the I-Trac Document Upload Tool to be available for monitoring.

For ease of participant co-enrollment across local workforce areas in Oregon, Worksystems will accept eligibility determination and documentation of any other Oregon local area contracted service provider. The liability for eligibility will remain with the first contracted Service Provider making the current, open enrollment eligibility determination.

The WIOA Documentation is to be collected and uploaded to I-Trac using the tool and process provided through I-Trac. Follow Customer Secure Document Upload Tool instructions found on the I-Trac Resources/User Instructions tabs.

If documentation cannot be provided as outlined within these *Regional Program Standards*, the Applicant may not be enrolled. However, please note, *Applicants may continue to engage in Self-Directed Services through My WorkSource*.

Note: Completing WIOA eligibility and documentation is the responsibility of the Contractor/Center where the documents are collected, uploaded to I-Trac and data-entered in I-Trac. If there are eligibility documentation questions that arise during monitoring that lead to questioned or disallowed costs, the Contractor or Center that managed the WIOA documentation process is responsible for the questioned/disallowed costs.

WIOA Adult and DW Eligibility Documentation

Following are the data elements which require documentation for WIOA Adult and DW eligibility determination, and a list of acceptable documents.

Where Customer Attestation is the allowable source, the signed Application will be the documentation of the attestation. This will be reflected in I-Trac as "Signed Application."

Birth Date Documentation

One of these allowable documents is required, and must reflect a birth date that supports the information provided by the Applicant and aligns with their age at registration:

Baptismal Record	Public Assistance Benefits Letter or Crossmatch
Birth Certificate or Hospital Record of Birth	Record of incarceration, hospitalization, or institutionalization
DD-214 Military Separation Record	School Records or School ID Card
Driver's License	Selective Service Registration Acknowledgement Letter
Family Bible	Selective Service Registration Card
Government Issued Photo ID	Tribal ID Card
Passport	

Dislocated Worker Documentation

The Applicant's attestation of the qualifying dislocation date is accepted, except for Military Separation. The Applicant's signature on the application is their attestation. Where the qualifying dislocation is based on a military person's separation from service, the DD-214 is required for documentation.

Selective Service Registration Documentation

If the Applicant is required to register for Selective Service and documentation under one of the categories outlined below cannot be collected, the Applicant is not eligible to be enrolled in either the WIOA Adult or Dislocated Worker program. Applicants who would like additional information regarding Selective Service registration may be referred to this website: https://www.sss.gov/register/

Applicants between the ages of 18 and 25 who have not yet registered must do so to move forward in the WIOA registration process. Applicants 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.

Required to Register (All elements must be true)	Not Required/Exempt from Registering (Any one of the elements must be true)
1. Sex-assigned male at birth 2. US Citizen OR immigrant residing in the US between the ages of 18 and 25 3. Age 18 or older 4. Born on or after January 1, 1960	1. Sex-assigned female at birth 2. Born before 1960 3. Under the age of 18 4. A seasonal agricultural worker on a H-2A visa 5. A lawful non-immigrant on a current non-immigrant visa 6. Was incarcerated / hospitalized / institutionalized continuously between 18th and 26th birthdays 7. Was not living in the United States between 18th and 26th birthdays 8. Was on active U.S. Military duty, Officer Training, a student in a service academy or military school, Coast Guard or Coast Guard duty continuously between 18th and 26th birthdays

Documentation Types are defined by the requirement to register and whether the Applicant registered or did not register for the Selective Service:

IF Requirement is	AND Registration Status is	Then Documentation Types must be one of the following
Required	Registered	• Download the Selective Service Registration Acknowledgement Letter from https://www.sss.gov/verify/ • Selective Service Registration Card • Stamped Post Office Receipt of Registration
	Not Registered: Applicant was unaware of the requirement to register and is now age 26 or older.	• Selective Service Non-Registration Questionnaire
	Not Registered: Applicant willingly and lawfully chose not to register.	No document and Applicant is not eligible.

IF Requirement is	AND Registration Status is	Then Documentation Types must be one of the following
Not Required/Exempt	Not Required to Register	• Signed Application (Age/Sex at Birth) • Records of Incarceration/ Hospitalization/ Institutionalization • DD-214 Military Separation Record, service academy/military school record • Immigrant/Non-Immigrant Allowable Documents

Incarceration/Hospitalization/Institutionalization

Applicants who were required to register but did not and can provide documentation that they were incarcerated, hospitalized and/or institutionalized from their 18th birthday to their 26th birthday are exempt from registration. However, please note: If at any time between their 18th and 26th birthday the Applicant was not incarcerated, hospitalized or institutionalized then they were required to register, and the exemption does not apply. If the Applicant did not register, then follow the requirements for documenting under "Required to Register and Did Not."

Military Service

If the Applicant was in the U.S. Military, Officer Training, a student in a service academy or military school, Coast Guard or Coast Guard duty between their 18th and 26th birthday they are not required to register and their DD-214 Military Separation Record is the documentation. However, please note: If at any time between their 18th and 26th birthday the Applicant was not in the U.S. Military, Coast Guard or Officer Training, then they were required to register, and the exemption does not apply. If the Applicant did not register, then follow the requirements for documenting under "Required to Register and Did Not."

U.S. Citizenship and Immigration Status

Applicants who were required to register but did not and can provide documentation that they lived outside the U.S. continuously from age 18 through age 26 and entered the U.S. for the first time after age 26 are exempt from registration. However, please note: If at any time between their 18th and 26th birthday the Applicant was living in the U.S. then they were required to register, and the exemption does not apply. If the Applicant did not register, then follow the requirements for documenting under "Required to Register and Did Not."

Required to Register and Did Not

If an Applicant was required to register for Selective Service but failed to do so before reaching age 26, a determination must be made as to whether the failure to register was not knowing and willful. The Applicant and Service Provider staff must complete the *Selective Service Non-Registration Questionnaire*. The WIOA Program Manager must review the questionnaire to determine whether the Applicant has established, by a preponderance of the evidence, that the failure to register was not knowing and willful. If the failure to register is determined as knowing and willful, the Applicant is not eligible for WIOA-funded services and the Applicant must be advised of available WIOA grievance procedures.

The completed *Selective Service Non-Registration Questionnaire* must be uploaded to the Applicant's I-Trac record. The " Selective Service Non-Registration Questionnaire " document type must be selected in I-Trac as documentation of Selective Service registration eligibility.

Applicants under the age of 18

All Applicants who are under age 18 when they begin participation in WIOA services who are sex assigned male at birth and who are not exempt must register for Selective Service within 30 days of their 18th birthday (i.e., 30 days before or 30 days after their birthday); if they do not register, they must be exited from all program services. All Applicants required to register who will turn 18 during either In-Program services or Follow-Up services should be made aware of this requirement prior to final enrollment decisions. Participants who turn 18 and are required to register, choose not to, and are exited from services will be included in all program performance measures. The documentation of Selective Service Registration after WIOA Documentation must be uploaded to I-Trac.

WIOA Adult and DW Enrollment Procedures

Participant Interpretation Services

If participant interpretation services are needed to assist in the enrollment of an Applicant these can be provided prior to enrollment and then entered into I-Trac on the Support Services Tab with the same date as the Participation Date. If the Applicant does not complete the enrollment process this expense can be invoiced to Worksystems as an Operating Expense.

Work Authorization

Work authorization verification must be completed prior to providing any of the following WSPM services: Basic Career, Individualized Career, Secondary Education, Training and Work Based Training. As Service Providers conduct verification of work authorization, they must ensure they comply with the nondiscrimination provisions at Section 188 of WIOA and its implementing regulations at 29 C.F.R. part 38. To ensure equal treatment, all Applicants must provide documentation of authorization to work in the United States.

To verify that the Applicant is authorized to work within the United States, applicants must present documentation to staff that is equivalent to the Federal Form I-9 requirements. Refer to *the US Citizenship and Immigration Services website, uscis.gov*, for guidance. ***A copy of the document(s) is required to be uploaded to the I-Trac record.***

> ***Note:*** The documents on **List A** show both identity and work authorization. Applicants presenting an acceptable **List A** document should not be asked to present any other document.
>
> The **List B** document only verifies identity through a picture that matches what the person looks like (if a picture is provided on the **List B** document) and/or that the name on the **List B** document is exactly the same as what is listed on the **List C** document. Applicants who choose to present a **List B** document must also present a document from **List C**.
>
> Additional guidance on work authorization documents can be found in this link: Form I-9 Acceptable Documents | USCIS

Documentation is completed in the *Work Authorization* Control on the *Documentation Tab* in the WorkSource record. There are two classifications of work authorization documents in I-Trac – Permanent and Temporary.

- **Permanent**: Individuals who are authorized to work in the U.S. indefinitely without the need for periodic renewal or reverification. This status is typically held by:
  - U.S. citizens
  - Noncitizen nationals
  - Lawful permanent residents (Green Card holders)

According to federal guidance, individuals with permanent work authorization **DO NOT** require reverification of their work authorization—even when their document(s) (e.g., U.S. passport, Green Card) expire.

- **Temporary**: Individuals authorized to work in the U.S. for a limited time. This status is typically held by individuals who are not U.S. citizens or lawful permanent residents and who qualify under specific visa categories or programs.

For participants with a temporary work authorization document, you must view that participant's document every 90 days during their participation in In-Program and Follow-Up services for as long as their documentation remains temporary with an expiration date. Every 90 days you must ask the participant to show their work authorization documentation and confirm in I-Trac that the expiration date and document(s) entered in I-Trac matches the document(s) shown. You must also review work authorization document(s) with a participant once the document(s) used is expiring.

If the date and document type matches, enter a new Work Authorization record in I-Trac with the new review date, the document **DOES NOT** have to be uploaded again to I-Trac. If the date or document does not match, then a new Work Authorization record must be entered in I-Trac, and the new document(s) **MUST BE** uploaded to I-Trac.

Required Disclosures

Provide and discuss the social security number (SSN) disclosure and the grievance and equal opportunity rights disclosure to ensure the Applicant understands their rights. The Applicant will acknowledge receipt of these disclosures when they sign the WSPM Application. No copies of the forms need be maintained in the Applicant file.

Social Security Number (SSN) Disclosure

A participant's SSN is required for their inclusion in some performance cohorts. The collection of an Applicant's social security number is not required for program eligibility purposes and providers may not deny services if an Applicant is eligible for WSPM services and chooses not to disclose their number. Applicants must be provided the SSN Disclosure (Standard SSN April 2025) that describes how their SSN will be used and the program's commitment to confidentiality. Where the Applicant agrees to the use of their SSN for reporting purposes, the indication is noted through I-Trac on the WSPM Application for services and the consent is the Applicants' signature on the Application.

Equal Opportunity (EO)/Grievance Disclosure

The Equal Opportunity Statement and Grievance Disclosure (April 2025) is to be given to the Applicant during the eligibility determination interview meeting. Reasonable efforts should be made to assure that the information and complaint procedures are understood by potential Applicants.

Enrolled Participant

Once all elements of eligibility determination, documentation and I-Trac Registration have been completed, obtain the Applicant's signature on the Application utilizing the I-Trac eSignature process. If an eSignature cannot be obtained, print the Application from the I-Trac Customer Documents menu for signature and upload the signed Application to I-Trac.

Note: Applicants under the age of 18, Contractor staff must conduct due diligence to obtain parent/guardian signature for enrollment. Where a parent/guardian is absent, an Applicant under the age of 18 may be enrolled without parent/guardian signature. Once confirmed that a parent/guardian is absent, the participant may sign the Application in place of a parent/guardian with a case note entered in I-Trac by the Career Coach to document this.

The Applicant must begin participation in program services within 45 days of the registration date. Participation begins with the first WIOA-funded service entered in I-Trac.

Discretionary Grant Enrollment

A discretionary grant is awarded by a government agency or other organization at its discretion, rather than through a formula or other predetermined process such as WIOA. The WSPM system has several discretionary grants available to support participant engagement in the system. To spend discretionary grant funding to support a participant's engagement in WSPM, the participant must be enrolled in the discretionary grant fund(s) in I-Trac. Contractors will refer to and follow the discretionary grant program(s) *Regional Program Standards* for additional details and requirements.

Transferring Participants

Participants may be transferred from one WSPM Service Provider to another when it is in the best interest of the participant or when a participant is enrolled with one WSPM provider and then another WSPM provider funds a Training service. In this circumstance the participant is transferred to the WSPM provider funding the Training service. When a transfer occurs, the current service provider must:

- Confirm with the participant that they agree to the transfer and document through a case note in I-Trac. The case note must also explain the reason for the transfer.
- Obtain approval from both the current WSPM Contractor Program Manager and the receiving WSPM Contractor Program Manager. Document this in the Transfer control in I-Trac on the Outcomes Tab.
- Upload to I-Trac all eligibility and performance documentation obtained prior to the transfer date.
- Enter a Transfer control record on the Outcomes Tab in the I-Trac record.

All eligibility documentation for the WSPM enrollment remains the responsibility of the Service Provider that collected and validated the documents. If there are eligibility documentation questions that arise during monitoring that lead to questioned or disallowed costs, the Service Provider that managed the eligibility documentation process is responsible for the questioned/disallowed costs. All performance is the responsibility of the new Service Provider.

Addendum A – Selective Service

LIST OF ACCEPTABLE DOCUMENTS

DO NOT send original documents.
COPIES ONLY

IMMIGRANTS/NONIMMIGRANTS may present a combination of

[One selection from List A AND one from List B] OR [One Selection from List A AND one from List C AND one from List D].

Documents that Establish IDENTITY		Documents that Establish FIRST DATE OF ENTRY into the United States. Documents must cover entire duration in the United States				
		First Date of Entry to U.S. after reaching 26 years of age		First Date of Entry to U.S. was before turning 26 YEARS OLD Provide proof from first entry and any others.		
LIST A	**AND**	**LIST B**	**OR**	**LIST C**	**AND**	**LIST D**
1. Foreign Passport containing photograph, Visa, and U.S. Customs and Border Protection (CBP) Entry stamp.		1. Students on an F or M category U.S. Visa can submit a USCIS I-20 Form.		1. Foreign Passport with U.S. Customs and Border Protection (CBP) Entry stamp.		1. Students on an F or M category U.S. Visa can submit a USCIS Form I-20.
2. USCIS issued Resident Card (Green Card)		2. Nonimmigrants on a U.S. Visas can submit a USCIS I-94 Form with Entry stamp or Electronic I-94 showing First Date of Entry.		2. USCIS Form I-94 with Entry stamp or Electronic I-94 showing First Date of Entry.		2. Certified copy of school records/transcript issued by a school accredited by a U.S. state, jurisdiction or territory. A report card is not accepted.
3. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Official letter from U.S. Citizenship and Immigration Services (USCIS) indicating that the individual's First Date of Entry and lawfully in the U.S. under a valid, nonimmigrant visa status.		3. Boarding passes the individual used to enter the U.S. It must show the Date of Entry/Arrival. (Can only be used if submitting Foreign Passport off of List A)		3. USCIS Form I-797 (A/B/C/D) Notice of Action displaying individual's name. (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 petition is not accepted.)
4. ID Card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		4. Official school letter from school registrar's office indicating that the individual's Enrollment Date and status as an International Student.		4. Official letter from U.S. Citizenship and Immigration Services (USCIS) indicating that the individual's First Date of Entry and lawfully in the U.S. under a valid, nonimmigrant visa status.		4. Official company letter from company's human resource office indicating the individual's employment start date and employment status.
5. Driver's license issued by Canadian government authority		5. Boarding passes the individual used to enter the U.S. It must show the Date of Entry/Arrival. (Can only be used if submitting Foreign Passport off of List A)				5. Those traveling on Department of State issued BCV and in the U.S. more than 30 days, must provide all entry and exit dates.
6. USCIS issued I-766 Employment Authorization Card		6. USCIS Form I-797 (A/B/C/D) Notice of Action displaying individual's name. (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 petition is not accepted.)				
7. Department of State issued Border Crossing Card (BCC).		7. Documentation indicating residence was in another country; outside the United States. Accepted evidence with name and foreign address includes, but not limited to: a) Dated pay slip or vouchers from an employer; b) Certified copy of school records/transcript issued by a school outside the U.S; c) Photocopies of entry or exit stamps in passport to indicate entry into another country after departing U.S.; d) Dated bank records showing transactions in your home country to indicate you were not in the U.S.				
8. Department of State issued Border Crossing Visa (BCV).						

LIST OF ACCEPTABLE DOCUMENTS

NONIMMIGRANT VISAS CATAGORIES	
A/G – Diplomatic and International Organization Personnel	**I** – Media Representatives
B – Visitors for Business or Tourism	**L** – Intracompany Transferees
O – Individuals of Extraordinary Ability or Achievements	**J** – Exchange Visitor
Q – Cultural Visitor	**P** – Athletes and Entertainers
E-1/E-2 – Treaty Traders and Treaty Investors	**R** – Religious Workers
H-1B/E-3 – Special Occupation Workers	**TN** – NAFTA Professional
H-2 – Temporary Agricultural and Non-Agricultural Workers	**K/V** – Nonimmigrants Intending to Adjust Status
H-3 – Trainees	**F/M** – Student; Academic, Vocational

*If you entered the United States with the last five (5) years, you can access your CBP arrival/departure record information (Form I-94) online at https://i94.cbp.dhs.gov/I94/#/history-search.

Service Design

There are two categories of WSPM services – In Program services and Follow-Up services. In Program services include: Self-Directed/Informational, Basic Career Service, Individualized Career Service, and Training.

Self-Directed/Informational Services

Services that provide readily available information to the public that do not require an assessment by a staff member of eligibility or fit for the program or an assessment of the individual's skills, education, or career objectives. Services include but are not limited to MyWorkSource, labor exchange information, information sessions, outreach and orientation to services available through the workforce system and WSPM workshops categorized as self-directed services. Self-Directed services do not require WIOA eligibility and registration be completed and do not extend the Participation Date.

Basic Career Services

Services which are universally accessible and are made available to all individuals seeking employment and Training services in the WorkSource Center. Generally, these services involve less staff time and involvement and include but are not limited to: initial assessment of skill levels, including literacy, numeracy and English language proficiency as well as aptitudes, abilities and support service needs; career exploration; workforce information on programs and services; and program referrals. Career Coaching, Job Search Assistance and Job Placement are the Basic Career Services delivered through WSPM and tracked and reported through I-Trac. Basic Career services require WIOA eligibility determination and registration be completed before the service can be provided. A Basic Career Service can be the WIOA enrolling service.

Individualized Career Services

Services determined to be appropriate for the participant by a WSPM staff for the participant to obtain or retain employment. These services involve significant staff time and are customized to the individual's need. Individualized Career Services include but are not limited to: Comprehensive and specialized assessments; development of an individual training and employment plan; ABE, ESL and GED classes, Work Experience; Workforce Preparation and Pre-Apprenticeship programs. Individualized career services require completed WIOA eligibility determination and registration before the service can be provided. An Individualized Career Service can be the WIOA enrolling service.

Training Services

Please refer to the Training, Education and Employment Skills section of these Regional Program Standards for detailed information on available Training services through WSPM.

Follow-Up Services

Follow-Up Services are provided upon a participant's completion of their service strategy and are intended to help the participant be successful in employment. Follow-Up services are to be made available for up to 12 months following program completion. Career Coaching, Job Search Assistance and Referred to Employment are the Follow-Up Services in I-Trac.

Follow-up services must be offered and made available to all participants when a participant is Exited to employment placement. Follow-Up services must also be made available to any participant following Exit from the program unless the participant declines to receive them, or the participant cannot be located or contacted. WIOA funded Training services are not allowed as Follow-Up in the WorkSource Adult or DW I-Trac record however discretionary grant funding may pay for Training while a participant is in Follow-Up. Contacting a participant to make appointments and secure performance-related data and information does not constitute Follow-Up services and should not be reported as such.

The types of follow-up services provided, and the duration, must be determined based on the needs of the participant; therefore, the type and intensity of services may differ for each participant.

Service Delivery

Administrative Requirements

Only WIOA grant-funded services may be entered in the WSPM record. If services are co-funded between multiple grants the participant must be enrolled in each of the grants and the service must be entered into all I-Trac funds being utilized to pay for the service.

Prior to providing Individualized Career services and Training services the assessment and documentation of low income and priority of service must be conducted. The documentation of these characteristics is required when:

- To apply the low income and priority of service characteristics as defined below; and
- To report the low income and priority of service characteristics prior to a participant receiving Individualized Career Services or Training Services. Participants may receive Individualized Career or Training Services without documentation of low income and priority of service status. However, in the absence of required documentation, the participant's low income and priority of service status must not be recorded or reported in the I-Trac system of record.

Low Income Documentation

Low-income status must be supported by source documentation for the following data elements to be considered reportable:

Income and Public Assistance Control:

- Six Month Family Income = Below Family Income Level
- Public Assistance Characteristics Status = Yes

Disability Characteristics Control:

- A participant with a disability whose own income does not exceed the higher of the poverty line or 70% of the lower living standard income level.

Other Characteristics and Barriers to Employment Control:

- Foster Care Youth (Current)
- Free or Reduced Lunch Eligible
- Homeless

Low-income source documentation includes:

Low-Income Document Type	
Bank Statement	Public Assistance Benefits Letter
Census High Poverty Map	Public Assistance Check
Court Award Letter	Public Assistance Crossmatch
Employer Compensation Award Letter	Public Assistance Eligibility Verification
Employer Statement/Contact	Signed Application (Experiencing Houselessness)
Form 1040 ES - Estimated Tax for Individuals	Signed Application (Foster Care-Current)
Form 1041 ES - Estimated Tax for Trusts/Estates	Signed Application (Zero Income)
Form 1120 W - Estimated Tax for Corporations	Social Security Benefits Letter
Housing Authority Verification	Unemployment Insurance Claim Documents
Not Required for OSY Eligibility	Unemployment Insurance Crossmatch
Pay Stub	Veteran Affairs Letter
Pension Statement	

Priority of Service Documentation

Several characteristic types provide WIOA Adult participants with priority of service consideration for Individualized Career or Training services when that status can be documented as outlined below. When two people are candidates for the same Individualized Career or Training service and resources are limited, the priority will be given to the person from a priority population. Service Providers must apply priority in the following order.

Veteran and Eligible Spouse Status

One of these allowable documents is required:

DD-214 Military Separation Record
Veteran Affairs Letter
Veteran's Crossmatch

Low Income

See above *Low-Income Documentation*.

Public Assistance

One of these allowable documents is required:

Public Assistance Type	Allowable Documentation Types
Exhausting TANF (within 2 years)	Public Assistance Benefits Letter (TANF) Referral from TANF Public Assistance Crossmatch
General Assistance (State or Local Government)	Public Assistance Check copy Public Assistance Medical Card showing status Public Assistance Benefits Letter (reflecting type) Public Assistance Crossmatch
Refugee Cash Assistance	Public Assistance Check copy Public Assistance Medical Card showing status Public Assistance Benefits Letter (reflecting type) Public Assistance Crossmatch
Supplemental Nutrition Assistance Program (SNAP)	Public Assistance Benefits Letter (SNAP) Referral from SNAP Public Assistance Crossmatch

Public Assistance Type	Allowable Documentation Types
Social Security Disability Insurance (SSDI) (Received in the Past Six Months)	Public Assistance Benefits Letter (SSI/SSDI) Referral from Social Security Administration Crossmatch with Social Security Administration database
Supplemental Security Income (SSI) (Received in the Past Six Months)	Public Assistance Benefits Letter (SSI/SSDI) Referral from Social Security Administration Crossmatch with Social Security Administration database
TANF (Received in the Past Six Months)	Public Assistance Benefits Letter (TANF) Referral from TANF Public Assistance Crossmatch

Basic Skills Deficient

The Basic Skills Deficient documentation is staff assessment. This is documented in I-Trac with the assessment selection made by staff in the Basic Skills control. Basic Skills Deficient is defined as:

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. This may be determined by staff during the enrollment process while working with the Applicant when at least one of the following elements are observed (and therefore assessed):

- **Adult Education**: Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class.
- **Limited English Skills**: Determined to be limited English skills proficient through staff-engagement and observation.
- **Staff Observation**: Staff make observations of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings.
- **GPA**: Information (in writing or through discussion with the Applicant) that an educational institution the Applicant engages or engaged with determined them to have a GPA at D or below within the previous six months.
- **Special Education**: Qualifies for Special Education services or has an Individual Education Program (IEP) plan.
- Applicant is co-enrolled in another Portland Metro program or local workforce area where that Contractor made the Basic Skills deficient determination.

Service Definitions

1:1 Individual Training Plan Development

(Individualized Career Service)

A session with staff where a plan for skill attainment required to secure employment is developed or modified. The plan is a document that identifies:

- Employment goals and objectives and the combination of services that can assist the participant in reaching them.
- Planned Training opportunities, education and/or skill development, including identification of the responsible parties.
- Support service payments and other planned activities or resources needed to accomplish the employment goals, including identification of the responsible parties.

Individual Training Plans are to be reviewed with the participant and updated on a regular basis to reflect changes in goals, barriers or service needs.

Adult Basic Education

(Individualized Career Service)

Adult Basic Education (ABE) is classroom instruction with structured, formal written curriculum designed to systematically address a basic skill deficiency. Classes may be self-paced with individualized instruction. The length of instruction depends on student needs. ABE must be identified in a participant's service plan, and lead to Training or employment. Student progress is monitored, and testing is done to measure student progress. Utilize the Support Services payment type of Books and Fees for the payment of ABE instruction.

Career Coaching

(Basic Career Service and Follow-Up Service)

Career Coaching is relationship-based guidance and coaching dedicated to increasing the self-sufficiency of participants through unsubsidized employment. Best practices show that participants who maintain periodic communication with a Career Coach are most likely to benefit from services.

The primary purpose of Career Coaching is working with participants to set achievable personal, education, Training and/or employment goals and then to guide, coach, support and coordinate services and participation as they progress along a skill development pathway leading to achievement of those goals and economic and personal independence, self-sufficiency and employment in jobs with career potential. Career Coaching staff functions include but are not limited to:

- Assist in identifying career and education goals.
- With the participant, develop a plan that incorporates a customized set of WorkSource services and outside resources that will assist them in meeting their goals.
- Coach participants in the personal and interpersonal ("soft" or "life") skills required to obtain and retain employment.

- Assist participants in identifying and securing the resources and support necessary to succeed in their training and career plans.
- Facilitate collaboration between the different service providers working with the participant to synchronize career and education goals and align resources.
- Coach participants in job search including resume review, interview coaching, and career advising.
- Provide regular check-ins to track participant progress and ensure Participants retain employment, including assistance in career advancement planning, resource planning, and re-placement in employment.
- Provide and/or offer connections to employment, childcare and/or housing services which are culturally specific and/or culturally responsive, based on participants' needs.
- Management of the tracking, documentation and reporting requirements of program participation and performance.

English as a Second Language Instruction

(Individualized Career Service)

Structured, formal written basic skills curriculum designed to improve an individual's understanding and use of the English language. Instruction is provided by an individual with specialized education or training in the delivery of English as a Second Language (ESL) instruction. The instruction should be identified in the participant's service plan and lead to Training or employment. Utilize the Support Services payment type of Books and Fees for the payment of ESL instruction.

General Equivalency Degree Instruction

(Individualized Career Service)

Structured and formal basic skills curriculum designed to address basic skills deficiencies and lead to passage of General Equivalency Degree (GED) tests and the award of a GED credential, which is commonly considered equivalent to a high school diploma. Classes may be self-paced with individualized instruction. The length of instruction depends upon the student's needs. Individualized electronic instruction through computer-based systems may be a delivery system but it must include regular access to, and assistance from, instructors. Instruction must be part of the participant's service plan and lead to Training or employment. Student progress is monitored, and testing is done to measure student progress. Utilize the Support Services payment type of Books and Fees for the payment of GED instruction.

Job Search Assistance

(Basic Career Service and Follow-Up Service)

Coaching to or teaching strategies which can be used to increase job search effectiveness. Assistance may include a variety of strategies for conducting on-line job searches, networking, and the role of resumes, cover letters, and interviews in a successful job search. Service can be provided one-on-one or in a group setting.

Rapid Response

Rapid Response is a WIOA Dislocated Worker initiative that assists workers and businesses through periods of economic transition that will occur throughout a business cycle. The primary goals are to prevent layoffs, when possible, limit the impact on workers should layoffs occur, and help dislocated workers transition to new employment as quickly as possible. Members of the Rapid Response Team provide on-site contact with employer and employee representatives within a short period of time after becoming aware of a current or projected permanent closure or substantial layoff. Refer to Rapid Response Regional Program Standards for more detailed information.

Work Ready Certification

Skills validation services are an essential function of WSPM to ensure that participants referred for employment meet business needs and the requirements for the positions to which they are referred. The Work Ready Certification is a skills validation process. Once completed, participants are placed in a pool to be prioritized for job placement services. Work Ready Certification validates that a participant has:

- A completed iMatchSkills Profile.
- A Resume.
- Application materials for employment referrals.
- Interview ready skills.
- Necessary soft skills and has addressed barriers to employment and basic needs.
- Demonstrated essential employability skills which include self-awareness, adaptability/flexibility, communication, collaboration, analysis/solution mindset, digital fluency, networking/social media, empathy, entrepreneurial mindset, resiliency, and social diversity/awareness.

Achievement of these elements results in Work Ready certification. Following certification, staff provide Job Placement services. Placement must result in permanent and unsubsidized employment consistent with the participant's vocational objective as defined in their employment plan.

Workshops

Topics presented in a group learning environment – either in-person or virtual – designed to assist participants in developing the job search or basic skills necessary to be competitive in the labor market. Workshops may be categorized as either Self-Directed/Informational, Basic Career Service or Individualized Career Service. When categorized as either a Basic Career Service or Individualized Career Service, WIOA enrollment is required.

Orientations

The workshops are designed to provide information to participants about specific WSPM programs and activities that require prerequisite work by participants to access. Most Orientation workshops are categorized as a Self-Directed/Informational service as they do not include an assessment of eligibility or fit for a program.

Standard Workshops

Standard workshops are delivered in every Center using WSPM curriculum and following guidelines for frequency, prerequisites, and outcome goals. Standard Workshops include Resume Development, Basic Computer Skills, Job Search, Interviewing Skills, Networking/Social Media and Interpersonal Skills.

Supplemental Workshops
Designed and facilitated by each WorkSource Center to meet the specific needs of their participant base. Supplemental Workshops must be approved by Worksystems before being finalized and offered in the Center and may be categorized as Informational, Basic or Individualized Career Services depending on the content and structure.

Training, Education and Employment Skills

There are four categories of Training, Education and Employment Skills services offered through WSPM – Occupational Skills Training, Pre-Apprenticeship Training Programs, Pre-Requisite Training and Workforce Preparation services. All payments for these Training services are entered in I-Trac on the Payments Tab in the Training & Education Service Payments control.

Occupational Skills Training

Occupational Skills Training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Occupational Skills Training must:

- Be on the Oregon, Washington, Idaho, or Utah State ETPL if utilizing WIOA funds (defined below).
- Be instructor-led in either an in-person or virtual format.
- Be outcome-oriented and focused on an occupational goal specified in the participant's Training Plan. The occupational goals must be on the Portland Metro area Target Occupation List (see below for definition of this list).
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a recognized, US Department of Labor-defined Credential.

Training may be offered through a school or Training organization on a per-student basis or offered through a cohort agreement with Worksystems. A Training cohort is defined as one group of participants enrolled in and attending the same Training sessions together; additionally, the cohort Training must have been procured for following Worksystems' procurement policy.

Occupational Skills Training places the participant in the denominator for WIOA Measurable Skill Gains and Credential performance.

Prerequisite Training

Any class or Training that is required by the Training provider prior to enrollment in a Training program that is represented on a State ETPL. This excludes activities defined under Workforce Preparation. The Training program on the State ETPL must indicate the prerequisite course is required for entry into the Training program.

Pre-Apprenticeship Training Program

A program designed to prepare participants to enter and succeed in a Registered Apprenticeship Program. Pre-Apprenticeship Training Programs are Oregon BOLI registered and should have at least one, if not more, documented partnership(s) with a Registered Apprenticeship Program that will assist in placing participants who complete the Pre-Apprenticeship Training Program into their Registered Apprenticeship program.

Pre-Apprenticeship Training Programs are not required to be on a State ETPL and do not place the participant in the denominator for either WIOA Measurable Skill Gains or Credential performance.

If a Pre-Apprenticeship Training Program service also includes elements of Occupational Skills Training, the service must be entered in I-Trac as both a Pre-Apprenticeship Training service and an Occupational Skills Training service. When entered as an Occupational Skills Training service the participant will fall in the denominator of the WIOA Credential and Measurable Skills Gain performance.

Workforce Preparation

Activities, programs or services designed to help an individual acquire any combination of the skills necessary for successful transition into and completion of Post-Secondary education or Training, or successfully entering employment. Activities may include but are not limited to computer literacy, forklift operator, flagger, OLCC certificate, first-aid required for an employment position, food handlers' certificate, OSHA health and safety certifications and other occupational skills education leading to non-Department of Labor (DOL) defined credentialed certifications that are required for entry level, health or safety employment requirements. Workforce Preparation services are not required to be on a State ETPL and do not place the participant in the denominator for WIOA Measurable Skill Gains or Credential performance. Payment for workforce preparation does not require an Individual Training Account (ITA) Application. Utilize the Support Services payment type of Books and Fees.

Requirements to Start Training Service

Participants who want to receive Training, Education and Employment Skills services through WSPM must complete the following requirements:

- WorkSource Registration and Enrollment.
- Consultation with WorkSource training/skills team staff.
- Completion of a Prosperity Planner Budget in I-Trac. Required to:
  - Demonstrate a financial need for an ITA
  - Demonstrate that the participant has sufficient income or supports to live on during the Training
  - Identify any needed Support Services to be successful in Training completion
- Individual Training Account (ITA) or Cohort Training Application (as appropriate, not required for Workforce Preparation services).

Training Start Definition

The start date in a Training program is considered the first day that a participant attends the Training.

Training Completer Definition

A participant who completes a planned program of Training with a "complete" or "pass" designation from the school. Training completion must be reflected in the I-Trac record with a service end date and status of Completed. The Training end date is the last date the participant attended any service provided as part of that Training program. Credentials obtained by completing Training must be entered in I-Trac and a copy uploaded to the I-Trac participant record.

Individual Training Account (ITA)

A financial obligation by a WSPM Center to support classroom-based Training or instruction in a program that is on the Oregon, Washington, Idaho or Utah State ETPL. ITAs may include the costs of tuition, related course fees (e.g., school, lab) and books required for the Training program.

Individual Training Accounts (ITA) provide the scholarship for participants to complete Training programs. ITAs will be provided to eligible participants on the basis of an individualized assessment of the participant's job readiness to obtain or retain employment that leads to economic self-sufficiency; their need for Training; financial need; and potential for successful completion, as documented on the participant's WSPM Scholarship Application.

- The Training program must be on the Oregon, Washington, Idaho or Utah State ETPL if utilizing WIOA funds.
- The Training must prepare participants for occupations on the Portland Metro Target Occupation List (defined below).
- The participant meets the qualifications and training prerequisites established for the Training program by the Training provider.

Funding for Training is limited to participants who are unable to obtain grant assistance from other sources or require assistance beyond what is available from other sources. WSPM Centers must consider the availability of all sources of funds to pay for Training costs such as TANF funds, State Training funds and Federal Pell Grants. In coordinating the use of the different funds, WSPM Centers may consider the full cost of participating in Training services (using the Prosperity Planner budget), including living expenses, childcare, transportation, etc. An average cost per participant of less than $3,500 is recommended.

Individual Training Account (ITA) Documentation

All ITA Applications must be reviewed by the WorkSource Center's Training Review Team, and a Training Review Form must be completed and saved in the participant file.

State Eligible Training Provider List

The statewide roster of Training programs and providers specifically certified by the State to meet the requirements of the WIOA. All Training funded with an ITA utilizing WIOA funds must be on the Oregon, Washington, Idaho or Utah State ETPL and be related to an occupation on the Portland Metro Target Occupation List.

Portland Metro Target Occupation List

To ensure that Portland Metro Training investments have maximum impact for both job seekers and the local area's employers, Worksystems establishes a list of target occupations that forecast growth and opportunity and that are aligned with Worksystems' target sectors of clean energy, construction, early childhood education, healthcare and manufacturing. The Portland Metro area Target Occupation List focuses on investments and Training services on these identified occupations. As a result, Training services will be directly linked to in-demand occupations that provide a career path leading toward self-sufficiency. Target occupations will be identified as outlined below.

Identifying Target Occupations

Occupations must meet the following criteria to qualify as targeted occupations for investment.

- $21/hour Median Wage or above.
- Two or fewer years of post-secondary education.
- Anticipated growth over the next 10 years.
- 200+ jobs in the region.

From time to time there may be occupations that meet the criteria but are not included on the Portland Metro Target Occupations List based on relevant factors such as gathered industry intelligence. Target occupations will be reviewed and adjusted as necessary, based on changes in projected supply and demand and feedback from regional employers, Oregon Employment Department staff and partner organization staff. Exceptions may be granted by Worksystems to fund an ITA for Trainings on the State ETPL that are not related to occupations on the Portland Metro Target Occupation List on a case-by-case basis. Worksystems will take into account the individual participant's work experience, career goals, and employment opportunities related to the Training when determining whether to make an exception. Exception requests must be submitted to the Worksystems Contract Manager via email for approval.

Pell Grant Requirements

If the Training program is Pell Grant-eligible, the participant must apply for the Pell Grant. If awarded, the Pell Grant may be applied toward all Pell-eligible costs outlined in the training budget and may be coordinated with the approved WIOA funding. Each grant may pay for their grant-eligible costs.

When PELL is awarded, it is not required to immediately recapture WSPM training funds paid out and subsequently covered by a Pell Grant. Instead, the school may award the PELL grant to the participant to use to pay for any other PELL eligible expenses. In these cases, the PELL must be considered in any participant support service requests as there may be an overlap between the PELL support services and WSPM support services.

After the Pell Grant has been applied to all Pell-eligible costs, if there are funds remaining those excess funds must be applied to the WIOA-paid costs (tuition, fees, books), reducing the WIOA award.

Discretionary Grants

Payment for Trainings may be made with discretionary grants for Trainings not on the State ETPL. Discretionary grants are all funding sources provided to a Contractor that are not WIOA funds. The Training must prepare participants for occupations on the Portland Metro Target Occupation List

> ***Note:*** *Only* funding from the discretionary grant source may be used to fund a Training program not on the State ETPL. WIOA funds may not be used.

Procurement

To purchase Training not on the State ETPL with discretionary grant funds the WSPM provider must follow their agency procurement policy.

> ***Required Documentation:*** The detailed invoice from the Training provider which is equal to or greater than the tuition payment amount.

Work Based Training

There are three categories of Work Based Training – On-the-Job Training, Registered Apprenticeship and Work Experience.

On-The-Job Training

An OJT is an Agreement between the OJT Service Provider and an individual employer who agrees to act as a training provider. The OJT program is a hire-first program; the trainee is hired as an employee of the company, a Training Plan is developed to outline the skills the trainee is lacking to be proficient in the position, and the employer agrees to provide the necessary training on the job to bring the trainee up to entry-level standards for the position. The employer is compensated for the extraordinary costs and decreased productivity associated with training the participant.

OJT placements are considered unsubsidized employment. Individuals will be hired directly by an employer and must comply with all required employment documents and processes, including but not limited to: W4 (both Federal and State) and Form I-9 and Verification.

> ***Note:*** Refer to OJT *Regional Program Standards* and the *OJT Development Manual* for additional details.

PDX Metro Works

There are two Work Based Training services offered through PDX Metro Works: Work Experience (WEX) services and Paid Work Opportunities (PWO).

A WEX service provides participants with career exposure, opportunities to practice workplace skills and work ethic and, in some instances, provide a re-connection to the workforce. WEX services are intended to prepare a participant for future, unsubsidized employment, by matching participants with worksites committed to providing supportive supervision and mentorship in positions aligning with a participant's short- or long-term career goals. Participants with very limited work experience, making career changes, or with limited to no work experience in the target occupation are prioritized for services.

A PWO service is intended to match a participating worksite with a work-ready participant who is interested in and ready for placement in an entry-level employment position within a target industry.

Both a WEX and a PWO are planned, structured short-term experiences that takes place in a business worksite and involves duties that are defined by a written, signed Training Agreement with the worksite. The Agreement outlines the expectations and responsibilities of all parties and specifies the placement position, responsibilities, duties and maximum hours allowed. A worksite may be in the private for-profit, non-profit, or public sector.

WEX and PWO placements are an employer-employee relationship with the participant and a wage is paid. The Internal Revenue Service Fair Labor Standards Act applies. All participants must complete all Employer of Record-required documents and processes, including but not limited to: W4 (both Federal and State) and Form I-9 and Verification.

Services provided through PDX Metro Works are to be coordinated with the PDX Metro Works program staff. Please refer to the *PDX Metro* Works *Regional Program Standards* for additional detailed information, policy and procedures related to PDX Metro Works services.

The following steps are to be completed to begin a WEX or PWO service:

- The participant or participant's Career Coach completes an online referral form to notify the PDX Metro Works staff of the participant's interest in the program. The referral process must clearly indicate if the participant is being referred for a Work Experience (WEX) or a Paid Work Opportunity (PWO) placement.
- The Worksite Development Program Operator staff contacts the participant or referring Career Coach to discuss possible placement options (WEX or PWO) and assess if the participant is a good match for the program.
- For Work Experience placements only, the Career Coach submits a copy of the participant's career plan. This document is not required for a Paid Work Opportunity placement. A resume may also be required for matching to a WEX or PWO.
- The participant completes a screening with the Worksite Liaison. If the Liaison assesses that the participant should be considered for a different placement service than what is requested in the referral form, the recommendation is to be communicated to the participant's Career Coach.
- The participant must sign the *Participant Acknowledgement to Begin Work* form. ***This document must be signed and dated before the participant starts a WEX or PWO.***
- The participant completes the hiring process with the approved Employer of Record, including completion of the Form I-9 and legal to work document verification. ***The hiring process must be completed before a participant can begin a WEX or PWO.***

Registered Apprenticeship

A Work Based Training program registered through the DOL and Oregon Bureau of Labor and Industries (BOLI) that connects job seekers looking to learn new skills with employers looking for qualified workers. Employers, employer associations and joint labor-management organizations, known collectively as "sponsors," provide apprentices with paid on-the-job learning and related academic instruction that reflects industry needs. The goal of the instruction is to provide workers with advanced skillsets that meet the specific needs of their employers. The apprenticeship program must be on the Oregon ETPL.

Addendum B – Low Income Guidelines

Low Income Definition

- The Applicant or their family receives or received during the previous six months any one of the following:
  - Assistance through the supplemental nutrition assistance program (SNAP)
  - Assistance through the temporary assistance for needy families program (TANF)
  - Assistance through the supplemental security income program (SSI/SSDI)
  - State or local income-based public assistance.
- Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level.
- Is an individual who receives, or is eligible to receive, a free or reduced-price lunch.
- Is a foster child.
- Is an Applicant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement.
- Is a homeless Applicant or a homeless child or youth or runaway youth.
- Is a youth living in a high-poverty area.

Family Size Definition

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

The composition of the family is determined at the date of the Application. Members in the household who do not meet one of the categories identified in the definition of family are not included in family size.

Disability Family of One

When determining family income for eligibility purposes, an individual with a disability's income is based on the individual's income rather than his or her family's income. The individual's income must meet the low-income definition.

Dependent Child

As referenced in the definition of family, Dependent child includes children living in a single residence with parent(s) or guardian(s) and who DO NOT meet the definition of independent child based on the Free Application for Federal Student Aid (FAFSA) guidelines at https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency.

Independent Child
Those children living in a single resident with parent(s) or guardian(s) and who fall into one (or more) of the following categories:

- Is 24 years of age of older by December 31 of the current year.
- Is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18.
- Is a graduate or professional student (in college, beyond a bachelor's degree).
- Is a veteran of the Armed Forces of the United States.
- Is a married individual.
- Has legal dependents other than a spouse.
- Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.
- Is currently living with parents(s) or guardian(s) but provides more than 50% of his/her own support.

Income Calculation

All income received by all members included in the family size (determined at time of Application) during the six-month period prior to Application, annualized by multiplying the six-month income by two (six-month income x 2). Unless specifically identified as being excluded from family income, income must be included. Income of prior family members who may have comprised part of the family during the past six months but are no longer members of the household at time of application (i.e., divorced, separated, or deceased spouse, or other family member) would not be counted for income determination purposes. Only the income of members of the current family should be counted and applied against the current family size.

WIOA Includable Income	
Income Type	**Income Type Description**
Alimony	Payments made by an ex-spouse
Allotments	Military family allotments or other regular support from an absent family member or someone not living in the household
Annuity Payments	Regular insurance or annuity payments
Child support	Child support payment
Grants	College or university grants, fellowships, and assistantships
Lottery	Net gambling or lottery winnings
Military	Pension payments such as those received by military retirees and pension benefits
Pensions	Private, government employee
Retirement	Railroad retirement benefits
Self-Employment	Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses). Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense).
Social Security (SSB, SSDI)	Old Age Survivors Income (SSB); Social Security Disability Insurance (SSDI)
Stipends	Training Stipends
Unemployment	Unemployment compensation
Union Strike Benefits	Benefits from union funds

WIOA Includable Income	
Income Type	**Income Type Description**
Wages	Money wages and salaries before deductions (gross)
Worker's Compensation	Benefits and medical are paid or awarded to employees for on-the-job injuries and benefits paid to dependents of employees killed in the course of employment
WIOA	WIOA One Stop partner programs where income is not subsidized (e.g., On-the-Job Training wages)

WIOA Excludable Income	
Income Type	**Income Type Description**
Assets	Any assets drawn down as withdraws from a bank, the sale of property, a house, or a car
Capital gains	A profit from the sale of property or of an investment.
Educational Assistance	Educational financial assistance under Title IV of the Higher Education Act, Pell, Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Stafford, and Perkins loans
Fringe Benefits	Non-cash benefits such as: employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food Stamps, school meals and housing assistance
Foster Care	Foster childcare payments
Military	Any amounts received as military pay or allowance by any person who served on active duty
Other Payments	Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments or compensation for injury
Scholarship	Needs-based scholarship assistance, State, and private grant aid
Social Security (SSI)	Supplemental Security Income (SSI)
Tribal	Income derived by a member of an Indian tribe from fishing rights-related activity of the tribe, payments made to Indians under PL 98-64 ("An Act to provide those per capita payments to Indians may be by tribal governments, and for other purposes.")
Veterans	Pay or allowances previously received by any veteran (whether an Applicant or a member of the Applicant's family) while serving on active duty in the United States Armed Forces, payments received by a veteran for participation in National Guard service/activities, educational assistance and compensation to veterans and other eligible persons under Title 38
Vocational Rehab	Payments made to a client (except for OJT payments)
Welfare Payments	TANF, Emergency Assistance (EA), non-federally funded General Assistance (GA) and Refuge Cash Assistance (RCA)
WIOA	One Stop partners programs where income is subsidized. (e.g., work experiences, support services)

Payments

Training & Education Service Payments

Training & Education Service Payments include On-the-Job Training payments, tuition, fees, books and supplies for participants to engage in Training and education services. The participant must be enrolled in the I-Trac fund being used to pay for Training or education service payment.

Required Documentation
The detailed invoice from the Training or education service provider which is equal to or greater than the payment amount must be maintained in the financial files.

Support Services Payments

Support Services are financial assistance to offset expenses necessary for a participant to engage in program activities or to seek or retain employment. Prior to considering Support Service payments, efforts must be made to identify resources in the community or from other grant resources that may provide the same support and use those available resources first.

Processes must be in place at each Service Provider for appropriate referrals to such services as SNAP, community-based social services and housing agencies. Staff are responsible for assisting participant exploration of resources from community sources and/or within the participant's personal support system. When other resources are not available, and based on individual assessment and availability of funds, Support Services may be provided through WSPM program services.

Support services are considered payments and do not extend program participation; therefore, every support service should be delivered with an appropriate staff service on the same day (e.g., Career Coaching). Support services may not be provided in Follow-Up.

Prerequisites

The participant must be enrolled in the I-Trac fund being used to pay for the Support Service and have documentation of Support Service need.

Documentation of Support Service Need

The support must be necessary to enable the participant to engage in Training, job search activities or employment. Documentation of need may be competed through the following methods:

- Completion of a Prosperity Planner budget

  OR

- Customer Attestation through one of the following characteristics documented through a case note in I-Trac attached to the first Support Service payment:
  - Homelessness
  - Just released from incarceration within the past 90 days
  - Receiving public assistance including TANF, SNAP, Medicaid/SCHIP/OHP, HUD Housing Choice Voucher (Section 8), Home Energy Assistance (LIHEAP, OEAP, or WAP), Free & Reduced-Price Lunch (School Nutrition Program), WIC Program

- Qualifies for a Tri-Met Low-Income Fare Hop Fast pass
- The total family income for the six months prior to the Support Service payment is not more than 70 percent of the Lower Living Standard Income Level (LLSIL). Refer to *Addendum B* above in these *Regional Program Standards* for additional information on income calculation.
- Unemployed

Participant Interpretation Services, as defined below in the *Support Service Definitions*, do not require documentation of Support Service Need.

Administrative Requirements

Documentation

All Support Services are to be tracked in the participant's I-Trac record on the Payments Tab in the fund being used to make the payment. When a Support Service is paid directly to the participant a signature that acknowledges receipt of the support payment must be on file with the back-up payment documentation noted below in Support Service Definitions.

> ***Note:*** Direct deposit into an account in the participant's name and the endorsement on a cancelled check are both allowable documentation of this requirement. Direct deposit information must be received directly from the participant with approval to deposit Support Service payments into the account.

When a gift card (including a gas card) is provided as the support payment, receipts for the total amount of the gift card that reflect the purchase of allowable and approved items is required with the fiscal documentation file.

Fiscal Procedures

Each WSPM service provider must establish a written process to ensure proper fiscal procedures are followed, including paying from original invoices or childcare logs, securing original receipts and appropriate participant acknowledgment of direct payments made to reimburse participants.

Documentation of Support Service payments is maintained in the financial records attached to the payment record.

Each WSPM service provider must establish and follow a process for reconciling pre-purchased Support Services (i.e., bus passes, pre-paid gas cards, retail store vouchers, gift cards, etc.). This reconciliation must occur at least quarterly (monthly preferred), with the documentation maintained on-site and made available during Worksystems or funder monitoring, as requested.

Support Service payments/reimbursement must be made from funds during the program year in which they were incurred.

Support Service Definitions

WorkSource Centers may provide the following types of Support Services. If the support is not defined below it is not allowable for payment under this policy, either due to local area restrictions or because the support is not allowable by funding source(s).

> ***Note***: Funds may not be used to pay for interest charges, late fees or payment or modification of a debt.

Books and Fees

Costs associated with required books, school supplies, test preparation materials, testing fees and fees required for Participants enrolled and officially registered in Post-Secondary Education, Training, Workforce Preparation or ABE, ESL or GED classes.

> ***Required Documentation***: The original store receipt, school record or test receipt (for fees) that reflects an itemization of the purchased items.

Child and Dependent Care

Childcare costs are for a child(ren) age 12 and under during the time the participant is engaged in program services — including travel to and from the service delivery site. Due to the high cost and limited resources this support should only be considered on a case-by-case basis.

A spouse, sibling, or other family member residing within the same household may not be paid with Support Service funds to provide childcare for the participant's children. Costs for care of an individual age 13 or over may only be paid if there is a documented disability stating the individual may not be left alone.

> ***Required Documentation***: A care log (completed by the participant and signed by the care provider verifying dates, times, and cost) is to be used to track the costs being reimbursed. The log must be retained in the financial documentation for the payment.

Clothing/Personal Care

Clothing and/or related footwear or incidentals (including grooming and hygiene products) for interview, work or Training. This may include such items as a uniform/safety attire, or a type of work shoe or protective eye wear required for the job by an employer (and not provided by the employer) or required of trainees by the Training provider. Utilize community resources for interview attire whenever possible.

> ***Required Documentation***: The original store or merchant receipt that reflects an itemization of the purchased items.

Credit Repair

Credit counseling and other services necessary to assist participants with critical skills related to household budgeting, managing money, accessing a personal credit report, and resolving personal credit problems that will contribute to the participants' work readiness. Credit repair services are to assist the participant to be ready to enter Training, job search and/or maintain employment. Whenever possible, community resources should be utilized.

> ***Required Documentation***: The original receipt that reflects an itemization of the services provided and associated cost.

Employment Documentation

Payment of fees required to replace documentation required to complete an I-9 with an employer to secure employment after enrollment in WSPM.

Required Documentation: Receipts that itemize the fees necessary to obtain the approved document with staff attestation (notation and signature on receipt copy is sufficient) that the identification documentation was secured.

Housing Assistance

To support and contribute to the participant's readiness to enter Training, education, or employment, assistance with housing costs may be provided. To be considered for housing assistance support, staff must determine that the situation would impede the participant's ability to conduct an efficient job search, maintain employment or participate in Training without the housing payment assistance, and that the participant has a plan for future payments.

Where community resources are available and the participant eligible, those resources must be used before Support Service payments can be utilized.

Housing Payment

Housing payments may include current housing costs necessary to support participation in Training, education or to seek or retain employment. Payment of past-due rent may be made in limited circumstances when it is necessary to prevent immediate eviction and may be considered if:

- The cost is necessary to enable continued participation in Training/Education or to seek or retain employment;
- The amount is limited to a one-time payment; and
- No other resources are available
- Fees and interest charges associated with past-due rent are disallowed.

Required Documentation: Clear verification (copy of rental agreement, mortgage statement, voucher or detailed receipt) of charges due and participant residency is required. For mortgage assistance the participant must be one of the named borrowers/homeowners on the mortgage statement. For rent assistance, the address on the lease must match the participant I-Trac record if the participant is not named on the lease agreement. Payment must be made to the leaseholder/owner or mortgage holder.

Housing Stability Education

Grant funds may be used to pay the costs associated with community housing stability education services that will contribute to the participants' work readiness through stabilized housing.

Required Documentation: An invoice from the community service provider is required. Payment must be made directly to the education provider.

Housing Moving Costs

Payments for services or items necessary to move into stable housing may be considered and approved. Examples include but may not be limited to: Application and move-in fees, security deposits, motel vouchers for temporary housing, fees for access to Community Warehouse, household items, temporary storage unit costs, U-Haul or similar truck or van rental to move furniture. Whenever possible, community resources such as Goodwill and Community Warehouse should be utilized.

Required Documentation: Direct payment from an invoice to landlord/rental company or itemized receipt from the motel, store or merchant where the purchase was made.

Laptop Computer

Purchase of a basic laptop computer when needed to participate in program services, engage in Training or secure and/or maintain employment (when not provided by the employer or Training provider). This can include payment for computer software and software licenses.

Required Documentation: The original store or merchant receipt that reflects an itemization of the purchased items.

Legal Services

When necessary to assist a participant in expunging a criminal record or to maintain work authorization documentation to secure employment or participate in a Training. Where community resources are available and the participant eligible, those resources must be used before Support Service payments are utilized.

Required Documentation: Itemized invoice that clearly details the services provided and the published rate for the service. Payment must be made to the vendor.

Medical/Dental/Optical

This Includes medical/dental/optical testing/treatment, prescriptions, mental health testing, counseling. Funds may only be used for co-payments and expenses of the participant and cannot be used for costs of family members. Due to the high cost and limited resources, efforts should be made to first utilize Oregon Health Plan, County health care resources, and/or sliding scale fee structures with providers and Support Service should be limited to the minimum required to permit the person to participate in Training, job search, accept employment, or maintain employment.

Note: Participant drug testing is not allowed except where required to participate in a Training, Apprenticeship program or to facilitate the hiring process for the participant.

Required Documentation: Co-payments may be reimbursed to the participant and require a receipt from the health care/service provider showing the date and amount of payment. All other payments must be made directly to the health care/service provider based on an original detailed invoice (no statements).

Participant Interpretation Services

Interpreter for a specific participant to participate in program services or training. Interpretation services must be provided free of charge to a participant using qualified and competent interpreters. A participant's friend or relative cannot be paid as a service provider of these services. Participant Interpretation Services are only allowed if the following conditions are met:

- Tied to a specific participant, AND
- Necessary for that participant to participate in any program services defined in these *Regional Program Standards.*

Language line contracts, fees for translated materials, or services for general access are considered an Operating expense and not a participant Support Service.

Required Documentation: Itemized invoice that clearly details the hours of services provided and the published rate for the service. Payment must be made to the service provider.

Professional Test/License/Organization Fees

When professional licenses/certifications/test/test preparation fees or membership/professional event registration are required or necessary to ensure a participant obtain employment or provides increased access to employment opportunities in the associated sector. Support may include the cost for professional licenses; certifications; test fees and/or test preparation materials, including GED; business, technical and professional organization fees; professional event registration fees, etc.

> ***Required Documentation***: Original receipt(s)

Relocation

When a participant accepts a job offer at a location out of Multnomah, Washington or Clackamas County and more than 50 miles away, grant funds may be used to share in the cost of moving to that location (e.g., U-Haul costs, etc.).

> ***Required Documentation***: A written, bona fide job offer must be documented to qualify for relocation support. Original receipt(s) of all approved relocation expenses must be maintained with the payment record.

Tools

When participants are required to purchase their own tools for employment or Training, this cost may be covered by Support Service payments. Examples include mechanic, shop, electrician tools, etc. Tools or equipment that is supplied by the employer, e.g., industrial equipment, stationery, machinery, safety equipment, etc., *may not* be paid for with Support Services.

> ***Required Documentation***: Original itemized receipts that reflect the allowable and agreed upon item(s). In addition, for tool purchases for Training, documentation from the Training provider of the required items is to be maintained in the file. For employment, a bona fide, written job offer that shows the requirement of employees providing their own tools or equipment (must be specific) must be provided prior to the approval of funds.

Transportation

Support Services are available to provide transportation assistance to participants to allow them to engage in services and activities that support Training and education, job search, and/or employment. Transportation types (and associated requirements) include:

Auto or Bicycle Repair

Funds may pay for repair and replacement of essential parts and safety equipment to an automobile or bicycle only if it can be verified there is no other reasonable way for the participant to transport himself/herself to a Training or work site. For Auto Repair, the vehicle must be titled and registered in the participant's name, be properly insured and there must be written verification by a reputable certified mechanic that the repairs are needed.

> ***Required Documentation***: Original invoices/receipts are required for car and bike repair payments. Quotes or work orders will not be accepted for payment receipts. Auto Repair payment must be made to the invoicing certified mechanic and a copy of the auto registration, documentation of a valid driver's license, and proof of insurance card must be included with the payment record and verified to be the same vehicle on which repairs were made.

Auto Insurance

Support Service payment may be provided for auto insurance coverage required by the State of Oregon or Washington and can only be justified in a situation where, without the insurance, the participant would not be able to travel to the Training site and/or place of employment. The vehicle must be titled and registered in the participant's name and the participant must have a valid driver's license in their state of residence.

Required Documentation: The original insurance billing with payment directly to the insurance company is required. In addition, documentation of a valid driver's license, a copy of the auto registration, and proof of insurance card is to be included with the payment record.

Auto Registration

Costs associated with DEQ test fees, title transfer and/or registration or renewal may be paid to allow participants to register their auto for the purposes of completing Training or securing and/or maintaining employment. Note that the Oregon Department of Motor Vehicles may require a valid driver's license and proof of auto insurance attached to the vehicle.

Required Documentation: The original registration/transfer/test receipt(s) and a photocopy of the new title and/or registration in participant's name must be collected and maintained in the Support Service financial file.

Bicycle/Scooter Purchase

When a participant chooses and it is determined that the purchase of a bicycle or a scooter is as, or more, cost effective then other types of transportation assistance, Support Service funds may be used to purchase a bicycle/scooter, including an appropriate bike helmet if the participant does not own one. If appropriate staff may require the participant engage in a bicycle safety class or may purchase a child's helmet or seat if the bicycle transportation is being used to drop children at school or child care to allow participant to work or attend training, and this cost may also be covered through Support Service payment.

Service Providers should develop a relationship with Community Cycling Center where consultation assistance on the decision and purchase, education and repair options are available for reasonable costs. (https://communitycyclingcenter.org/)

Staff due diligence is required to determine and document:

- Using a bicycle as a means of transportation to and from the participant's job, school or Training location is reasonable and, over time, more cost effective and convenient than other forms of transportation. Staff determine reasonableness by evaluating with the participant things like distance, times, work schedule, long-term viability.
- The participant does not currently own a bicycle or have other modes of transportation available.
- The purchase price is reasonable based on some form of price comparison documentation (price quotes, including refurbished when available) for the type of bicycle being purchased.
- The type of bicycle being purchased is appropriate for the intended use (e.g., distance, night riding). An electric bike or scooter is allowed if the price is comparable to the price of a bike.

Note: Once purchased no other forms of Transportation assistance may be provided via Support Services.

Required Documentation: The itemized receipt for the purchase and documentation of price comparisons to support the final selection decision are to be maintained in the financial file. Written attestation from the participant that they are choosing a bicycle for their transportation, they understand they will not be provided with other forms of transportation assistance once a bike is purchased, they do not currently own a bicycle, and justification that a bicycle is a reasonable mode of transportation for the purposes of getting to/from school, Training and/or employment is to be maintained in the participant file.

Parking

When necessary, to enable the participant to engage in career services or Training activities (e.g., college campus parking fees).

Required Documentation: Original receipts that reflect a location and time in line with approved service provision (i.e., a class schedule).

Public Transportation, Car Share, Fuel

Includes all modes of transportation (e.g., public transportation passes or tickets (including Hop Cards), gas for a personal vehicle, car share service, Uber/Lyft/taxi service, bicycle/scooter share service) to help participants engage in services and activities that support Training and education, job search and/or employment. Staff are required to determine that assistance provided is not duplicated, such as a bus pass for a month and gas purchase during the same month. Additionally, funds should not pay for the monthly cost of share vehicle services but can reimburse for the month(s) that the participant uses the service for allowable activities. This should be managed through verification of attendance logs and communication with the participant documented in file.

Required Documentation:

- A log must be kept that tracks activities supported with transportation assistance. A signed receipt for each instance of a transportation payment can replace a log as long as the tie to services is noted.
- A participant's signature acknowledging receipt of bus passes, bus ticket packages (not individual tickets), and gas card distribution is required. Signature acknowledging receipt can be obtained on the transportation log or through email confirmation from the participant.
- For other types of transportation, a detailed receipt showing date and time must support reimbursement payment and must align with activities noted in the log.
- Receipts for the total amount of a gas card are required and must show allowable and approved purchases (i.e. gasoline and not items from the mini mart).

Utilities

Utility assistance may be provided to assist a participant in stabilizing their living situation and to conduct an efficient job search, maintain employment or participate in Training. This includes past due utility payments, utility deposits (fees and interest charges are disallowed), internet cell phones and cell phone bills (but does not include any sort of television/cable expenses). Prepaid cell phone service may be paid for with Support Services funding.

The original bill must be provided before payment can be approved, with verification that the utilities/phone are for the Participant's personal residence or in the participant's name or phone number (in the case of cell phones).

Required Documentation: Clear verification (copy of detailed utility invoice that matches participants address. Cell phone invoice that matches the participant's name or phone number in I-Trac) of charges due. Payment must be made to the vendor.

Support Services in Follow-Up

Support Services may be provided to participants who are in Follow-Up where all the following conditions are true:

- The participant is employed.

  Required Documentation*:* Employment Detail record on the Outcomes Tab with a *Start Date* and no *End Date*.

- The Support Service is essential for job retention, wage gain or advancement.

  Required Documentation*:* Case Note to document the circumstances for how the payment is required for job retention, wage gain, or advancement.

- The Support Service payment must be made directly to the vendor. Cash or cash-equivalent Support Services payments directly to the participant are prohibited.

  Required Documentation: Vendor receipt.

- The Support Service payment must be one time or limited. Ongoing Support Service payments are prohibited.

The following types of Support Services are allowed in Follow-Up:

- Clothing – Uniform/safety attire or a type of required work shoe or protective eye wear
- Employment Documentation
- Laptop computer
- Professional Test/License/Organization Fees
- Relocation

The following types of Support Services are prohibited in Follow-Up:

- Books and Fees
- Childcare
- Credit Repair
- Housing Assistance
- Legal Services
- Medical/Dental/Optical
- Personal Care
- Transportation
- Utilities

Needs Related Payments

Needs Related Payments (NRP) provide financial assistance to participants while they are engaged in a Training service. NRPs are limited to the WIOA Adult and Dislocated Worker funding sources unless otherwise noted in the project's *Regional Program Standards*. NRPs are prohibited in Follow-Up.

WIOA Adult Eligibility

To be eligible to receive NRPs the participant must be enrolled in the WorkSource Adult grant and:

- Be currently unemployed.
- Not qualify for, or have ceased qualifying for, unemployment compensation.
- Be enrolled in a program of Training services under WIOA.

WIOA Dislocated Worker Eligibility

To be eligible to receive NRPs the participant must be enrolled in the WorkSource Dislocated Worker grant and:

- Be currently unemployed.
- Have ceased to qualify for unemployment compensation or Trade Act funding.
- Be enrolled in a program of Training services under WIOA by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months.
- Be currently unemployed and do not qualify for unemployment compensation or Trade Act funding.

Payments

NRPs will be limited to $245 per week in Training. Direct Deposit to the participant's bank account is the preferred payment method; payment by check is allowable and the check endorsement is evidence of participant receipt of NRP. NRPs have been determined to be non-taxable; therefore, issuance of a 1099 is not required.

> ***Required Documentation***: The participant is responsible for providing WorkSource staff with a signed (by instructor) verification of Training attendance during the week (with dates noted). Verification may also be in the form of an email from the instructor's email account, or a verification through an online training system of participant login and engagement in the Training course (with dates noted). Verification to be maintained with payment documentation.

Stipends

A Stipend is a sum of money paid to participants to help cover basic costs while they engage in eligible Portland Metro cohort Training. All participants in the single Training cohort must receive identical Stipends. Stipends may be paid as an hourly amount attached to program engagement or as a total sum based on the length of the Training program. There must be clear goals and expectations set forth as to what the participant must do to earn a Stipend. Every Stipend awarded must have a clear connection to a specific participant goal as documented in their Cohort Training Application. Stipend payments are prohibited in Follow-Up.

Cohort Training programs that include a Stipend will have business processes that comply with these *Regional Program Standards* requirements and outline and publish the Stipend payments available and the requirements for receiving the Stipend.

Administrative Rules

Service Providers must establish written procedures for paying Stipends to ensure proper and consistent application of this policy and that fiscal procedures are followed. At minimum, these procedures must address the following requirements:

- Service providers must follow business processes and procedures established by Worksystems for Stipend-allowable activities and related stipend amounts.
- Each stipend payment must include a record of the participant's engagement such as confirmation from the Training provider of attendance, a certificate of Training completion or credential. If none of these confirmation types are possible for a participant in a virtual Training, the participant may provide a screen shot that shows their attendance in the relevant remote classroom.

  Staff must include a case note in the I-Trac record which outlines why the required documentation is not possible and justifies using the screen shot option.
- Stipend payments are to be paid by check payable to the participant, direct deposit into an account in the participant's name or via pay card through a payment system where a specific pay card is assigned to a participant. Gift cards, gift certificates or retail vouchers cannot be used as Stipend payment.
- Participants are required to sign an acknowledgment of receipt of the Stipend. Check endorsement or direct deposit may be used as the signed receipt (see additional details in Support Services – Administrative Requirements). Where pay cards are used, the signature is to be captured at the point the pay card is given to the participant, with the number/card ID noted. Electronic signatures are allowed utilizing tools such as DocuSign. Further Stipend payments to the pay card do not require additional signature as it's treated as a direct deposit.
- Stipend payments must be paid from funds during the program year in which the program engagement occurred.
- Stipends are to be entered into the I-Trac Stipend Payments control in the fund being used to pay the stipend.
- Any participant receiving a Stipend must complete a W-9 form. Participants receiving more than $599 in Stipend payments in one calendar year will be issued a 1099 for tax reporting purposes.

National Career Readiness Certificate

The Oregon National Career Readiness Certificate (NCRC) is a portable certificate which documents an individuals' career readiness skills. To earn the certificate, individuals are assessed on three foundational workplace skills which have been found to be highly important to most jobs. Those who earn the NCRC receive a portable certificate to verify their skills.

Assessments

The NCRC is comprised of assessments in three areas:

Applied Mathematics

Measures the skill people use when they apply mathematical reasoning, critical thinking and problem-solving techniques to work-related problems.

Reading Workplace Documents
Measures the skill people use when they read and use written text to perform job tasks. The written texts include memos, letters, directions, signs, notices, bulletins, policies and regulations.

Graphic Literacy
Measures the skill people use when they work with workplace graphics, including comparing, summarizing and analyzing information found in charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps and instrument gauges.

Certificate Awards

Certificates are awarded at four different levels based on the scores of each assessment area:

- Bronze = Level 3 scores on all assessments
- Silver = Level 4 scores on all assessments
- Gold = Level 5 scores on all assessments
- Platinum = Level 6 scores on all assessments

WSPM NCRC Program Requirements

Practice Testing and Skilling-Up
Individuals interested in taking the NCRC are strongly encouraged to first complete the Initial Skills Review, as it serves as an indicator for potential success on the NCRC. Additionally, the Worldwide Interactive Network courseware provides an opportunity for participants to improve their skills and potentially test at a higher level.

Testing to Earn a Certificate
All three assessments must be successfully completed to earn an NCRC. All three assessments do not need to be completed in a single sitting, but any participant who takes an assessment should attempt the remaining assessments within one year.

Performance

Measure	Calculation Methodology	Performance Cohort (Measurement Period)	Reporting Cohort (Reporting Period)
Employment Rate Q2	**Denominator**: All Adult/Dislocated Worker participants enrolled. **Numerator**: Those employed during the second quarter following the exit quarter.	Q2 after Exit	Q4 after Exit
Employment Rate Q4	**Denominator**: All Adult/Dislocated Worker participants enrolled. **Numerator**: Those employed during the fourth quarter following the exit quarter.	Q4 after Exit	Q6 after Exit

Measure	Calculation Methodology	Performance Cohort (Measurement Period)	Reporting Cohort (Reporting Period)
Measurable Skill Gain	**Denominator**: All Adult/Dislocated Worker participants enrolled in a Secondary or Post-Secondary Education or Training Service that leads to a recognized post-secondary credential or employment. **Numerator**: Those that achieve a measurable skill gain. Measurable Skill Gain defined as documented academic, technical, occupational, or other forms of progress towards the credential or employment.	By June 30 for every program year participant engages in a Training or Education Service	Program Year Q4
Credential Attainment	**Denominator**: All Adult/Dislocated Worker participants enrolled in an Education or Training Service any time during participation (does not include OJT or Customized Training). **Numerator**: Those that attain a DOL recognized credential between participation date and 1 year after exit date. A participant who attains a High School Diploma/GED can only be counted in the Numerator if they are employed or in a Post-Secondary Education/Training that leads to a recognized Credential within one year after exit.	1 Year after Exit	1 Year after Exit
Aligned Partner Network Participants Engaged in Training and Work Based Training Services	**Denominator**: All participants that have a Training, Post-Secondary Education and Employment Skills Service with a Status of Started. **Numerator**: Those participants that are attached to an Aligned Partner Network Partner Agency.	Quarter of Service Start Date	Quarter of Service Start Date

Additional Performance and Data Guidance

Case Notes

All data entered in the I-Trac system is defined as a case note. Narrative case notes entered should not repeat information already entered into the participant's I-Trac record, but expand upon, provide context to or augment service or employment data, such as noting successes and challenges and progress toward Career Plan goals. Narrative case notes should not include any medical or treatment information, or personal information that is not relevant to their career plan activities.

Credential Definition

Credentials are awarded by education institutions, Training providers, licensing boards or industry associations in recognition of an individual's performance of measurable technical and/or occupational skills necessary to gain employment or advance within an occupation.

Technical or occupational skills are based on standards developed or endorsed by employers or industry associations; degree or diploma requirements are established or endorsed by the Oregon Department of Education. Training programs depicted on the State and Local ETPL note whether a credential is available upon successful completion of the Training or subsequent certification testing.

Credentials recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety and hygiene, even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment. Therefore, certificates such as Forklift, OLCC, First Aid/CPR, BLS and OSHA 10/30 are not included in this definition. Certificates awarded in recognition of the attainment of only generic pre-employment or work readiness skills are also not included in this definition. The following credentials are tracked for reporting to funding agencies.

Credential Type	Additional Definition
High School Diploma	To report in this category the participant must also be employed or in a Post-Secondary Education/Training Program that leads to a recognized post-secondary credential in the year following exit.
GED or High School Equivalency Diploma	To report in this category the participant must also be employed or in a Post-Secondary Education/Training Program that leads to a recognized post-secondary credential in the year following exit.
Associates Degree	
Bachelor's Degree	
Post-Graduate Degree	
Non-DOL Approved Credential	Certificates awarded for Workforce Preparation such as Forklift, Flagger, OSHA, CPR/First Aide.
Other Recognized Diploma, Degree or Certificate	To report in this category the credential must be awarded from an accredited post-secondary institution. (e.g., a Human Resource Management certificate from Portland State University).
Occupational Certification Awarded by a certification body	A Credential awarded by a certification body based on an individual demonstrating through an examination process that they have acquired the designated knowledge, skills, and abilities to perform a specific job. The examination can be either written, oral, or performance based. (e.g., Microsoft, Apprenticeship, Security Certifications, CompTIA+, BOLI certified Pre-Apprenticeship program certificate, Guest Services Gold).

Credential Type	Additional Definition
Occupational Skills License Awarded by a government agency	A Credential awarded by a government agency that grants legal authority to do a specific job. Licenses are based on some combination of degree or certificate attainment, certifications, assessments, or work experience; are time-limited; and must be renewed periodically. (e.g., a license from the Oregon State Board of Nursing to be a practicing RN, LPN, CNA; commercial driver's license). Certificates such as OLCC server permit, food handlers or first aid certificates are not within the scope of this definition.
Occupational Skills Certificate Awarded by an education institution	A Credential awarded by an educational institution based on completion of all requirements for a program of study, including coursework and test or other performance evaluations (e.g. Career Pathways Certificate). Certificates are typically awarded for life (like a degree). Certificates of attendance (e.g., 1 day) or participation in a workforce development activity (e.g. forklift) are not in the definitional scope for these certificates.

Data Entry Requirements

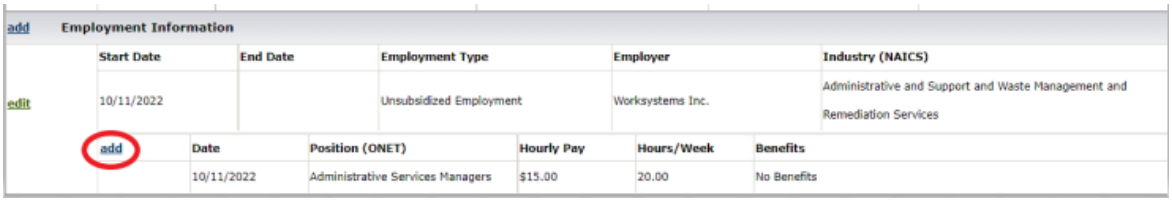
All program information is reported to funders through the I-Trac management information system. To ensure accurate and timely Federal, State and Local reporting, all data is to be entered in the appropriate I-Trac control within five business days of the activity, payment, credential attainment or receipt of employment information.

Employment Data Entry

Employment verification requires the collection of the following data in the Employment Information control on the Outcomes tab of I-Trac:

- Employment Start Date
- Employment Type
- Employer Name
- Industry (NAICS)
- Position (ONET)

Employment data entry in I-Trac is a two-step process. Enter the first line of Employment Information and then click the add button to enter the second line of information. Hourly Pay, Hours/Week and Benefit information is required to be entered.



Contractor staff are responsible for accurate accounting of earnings, hours and benefits information that informs performance measures. When participants auto-exit and contractor staff learn they became employed, staff should attempt to contact the participant and obtain the employment details.

For the verification to be reported and used in performance tracking, the employment must be confirmed and documented in the Employment Confirmation control in I-Trac. Documentation of employment must be obtained from the participant. Stat UI wage match. State UI wage match confirmations will automatically show in the Confirmation control when received from the State and may be used to verify employment without the detailed data described above.

Enrolled Participant

An Applicant who has completed the WIOA Eligibility and Registration process and has received one WIOA-funded service. For the service to count and trigger participation it must be entered into I-Trac.

Exits

Auto-Exit

When a participant has gone more than 90 days without a WSPM funded service they will be automatically exited to Follow-Up and a *Follow-Up* Program Status will auto populate in the I-Trac record. The Exit date is the date of the last WSPM funded service entered in I-Trac. After an Auto-Exit, only Follow-Up services can be provided. An Auto Exit may only be removed by Worksystems staff if a service was provided within the 90-day period that was not entered in I-Trac.

Exit to Follow-Up

A participant is transitioned to Follow-Up when program participation goals are achieved. Exit may be manually entered in I-Trac with a *Planned Exit* Program Status, and employment information and confirmations are completed. After Exit only Follow-Up services can be provided.

Full Program Exit

At the end of one year of Follow-Up services, a participant is automatically fully exited from the program. This means they are no longer eligible to receive WSPM services funded with WIOA funds without completing eligibility and re- enrolling in a new enrollment episode. Providers may manually enter a *Full Program Exit* Program Status when a participant requests and is in need of additional In Program services as defined above in the Services Definitions section of these Regional Program Standards. When a Full Program Exit status is entered the participant will still fall into all WIOA performance measures and data may no longer be entered in the I-Trac record. If performance data is needed to be entered in an I-Trac record with a Full Program Exit status Worksystems staff must enter it.

Global Exclusions Exit Reasons

Participants who find themselves in certain types of circumstances beyond their control and that preclude them from continuing participation may be manually exited from the program. If this type of exit is recorded the participant will not be included in any of the performance measures.

Reserve Forces-Called to Active Duty: The call to active duty must be for more than 90 days, and a case note is to be entered which documents the information provided by the participant.

Deceased: A case note that documents how staff received notification is required.

Health/Medical: Used when the participant is going for any form of medical treatment that is expected to last more than 90 days. A case note that states how information was received is required. Absolutely no medical details should be included in the participant file or I-Trac case note – just the notification information.

Institutionalized: When a participant becomes incarcerated in a correctional institution or is a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during services. A case note that states how the information was received by staff is required. Absolutely no medical details or institution name should be included in the participant file or I-Trac case note – just the notification information.

Follow-Up Survey

A documented participant response during the Follow-Up period to confirm the participant's employment, education, or Training status. The survey must include information aligned with WIOA performance indicators and capture all required I-Trac data entry elements. It must also be dated by the respondent. Acceptable formats include:

- Completed digital or paper form
- Email response or text screenshot
- Case note documenting survey questions and participant responses

Long-Term Unemployed

Has been unemployed for 27 weeks or longer (I-Trac will calculate and automate this where the customer identifies Last Date Worked is more than 26 weeks ago).

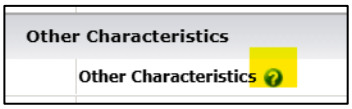
Measurable Skill Gain Definitions

Gain Element	Description	File Documentation
High School Diploma/Equivalent/GED	As evidenced by documentation of attainment of a High School Diploma, Equivalent or GED.	Copy of the Credential
Educational Function Level (EFL) Achievement (Secondary Education)	As evidenced by one or more EFL gain on an accepted pre/post assessment.	Copy of the DOL approved assessment delivered during the program year which depicts the EFL gain from the previous assessment.
Secondary Education Achievement	Secondary Achievement (specific to participants attending high school) is measured by a transcript that shows the participant is meeting the State's academic standard for the school's academic period: • Quarter – 1.5+ credits • Trimester – 2.0+ credits • Semester – 3.0+ credits	Copy of the Transcript which shows credits awarded during the measurement period.

Gain Element	Description	File Documentation
Post-Secondary Education Achievement	Post-Secondary Achievement is measured by a transcript that shows credit hours awarded for the period based on FT or PT student status: • If FT, 12 credit hours awarded in one semester or term. • If PT, 12 credit hours awarded in two semesters or terms during a 12-month period.	Copy of the Transcript which shows credits awarded during the measurement period.
Training Milestone	Evidenced by satisfactory or better progress report toward established milestones from an employer or Training provider who is providing Training. Examples: Completion of On-the-Job Training plan; completion of one year of a Registered Apprenticeship program; completion of a term in a Career Pathways or Occupational Skills Training program.	Copy of employer or Training progress report.
Skills Progression	Evidenced by the completion of an occupational exam or by meeting occupational benchmarks in a trade for which the participant is receiving Training. Example: DOL recognized Credential.	Copy of Credential

Other Characteristic Definitions

All characteristics are defined through the help bubble in I-Trac and documented through Customer Attestation.



Procedures for Quarterly Reporting

This guidance is provided to help assure performance data is reported accurately and timely and will meet Worksystems, State and Federal monitoring requirements. Establish process to review I-Trac reports regularly. At a minimum conduct quarterly reviews to ensure that participants' engagement in services and attainment of performance is being appropriately documented in I-Trac. Data is to be entered into I-Trac within 5 business days of receiving the information.

Service Engagement

Review I-Trac Standard Report – *Services by Start Date* and *Services by End Date*. Check for service start dates and completed statuses.

Participant Credential Outcomes

Review I-Trac Standard Report – *Outcomes – Credential* to ensure that participants' Credential attainment information is documented in I-Trac.

Participant Employment Outcomes

Review I-Trac Standard Report – *Outcomes – Employment Confirmation and Employment Information* to ensure all employment placement and confirmation information is documented in I-Trac. Only employment placements that have a Confirmation in I-Trac will be reported to support performance.

File Documentation

Ensure that participant I-Trac Customer Documentation contains the required upload of documentation as outlined within these Regional Program Standards to avoid monitoring findings and the removal of performance gains.

Performance Management

Review WSPM *WIOA Performance* and *Local Measures* reports to ensure that denominator and numerator cohorts and data are accurate and up to date.

Quality Job Standards

Worksystems is committed to advancing access to quality jobs for all participants served by the public workforce system to access careers with living wages, benefits and other job quality characteristics. In partnership with regional workforce boards in SW Washington and Clackamas County, Worksystems launched an initiative to develop and implement a community-based definition of a Quality Job that includes: 1) living wages; 2) worker engagement; 3) predictable hours; 4) comprehensive benefits; 5) accessible hiring and onboarding practices; and 6) training and advancement opportunities.

Using labor market data, Worksystems identified high-growth sectors and targeted occupations that align with our Quality Job definition in (1) advanced manufacturing; (2) clean energy; (3) construction; (4) early childhood education; and (5) healthcare and social assistance. These targeted occupations offer competitive starting wages, employer-sponsored benefits, and opportunities for advancement. Many targeted occupations do not require a degree, and value skills gained through training programs, On-the-Job Training, Registered Apprenticeships, military service and other lived experiences.

Career Coaching services are designed to assist participants in accessing quality job pathways to employment by educating them about Worksystems targeted sectors and targeted occupations. Ongoing guidance and training regarding Career Coaching with an emphasis on job quality and targeted occupations will be provided by Worksystems.

Contracted services focused on quality jobs include, (but aren't limited to):

- Help job seekers understand what makes a quality job—beyond just wages— and how to job search using the quality jobs framework.
- Help participants evaluate employment opportunities in Worksystems' targeted sectors and develop individualized plans that align with their unique career and education goals and circumstances.
- Help participants recognize when a job only meets some - or none - of the quality job characteristics, while explaining when a role is a useful first step toward a quality job.
- Identify and/or develop training and work experience opportunities that help participants develop essential skills as indicated by industry partners, including adaptability, communication, collaboration, analysis/solution mindset and self-awareness.

The Quality Jobs Framework is a tool to support personalized career planning. Career Coaches should use it to guide conversations about job quality and career goals. Not all job opportunities will meet every standard, but they may represent critical steps toward a quality career. Coaches play a key role in helping participants recognize quality jobs, set long-term goals, and continue progressing on their employment journey.

Quality Jobs Framework
Worksystems, in partnership with workforce boards in SW Washington and Clackamas County, launched an initiative to define what makes a *Quality Job* based on community input. The resulting framework highlights the following key standards:

- **Living Wages**
  Jobs that pay enough to meet basic needs, considering location and family size. Wages alone do not indicate Quality Jobs; other standards must be considered alongside.
- **Worker Engagement**
  Jobs that include worker voice through internal channels or union representation.
- **Predictable Hours**
  Jobs offering clear, reliable scheduling—whether part-time, full-time, flexible, seasonal, or with overtime options.
- **Comprehensive Benefits**
  Jobs with employer-supported benefits like healthcare, paid leave, and retirement plans, ideally with employer cost-sharing.
- **Accessible Hiring and Onboarding**
  Jobs that value diverse experiences, including military service, caregiving, apprenticeships, and on-the-job training.
- **Training and Advancement**
  Jobs with clear career pathways and/or access to structured learning such as apprenticeships.

Other Quality Job Indicators

- Labor Representation - Unionized jobs typically offer higher wages, better benefits, and stronger worker voice.
- B Corp Certification - Third-party verified companies meet high standards for worker well-being, transparency, and accountability.
- Benefit Corporation - Legally commit to purpose, accountability, and transparency—often a step toward B Corp certification.
- Employee Stock Option Program (ESOPS) - Employee-owned participants have larger retirement account balances than comparable workers nationwide and have better job security.
- Partners in Diversity - Employers aligned with this network show a commitment to equitable hiring.
- Apprenticeships – Employers who participate in Registered Apprenticeships Provide structured, paid training and career progression for job seekers.

Underemployed

An Applicant who meets any one of the following:

- Is employed less than full-time and is seeking full-time employment.
- Is employed in a position that is inadequate with respect to their skills and training.
- Is employed but their annual Family income does not exceed the higher of the poverty line or 70 percent of the LLSIL.
- Is employed but their current job's earnings are not sufficient compared to their job's earnings from previous employment.

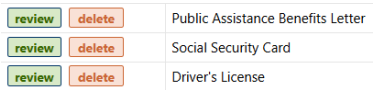
I-Trac Data Entry and File Documentation

Performance Element	I-Trac Data Entry Fields	File Documentation
Program Application	A completed and signed WSPM program Application is required. The application is developed from the participant registration data entered in I-Trac. Obtain an eSignature through I-Trac or print the Application from the Customer Documents link once all Registration data is entered and upload to I-Trac.	I-Trac – Customer documents
Aligned Partner Network participants Engaged in Training Services	If the participant does not have an active partner fund enrollment, complete the Other Tag Control on the Services Tab	N/A
Training Completers	Services Tab • Secondary Education & Skills Control or Training, Post-Secondary Education & Employment Skills Control. • Training end date must be the completion of Training program not a term of the Training.	I-Trac – Customer documents
Training Completers Employment Rate	Services Tab • Secondary Education & Skills Control or Training, Post-Secondary Education & Employment Skills Control • Training end date must be the completion of Training program not a term of the Training. Outcomes Tab • Employment Information Control. • Employment Confirmation Control.	N/A

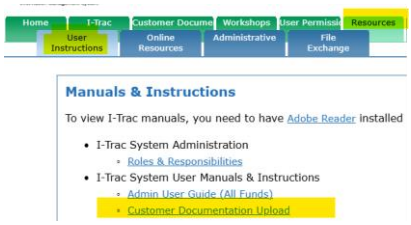
Performance Element	I-Trac Data Entry Fields	File Documentation
Credential Attainment	Services Tab • Secondary Education & Skills Control or Training, Post-Secondary Education & Employment Skills Control Outcome Tab • Credentials Control	I-Trac Document Upload Tool. Copy of Credential or Customer Attestation through a Follow-Up survey. Customer attestation documented with a Follow-Up survey from the participant may only be used when the participant does not have the Credential document available to submit.
Measurable Skill Gains	Assessment Tab • Measurable Skills Gains Control	I-Trac – Copy of allowable document uploaded to Customer Documents
Employment Rate Q2 and Q4	Outcome Tab • Employment Information Control • Employment Confirmation Control	I-Trac – Customer documents • Employment Leave and Earnings Statements • Employment Verification Letter on Letterhead • Follow-up Survey from participant • Income Tax Records • Pay Stub • Payroll Slip • Quarterly Tax Payment Forms • Sales Commission Worksheet • State Department of Revenue or Taxation Record • W-2 Form • UI Crossmatch

I-Trac Customer Documentation Upload Tool Procedures

All WIOA Adult and DW documentation and other required program documents must be uploaded to the I-Trac participant record utilizing the *Customer Documentation Upload Tool*. Once documents are uploaded, they must be reviewed. The review is an important step to confirm that the document image is accurate, legible and clear. Once a document has been reviewed the document image and full document number are hidden to protect a participant's PII.



Once the document has been reviewed it must be attached to the I-Trac enrollment record associated with the documentation. Refer to the *Customer Documentation Upload* manual in I-Trac for additional procedure details.



References

Federal Law

- Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128
- Jobs for Veterans Act

Federal Regulations

- 20 CFR Parts 675, 677, 678, 679, 680, and 683
- 20 CFR Part 1010
- 29 CFR Part 38
- 2 CFR Part 200
- 2 CFR Part 2900

USDOL Guidance

- TEGL 19-16
- TEGL 10-16, Change 3
- TEGL 23-19
- TEGL 07-20
- TEGL 11-11, Change 2
- TEGL 13-16
- TEGL 08-19
- TEGL 21-16
- TEGL 09-22

State of Oregon

- OAR 657.665; (4)(b)