

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

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

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

Program	Eligibility Criteria	Acceptable Documentation	Notes
<b>Adult, Dislocated Worker, and Youth</b>	<b>Work authorization</b>	Acceptable documents identified in <a href="#">Form I-9</a>  <b>Social security card</b> - may be used to verify work authorization (if unrestricted)	

Only one source documentation per eligibility criterion or data element is required, unless otherwise stated. The types of acceptable source documentation identified for each criterion are consistent with [TEGL 23-19, Change 3](#) and the State Data Validation Checklists.

Program	Eligibility Criteria	Acceptable Documentation	Notes
<p><b>Adult, Dislocated Worker, and Youth</b></p>	<p><b>Selective Service registration</b></p> <p><i>(Almost all male US citizens and male immigrants, who are 18 through 25, are required to register with Selective Service.)</i></p>	<ul style="list-style-type: none"> <li>● Selective Service Acknowledgement letter</li> <li>● <a href="#">DD-214</a> (report of separation form)</li> <li>● Screen printout of the Selective Service Verification site: <a href="http://sss.gov/verify/">sss.gov/verify/</a></li> <li>● Selective Service Registration Card</li> <li>● Selective Service Verification Form (Form 3A)</li> <li>● Stamped Post Office Receipt of Registration</li> </ul>	<p>For U.S. citizens, Selective Service registration is not required if the man is:</p> <ul style="list-style-type: none"> <li>● Serving in the military on full-time active duty;</li> <li>● Attending the service academies;</li> <li>● Disabled and continually confined to a residence, hospital or institution; and/or</li> <li>● Hospitalized, institutionalized, or incarcerated. Registration would not be required during their confinement; however, the individual must register within 30 days after being released if the individual has not yet reached the 26th birthday.</li> </ul> <p>For non-U.S. citizens, Selective Service registration is not required if the man is:</p> <ul style="list-style-type: none"> <li>● A non-U.S. male who came into this country for the first time after turning 26. Acceptable forms of supporting documentation include: <ul style="list-style-type: none"> <li>– Date of entry stamp in the passport;</li> <li>– I-94 with date of entry stamp on it; or</li> <li>– Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.</li> </ul> </li> <li>● A non-U.S. male who entered the U.S. illegally after turning 26. The individual must provide proof of not living in the U.S. from age 18 through 25.</li> <li>● A non-U.S. male on a valid non-immigrant visa.</li> </ul> <p><b>If applicable, local areas must verify Selective Service registration for incumbent worker trainees, even when they are not enrolled in any of the Title I-B programs.</b></p> <p>References: <a href="#">TEGL 11-11, Change 2</a>  Selective Service System website <a href="http://sss.gov">sss.gov</a></p>

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

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

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

Program	Eligibility Criteria	Acceptable Documentation	Notes
<b>Dislocated Worker (Category 1)</b>	<b>Unlikely to return to previous industry or occupation</b>	<ul style="list-style-type: none"> <li>● Labor market information for the occupation that shows a zero or negative growth rate (e.g., screenshot of <a href="#">Employment Projections dashboard</a>)</li> <li>● Documentation, such as a report, from local Chamber of Commerce, Economic Development representative, or other credible sources of regional economic information confirming the occupation or industry has shown a significant employment decline in the local labor market area</li> <li>● Confirmation from Employment Service or appropriate Title I-B staff that, in the previous 60 days, there was a lack of job orders for that industry or occupation, as determined by the service provider (confirmation may be documented via case notes)</li> <li>● Documentation that shows a plant closure or substantial layoff within the labor market area in the same industry or occupation has occurred in the last six months (e.g., screenshot of <a href="#">dashboard</a> showing layoff activities in the local area)</li> <li>● Self-attestation: actively seeking but is unable to find employment in the previous industry or occupation for a period of 90 days or more from employment separation</li> <li>● Documentation that shows separation from the Armed Forces (e.g., <a href="#">DD-214</a>)</li> <li>● Documentation that the person is laid off from a job due to lack of certification (e.g., termination notice referencing certification issue; self-attestation)</li> </ul>	

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

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

Program	Eligibility Criteria	Acceptable Documentation	Notes
<b>Dislocated Worker (Category 2)</b>	<b>General announcement that the facility will close within 180 days</b>	<ul style="list-style-type: none"> <li>● Verification from employer</li> <li>● Rapid Response list</li> <li>● Notice of layoff</li> <li>● Public announcement with follow-up cross-match with Unemployment Insurance (UI) database</li> <li>● Self-attestation</li> </ul>	
<b>Dislocated Worker (Category 2)</b>	<b>General announcement that the facility will close</b>	<ul style="list-style-type: none"> <li>● Verification from employer</li> <li>● Rapid Response list</li> <li>● Notice of layoff</li> <li>● Public announcement with follow-up cross-match with Unemployment Insurance (UI) database</li> <li>● Self-attestation</li> </ul>	
<b>Dislocated Worker (Category 3)</b>	<p><b>Previous self-employment (independent contractor, gig worker, farmer, rancher, small business owner, etc.)</b></p> <p><b>And</b></p> <p><b>Unemployment due to general economic conditions in the community in which the individual resides or because of natural disasters</b></p>	<ul style="list-style-type: none"> <li>● Tax documents (e.g., Form 1099; Form 1040 Schedule SE)</li> <li>● Business license or permit</li> <li>● Incorporation documents</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	Local area policy establishes whether a previously self-employed individual is “unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” <a href="#">20 CFR 680.130(b)(2)</a> .

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

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

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

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

Program	Eligibility Criteria	Acceptable Documentation	Notes
Youth	<b>Offender or justice-involved</b>	<ul style="list-style-type: none"> <li>● Documentation from the juvenile or adult criminal justice system</li> <li>● Written statement or referral document from a court or probation officer</li> <li>● Referral transmittal from a reintegration agency</li> <li>● Intake application or enrollment form</li> <li>● Case notes</li> <li>● Needs assessment</li> <li>● Individual Service Strategy</li> <li>● Federal bonding program application</li> <li>● Self-attestation</li> </ul>	The list of acceptable source documentation mirrors documentation for data element 801, ex-offender status at program entry.
Youth	<b>Homeless individual</b> <b>(Data element 800)</b>	<ul style="list-style-type: none"> <li>● Intake application or enrollment form</li> <li>● Written statement or referral transmittal from a shelter or social service agency</li> <li>● Needs assessment</li> <li>● Case notes</li> <li>● Individual Service Strategy</li> <li>● A letter from caseworker or support provider</li> <li>● Self-attestation</li> </ul>	
Youth	<b>In foster care or has aged out of foster care</b> <b>(Data element 704)</b>	<ul style="list-style-type: none"> <li>● Written confirmation from social services agency</li> <li>● Case notes</li> <li>● Foster care agency referral transmittal</li> <li>● Intake application or enrollment form</li> <li>● Needs assessment</li> <li>● Individual Service Strategy</li> <li>● Self-attestation</li> </ul>	

Program	Eligibility Criteria	Acceptable Documentation	Notes
Youth	<b>Pregnant or parenting</b> <b>(Data element 701)</b>	<ul style="list-style-type: none"> <li>● Needs assessment</li> <li>● WIC eligibility verification</li> <li>● TANF single parent eligibility verification</li> <li>● Intake application or enrollment form</li> <li>● Individual Service Strategy</li> <li>● Case notes</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Individual with disability</b> <b>(Data element 202)</b>	<ul style="list-style-type: none"> <li>● School 504<sup>1</sup> records provided by student</li> <li>● Assessment test results</li> <li>● School Individualized Education Program (IEP) record</li> <li>● Self-attestation</li> </ul>	
Youth	<b>Requires additional assistance to (i) enter or complete an educational program or (ii) secure or hold employment</b> <b>(Data element 702)</b>	<ul style="list-style-type: none"> <li>● Intake application or enrollment form</li> <li>● Case notes</li> <li>● Needs assessment</li> <li>● Individual Service Strategy</li> <li>● Self-attestation</li> </ul>	Refer to State policy for definition and/or local area definition.

<sup>1</sup> Under Section 504 of the Rehabilitation Act