

Guidance - Work Authorization for Services Funded Under Title I of WIOA

Per [Training and Employment Guidance Letter \(TEGL\) 10-23](#), many services under the Workforce Innovation and Opportunity Act (WIOA) may be provided to individuals without verification of work authorization. Work Authorization verification may be postponed until an individual is moving into services which require such verification. Service plans should be developed that consider the menu and order of services that best prepare the individual to be successful and to eventually secure employment with a livable wage.

Currently, the registration screens in Arizona Job Connection (AJC), the State's system of record, require individuals to select one of the following options regarding work authorization in the section including demographic information:

- U.S. Citizen
 - If selected, the applicant is not asked to provide any additional information, and the registration process proceeds.
- Non-citizen eligible to work in the U.S.
 - If selected, the applicant is asked to provide their "Alien Certification Number" and once entered, the registration process proceeds.
- Non-citizen not eligible to work in the U.S.
 - If selected, the registration process will not continue.

Per TEGL 10-23, many services may be provided without work authorization. The Arizona Department of Economic Security (DES) is working with America's Job Link Alliance (AJLA), the AJC vendor, to remove the question from the section including demographic information but will require the question to be answered prior to entering services that require work authorization verification. This change will take approximately 30 days to complete. Until the change occurs, service provider staff should continue to use the current registration system. Further guidance will be provided once updates are complete.

TEGL 10-23 also makes it clear that work authorization ***must be verified*** prior to the provision of any of the following services:

- Job Placement;
- Occupational Post-Secondary Training;
- Work Experience;
- Supportive services that represent a direct financial benefit, such as a voucher or reimbursement, relocation expenses, or needs-related payments.

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How to Verify Work Authorization:

- The following may be used to assist with verifying the acceptable documentation of work authorization:
 - USCIS Form I-9 *Acceptable Documents*:
<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
 - The following documents, if reviewed for eligibility and/or data validation, may also be used to validate work authorization:
 - Any documents from list A, such as a passport card; or
 - Any documents from both list B & C:
 - For example, a driver's license or school identification card may be used for list B, while a social security card or birth certificate may be used for list C.
 - USCIS online tools SAVE, which is available to federal, state, tribal, and local governments: <https://www.uscis.gov/save/about-save/about-save>; and E-Verify, <https://www.e-verify.gov/>.
- Staff must include a case note confirming that the applicant presented, and that staff verified, acceptable sources for work authorization, identifying the source (documents or online) reviewed, the date reviewed, and name of the staff who conducted the verification.
- Documents should not be retained or uploaded unless they are needed for eligibility determination and/or data validation. If retained or uploaded, any Personal Identifiable Information (PII) included on the document, that is not needed for eligibility determination and/or data validation, must be redacted.