



## Policy

<b>SECTION: WIOA, WTP and Business Services</b>	<b>POLICY# 019-C0035</b>	<b>PAGE: 1 of 5</b>
<b>TITLE: WIOA Title I Programs Eligibility Criteria</b>		<b>EFFECTIVE DATE: 11.21.19</b>
<b>REPLACES: N/A</b>		<b>DATED: N/A</b>

### **DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF**

**PURPOSE:** To provide guidelines regarding the determination of eligibility for CSTB WIOA programs, and to provide information on the use of appropriate documentation or self-attestation to support eligibility determinations for WIOA Adult, Dislocated Worker and Youth Programs.

**BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA provides for a workforce system that is accessible to all job seekers, customer centered, and training that is job-driven, and provides training and employment services (TEGL 19-16).

#### **POLICY:**

It is the policy of CareerSource Tampa Bay's Local Workforce Development Board to follow established WIOA eligibility criteria and documentation guidelines as provided in Workforce Innovation and Opportunity Act, PL 113-128.

#### **Applicant Eligibility**

WIOA Adult, Dislocated Worker, and Youth applicants must meet each of the following basic eligibility criteria:

1. Hillsborough County Resident; and
2. Be authorized to work in the United States and provide appropriate documentation; and
3. If male, registered as required for the Selective Service (WIOA Sec. 189 (h))

Program staff will evaluate and verify the applicant meets appropriate WIOA eligibility criteria and suitability for services that are particular to the program the individual is attempting to enroll into and receive services.

Outlined and detailed below are the unique eligibility criteria for WIOA Adult, Dislocated Worker, and Youth programs.

### **WIOA Adult Eligibility**

WIOA Adult program applicant must meet each of the following general eligibility criteria:

- a. Be 18 years of age or older at the time of enrollment (WIOA Sec. 3(2));
- b. If male, registered as required for the Selective Service (WIOA Sec. 189(h));
- c. Be authorized to work in the United States and provide appropriate documentation (exception: per Attachment J, TEGL 09-12).

In addition, the applicant will need to meet one of the following priority of service eligibility criteria (WIOA sec. 3(36) and WIOA sec. 3 (5)):

- Low-income individuals
- Participants on public assistance
- Individuals basic skills deficient

Veterans and their eligible spouses continue to have priority of service for WIOA and other job-training programs funded in whole or in part by the U.S. Department of Labor in accordance with the requirements of section 4215 of title 38, United States Code.

Outlined below is the eligibility criteria for the WIOA Adult priority of service:

#### Low-income individual is defined as:

1. An individual who:
  - a. Receives or is a member of a family that receives food stamps, or
  - b. Has received in the past 26 weeks (6 months) prior to application, or is a member of a family that has received during the past 6 months
2. An individual whose:
  - a. Homeless individual, which is defined as an individual who lacks a fixed, regular, adequate nighttime residence
3. An individual who:
  - a. Has a disability, and
  - b. Whose family income does not meet income eligibility criteria but their individual income meets the low-income criteria.
4. An individual whose:
  - a. The individual receives an income, or is a member of a family that received a total family income, for the six-month period prior to WIOA registration that (in relation to family size) does not exceed the 70% of the Lower Living Standard Income Level (LLSIL) Income Guidelines that is updated each PY

#### Applicant on Public Assistance is defined as:

1. An individual who:
  - a. Receives Federal, State, or local government cash payments for which eligibility is determined by a needs or income test, or

- b. Receives or is a member of a family that receives cash welfare, TANF benefits, or
- c. Receives or is a member of a family that receives Supplemental Security Income (SSI).

### **WIOA Dislocated Worker Eligibility**

WIOA Dislocated Workers eligibility is targeted for workers who are unemployed and have lost a job, through no fault of their own, sometimes through mass layoffs that happen during the business cycle.

WIOA Dislocated Worker program applicants must meet each of the following general eligibility criteria:

- a. Be 18 years of age or older at the time of enrollment (WIOA Sec. 3(2));
- b. If male, registered as required for the Selective Service (WIOA Sec. 189(h));
- c. Be authorized to work in the United States and provide appropriate documentation.

In addition, the applicant will need to meet one of the following eligibility criteria (WIOA Sec. 3 (15)):

1. An individual who has been:
  - a. Terminated or laid off or has received a notice of termination or layoff from employment, and
  - b. Is eligible for or has exhausted unemployment compensation, and
  - c. Is unlikely to return to the previous industry or occupation.
2. An individual who has been:
  - a. Terminated or laid off, or has received notice of termination or layoff, and
  - b. Has been employed for sufficient duration (defined in our region a minimum of 6 consecutive weeks) to demonstrate workforce attachment, but
  - c. Is not eligible for Unemployment Compensation/Reemployment Assistance, and
  - d. Is unlikely to return to the previous industry or occupation.
3. An individual who has been:
  - a. Terminated or laid off or has received notice of termination or layoff from employment as a result of a permanent closure, or substantial layoff at a plant, facility, or enterprise.
4. An individual who has been:
  - a. Given a general announcement from employer that the facility will close within 180 days.
5. An individual who has:
  - a. Previously self-employed (including farmers, ranchers, and fisherman), but
  - b. Is currently unemployed due to general economic conditions in the community of residence or because of natural disaster.
6. Displaced Homemaker- An individual who was:
  - a. Providing unpaid services to family members in the home, and
  - b. Has been dependent on the income of another family member, but
  - c. Is no longer supported by that income, and
  - d. Is unemployed or underemployed, and
  - e. Is experiencing difficulty in obtaining or upgrading employment

- f. Includes dependent spouses of the Armed Forces on active duty whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change in station, or the service connected death or disability of a service member.
- 7. Military Assignment- An individual who is:
  - a. A spouse of a current member of the military who was forced to leave employment to follow spouse due to change in military assignment.
- 8. Military Assignment- An individual who is:
  - a. A previous member of the military who was discharged from the armed forces under honorable conditions and who did not retire from the military.

## **WIOA Youth Eligibility**

1. An In-School Youth (ISY) individual must:
  - a. Be attending school, including secondary or post-secondary school;
  - b. Between the ages of 14 and 21 at the time of enrollment;
  - c. Be low-income; and
  - d. Meet one or more of the following barriers:
    - i. Basic Skills deficient;
    - ii. An English language learner;
    - iii. An offender;
    - iv. A homeless individual, a homeless child or youth, or a runaway;
    - v. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
    - vi. An individual who is pregnant or parenting;
    - vii. An individual with a disability; or
    - viii. An individual who needs additional assistance to complete an educational program or to secure or hold employment.
  
2. An Out-of-School Youth (OSY) individual must:
  - a. Not be attending a secondary or post-secondary school (WIOA Section 129[a]);
  - b. Be between the ages of 16 to 24 at the time of enrollment; and
  - c. Meet one of more of the following barriers:
    - a. A school dropout;
    - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
    - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and;
      - i. Is either basic skills deficient or an English language learner;
    - d. An offender;
    - e. A homeless individual, a homeless child or youth, or a runaway;

- f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of home placement;
- g. An individual who is pregnant or parenting;
- h. An individual with a disability; or
- i. A low-income individual who requires additional assistance to enter or complete an educational program, or to secure or hold employment as defined by CSTB Policy Youth Requiring Additional Services #019C0031.

## References

- CareerSource Florida Administrative Policy #009 On-the-Job Training:  
[http://www.floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/guidance-papers/2019-guidance-papers/adminpol009\\_ojt-new.pdf?sfvrsn=2](http://www.floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/guidance-papers/2019-guidance-papers/adminpol009_ojt-new.pdf?sfvrsn=2)
- TEGL 8-15 Second Title I WIOA Youth Program Transition Guidance-  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_08-15.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf)
- TEGL 19-16 WIOA Operating Guidance:  
[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3851](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851)
- TEGL 21-16 Third WIOA Title I Youth Formula Program Guidance:  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_21-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf)
- TEGL 23-14 WIOA Youth Program Transition –  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_23-14.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf)
- Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128,129, 170 (c), 3(2) and 189 (h)- [www.govinfo.gov/content/pkg/PLAW-113publ128.pdf](http://www.govinfo.gov/content/pkg/PLAW-113publ128.pdf)

**INQUIRIES:** Any questions about this policy should be directed to the Chief Operating Officer, Programs Director and their designee.