

SOUTHERN WORKFORCE BOARD



DATA VALIDATION

SWB - #135

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SUBJECT: Oklahoma Data Validation and Source Documentation Requirements

PURPOSE: The Oklahoma Office of Workforce Development (OOWD) as the Governor's chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this issuance as guidance to the workforce system on the State of Oklahoma's Data Validation and Source Documentation Requirements for the WIOA Title I Programs and the Wagner-Peyser Employment Services as amended by Title III. Southern Workforce Board Policy follows state OWDI #02-2019 May 1, 2019.

MESSAGE: Southern Workforce Board Policy is intended to clarify procedures that minimize the burden of documenting eligibility, service provision, and outcomes while remaining respectful of the need to ensure data integrity and report accurate information to the United States Department of Labor (USDOL). All documentation previously copied and kept in paper case files must now be electronically scanned and uploaded to participant records to develop a virtual case file.

References:

- The Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law (Pub. L. 113-128)) Title I and III
- Federal Register/Vol. 81. No.161
- U.S. Department of Labor/Employment and Training Administration Training and Employment Guidance Letter (TEGL) No. 18-16
- U.S. Department of Labor/Employment and Training Administration Training Employment Guidance Letter (TEGL) No. 19-16
- U.S. Department of Labor/Employment and Training Administration Training Employment Guidance Letter (TEGL) No. 21-16
- U.S. Department of Labor/Employment and Training Administration Training Employment Guidance Letter (TEGL) No. 22-15
Oklahoma Workforce Development Issuance #21-2017, Change 1
- 2 CFR 200
- OOWD #2-2019 Rescissions of OWDI#21-2017, Change 1

POLICY:

General Eligibility

Wagner-Peyser

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service (ES). The Act was amended in 1998 and again in 2014 to become part of the Workforce Innovation and Opportunity Act and the One-Stop delivery system. The primary responsibilities of ES are to:

- Assist job seekers in finding employment and employers in filling jobs;
- Facilitate the match between job seekers and employers; and
- Meet the work test requirements of the State Unemployment Compensation system.

The types of ES services available include job search and placement assistance, recruitment services and special technical services for employers, reemployment services for unemployment insurance claimants, labor exchange services for workers who have received notice of permanent or impending layoff, referrals and financial aid application assistance for training and educational resources and programs, and the development and provision of labor market and occupational information.

ES services are available to any jobseeker, regardless of employment status; however, Veterans receive priority of service in accordance with Training and Employment Guidance Letter (TEGL) 10-09 and Veterans Program Letter (VPL) 07-09. Program participants may also include individuals with employment authorization documents who have been granted relief under the Deferred Action for Childhood Arrivals (DACA). In addition, any employer seeking workers is also eligible for ES services.

WIOA Title I Adult Programs

The WIOA Title I Adult Program is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment. Veterans and eligible spouses continue to receive priority of service for the WIOA Title I Adult Programs. To receive WIOA Title I Adult services, all individuals must meet the following eligibility criteria.

- **18 years of age or older**
- **Authorized to work in U.S.**
- **Selective Service Registration**

Priority of Service

Priority of Service for the WIOA Title I Adult Program (Individualized Career Services & Training Services)

- **1st Priority – Veterans and eligible spouses who are also low-income, recipients of public assistance and/or basic skills deficient/English Language Learners**
- **2nd Priority – Individuals (including Veterans) who are included in the Priority Populations* groups for WIOA Title I Adult Program.**
- **3rd Priority – Veterans and Eligible spouses who are not included in the Priority Populations* groups.**
- **4th Priority – Priority populations established by the LWDB (source documentation requirements must be clearly defined in LWDB policy)**
- **5th Priority – Individuals outside the groups given priority under WIOA**

***Priority Populations groups for WIOA Adult Program**

- Low-income individuals
- Individuals with disabilities
- Homeless individuals
- Native Americans, Alaska Natives, and Native Hawaiians
- Older individuals (age 55 and older)
- Ex-offenders
- Individuals who are English language learners
- Individuals who have low levels of literacy
- Individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks); and
- Displaced homemakers

(See Southern Workforce Adult Priority of Services Policy)

WIOA Title I Dislocated Workers Programs

The WIOA Title I Dislocated Workers Program is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment. For the WIOA Dislocated Worker program, the only priority of service is the veteran's priority of service. A veteran must meet each program's eligibility criteria to receive services under the respective employment and training program.

To receive WIOA Title I Dislocated Worker services, individuals must meet the following eligibility criteria.

- Authorized to work in U.S.;
- Meet Military Selective Service registration, if applicable; and
- Meet one of the following;
 - Recently Dislocated
 - Plant Closure or Substantial Layoff
 - Loss of Self-Employment Income Displaced Homemaker o Military Spouse (Loss of employment or Displaced)

WIOA Title I Youth Program

The WIOA Title I Youth program is designed to assist youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career and promotional opportunities.

To receive WIOA Title I Youth services, individuals must meet the following eligibility criteria.

In-School Youth:

- Attending school
- 14-21 years of age
- Low Income
- At least one of the following must apply:
 - Basic Skills Deficient
 - An English Language Learner
 - An offender
 - A homeless youth or runaway youth
 - In foster care or has aged out of foster care
 - Pregnant or parenting
 - Individual with a disability
 - Meet the requirement of “Needs Additional Assistance” *Not more than 5% of the newly enrolled ISY in a given program year may be eligible based on this criterion.

Out-of-School Youth:

- 16-24 years of age
- Not attending any school
- At least one of the following must apply:
 - Individual with a disability
 - School dropout
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - A recipient of a secondary school diploma or its recognized equivalent who is low income and either an English language learner or basic skills deficient
 - An offender
 - A homeless youth or a runaway youth
 - In foster care or has aged out of foster care
 - Pregnant or parenting
 - An individual who is low income and “needs additional assistance” to enter or complete an educational program or to secure or hold employment.

5% Exception:

WIOA allows a low-income exception where 5% of youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the 5% based on the percent of newly enrolled youth in the local area’s WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria. (See SWB-#104 Youth Policy for additional guidance)

Trade Adjustment Act (TAA)

TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes Trade Readjustment Allowances, training, assistance with healthcare premium costs, Reemployment Trade Adjustment Assistance, job search, and relocation allowances. A group of workers may be eligible for TAA if their jobs are lost or threatened due to trade-related circumstances as determined by a USDOL investigation.

In order for workers to obtain TAA or Alternative Trade Adjustment Assistance (ATAA) services and benefits, an employer of a group of workers, a group of three or more workers, a Union, or another authorized individual must first file a petition with the U.S. Department of Labor (USDOL) and the state trade coordinator or dislocated worker unit to request a certification of group eligibility for workers adversely affected by foreign trade. Once the group certification is issued, each worker in the group must then individually apply for services and benefits through their local Oklahoma Works (one-stop) Center. A OESC case manager will issue a determination of the workers' individual eligibility for TAA benefits.

The following eligibility requirements apply to the TAA program:

- An approved TAA certification; and
- Other criteria as determined by the types of benefits and services.

National Farmworkers Job Program (NFJP)

The NFJP provides job training, employment assistance, and other supportive services to migrant and seasonal farmworkers and their dependents with the goal of helping farmworkers secure full-time employment.

In order for workers to obtain NFJP services and benefits, an individual **must meet criterion A and B** as defined in 20 CFR 685.11:

- A. An individual must be either a(n):
- Eligible seasonal farmworker adult;
 - Eligible migrant farmworker adult;
 - Eligible migrant seasonal farmworker (MSFW) youth; or
 - Dependent of a MSFW.

AND

- B. A low income individual who faces multiple barriers to economic self-sufficiency.

Other Key Requirements – Male participants must not have violated section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required. In addition, program participants may include individuals with employment authorization documents who have been granted relief under the Deferred Action for Childhood Arrivals (DACA).

Refer to Training and Employment Guidance Letter (TEGL) 18-16 and state program policy to provide definitions and clarification for the NFJP eligibility criteria.

Pending List:

Oklahoma's virtual case management system OKJobMatch generates enrollments and potential program eligibilities based on demographic information entered by the participant during self-registration and front-line staff during the intake process. Dislocated Worker and Youth enrollments are placed in a pending queue that require supervisory approval/denial once entered into OKJobMatch. Enrollments, source documentation, and eligibility determinations are valid for 30 days to allow the supervisor time to review information and to approve/deny the pending request. Enrollments must be approved/denied by a supervisor after verifying the client's eligibility including uploaded documentation, self-attestation and program notes, before there is any expenditure of funds. At the end of the 30 days if the enrollment is still in the pending queue it is considered ineligible and will require a new enrollment, new source documentation collection, and a new eligibility determination.

Eligibility Source Documentation

Eligibility Source documentation is indicated in appendix A for each eligibility criteria/data element. Title I Programs must utilize the WIOA Title I Eligibility Forms (Attachment F & O) to designate which eligibility criteria used to determine program eligibility. This document will determine the eligibility criteria/data element source documentation from Appendix A that will be required for eligibility data validation.

Southern Workforce Board will identify the assessments to be used to determine eligibility, and ensure eligibility determination procedures are consistent with the programmatic state policies.

Each Title I Participant will be required to have the following documents uploaded:

- The applicable program eligibility form (Attachment F or Attachment O)
- The three general eligibility criteria documentation, and
- The designated eligibility criteria/data element source documentation from appendix A notated for eligibility determination from the applicable program eligibility form.

It is required to obtain and upload at least one source document for each applicable program eligibility element utilized in determining program eligibility. Some data elements may require more than one source document, noted by an "AND" in the Acceptable Source Document column.

Data Validation

Data validation is a series of internal controls established to verify the accuracy, validity, and reliability of data. Data validation helps ensure the accuracy of the annual statewide performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies as required by 2 CFR 200.328. This joint data validation ensures that all programs are consistent and accurately reflect the performance of each core program. All participants

across the core programs must validate the common data elements according to this guidance. The common data elements and source documentation is indicated in Appendix B. It is required to obtain and upload at least one source document for each data element listed for each participant in a WIOA core program.

Types of Source Documentation

All information must be verified. This may be done by a participant virtual signature (self-attestation), uploaded documentation, or detailed case/program notes.

Source documentation is required as indicated in the attached table for each data element. One source document from each applicable list is sufficient to meet documentation requirements for eligibility criteria. Some data elements may require more than one source document this will be noted by an “**AND**” in the Acceptable Source Document column in the Eligibility/Data Validation Guide.

Documents must be validated using one of two types of methods: Match or Support. The validation rules are as follows:

- Match: the data collected or reported in OKJobMatch must be the same as the data in the source documentation.
- Support: the uploaded source documentation must provide evidence that the data collected or reported in OKJobMatch is correct.

All information entered into OKJobMatch must be verified. This may be done by a participant virtual signature (self-attestation), uploaded documentation, or detailed case/program notes.

Virtual Signature (Self-Attestation): The individual provides his/her status or information for a particular data element and then signs and dates the form acknowledging that it is true and correct. The self-attestation is completed as a virtual signature in OKJobMatch with the individual’s unique username and password being used as the signature.

Eligibility determination and receipt of Individual Career Services and/or Training Services requires that all individuals self-attest by virtual signature in the applicable enrollment demographics before services are provided. Staff **must** review the information with the participant as it is entered in the Universal Demographics screen. The participant **must** then verify that the status is true and correct by entering their virtual signature (self-attest) in the applicable program demographics snapshot prior to receiving program eligibility.

Case Managers with the Veterans and TAA programs have the ability to provided Individual Career Services for participants who are not available to provide a virtual signature in person. In these instances, the Veterans Program or TAA Program case manager may sign the attestation and indicated either the demographics and or the IEP was updated by the case manager.

Uploaded Documentation: Documentation **must be** clear and legible copies that are uploaded into OKJobMatch under the Uploaded Documentation section of the Client’s Case Details Page.

Some documentation may be source documents for more than one data element and need only to be uploaded one time provided all data elements are indicated prior to the upload.

Upload-documentation according to the guidelines below:

- Documentation Item Type:
 - Universal: Documentation use to determine eligibility.
 - Enrollment: Documentation used to validate or support data elements, career services, training, performance measures, or other documents required by state and/or local policy.
- Type of Documentation: multiple types of documentation can be chosen
 - Eligibility: if documentation was used to determine eligibility
 - Validation: if documentation was used to validate data/information entered into OKJobMatch
 - Supporting: if documentation is used to support a service and training entry or case/program note entered into OKJobMatch.
 - Follow-up: documentation to support follow-up services
 - Employment Planning: documentation used to support employment planning
- Data Elements to be verified: Varies by enrollment. If multiple enrollments are chosen, you will be required to choose the applicable data element for each enrollment.

Detailed Case/Program Notes: Statements by the case manager entered in the virtual case management system that identify at a minimum, the specific data element, the status of the data element, information relevant to the data element, the date on which the information was obtained, and the case manager who obtained the information.

If a case manager is obtaining information verifying any data element for validation by phone, the detailed case/program note **must** include data element, subject to be verified, date verified, the agency or third party relationship providing verification, contact name, phone number, detailed comments from the contact, and the case manager who obtained the information.

Applicant Statement: The applicant statement may be used very limited circumstances to document low income for participants when income is not verifiable for the prior 6 months of the enrollment date or obtaining the acceptable source documentation will cause undue hardship for the individual (i.e. natural disasters, domestic violence, etc.). An applicant statement is to be used only after all practicable attempts to secure documentation have failed. The applicant statement **must provide a detailed explanation on your lack of unverifiable income documentation limitations, and how you have been supported for the last 6 months period prior to application indicate the resources relied upon for support during the last six months, be supported with a detailed statement documenting all attempts to secure the listed source documentation, and supported by a corroborative contact or reliable witness signature attesting to the accuracy of the statement. The applicant statement must be signed by the participant, reliable witness, and case manager.**

Annual Data Validation Review

The U.S. Department of Labor, Employment and Training Administration, requires states to validate the accuracy of their annual performance report submissions to ensure decisions about WIOA policy and funding are made based on a true picture of program outcomes.

Annual data element validations are conducted to ensure the data elements in participant records are accurate in order to maintain system integrity, ensure completeness of data, and to identify and correct specific issues associated within the reporting process.

Data Element & Source Documentation Validation Process: The intent of this process is to ensure the accuracy of data entered into OKJobMatch and subsequently submitted to USDOL-ETA.

- Local Area staff collect data elements and documentation supporting data elements on an ongoing basis. This data collection becomes the foundation for the data validation efforts performed annually.
- Data from the Participant Individual Record Layout (PIRL) file provided for the annual performance report will be utilized to randomly select participants for the annual data validation process. In order to meet the 90% confidence interval for each Title I program 271 participant identification numbers (PID) will be drawn from each of the programmatic PIRL files. Of the 271 participants, half of them will be drawn based on the participant start date and half of based on the participant exit date. The start and exit dates will be within the program year being validated. We validate a minimum of 271 participants based on the proportion of participant in each local workforce area relative to the individual programs.
- A worksheet for each PID will be created from the PIRL file that contains all applicable data elements and documentation reported during the reporting period, to be validated.
- The State Data Validation Unit will validate the worksheets against the source documentation in the participant's file in OKJobMatch to ensure compliance with federal and state guidance.
- The State Data Validation Unit will score each data element as either a pass or fail for validation that applies to each participant. Each data element that is required to be validated and that is supported or matched by acceptable documentation is scored as a "pass". Conversely, any data element required to be validated that is *not* supported by acceptable documentation, or is inconsistent with other documentation, is scored as a "fail". Thus, data elements lacking properly labeled or unreadable source documents will be scored as "fail", even if the documentation is in the file.
- Once completed, the worksheet is transmitted to the State Performance Reporting Unit where the pass/fail ratio will be calculated, reviewed, and used to determine the local

areas combined pass/fail ratio. The local area will receive an initial report at the close of the review process in which the local area's combined pass/fail ratio will be included.

- The local area pass/fail ratio must be below a 5% reporting error rate to be considered a combined passing report for the area.
- The local area will have 30 days from the date of the initial report to review and submit a written response to the OOWD any concerns or questions regarding the report. If the pass/fail ratio is above the 5% reporting error rate, the local area must provide an action plan with proposed resolution in order to remedy the data validation error rates.
- The OOWD will review the action plan and issue a final determination report to the Local Area within 30 days from the date the local area response is received

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

ACTION REQUIRED: Southern Workforce Board policy is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

ATTACHMENTS:

- A: Income Eligibility Form Attachment
- B: Client Involvement Statement Attachment
- C: Individual Training Account Agreement Form Attachment
- D: Individual training Voucher Form Attachment
- E: Coordination of Training Funds Attachment
- F: Youth Eligibility Form Attachment
- G: Youth Support Form Attachment
- H: School Dropout Status Form Attachment
- I: Youth Training Provider Procurement Form Attachment
- J: Documents to Verify Eligibility to Work Attachment
- K: Applicant Statement Attachment
- L: WIOA Participant Supplemental Wage Quarterly Exit Data Collection Form Attachment
- M: Supplemental Wage Self-Employment Verification Form Attachment
- N: Wage Conversion Chart Attachment
- O: Adult and Dislocated Worker Eligibility Form
- O: Adult and Dislocated Worker Eligibility Form

Data Element	Definitions and Requirements	Acceptable Source Document
Age/Date of Birth	<p>WIOA Adult and Dislocated Worker (DLW) applicants must be 18 or older at the time of program enrollment.</p> <p>WIOA Youth applicants must be between the ages of 14 to 24 at the time of program enrollment.</p>	<input type="checkbox"/> Baptismal Record <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Court Documentation <input type="checkbox"/> Cross-match with Department of Vital Statistics <input type="checkbox"/> DD-214 (Report of Transfer or Discharge Paper) <input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State, or Local ID Card <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> Passport <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> School Documentation or School ID (with date of birth) <input type="checkbox"/> Tribal Records <input type="checkbox"/> Work Permit
Eligible to Work in the United States	<p>The participant must be eligible to work in the United States at the time of program enrollment.</p> <p>Youth ages 16 and older must be eligible to work in the United States at the time of participation.</p>	<input type="checkbox"/> Verification Documents from List A of Attachment J <input type="checkbox"/> Verification Documents from List B & C of Attachment J
Selective Service Registration	<p>All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed service on active duty, must be register with the Selective Service (SS).</p> <p>Males who cannot provide proof of SS Registration must be referred to the SS for registration.</p> <p>*Youth: if a youth is under 18 years of age at the time of enrollment into the WIOA Youth Program but turns 18 while still receiving WIOA funded service, the Case Manager must verify the youth has registered with Selective Service and document the registration per validation method and OKJobMatch requirements outlined in this policy.</p>	<input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Selective Service Status Information Letter <input type="checkbox"/> Selective Service Registration (Form 3A) <input type="checkbox"/> Selective Service Verification Form <input type="checkbox"/> Stamped Post Office Receipt of Registration <input type="checkbox"/> US Selective Service Verification (Internet) www.sss.gov <p>The following documents may be used only if the participant is past the age of 26 and has not registered with the Selective Service.</p> <input type="checkbox"/> DD-214 <input type="checkbox"/> Current Military ID <input type="checkbox"/> LWDB Documentation Requirement – Must be defined in local policy

<p>Eligible Veteran Status</p>	<p>An Individual who:</p> <ul style="list-style-type: none"> • served in the active U.S. military, for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or • served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673(a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge, or • is (a) the spouse of any person who dies on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed more than 90 days: <ul style="list-style-type: none"> ○ missing in action; ○ captured in the line of duty by a hostile force; ○ forcibly detained or interned in the line of duty by a foreign government or power; or <p>(c) is the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> DD-214 <input type="checkbox"/> Letter from the Veterans Administration <input type="checkbox"/> Cross-Match with Veterans Administration <ul style="list-style-type: none"> • Servicemembers Civil Relief Act (SCRA) Verification: https://scra.dmdc.osd.mil "Single Record Request" can be used to verify active duty status. <p>*In order to comply with the Veterans Priority of Service, if required source document is not available at the time of enrollment a program note must be entered indicating eligible veteran status, program services provided, and documentation requirements for continued services. The documentation must be obtained within 90 days of eligibility.</p>
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Dislocated Worker	<p>1) Recently Dislocated: (a) has been terminated or laid off, or has received a notice of termination or layoff, from employment; AND (b) is eligible for or has exhausted entitlement to unemployment compensation; <u>or</u> has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; AND (c) is <u>unlikely</u> to return to a previous industry or occupation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Notice of Termination <input type="checkbox"/> Employer Statement <input type="checkbox"/> Detailed Program Note: Case manager verification with employer of termination or layoff status <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current Unemployment Insurance Documentation <input type="checkbox"/> Current RES/REA Enrollment Documentation <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Labor Market Information that indicates lack of industry/occupation availability <input type="checkbox"/> Doctors statement indicating inability to return to previous industry/occupation due to physical limitations <input type="checkbox"/> Participant self-attestation
	<p>2) Permanent closure / Substantial Layoff: (a) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or (b) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (c) for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Employer Statement <input type="checkbox"/> Media Announcement with employment verification (pay stub, etc.) <input type="checkbox"/> TAA Certification <input type="checkbox"/> WARN Listing affected employees
	<p>3) Self-Employed: (a) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters;</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bankruptcy Documentation listing both the name of the business and the individuals name <input type="checkbox"/> Business License <input type="checkbox"/> Tax Documentation: Most Recent Tax Return <input type="checkbox"/> Participant self-attestation <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation showing disaster caused business closure <input type="checkbox"/> Documentation showing poor economic condition caused business closure

	<p>4) Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and who: (a) has been dependent on the income of another family member but is no longer supported by that income: or (b) is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; AND (c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<input type="checkbox"/> Divorce Papers <input type="checkbox"/> Court Documentation <input type="checkbox"/> Notice of Layoff – Supporting family member <input type="checkbox"/> Death Records – Supporting family member <input type="checkbox"/> Applicant Statement, Attachment K OR <input type="checkbox"/> Military Spouse Requirements are listed under Category 5 AND <input type="checkbox"/> Current Unemployment Insurance Documentation <input type="checkbox"/> Pay stubs <input type="checkbox"/> Public assistance records <input type="checkbox"/> Applicant Statement, Attachment K
	<p>5) Military Spouse: (a) is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (b) is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<input type="checkbox"/> Military Orders (i.e. Permanent Change of Station (PCS)) AND <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Military Dependent ID <input type="checkbox"/> Military Records: Verification of military spouse status AND <input type="checkbox"/> Current Unemployment Insurance Documentation <input type="checkbox"/> Pay stubs <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> Applicant Statement, Attachment K
<p>Date of Actual Dislocation</p>	<p>The individual’s date of actual separation or dislocation from employment is the last day of employment at the dislocation job.</p> <p>This does not apply if there is no dislocation job such as in a displaced homemaker that did not work outside of the home.</p>	<input type="checkbox"/> Employer Verification <input type="checkbox"/> Rapid Response List <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public Announcement with UI Verification <input type="checkbox"/> Applicant Statement, Attachment K
<p>School Status at Program Entry</p>	<p>School Status at Program Entry is:</p> <ul style="list-style-type: none"> In-School, Secondary School or Less: an individual who has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. 	<input type="checkbox"/> Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) <input type="checkbox"/> Attendance Record <input type="checkbox"/> Transcripts <input type="checkbox"/> School Documentation

Eligibility Source Documentation Guide

Appendix A

	<ul style="list-style-type: none"> • In-School, Alternative School: an individual who has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. 	<input type="checkbox"/> Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) <input type="checkbox"/> Attendance Record <input type="checkbox"/> Transcripts <input type="checkbox"/> School Documentation
	<ul style="list-style-type: none"> • In-School, Postsecondary School: an individual who has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. 	<input type="checkbox"/> Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) <input type="checkbox"/> Attendance Record <input type="checkbox"/> Transcripts <input type="checkbox"/> School Documentation
	<ul style="list-style-type: none"> • Not Attending School or Secondary School Dropout: an individual who is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. 	<input type="checkbox"/> Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) <input type="checkbox"/> Attendance Record <input type="checkbox"/> Transcripts <input type="checkbox"/> Dropout Letter <input type="checkbox"/> School Documentation <input type="checkbox"/> Youth Dropout Status Form – Attachment H
	<ul style="list-style-type: none"> • Not Attending School: Secondary School Graduate or has a Recognized Equivalent: an individual who is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. 	<input type="checkbox"/> Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) <input type="checkbox"/> Secondary School Diploma/Recognized equivalent <input type="checkbox"/> Attendance Record <input type="checkbox"/> Transcripts <input type="checkbox"/> School Documentation <input type="checkbox"/> Self-Attestation
	<ul style="list-style-type: none"> • Not Attending School: Within Age of Compulsory School Attendance: an individual who is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent. 	<input type="checkbox"/> Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) <input type="checkbox"/> Attendance Record <input type="checkbox"/> Transcripts <input type="checkbox"/> School Documentation

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<p>Low Income Status at Program Entry</p>	<p>Priority of service must be given to individuals who meet one of the following qualifying criteria for low income: An individual who –</p>	
	<p>a) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Supplemental Nutrition Assistance Program (SNAP);</p> <p>*Food Distribution Program on Indian Reservations (FDPIR): information may be obtained here: https://www.fns.usda.gov/fdpir/food-distribution-program-indian-reservations-fdpir</p>	<p><input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) Verification</p> <p><input type="checkbox"/> Food Distribution Program on Indian Reservations (FDPIR) Verification</p>
	<p>b) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Temporary Assistance for Needy Families (TANF) program;</p>	<p><input type="checkbox"/> Temporary Assistance for Needy Families (TANF) Verification</p>
	<p>c) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Supplemental Security Income (SSI) program;</p>	<p><input type="checkbox"/> Social Security Benefits (SSI) Verification</p>
	<p>d) receives or in the past 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received cash payments under a federal, state, or local income based public assistance program;</p>	<p><input type="checkbox"/> Public Assistance Income Verification</p>
<p>e) received an income, or is a member of a family that received a total family income for the 6-month period prior to application for the program that does not exceed the higher of the poverty line or 70% of the lower living standard income level;</p>	<p><input type="checkbox"/> Alimony Agreement</p> <p><input type="checkbox"/> Compensation Award Letter</p> <p><input type="checkbox"/> Employer Statement</p> <p><input type="checkbox"/> Family or Business Financial Records</p> <p><input type="checkbox"/> Pay Stub</p> <p><input type="checkbox"/> Pension Statement</p> <p><input type="checkbox"/> Quarterly Estimated Tax for Self-Employed Person</p> <p><input type="checkbox"/> Current Unemployment Insurance Documentation</p> <p><input type="checkbox"/> Applicant Statement, Attachment K – Only allowable if no other forms of documentation are available.</p>	

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	f) is a foster child on behalf of whom State or local government payments are made;	<input type="checkbox"/> Social Service Verification <input type="checkbox"/> Court Documentation <input type="checkbox"/> Written Statement from State or Local Agency <input type="checkbox"/> Verification of Foster Payments on behalf of child <input type="checkbox"/> Applicant Statement, Attachment K – Only allowable if no other forms of documentation are available.
	g) is an individual with a disability and whose own income does not exceed the poverty line but who is a member of a family whose income does not meet this requirement;	<input type="checkbox"/> Income Verification <input type="checkbox"/> Applicant Statement, Attachment K – Only allowable if no other forms of documentation are available.
	h) is a homeless participant or a homeless child or youth or runaway youth; or	<input type="checkbox"/> Written statement from an individual providing temporary residence <input type="checkbox"/> Written statement from Shelter <input type="checkbox"/> Applicant Statement, Attachment K – Only allowable if no other forms of documentation are available.
	i) Is an Individual who receives, or is eligible to receive a free or reduced price lunch.	<input type="checkbox"/> Free or Reduced Price Lunch Verification
Public Assistance Information	If the participant is receiving or has received cash assistance or other support services from any of the following agencies in the prior 6 months, the documentation must support the applicable agency.	
	a) Temporary Assistance to Needy Families (TANF)	<input type="checkbox"/> TANF Verification
	b) Supplemental Security Income (SSI)	<input type="checkbox"/> SSI Verification
	c) Social Security Disability Insurance (SSDI)	<input type="checkbox"/> SSDI Verification
	d) Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> SNAP Verification <input type="checkbox"/> Food Distribution Program on Indian Reservations (FDPIR) Verification
	Other Public Assistance Recipient: e) General Assistance (State/local government), f) Refugee Cash Assistance (RCA)	<input type="checkbox"/> State/Local Public Assistance Verification <input type="checkbox"/> Refugee Assistance Verification

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<p>Basic Skills Deficient/Low Levels of Literacy at Program Entry</p>	<p>An individual who is:</p> <p>a) A Youth, that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or</p> <p>b) A Youth or Adult, that is 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.</p>	<p><input type="checkbox"/> BSD Eligibility Assessment Documentation</p> <p>*Previous basic skills assessments may be utilized if they have been conducted within the past six (6) months.</p>
<p>English Language Learner at Program Entry</p>	<p>An Individual at program entry who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions:</p> <p>a) His or her native language is a language other than English, or</p> <p>b) He or she lives in a family or community environment where a language other than English is the dominant language.</p>	<p><input type="checkbox"/> Eligibility Form: Attachment F or O, The Primary Language of individual must be indicated on eligibility form.</p> <p><input type="checkbox"/> School Documentation</p> <p>*If the participant is an English language learner and answered YES, the Primary Language of the individual must be identified.</p>
<p>Race</p>	<p>Indicate which race the individual indicates:</p> <p>(a) American Indian or Alaska Native:</p> <p>(b) Asian or Asian American:</p> <p>(c) Black or African American:</p> <p>(d) Native Hawaiian or Other Pacific Islander:</p> <p>(e) White or Caucasian:</p>	<p><input type="checkbox"/> Self-Attestation</p>
<p>Individual with a Disability</p>	<p>An individual may indicate that he/she has a disability as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a “disability” is a physical or mental impairment that substantially limits one or more of the person’s major life activities. Applicable categories are:</p> <ul style="list-style-type: none"> • Physical/Chronic Health Conditions • Physical/Mobility Impairments • Mental or Psychiatric Disability • Vision-related Disability • Hearing-related Disability • Learning Disability • Cognitive/Intellectual Disability <p>**Participant may choose not to disclose type of disability</p>	<p><input type="checkbox"/> Self-Attestation</p>

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<p>Ex-Offender Status at Program Entry</p>	<p>An Individual at program entry who either:</p> <ol style="list-style-type: none"> 1. Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or 2. Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. <p>*A status offense is the illegal behavior of a child (under the age of 18 years old), that if committed by an adult would not be considered a criminal activity, such as truancy, possession and/or consumption of alcohol, curfew violations, and purchase of cigarettes.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Court Documentation <input type="checkbox"/> Letter of Parole <input type="checkbox"/> Letter from Probation Officer <input type="checkbox"/> Police Records <input type="checkbox"/> Detailed Program Note: Career navigator verification with court or probation representative. <input type="checkbox"/> Youth Eligibility Form, Attachment F <input type="checkbox"/> Eligibility Form, Attachment O: Barrier must be addressed in Individual Employment Plan (IEP)
<p>Homeless participant, Homeless Children and Youth, or Runaway Youth at Program Entry</p>	<p>An Individual who:</p> <ol style="list-style-type: none"> a) Lacks a fixed, regular, and adequate nighttime residence; which includes an individual who: <ul style="list-style-type: none"> • Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; • Is living in an emergency or transitional shelter; • Is abandoned in a hospital; or • Is awaiting foster care placement; b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work; or d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). <p>*This definition DOES NOT include a participant imprisoned, detained, or sleeping in a temporary accommodation while away from home.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written statement from an individual providing temporary residence <input type="checkbox"/> Written statement from Shelter <input type="checkbox"/> Written statement from Social Service Agency <input type="checkbox"/> Applicant Statement, Attachment K

<p>Substantial Cultural Barriers at Program Entry</p>	<p>Adult Program ONLY: An Individual, at program entry, perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.</p>	<p><input type="checkbox"/> Eligibility Form, Attachment O: Substantial Cultural barrier and how it impacts employment must be address in Adult Individual Employment Plan (IEP)</p>
<p>Migrant and Seasonal Farmworker (MSFW) Designation</p>	<p>Determine if an individual is a Seasonal Farmworker or a Migrant Farmworker.</p> <p>A Seasonal Farmworker is an individual who is employed, or was employed in the past 12 months, in farm work of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.</p> <p>A Migrant Farmworker is a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.</p>	<p><input type="checkbox"/> Eligibility Form, Attachment O: Barrier must be addressed in Individual Employment Plan (IEP)</p>

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<p>Migrant and Seasonal Farmworker Status at National Farmworker Jobs Program Entry</p>	<p>Determine if an individual is a Seasonal Farmworker or a Migrant Farmworker at National Farmworker Jobs Program Entry.</p> <p>a) Seasonal Farmworker Adult: is an individual at program entry who is a low-income individual who for the 12 consecutive month out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and faces multiple barriers to economic self-sufficiency.</p> <p>b) Migrant Farmworker Adult: is an individual at program entry is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.</p> <p>c) MSFW youth: Is an individual who is a migrant farmworker or seasonal farmworker as defined above and is between the age of 14-24.</p> <p>d) Dependent Adult: An individual who is an adult program participant and a dependent of the individual described as a seasonal or migrant seasonal farmworker above.</p> <p>e) Dependent Youth: An individual who is a youth program participant and a dependent of the individual described as a seasonal or migrant seasonal farmworker above.</p>	<p><input type="checkbox"/> Eligibility Form, Attachment O: Barrier must be addressed in Individual Employment Plan (IEP)</p>
<p>Exhausting TANF Within 2 Years at Program Entry</p>	<p>An individual, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether they are receiving these benefits at program entry.</p>	<p><input type="checkbox"/> TANF Verification</p>
<p>Single Parent at Program Entry</p>	<p>An individual who at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).</p>	<p><input type="checkbox"/> Eligibility Form, Attachment F or O: Barrier must be addressed in Individual Employment Plan (IEP) or Individual Service Strategy (ISS)</p>
<p>Long-Term Unemployed at Program Entry</p>	<p>An individual, at program entry, who has been unemployed for 27 or more consecutive weeks.</p>	<p><input type="checkbox"/> Eligibility Form, Attachment F or O AND <input type="checkbox"/> Applicant Statement, Attachment K: documenting unemployment for 27 or more consecutive weeks</p>

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<p>Youth Foster Care Status at Program Entry</p>	<p>An individual, age 24 or younger:</p> <ul style="list-style-type: none"> • 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. 	<p>An individual, 24 or younger:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Court Documentation <input type="checkbox"/> Social Service Verification <input type="checkbox"/> Verification of Foster Payments on behalf of child <input type="checkbox"/> Written Statement from State or Local Agency <input type="checkbox"/> Youth Eligibility Form, Attachment F
<p>Pregnant or Parenting Youth</p>	<p>A Youth who is pregnant or an individual (male or female) who is providing custodial care to one or more dependents under age 18.</p> <p>*Males do not qualify as a parenting youth until the child is born.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Baptismal Record <input type="checkbox"/> Child’s Birth Certificate <input type="checkbox"/> Doctor’s Statement: confirming pregnancy <input type="checkbox"/> Public assistance records: verifying child on case <input type="checkbox"/> Youth Eligibility Form, Attachment F
<p>Youth Who Needs Additional Assistance</p>	<p>A Youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment. Defined by the State as a low income youth meeting at least one of the following criteria:</p> <ul style="list-style-type: none"> • With a parent or legal guardian that is currently or previously incarcerated for a felony conviction; • With a parent or legal guardian who lacks a high school diploma or GED; or • Who attends or has attended a chronically underperforming/low performing school listed on the State Department of Education website; or • ISY between 18-21 years of age with a pattern of poor work history; or OSY between 18-24 years of age with a pattern of Poor Work History. Poor work history includes non-reoccurring employment income or sporadic employment. <p>*low-income includes a youth that lives in a high-poverty area.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Documentation: Verifying chronically underperforming/Low Performing School attendance <input type="checkbox"/> Court Documentation for Parent information <input type="checkbox"/> Youth Eligibility Form, Attachment F

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TAA Application Date	The date on which the individual first applied for Trade Act services/benefits under the applicable certification	<input type="checkbox"/> OESC Form 856
TAA Petition Number	The petition number of the certification which applies to the participant's group	<input type="checkbox"/> Determination of Eligibility Form <input type="checkbox"/> DOLETA Website Verification www.doleta.gov/tradeact <input type="checkbox"/> Worker Group Certification <input type="checkbox"/> DTAA Eligibility Form issued by State Office or other state

<p>Date of Program Entry</p>	<p>The date on which an individual became a participant after satisfying applicable programmatic requirements for the provision of services.</p> <p>For WIOA Title I Adult, Dislocated Worker, and Title III Employment Services programs, a participant is a reportable individual who has satisfied all applicable program requirements such as eligibility determination and who has received a service(s) other than a self-service or information only service or activity. For a list of services that establish participation, reference the Core Performance Measures OWDI.</p> <p>For Title I Youth, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received one or more of the 14 WIOA Youth program elements.</p> <p>The date of program entry is the actual start date of the first qualifying service.</p>	<p><input type="checkbox"/> Applicable Programmatic Service and Training Plan entry</p> <ul style="list-style-type: none"> • Applicable service entry that sets programmatic participation – Actual start date.
<p>Date of Program Exit</p>	<p>The date of program exit is the last date the participant received services (excluding self-service, information-only service or activities, or follow-up services) for at least 90 days, and no future services are planned.</p> <p>The date of program exit is the actual end date of the last qualifying service.</p>	<p><input type="checkbox"/> Applicable Programmatic Service and Training Plan entry</p> <ul style="list-style-type: none"> • Applicable service entry that sets programmatic participation – Actual end date.
<p>Other Reasons for Exit</p>	<p>If the Participant exits the program and is unable to continue to receive program services due to any of the following reasons:</p> <ul style="list-style-type: none"> • The participant has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. 	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Correctional/Medical/Treatment Center Documentation <input type="checkbox"/> Court Documentation <input type="checkbox"/> Death Records <input type="checkbox"/> Detailed Program note <input type="checkbox"/> Doctor’s Statement <input type="checkbox"/> Military Records/Orders

	<ul style="list-style-type: none"> • The participant must undergo medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. • The participant is deceased. • The participant is a member of the national Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. • The participant is a criminal offender in a correctional institution under section 225 of WIOA 	<ul style="list-style-type: none"> <input type="checkbox"/> Social Service Verification <input type="checkbox"/> Written Statement from State or Local Partner Agency <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Questions and provide detailed program note.</p>
<p>Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential</p>	<p>Participants who have attended secondary education and obtained a secondary school diploma or its equivalency during program participation and have entered an education or training program that leads to a recognized postsecondary credential after program exit.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enrollment Records <input type="checkbox"/> School Documentation <input type="checkbox"/> Transcript <input type="checkbox"/> Report card <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Programmatic Service and Training Plan entry AFTER exit– <ul style="list-style-type: none"> • Post-Exit Education/Training Leading to Post Secondary Credential

<p>Type of Training Service</p>	<p>The date on which the participant’s training service actually began. WIOA requires the following type of training services provided to a participant to be reported.</p> <ul style="list-style-type: none"> a) On the Job Training b) Skill Upgrading c) Entrepreneurial Training d) ABE or ESL in conjunction with Training (non-TAA funded) e) Customized Training f) Other occupational Skills Training g) Remedial Training (ABE/ESL – TAA only) h) Prerequisite Training i) Registered Apprenticeship Training j) Youth Occupational Skills Training k) Other Non-Occupational Skills Training 	<ul style="list-style-type: none"> <input type="checkbox"/> Training Documentation <ul style="list-style-type: none"> • Individual Educational Plan (electronic entry) • Individual Service Strategy (electronic entry) • Individual Training Account documentation <ul style="list-style-type: none"> ○ Individual Training Voucher: Attachment D ○ Coordination of Training Funds: Attachment E <p>*LWDB must identify the training documentation requirements, and ensure they are consistent with programmatic state policies.</p> <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Programmatic Service and Training Plan entry <ul style="list-style-type: none"> • Applicable service entry of training that leads to a recognized credential or employment
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<p>Participated in Postsecondary Education During Program Participation/ Date Enrolled During Participation in an Education or Training Program</p>	<p>Participants who are in a enrolled in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at the time of enrollment or at any point during program participation.</p> <p>This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator.</p> <p>*The Date of enrollment must match the date on the source documentation.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enrollment Records <input type="checkbox"/> School Documentation <input type="checkbox"/> Transcript <input type="checkbox"/> Report card <input type="checkbox"/> Job Corps Documentation <input type="checkbox"/> Training Documentation <ul style="list-style-type: none"> • Individual Educational Plan (electronic entry) • Individual Service Strategy (electronic entry) • Individual Training Account documentation <ul style="list-style-type: none"> ○ Individual Training Voucher: Attachment D ○ Coordination of Training Funds: Attachment E <p>*LWDB must identify the training documentation requirements, and ensure they are consistent with programmatic state policies.</p> <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Programmatic Service and Training Plan entry <ul style="list-style-type: none"> • At the time of enrollment: “Instruction leading to Recognized Credential or Employment” • During program participation: Services that are designed to lead to a recognized postsecondary credential
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<p>Enrolled in Secondary Education Program/ Date Enrolled During Participation in an Education or Training Program</p>	<p>Participants who are enrolled in a Secondary Education Program at or above the 9th grade level at the time of application to the program OR at any point while participating in the program. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential.</p> <p>*The Date of enrollment must match the date on the source documentation.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enrollment Records <input type="checkbox"/> School Documentation <input type="checkbox"/> Transcript <input type="checkbox"/> Report card <input type="checkbox"/> Job Corps Documentation <input type="checkbox"/> Training Documentation <ul style="list-style-type: none"> • Individual Educational Plan (electronic entry) • Individual Service Strategy (electronic entry) • Individual Training Account documentation <ul style="list-style-type: none"> ○ Individual Training Voucher: Attachment D ○ Coordination of Training Funds: Attachment E <p>*LWDB must identify the training documentation requirements, and ensure they are consistent with programmatic state policies.</p> <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Programmatic Service and Training Plan entry <ul style="list-style-type: none"> • At the time of enrollment: “Instruction leading to Secondary School Completion” • During program participation: Services that are designed to lead to a secondary credential
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<p>Type of Recognized Credential / Date Attained Recognized Credential</p>	<p>The type of recognized diploma, degree, or credential consisting of an industry-recognized certificate or certification that is attained either during participation or within one year of exit:</p> <ul style="list-style-type: none"> a) Secondary School Diploma/or equivalent b) AA or AS Diploma/Degree c) BA or BS Diploma/Degree d) Occupational Licensure e) Occupational Certificate f) Occupational Certification g) Other Recognized Diploma, Degree, or Certificate <p>*The date of attainment must match the date on the source documentation</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Secondary School Diploma/Recognized Equivalent <input type="checkbox"/> Diploma <ul style="list-style-type: none"> <input type="checkbox"/> AA or AS Diploma/Degree <input type="checkbox"/> BA or BS Diploma/Degree <input type="checkbox"/> Licensure <input type="checkbox"/> Certificate <input type="checkbox"/> Transcript: Documentation of Credential Attainment <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Programmatic Outcomes entry <ul style="list-style-type: none"> • 4th quarter after exit
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<p>Date of Most Recent MSG: Educational Function Level (EFL)</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> All participants who are receiving instruction below the postsecondary education level and achieves at least one documented educational functioning level measurable skill gain. <p>Title I Youth:</p> <ul style="list-style-type: none"> In-School Youth: All in-school youth that achieves at least one documented educational functioning level measurable skill gain. Out-of-School Youth: Out of school who are receiving instruction below the postsecondary education level, are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program, and achieves at least one documented educational functioning level measurable skill gain. <p>An educational functioning level measurable skill gain may be achieved and documented in one of three ways:</p> <ol style="list-style-type: none"> Comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or For States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or States may report and EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. 	<p>All of the following are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demographic Snapshot: <ul style="list-style-type: none"> ○ English Language Learner ○ Basic Skills Deficient/Low Levels of Literacy <input type="checkbox"/> Service & Training Plan <ul style="list-style-type: none"> ○ Applicable service entry that leads to a recognized credential or employment <input type="checkbox"/> Measurable Skill Gain: <ul style="list-style-type: none"> ○ Educational Functioning Level <input type="checkbox"/> Testing (applicable program enrollment) <ul style="list-style-type: none"> ○ Pre-Test Score ○ Post-Test Score <input type="checkbox"/> Documentation Upload <ul style="list-style-type: none"> ○ Pre-Test Documentation ○ Post-Test Documentation
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<p>Date of Most Recent MSG: Postsecondary Transcript/Report Card</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented postsecondary transcript/report card measurable skill gain. <p>Title I Youth:</p> <ul style="list-style-type: none"> In-School Youth: All in-school youth that who achieve a documented postsecondary transcript/report card measurable skill gain. Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program, and achieve a documented postsecondary transcript/report card measurable skill gain. <p>A postsecondary transcript/report card measurable skill gain may be achieved and documented by one of the following ways:</p> <ol style="list-style-type: none"> The participant’s transcript or report card from a postsecondary education institution demonstrating a minimum of 12 hours per semester, that shows the participant is meeting Oklahoma’s academic standards, or For part time students, the participant’s transcript or report card from a postsecondary education institution demonstrating a total of at least 12 credit hours over the course of two completed semesters during the same 12-month period, that shows the participant is meeting Oklahoma’s academic standards. 	<p>All of the following are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service & Training Plan <ul style="list-style-type: none"> ○ Applicable service entry that leads to a recognized credential or employment <input type="checkbox"/> Measurable Skill Gain: <ul style="list-style-type: none"> ○ Post-Secondary Transcript/Report Card <input type="checkbox"/> Documentation Upload <ul style="list-style-type: none"> ○ Report Card (12 Hours) ○ Transcript (12 hours)
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<p>Date of Most Recent MSG: Secondary Transcript/Report Card</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented secondary transcript/report card measurable skill gain. <p>Title I Youth:</p> <ul style="list-style-type: none"> In-School Youth: All in-school youth who achieve a documented secondary transcript/report card measurable skill gain. Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program, and achieve a documented postsecondary transcript/report card measurable skill gain. <p>A secondary transcript/report card measurable skill gain may be achieved and documented by:</p> <ul style="list-style-type: none"> The participant’s transcript or report card for secondary education for one semester showing that the participant is meeting Oklahoma’s academic standards. 	<p>All of the following are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service & Training Plan <ul style="list-style-type: none"> ○ Applicable service entry that leads to a recognized credential or employment <input type="checkbox"/> Measurable Skill Gain: <ul style="list-style-type: none"> ○ Secondary Transcript/Report Card <input type="checkbox"/> Documentation Upload <ul style="list-style-type: none"> ○ Report Card (semester) ○ Transcript (semester)
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<p>Date of Most Recent MSG: Training Milestone</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented training milestone measurable skill gain. <p>Title I Youth:</p> <ul style="list-style-type: none"> In-School Youth: All in-school youth who achieve a documented training milestone measurable skill gain. Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program and achieve a documented training milestone measurable skill gain. <p>A training milestone measurable skill gain may be achieved and documented by:</p> <ul style="list-style-type: none"> The documentation of a participant’s satisfactory or better progress towards established milestones from and employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). 	<p>All of the following are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service & Training Plan <ul style="list-style-type: none"> ○ Applicable service entry that leads to a recognized credential or employment <input type="checkbox"/> Measurable Skill Gain: <ul style="list-style-type: none"> ○ Training Milestone <input type="checkbox"/> Documentation Upload <ul style="list-style-type: none"> ○ Training provider reports ○ Pay stubs (increase in pay must be from acquired skills or increased performance) ○ Employer progress report (substantive skill development) ○ OJT completion verification ○ Registered Apprenticeship completion verification ○ Certificate (interim certificates)
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<p>Date of Most Recent MSG: Skills progression</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented skills progression measurable skill gain. <p>Title I Youth:</p> <ul style="list-style-type: none"> In-School Youth: All in-school youth who achieves a documented skills progression measurable skill gain. Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program and achieves a documented skills progression measurable skill gain. <p>A skill progression measurable skill gain may be achieved and documented by:</p> <ul style="list-style-type: none"> The documentation of a participant successfully completing an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. 	<p>All of the following are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service & Training Plan <ul style="list-style-type: none"> ○ Applicable service entry that leads to a recognized credential or employment <input type="checkbox"/> Measurable Skill Gain: <ul style="list-style-type: none"> ○ Skills Progression <input type="checkbox"/> Documentation Upload <ul style="list-style-type: none"> ○ Exam Completion verification ○ Certificate (interim certificates)
<p>Type of Employment 1st, 2nd, 3rd, and, 4th Quarter After Exit Quarter</p>	<p>Identify the type of employment status following exit:</p> <ol style="list-style-type: none"> a) Unsubsidized Employment b) Subsidized Employment c) Registered Apprenticeship d) Military e) Not employed <p>Requirement Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completion of Exit Questions in applicable program enrollment <input type="checkbox"/> Supplemental Wage Data <input type="checkbox"/> Wage record match (UI Wage data) <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>
<p>Wages 2nd Quarter After Exit Quarter</p>	<p>Total earning for the second quarter after the quarter of exit</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wage record match (UI Wage data) <input type="checkbox"/> Supplemental Wage Data

<p>Supplemental Wages</p>	<p>Supplemental wage information must be collected quarterly after exit, for the previous quarter, be reported in the participant’s applicable program enrollment in OKJobMatch under the program details wages section, and have support documentation uploaded. Information that must be included on source documentation:</p> <ul style="list-style-type: none"> • Quarter for which data is being collected • O*NET code • NAICS Code • Employer FEIN • Employer • Company City • Company State • Total Earnings for Quarter 	<p>Upload one of the following under “Supplemental Wage Data” source document type:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tax documents <input type="checkbox"/> Payroll records <input type="checkbox"/> Employer Verification <input type="checkbox"/> WIOA Participant Supplemental Wage Quarterly Exit Data Collection Form, Attachment L <input type="checkbox"/> WIOA Partner’s administrative records containing required employment and wage information <input type="checkbox"/> Self-Employment Worksheet, Attachment M
<p>Youth 2nd Quarter Placement (Title I)</p>	<p>Youth participants who has exited and placed in the following in the 2nd quarter after exit:</p> <ul style="list-style-type: none"> • Occupational Skills Training, • Postsecondary Education, or • Secondary Education 	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enrollment Records <input type="checkbox"/> School Documentation <input type="checkbox"/> Transcript <input type="checkbox"/> Report card <input type="checkbox"/> Training provider documentation <input type="checkbox"/> Detailed Program Note <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Youth Outcomes: Placement 2nd Quarter after exit
<p>Youth 4th Quarter Placement (Title I)</p>	<p>Youth participants who has exited and placed in the following in the 4th quarter after exit:</p> <ul style="list-style-type: none"> • Occupational Skills Training, • Postsecondary Education, or • Secondary Education 	<p>One of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enrollment Records <input type="checkbox"/> School Documentation <input type="checkbox"/> Transcript <input type="checkbox"/> Report card <input type="checkbox"/> Training provider documentation <input type="checkbox"/> Detailed Program Note <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Youth Outcomes: Placement 4th Quarter after exit