

## Adult and Dislocated Worker Eligibility Form

Section I: Identifying Information		
Applicant's Name:		
Last	First	MI
Participant ID:		Application Date:
_____		_____

Section II: General Eligibility Criteria <i>Verify all of the following criteria:</i>	Eligibility Criteria	Documentation Uploaded
1. Age / Date of Birth		
2. Citizenship / Eligible to Work		
3. Selective Service Registration	N/A - Female N/A - Male under 18	
<b>Section III: Statutory Adult Priority of Service for WIOA Funds</b> <b>Instructions:</b> When utilizing Adult funds to provide individualized career services and/or training services, <u>priority must be given to recipients of public assistance, other low income individuals, and individuals that are basic skills deficient</u> , per WIOA 3(5) and TEGL 19-16 Attachment III). The underlined priorities above are the only special populations/barriers that are allowable for Priorities 1 and 2 of this section. <b>Priority must be given in the following order:</b>	<b>Please check the Adult Priority of Service</b>	<b>Documentation Uploaded</b>
<u>Priority 1:</u> Veterans and Eligible Spouses(38 U.S. Code §4215) who are low-income, recipients of public assistance and/or basic skills deficient, including English language learners		
<u>Priority 2:</u> Non-veterans or eligible spouses who are low-income, recipients of public assistance and/or basic skills deficient/English language learners		
<u>Priority 3:</u> Veterans and Eligible spouses(38 U.S. Code §4215) who are not low-income, recipients of public assistance, or basic skills deficient		
<u>Priority 4:</u> Priority Population established by the LWDB, if applicable.		
<u>Priority 5:</u> Individuals outside the groups given statutory priority for WIOA funds ( <i>i.e., Individuals with Barriers to Employment as listed in the section below</i> )		

<p><b>Section IV: Priority and Special Populations for Adult Programs WIOA 3(24)</b></p> <p>Staff must ensure that <b>ALL</b> characteristics of individuals they serve are recorded in the case management system to accurately reflect the diversity of the populations being served. Each characteristic/barrier to employment listed on the following page that applies to the participant named on this form must be checked in column 2 of this section. Additionally, the name of the support documentation that was uploaded to the case management system must be listed in column 3.</p>	<p><b>Individual Characteristics and/or Barriers to Employment</b></p>	<p><b>Documentation Uploaded</b></p>
1. Low-income Individuals, as defined at WIOA 3(36)		
2. Individuals with disabilities. Defined at WIOA 3(25) and includes individuals in receipt of Social Security Disability Insurance (per TEGL 19-16)		
3. Homeless Individuals (See Attachment III of TEGL 19-16)		
4. Youth who are in or who have aged out of the foster care system		
5. Native Americans, Alaska Natives, and Native Hawaiians (WIOA sec. 166(b))		
6. Older Individuals (Age 55 and older)		
7. Ex-offenders		
8. Individuals who are Basic Skills Deficient, including English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers		
9. Eligible migrant and seasonal farmworkers		
10. Individuals within two years of exhausting lifetime TANF eligibility		
11. Single Parents (including single pregnant women)		
12. Long-term unemployed individuals (27 or more consecutive weeks)		
13. Displaced homemakers, as defined at WIOA 3(16)		

<p><b>Section V: Dislocated Worker Program Criteria</b></p>		<p><b>Eligibility Criteria</b></p>	<p><b>Documentation Uploaded</b></p>
<p><b>Date of Dislocation (required):</b></p>			
<p>Recently Dislocated</p>			
<p>Plant Closure or Substantial Layoff</p>			
<p>Loss of Self-Employment</p>			
<p>Displaced Homemaker</p>			
<p>Military Spouse, WIOA 3(16)(A)(ii)</p>			

**Instructions:** This form supersedes all versions of Attachment O to OWDI #02-2019, Data Validation and Source Documentation and Attachment D to OWDI #07-2020, Adult and Dislocated Worker Programs, as well as all local versions of both forms.

**The completed form must be uploaded into the virtual case management system as an Enrollment Document.**