**LWIA #\_\_\_\_\_\_\_\_ Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: XXX-XX-\_\_\_\_\_\_\_\_\_**

**IWDS Application Date \_\_\_\_\_\_\_\_\_\_\_\_\_ IWDS Exit Date \_\_\_\_\_\_\_\_\_\_\_\_\_ IWDS Certification Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Case Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ELIGIBILITY**

\_\_\_\_\_ Is certification of eligibility within 30 days of the application

\_\_\_\_\_ IWDS application date is on or after the date the application is signed on the hard copy

\_\_\_\_\_ Was participant enrolled in services within 45 days of certification of eligibility

\_\_\_\_\_ Documentation in the file provides support that the participant is Authorized to Work in the United States

\_\_\_\_\_ Documentation in the file provides support that the participant is Age 18 or greater

\_\_\_\_\_ Documentation in the file provides support that the participant is compliant with the Selective Service

 Requirement, if applicable

**PRIORITY OF SERVICE**

\_\_\_\_ Priority of Service participant

Documentation in the participant file supports the participant met one of the priority categories

\_\_\_ Recipient of public assistance

\_\_\_ Other low-income individual

\_\_\_ Basic skills deficient

\_\_\_ Veteran/Eligible Spouse

**CAREER SERVICES**

\_\_\_\_\_ The participant was provided basic career services as outlined in WIOA secs. 134(C)(2)(A)(i)-(xi) and 678.430(a)

\_\_\_\_\_ The participant was provided individualized career services as outlined in WIOA sec. 134(C)(2)(A)(xii)

 and 678.430(b)

**ASSESSMENT AND INDIVIDUAL EMPLOYMENT PLAN**

\_\_\_\_ There is evidence that an Individual Employment Plan (IEP) has been developed for the participant that:

 Identifies the employment goal

 Identifies appropriate achievement objectives

 Identifies appropriate combination of services for the participant to achieve the employment goals, including

 providing information on eligible providers of training services and career pathways to attain career objectives

\_\_\_\_\_ There is evidence that the IEP has been updated as necessary when there are changes in services, objectives and

 goals

\_\_\_\_\_ The services being provided to the participant match the services, objectives and goals outlined in the IEP

\_\_\_\_\_ Test dates and scores recorded in IWDS are supported by hard copy tests in the participant file

 Pre-Test Date\_\_\_\_\_\_\_\_\_\_\_ (optional) Scores: Math \_\_\_\_\_\_\_\_\_ Reading\_\_\_\_\_\_\_\_\_\_

 Post-Test Date\_\_\_\_\_\_\_\_\_\_ (optional) Scores: Math \_\_\_\_\_\_\_\_\_ Reading\_\_\_\_\_\_\_\_\_\_

**TRAINING**

\_\_\_\_\_ The participant file contains documentation to support the following requirements:

* The participant is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services
* The participant is in need of training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment; and
* The participant has the skills and qualifications to successfully participate in the selected program of training services
* The participant selected a program of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another are to which the participant is willing to commute or relocate
* The participant has an Individual Employment Plan and the specific training program is documented

\_\_\_\_\_ For ITA training, the training program selected is with an approved training provider

\_\_\_\_\_ For ITA training, the training program is an approved program in IWDS

\_\_\_\_\_ For ITA training, the cost of the training program is within the ITA limitations established by the grantee,

 or there is an approved exception.

\_\_\_\_\_ There is evidence that the customer is attending the training courses as scheduled

\_\_\_\_\_ Credentials earned are reported in IWDS and supported by documentation in the participant file

\_\_\_\_\_ Any supportive services provided to the participant are paid at the correct rate and within established policy

\_\_\_\_\_ If the participant is receiving Needs Related Payments, there is evidence in the file that the participant met

 eligibility requirements including the following:

 Participant is unemployed, and

Does not qualify for, or has ceased qualifying for unemployment compensation, and

 Is enrolled in a WIOA training service

**SERVICES**

\_\_\_\_\_ There is documentation reflecting that meaningful 2-way communication is occurring within a 90-day timeframe

\_\_\_\_\_ If the participant has a gap in service, it was less than 180 calendar days from the date of the most recent service,

 and it was for one of the allowable reasons

\_\_\_\_\_ All services and status records have been appropriately recorded (ended) in IWDS

\_\_\_\_\_ Follow-up services, as described in WIOA sec. 134(c)(2)(A)(xiii) and 678.430(c) are made available, as appropriate,

 for a minimum of 12 months following the first day of unsubsidized employment.

**CASE NOTES**

\_\_\_\_\_ Case note entries are entered within 10 days of when contact occurred.

\_\_\_\_\_ Case notes document appropriate meaningful 2-way communication.

\_\_\_\_\_ Case notes document appropriate use of services.

\_\_\_\_\_ Case notes appropriately document any progress or situations that need to be remedied.

\_\_\_\_\_ Case notes appropriately document assessments, updates to IEP and suitability for services.

\_\_\_\_\_ Same-day Service Case Notes are correctly used.   (Same Day service was actually provided)

**Policy References:**

Service Documentation (Case Management) – WIOA Policy Chapter 4 Section 2.6

Selective Service – WIOA Policy Chapter 5 Sections 1.1.1 – 1.1.4

Serving Veterans – WIOA Policy Chapter 5 Section 7

WIOA Low Income WIOA Policy Chapter 5 Section 5

WIOA Youth Eligibility - WIOA Policy Chapter 5 Sections 4, 4.1, 4.2 & TEGL 21-16

WIOA Adult Eligibility - WIOA Policy Chapter 5 Section 2 & Chapter 5 Section 6 & TEGL 19-16

WIOA Dislocated Worker Eligibility – Chapter 5 Section 3 & TEGL 19-16

**QUESTIONS/POTENTIAL ISSUES**