**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 compliant with the Selective Service

Requirement, if applicable

**DISLOCATION INFORMATION**

\_\_\_\_\_ A DETS Event Number is entered into IWDS, if applicable DETS Event Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Documentation in the participant file supports the dislocation date recorded in IWDS

**DISLOCATED WORKER CRITERIA**

\_\_\_\_\_ Documentation in the file supports the participant is eligible as a Dislocated Worker by the following criteria

\_\_\_\_\_ Category A: Unlikely to Return \_\_\_\_\_ Category B: Plant Closure or Substantial Layoff

\_\_\_\_\_ Terminated or Laid Off, Received Notice **and** \_\_\_\_\_ Terminated – permanent closure or substantial layoff

\_\_\_\_\_ Eligible or Exhausted UI **or** \_\_\_\_\_ Facility announced it will close within 180 days

\_\_\_\_\_ Employed for a duration, not eligible for UI **and** \_\_\_\_\_Employer announce such facility will close

\_\_\_\_\_ Declining Industry \_\_\_\_\_ Low Growth (eligible for basic career services only unless within

\_\_\_\_\_ Unemployed 26 weeks & completed 180 days of planned facility closure)

one month of job search

\_\_\_\_\_ Determined to require additional assistance

\_\_\_\_\_ Category C: Self-Employed \_\_\_\_\_ Category D: Displaced Homemaker

\_\_\_\_\_ Former self-employed but currently unemployedHas been dependent on the income of a family member

\_\_\_\_\_ Self-employed and going out of businessbut is no longer supported by that income

\_\_\_\_\_Family member of, or worker for a formerly

self-employed individuals (at least 1 year full-time work)

\_\_\_\_\_ Category E: Is the spouse of a member of the Armed Forces on active duty

\_\_\_\_\_ Has experienced a loss of employment as direct result of relocation to accommodate a permanent change in duty station

\_\_\_\_\_ Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

\_\_\_\_\_ Category F: Is a U of I Profilee

**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, or

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 they meet eligibility

requirements including the following:

Participant is unemployed, and

Has ceased qualifying for unemployment compensation or TRA under TAA, and

Is enrolled in a WIOA training service by the end of the 13th week after the most recent layoff, or,

if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months, or

Be unemployed and did not qualify for unemployment compensation or TRA under TAA and be enrolled in a

program of training services under WIOA.

**SERVICES**

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

\_\_\_\_\_ If the customer 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**