



## Ohio Valley Employment Resource

PO Box 181  
Marietta, OH 45750



Proudly serving Monroe, Morgan, Noble & Washington Counties, since 2000

### **Workforce Innovation and Opportunity Act Policy Letter No. 15-07 (Source Documentation for WIOA Eligibility)**

#### **USE LINKS AT END OF THIS POLICY**

#### **I. Purpose**

The purpose of this policy is to communication the documentation requirements necessary to support eligibility in the WIOA adult, dislocated worker, and youth programs.

It will be the policy of the Workforce Development Board to follow the most recent State policy 15-07 (Source Documentation for WIOA Eligibility) including the three attestation forms (self-attestation form 13186; citizenship status form 13187; and telephone eligibility verification form 13188, or their equivalent if updated) and the most recent state source documentation attachment, detailing allowable documentation with the following additions highlighted in yellow:

#### **II. Effective Date with WDB and COG motion #s**

July 1, 2015; COG motion 9-15 on 1/25/16; WDB motion 10-15 on 12/14/15

#### **III. Background**

#### **IV. Requirements**

##### WDB Policy Requirements

In addition to the documentation required for adult/dislocated worker/youth specific eligibility, ALL participants who receive more than basic career services AND/OR customers receiving only basic career services who are entered into OWCMS must have:

- 1) Signed and dated documentation of understanding of their rights under WIOA, using the attached area form or its equivalent listing all information; and

- 2) Signed and dated declaration of relationship to county defined WIOA/WIOA related staff, using the area form found in WIOAPL 15-05 or its equivalent listing all information.

### Special Situations

#### **Individual Training Accounts (ITAs) - All programs**

When serving in a non-in-demand occupation, the WDB signed approval must be contained in the participant file.

#### **Youth**

When using either 5% window (explained in WIOA PL15-03) the WDB signed approval must be contained in the participant file.

#### **Retention of Records – All programs**

Although WIOPL 15-07, states that, “Per rule 5101:9-9-21 of the Administrative Code, ODJFS and local workforce development areas are to retain records for a period of at least three (3) years after submittal of the final closeout expenditure report for that funding period.” The county must use local policy, “OVERPL 3-17 Records Retention” to govern when the audit period has passed and that the State Subgrant Agreement does not have more restrictive language.

#### **Self-Attest**

Self-Attest should be used only when other forms of documentation are not available. The case manager should clearly explain what is needed to be documented and verify that other documentation is not available. Case manager should carefully review the self-attestation to verify it covers the eligibility criteria and that self attest is allowable in the state source documentation attachment.

### **V. Technical Assistance**

At the county level, it is the county’s discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.

### **VI. References**

All those identified in State WIOAPL 15-07:

[Attachment A](#), Allowable Source Documentation for WIOA Program Eligibility

[Attachment B](#), Allowable Source Documentation for WIOA Performance Measures

[JFS 13188](#), WIOA Telephone Eligibility Verification

[JFS 13186](#), Self-Attestation

[JFS 13187](#), Citizenship Status/Authorization to Work Self-Attestation

(These documents can be used in fillable form from the state website)