SC WORKS
UPPER SAVANNAH

UPPER SAVANNAH
Council of Governments

Workforce Development Board

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UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY'23-01

TO: Upper Savannah Grantees

ISSUANCE DATE: August 10, 2023

EFFECTIVE DATE: Immediately

SUBJECT: Transmittal of State Instruction 20-15, Change 1 and Update to Local Policies

Please distribute this Upper Savannah Workforce Development Area Instruction complete with attachments to all WIOA-funded staff. The reason for the revised eligibility and priority of services instruction is to:

1. Transmit the state instruction regarding documentation of eligibility determination elements.
2. Confirm it is the Upper Savannah policy not to require potential clients to bring in source documents unless the items are required for eligibility determination, or provide a value to the client.
3. Standardize forms so that all clients are treated equitably.
4. Establish the process for coding that an adult applicant meets the local priority of services policy.
5. Communicate the process to notify Upper Savannah of an erroneous eligibility/priority of service determination.

6. Revise the Upper Savannah priority of services policy so that individuals who apply in good faith and are erroneously determined to meet the local priority of service policy can continue to be served.

1. **State Instruction 20-15, Change 1:** The grantee's statement of work requires the grantee to follow all federal and state guidance. State Instruction 20-15, Change 1 quotes TEGL 23-19 Change 2, "The lack of source documentation must not delay or prevent enrollment and receipt of services in a program." A listing of approved source documents is attached to the state instruction. Upper Savannah encourages clients to bring source documents if they are readily available, but prohibits grantees from requiring clients to make multiple trips to bring preferred documents. If self-attestation is listed as an option, then self-attestation should be offered rather than having the client delay an appointment.

   State Instruction 20-15, Change 1 reiterates the state's interpretation of one of the dislocated worker categories (A- Unlikely to Return.) All the categories are listed in the Instruction's Desk Aid. The grantee cannot add additional requirements to the federal and state definition for dislocated workers. WIOA is not in be business of determining if a client "lost a job through no fault of his or her own."

2. **Limitation to Just What is Required by Federal, State and Local Board Approved Policies** - Please note that SC Works Online System (SCWOS) prompts and comments do not replace Federal or State guidance.

   The grantee is prohibited from viewing or uploading income tax forms such as the IRS 1040, unless the forms are used to document self-employment. Federal and state policies do not require a witness for an applicant statement confirming the household composition.

   Federal and state policies do not require an applicant's address to be verified by source documentation. It is not Upper Savannah policy to document residential address. The Upper Savannah Workforce Development Board encourages recruiting residents of the seven-county region but allows for South Carolina residents who want to attend training or work in the region to be served.

   Federal and state guidance states an income test is not required for eligibility for dislocated workers. The grantee should offer any applicant who is an unemployment insurance recipient (or has exhausted benefits) an option to utilize an applicant statement rather than to bring pay stubs. The applicant statement should list the number in family but does not need to list names or itemize income by family member.

   Federal and state guidance prohibit obtaining and storing information containing Personal Identifiable Information which is unneeded.

3. **To ensure applicants are treated equitably, Upper Savannah requires all handouts and forms used in the application process to be approved.** Attached to this instruction are:
    a. Income and Self Attestation Form
    b. Path Document (used to suggest appropriate source documentation)
    c. Receipt of Information, Rights Handout, Contract and Release Documents

4. **The state requires 75% of adults to meet the state priority of services definition. The Upper Savannah Workforce Development Area has two locally defined priority characteristics.** Any adult served must either meet the state priority definition (low income or poor basic skills) or one of the two local priorities. To indicate the use of a local priority the "Governor's Special Barriers to Employment" item on the bottom of the barriers tab should be marked "yes." The eligibility case note must indicate which local priority definition is used.

    Poor Work History**:** Client is not working full-time and has not worked for a single employer for 18 consecutive months out of the last three years. The case note should confirm that the work history section of SCWOS documents both elements of the definition. Example, "Mr. Smith is not working and the longest he has been employed with a company in the last three years is eleven months at Quality Staffing."

    Medical Trainee: The applicant can be certified within a year of one of the following occupations: licensed practical nurse, registered nurse, surgical technologist, respiratory technician, paramedic, emergency medical technician, physical therapy, occupational therapy, certified medical assistant. To document this priority, transcripts should be reviewed to show the client is within one year of entering the occupations. Transcripts are not needed for those who plan on entering training that is less than a year. The case note should indicate the medical training goal and when it can be obtained. Example, "Ms. Smith is enrolled in LPN and will graduate in August 2024."

5. **Erroneous Eligibility Determination –** The grantee must notify Upper Savannah immediately if an enrolled client is found not to be eligible for WIOA (or if an adult, fails to meet either the state or local priority of services.) Upper Savannah will provide technical assistance to see if eligibility can be determined though another fund source. Upper Savannah staff can grant exceptions to the local priority of services policy on a case-by-case basis if a determination was made in good faith. The exception policy requires written authorization. If a pattern of erroneous determinations is found, Upper Savannah will mandate training.

Questions regarding this instruction should be directed to the Workforce Development Staff at 864-941-8050.

Ann Skinner
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS

Attachments

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Henry McMaster
Governor

G. Daniel Ellzey
Executive Director

STATE INSTRUCTION NUMBER 20-15

To:	Local Workforce Area Signatory Officials Local Workforce Area Board Chairs Local Workforce Area Administrators
Subject:	**Participant Eligibility for WIOA Title I Programs**
Issuance Date:	June 30, 2021
Effective Date:	July 1, 2021

Purpose: To provide guidance regarding participant eligibility for Workforce Innovation and Opportunity Act (WIOA) Title I programs and required source documentation. **This policy replaces State Instruction 12-8, Change 1, Use of Self-Attestation and Documentation Related to WIA Eligibility.**

References:

- Workforce and Innovation and Opportunity Act, Public Law 113-128, §§ 3, 129, 132, 170
- 20 CFR §§ 680.100–680.130, 680.600–680.660, 681.200–681.320, 687.170
- Training and Employment Guidance Letters (TEGLs) 19-16, 7-18, 23-19
- State Instructions (SIs) 15-17, Change 3; 19-05; 20-05

Background: WIOA is designed to help job seekers secure the employment, education, training, and support services necessary to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Determining customer eligibility ensures that individuals access needed and allowed services under WIOA. Furthermore, collecting and maintaining applicable source documentation ensures program accountability and alignment with the goals of WIOA.

Policy:

Adult Eligibility Requirements

An individual eligible for services through the WIOA Title I Adult program must be all of the following:

- A US citizen or a non-citizen who is eligible to work within the US
- Registered with the Selective Service (if applicable)

- 18 years of age or older

NOTE: Employees participating in Incumbent Worker Training (IWT) do not have to meet the eligibility requirements for participation in the Adult program, unless also enrolled as a participant in the Adult program.

See SI 15-17, Change 3, Adult Priority of Service under WIOA, for more information regarding WIOA priority of service for participants in the Adult program.

Dislocated Worker Eligibility Requirements

To be eligible for participation in the WIOA Title I Dislocated Worker (DW) program, an individual must be a US citizen or a non-citizen who is eligible to work within the US and registered with the Selective Service (if applicable), and must meet the requirements of one of the five categories of DW eligibility listed in WIOA § 3(15).

NOTE: Employees participating in Incumbent Worker Training (IWT) do not have to meet the eligibility requirements for participation in the DW program, unless also enrolled as a participant in the DW program.

Definition of Unlikely to Return to a Previous Industry or Occupation

For DW eligibility under Category A as outlined in WIOA § 3(15)(A), an individual is unlikely to return to a previous industry or occupation when there is a lack of growth, a decline in job openings or employment opportunities, or the individual has been laid off without a recall date, or the date has passed, and is in need of additional services or training.

Examples include:

- Skill Oversupply – An excess number of workers locally with similar skill sets and experience seeking limited related employment opportunities.
- Obsolete Skills – The applicant no longer meets the minimum requirements of jobs available in their occupation.
- Local Layoff Impact – Local business closing(s) or layoffs have had a significant negative impact on the availability of jobs in the applicant's primary occupation and accustomed wage/hour/skill level.
- No Job Offers Received – The applicant has been available and looking for work for a number of weeks and has not received an offer of work ("number of weeks" could be two or more weeks, depending upon the occupation, state of local economy, and/or applicant's verified job search efforts).
- Physical Limitations or Disabilities – The applicant has newly acquired physical limitations or injuries which limit the individual's ability to perform the job from which they were dislocated.

NOTE: An individual laid off on a temporary basis or furloughed with a specific, upcoming return to work date does not meet the definition of "unlikely to return to a previous industry or occupation."

The following forms of documentation can be used to demonstrate "unlikely to return":

- Labor market information indicating the applicant's skills are not currently in demand
- Labor market information indicating the applicant cannot meet the skills requirements for jobs currently available in their chosen occupation
- Labor market information indicating no jobs or only part-time jobs are available that match the applicant's skills
- Job search records demonstrating no job offers received for a period of weeks prior to WIOA enrollment
- Documentation from a physician or other applicable professional of acquired physical limitations or injuries that make an individual unable to perform the same work as the job of dislocation
- Documentation provided by the individual from employer or UI where no return to work date was given or the date has passed with no job availability (For UI documentation, claimants can access their return to work status in the UI My Benefits self-service portal. See attachment, **Unlikely to Return UI Documentation.**)

National Dislocated Worker Grant Eligibility Requirements

An individual eligible for services through a Disaster Recovery National Dislocated Worker Grant (DWG) must be <u>one</u> of the following:

- A worker temporarily or permanently laid off as a consequence of the disaster
- A DW as defined by WIOA § 3(15)
- A long-term unemployed worker (unemployed for 27 weeks or longer)
- A self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency

See SI 20-05, Disaster Recovery National Dislocated Worker Grants, for more information.

For additional information on Disaster Recovery DWGs and eligibility information for Employment Recovery DWGs and Special Populations DWGs, see TEGL 12-19, Change 1, Attachment I, National Dislocated Worker Grant Program Guidance.

Youth Eligibility Requirements

An individual eligible for services through the WIOA Title I Youth program must be <u>all</u> of the following:

- A US citizen or a non-citizen who is eligible to work in the US
- Between the ages of 14 and 24 at the time of enrollment
- Registered with the Selective Service, if applicable
- An eligible Out-of-School Youth (OSY) or In-School Youth (ISY)

An OSY is an individual who is not younger than age 16 or older than 24 at the time of enrollment, is not attending any school, and is one or more of the following:

- School Dropout
- Youth who is within the age of compulsory school attendance (defined as under the age of 17 in South Carolina), but has not attended school for at least the most recent complete school year calendar quarter (based on how a local school district defines its school year quarters)
- Low-income individual who is a recipient of a secondary school diploma, or its recognized equivalent, and is either basic skills deficient or an English language learner
- Individual who is subject to the juvenile or adult justice system
- Homeless individual (as defined in the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act), a runaway, an individual who is in foster care or who has aged out of the foster care system, a child eligible for assistance under the Social Security Act § 477, or an individual who is in an out-of-home placement
- Individual who is pregnant or parenting
- Individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

An ISY is an individual who is not younger than age 14 or older than 21 at the time of enrollment, is attending school, is low-income, and is one or more of the following:

- Basic skills deficient
- English language learner
- Offender
- Homeless individual (as defined in the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act), a runaway, an individual who is in foster care or who has aged out of the foster care system, a child eligible for assistance under the Social Security Act § 477, or an individual who is in an out-of-home placement
- Individual who is pregnant or parenting
- Individual with a disability
- Individual who requires additional assistance to complete an educational program or to secure or hold employment

See SI 19-05, WIOA Youth Program Eligibility, Expenditures, and Service Requirements, for more information.

Self-Attestation Requirements

Self-attestation occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements, and (b) signing and dating a form attesting to this self-identification. **Source documentation, other than self-attestation, must be provided for at least one barrier relevant to the individual's eligibility.** Self-attestation should be used as a last resort when getting documentation is too burdensome for the individual.

See **WIOA Source Documentation**, attached to this policy, for required source documentation for data elements by WIOA Title I program. See also SI 20-09, Performance Data Validation for DOL Workforce Programs, for further information on source documentation and data validation.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to PolnPro@dew.sc.gov.

Kevin Cummings, Assistant Executive Director
Technical Services, Policies, and Reporting

Attachments:

WIOA Eligibility Desk Aid
WIOA Source Documentation
WIOA Family Income – Inclusions & Exclusions
Unlikely to Return UI Documentation

WIOA Eligibility Desk Aid

To be eligible for the WIOA Adult, DW, Youth, and DWG programs, the individual must be eligible to work in the US and must be registered for the Selective Service, as applicable.

Fund	Eligibility Requirements	Low Income
WIOA Adult Program	18 Years or Older	Family income at or below 100% of the poverty line or 70% lower living standard (see SI 20-06, Attachment A, WIOA Family Income Guidelines) Income test not required if customer meets one of the following criteria: • Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance; • Foster Child • Homeless • Receives or is eligible to receive free or reduced-price lunch • Deficient in basic skills **NOTE:** Customer with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income test and none of the criteria above apply.
WIOA Dislocated Worker Program	Meets one of the five categories of eligibility listed in WIOA § 3(15) (see below)	Income test not required for eligibility
Disaster Recovery DWG Program	Must be one of the following: • A worker temporarily or permanently laid off as a consequence of the disaster • A DW as defined by WIOA § 3(15) (see below) • A long-term unemployed worker (unemployed for 27 weeks or longer) • A self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency	Income test not required for eligibility

WIOA Youth Program – ISY	• 14 – 21 years old at enrollment, and
	• Attending or enrolled in secondary or for-credit postsecondary school at eligibility determination, and
	• Low-income, and
	• At least one of the following apply:
	  ○ Deficient in basic literacy skills
	  ○ Homeless, runaway
	  ○ In foster care or aged out of foster care
	  ○ Pregnant/parenting
	  ○ Offender
	  ○ Has a disability
	  ○ English language learner
	  ○ Requires additional assistance to complete an educational program or to secure or hold employment
		Family income at or below 100% of the poverty line or 70% lower living standard (see SI 20-06, Attachment A, WIOA Family Income Guidelines)
		
		Income test not required if customer meets one of the following criteria:
		• Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance
		• Foster child
		• Homeless
		• Receives or is eligible to receive free or reduced-price lunch
		• Lives in a high poverty area
		
		NOTE: Customer with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income test and none of the criteria above apply.

WIOA Youth Program – OSY	• 16 – 24 years old at enrollment, and
	• Not attending or enrolled in secondary or for-credit postsecondary school at eligibility determination, and
	• At least one of the following apply:
	  ○ School dropout
	  ○ Youth who (a) received HS diploma/equivalent, (b) is low-income, and (c) is deficient in basic literacy skills or is an English language learner
	  ○ Required to attend school but has not attended for at least the most recent complete school year's calendar year's calendar quarter
	  ○ Homeless or runaway
	  ○ In foster care or aged out of foster care
	  ○ Pregnant/parenting
	  ○ Subject to the juvenile or adult justice system
	  ○ Has a disability
	  ○ Requires additional assistance to complete an educational program, or to secure and hold employment (must also meet low income requirements)
		OSY can attend and/or be enrolled in a non-credit postsecondary school at eligibility determination.
		
		OSY aged 21 – 24 years old are not subject to in-school educational requirements.
		
		Family income at or below 100% of the poverty line or 70% lower living standard (see SI 20-06, Attachment A, WIOA Family Income Guidelines)
		
		Income test not required if customer meets one of the following criteria:
		• Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance
		• Foster child
		• Homeless
		• Receives or is eligible to receive free or reduced-price lunch
		• Lives in a high poverty area
		
		NOTE: Customer with a disability must be determined a family of one for income determination purpose if the customer's family does not meet the income test and none of the criteria above apply.

Dislocated Worker

The term "dislocated worker" means an individual who—

(A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military services (under other than dishonorable conditions);
(ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or
(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), 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
(iii) is unlikely to return to a previous industry or occupation;

(B) (i) 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, military installation or enterprise;
(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
(iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;

(C) 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 individual resides or because of natural disasters;

(D) is a displaced homemaker; or

(E) (i) is the spouse of a member of the Armed Forces on active duty (as defined in 10 USC § 101(d)(1)), 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
(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

WIOA Required Source Documentation

Where allowable, self-attestation should be used only by exception. In all cases, attempts to gather required documents and a signed statement of self-attestation must be documented. **Documentation, other than self-attestation, must be provided for at least one barrier relevant to eligibility.**

<table>
<tr><th>Data Element</th><th>Acceptable Source Documentation</th><th>Adult</th><th>DW</th><th>Youth</th><th>DWG</th></tr>
<tr><td>Date of Birth</td><td>• Driver's License
• Baptismal Record
• Birth Certificate
• DD-214
• Report of Transfer or Discharge Paper
• Federal, State, or Local Identification Card
• Passport
• Hospital Record of Birth
• Public Assistance/Social Service Records
• School Records or ID Cards
• Work Permit
• Family Bible</td><td>X</td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>Citizenship/Eligibility to Work</td><td>One of the following:
• US Passport
• Form I-551, Permanent Resident Card or Alien Registration Receipt Card ("Green Cards")
• Form I 766, Employment Authorization Document Card
• Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work
• Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A
• Foreign passport containing a Form I-551 stamp or Form I-551 printed notation

One of the following from each column:
<table><tr><th>Documents that Establish Identity</th><th>Documents that Establish Employment Authorization</th></tr><tr><td>State or US Territory Driver's License*</td><td>US Social Security Card</td></tr></table></td><td>X</td><td>X</td><td>X</td><td>X</td></tr>
</table>

Federal, State, or Local Government ID Card*	Form FS-240, Consular Report of Birth Abroad
School ID Card with a photograph	Form FS-545, Certification of Birth Abroad issued by the US Department of State
Voter registration card	Form DS-1350, Certification of Report of Birth issued by the US Department of State
US Military Card or Draft Record	Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying territory of the US bearing an official seal
Military dependent's ID card	Native American tribal document
US Coast Guard Merchant Mariner Document (MMD) Card	Form I-197, US Citizen ID Card
Native American tribal document	Form I-179, Identification Card for Use of Resident Citizen in the US
Canadian Driver's License	Employment authorization document issued by the Department of Homeland Security
School record or report card**	
Clinic, doctor, or hospital record**	
Day care/nursery school record**	

**Must include a photograph OR information such as name, DOB, gender, height, eye color, and address*

***Acceptable documents for individuals under 18 and certain individuals with disabilities who are unable to present any of the listed documents that establish identity*

For more information, see https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

NOTE: WIOA § 188 prohibits discrimination against individuals on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the US.

Individual with a Disability	• Self-Attestation • School 504 Records Provided by Student • Assessment Test Results	X	X	X	X
Eligible Veteran Status	• DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • Letter from the Veterans' Administration	X	X		X
UC Eligibility Status	• Cross-Match to State UI Database • Cross-Match to State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation – only for a claimant not referred by RESEA or WPRS or an Exhaustee	X	X		X
Long-Term Unemployed at Program Entry	• Self-Attestation • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State US Database	X	X		X

School Status at Program Entry	• Cross-Match with Postsecondary Education Database
	• Copy of Educational Institution Enrollment Record
	• Applicable records from Education Institution
	  ○ GED Certificate
	  ○ Diploma
	  ○ Attendance record
	  ○ Transcripts
	  ○ Report Card
	  ○ Other School Documentation
	• Signed Intake Application or Enrollment Form
	• Electronic Records
	• Self-Attestation
		X	X	X	X

Date of Actual Dislocation	• Verification from Employer • Rapid Response List • Notice of Layoff	X	X		X

	• Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation				
Temporary Assistance to Needy Families (TANF)	• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	X	X		X
Exhausting TANF Within 2 Years at Program Entry	• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	X	X		X
Supplemental Security Income (SSI)/ Social Security Disability Insurance (SSDI)	• SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database	X	X		X
Supplemental Nutrition Assistance Program (SNAP)	• SNAP Eligibility Verification • Copy of Authorization to Receive Food Stamps • Documentation of Food Stamp Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records	X	X		X
Other Public Assistance Recipient	• Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance check • Medical Card Showing cash Grant Status • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database	X	X		
Pregnant/Parenting	• Self-Attestation • Case Notes • Needs Assessment • WIC Eligibility Verification			X	

	• TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form				
Youth Who Needs Additional Assistance	• Self-Attestation • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment			X	
Foster Care Youth Status at Program Entry	• Written Confirmation from Social Services Agency • Case Notes • Self-Attestation • Foster care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment	X	X	X	X
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry	• Self-Attestation • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Letter from Caseworker or Support Provider	X	X	X	X
Ex-Offender Status at Program Entry	• Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal form a Reintegration Agency • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Self-Attestation • Federal Bonding Program Application	X	X	X	X
Low Income Status at Program Entry	• Award Letter from Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter	X	X	X	X

	• Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation				

English Language Learner at Program Entry	• Case Notes
	• Assessment Test Results
	• Applicable Records from Education Institution
	  ○ Transcripts
	  ○ Other School Records
	• Self-Attestation
	• Signed Intake Application or Enrollment Form
		X	X	X	X

Basic Skills Deficient/Low Levels of Literacy at Program Entry	• Case Notes
	• Assessment Test Results
	• Applicable Records from Education Institution
	  ○ Transcripts
	  ○ Academic Assessments
	  ○ Other School Documentation
		X	X	X	X

Single Parent at Program Entry	• Self-Attestation • TANF Single Parent eligibility Verification • Case Notes • Needs Assessment • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form	X	X	X	X

Displaced Homemaker at Program Entry	• Self-Attestation • Signed Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment	X	X		X
Eligible Migrant and Seasonal Farmworker Status	• Self-Attestation • Case Notes • Cross-Match with Public Assistance Records • NFJP Eligibility Documents • Cross-Match with State MIS • Cross-Match with H-1B Records	X	X		X

Date of Program Entry	• Individual Employment Plan (IEP)
	• Electronic Records
	• Program Intake Documents
	  ○ Eligibility Determination Documentation
	  ○ Program Enrollment Forms
	  ○ Other Relevant Documentation
		X	X	X	X

Social Security Number (The SSN must not be included unless specified under program or funding stream reporting requirements.)	• SSN Card • Passport • Military ID • Other Federal or State ID with SSN				X

WIOA Family Income – Inclusions & Exclusions

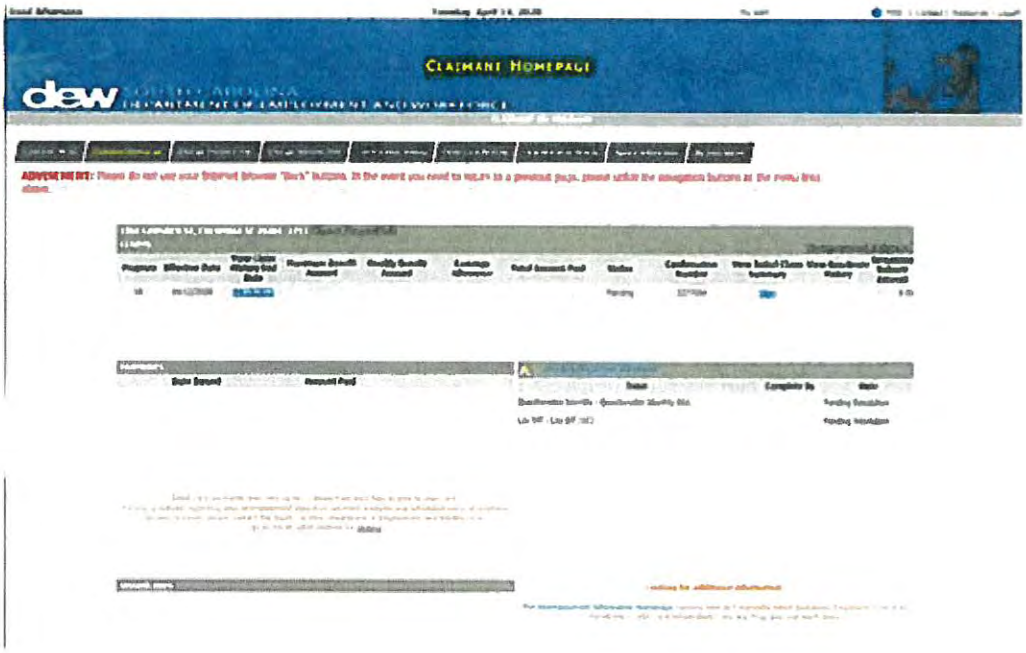
Inclusions	Exclusions

• Wages and salaries (includes severance pay) before any deductions
  ○ Net receipts from non-farm self-employment
  ○ Net receipts from farm self-employment
• Railroad retirement, strike benefits from union funds, worker's compensation, and training stipends
• Alimony
• Military pensions
• Pension, whether from a private or government employer
• Regular insurance or annuity payments (other than SSI or veterans' disability)
• College or university grants, scholarships, and assistantships
• Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
• Net gambling or lottery winnings
• Social Security Disability Insurance (SSDI) payments
• Unemployment compensation
• WIOA one-stop partner programs where income is not subsidized (e.g., OJT wages)
• Reemployment Assistance benefits
• Child support payments
• Old-age survivors insurance benefits received under the Social Security Act (42 U.S.C. § 402), including:
  ○ Social Security Survivor Benefits: paid to people up to age 18 who have had a parent die and the parent paid wages into the system
  ○ Social Security Retirement Benefits: paid to people who have reached their social security age and have paid wages into the system
	• Public assistance (SNAP, TANF, etc.) cash payments
	• Foster care child payments
	• Financial assistance under Title IV of the Higher Education Act
	• Needs-based scholarship assistance
	• Amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs
	• Capital gains
	• Any assets drawn down as withdrawals from a bank, the sale of property, house, or car
	• Tax refunds, gifts, loans, lump sum inheritances, one-time insurance payments, or compensation for injury
	• Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, and housing assistance
	• Military pay and benefits, amounts and periods of time as follow:
	  ○ Any amount received as pay or allowances by any person while serving on active duty
	  ○ Any period of time during which such person served on active duty
	  ○ Any amount received under 38 U.S.C. chapters 11, 13, 30, 31, 32, and 36 by an eligible veteran
	  ○ Any amount received under 38 U.S.C. chapters 13 and 35 by an eligible person
	  ○ Any amount received by an eligible member under 10 U.S.C. chapter 106

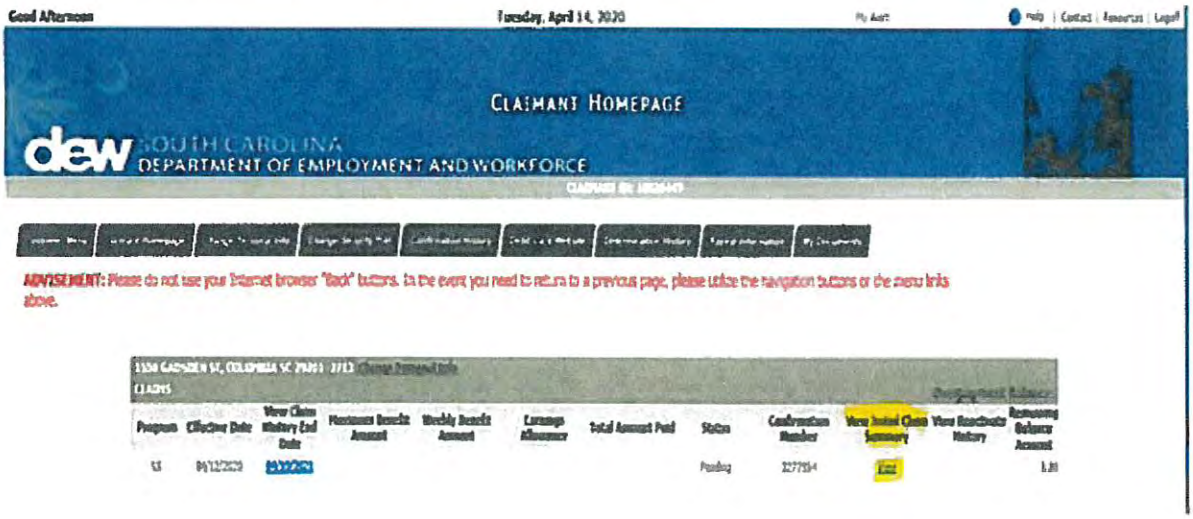
June 30, 2021

How to Review an UI Claimant's Return to Work Status

Once the claimant logs into the My Benefits UI portal, they will start on the claimant homepage.



From the claimant homepage, click "VIEW" underneath "View Initial Claim Summary."



When the summary page opens, scroll down to the Separation section to review the "Will you be returning to work for this employer" question as well as the return to work date. This is the screen to use for UI documentation of "unlikely to return."

Employers Regular

Employer Name	Address	Dates of Employment	Type of Employment
		06/01/1999 - 03/27/2020	Full Time

Separation - Regular

Employer Name	
Reason employment ended:	Business Closure
If Quit or Discharge select the reason why:	
Will you be returning to work for this employer	Yes
If yes, please enter your return to work date:	05/05/2020
State where work was performed	South Carolina
City where work was performed	Effingham
Primary Occupation with this employer	
Are you an owner, corporate officer, or stakeholder of this employer?	No
What were your total earnings with this employer from through	44375.0

Income Worksheet: This form will be completed at your appointment. Unless told otherwise, you need to bring paystubs if they are available.

Name	Relationship/age	# Months in Household	"X" Those counted in Family Size	Sources of Income (last 6 months)	Gross amount of Check	Pay Period Type	Multiply by # of pay periods worked in last 26 wks	If source of income is an "Exclusion", notate below.	Calculated Total of each "Included" source of Income for Last 26 Weeks
	Applicant								
									$ -

I certify that my family size is _____ as noted above by staff and that my family income for the last six months is _____ $ - as noted above by staff.

My total annualized income is $ - (Six months income x 2).

_____
Applicant Signature _____ Date

_____
Parent Signature (If under age 18) _____ Date

_____
Staff Signature _____ Date

Your information is confidential and used only for the purpose of documenting eligiblity for services. You are not required to provide information about disability status to apply. Accomodations and auxilary aids are available.

Individuals applying for programs which do not require applicants to be low income, may omit family composition section and estimate family income Doing so may limit funding options and may prevent you from receiving income-based supportive services.

Initial to attest to other eligiblity elements

_____ I have a disability which substantially limits one or more life activities

_____ I have been unemployed _____ # of weeks.

_____ My highest grade of school completion is _____

_____ Highest educational level is _____

_____ I am currently in school (other than adult education/GED)

_____ I was laid off _____
Employer Name/Date

_____ Homeless

_____ Former unpaid family caregiver needing to return to work

Youth Only:

_____ Pregnant or parenting youth

_____ In foster care or aged out of foster care

There are many paths to qualify for valuable Workforce Innovation and Opportunity Act Services

Everyone needs a: US or state photo ID such as driver's license, or employment authorization card. If your ID is a driver's license, you will also need to bring your Social Security card. Priority is given to veterans. For the fastest service please bring DD214. Other documents may be required. We can help you navigate requirements and suggest alternative documents. Creating your work history in SC Works is the first step in creating your account and can be used to create your resume. *The more information you provide, the greater the likelihood you will qualify. Also sharing your service needs may enable you to qualify for supportive services.*

Change In Income (Dislocated Worker)	**Basic Skills Deficiency (Adult or Youth Eligibility)**	**Youth Barrier**	**Family Income (Adult or Youth)**	**Local Board Policy For Adults**
Choose one: Has been or will be laid off. Formerly self-employed; but now unemployed. Family caregiver needing to return to work. Spouse of service member who lost job due to relocation. **How to Apply as a Dislocated Worker** Complete work history in SCWOS. We can help you access documents. Income documentation is not required.	Choose one: High school dropout, or Score Below 9th grade on TABE test within last six months **How to Show Need for Basic Skills Improvement** Grant permission for us to get test scores from school. Or take TABE. Sign statement of educational status. Complete work history in SCWOS. Income documentation is needed, but you do not need to be low income to qualify.	Out-of- School Youth 18-24 years old Not in HS or Post Secondary School and one of the following: Dropout Offender Homeless or Foster Care Pregnant Or Parenting Basic Skills Deficiency Has a Disability **How To Apply for Youth Services** Grant permission for us to get information from other agencies. Complete work history. Income documentation may be needed. See staff for other requirements for in-school youth.	Receive benefits such as • SNAP/Food Stamps • TANF • Foster Child OR Has household family income below poverty guidelines, or are homeless. If you have a disability only your income is considered. **How to Apply** We can help you get documentation from DSS and other agencies. If you do not receive benefits, bring paystubs if you have them. The household income spreadsheet needs to be completed for family members who reside with you. Complete work history in SCWOS.	**Medical Training:** Needs help getting certified for medical occupation. Must be within one year of becoming a skilled medical worker. **How to Apply:** Bring in transcript, complete work history. **Lacks Work History** Not working full-time and has not worked a single job for more than 18 months out of the last 36 months. **How to Apply.** Complete work history in SCWOS. **If you are applying to be served through board priority** you will need to complete income documentation, but you do not need to be low income to qualify.

WIOA is an Equal Opportunity Program. Please let us know if you need accommodation for a disability. WIOA is funded through a $1.2million allocation from the Department of Labor. See website UpperSCWorks.com for Stephens Act information. Note: WIOA is not an entitlement program. Enrollment decisions are made on an individual basis.

Receipt of Information

The following items concerning Workforce Innovation and Opportunity Act (WIOA)Program were discussed with me:

1. The Purpose of WIOA
2. Participant Selection/Eligibility Procedures
3. Career and Training Opportunities offered under WIOA
4. The purpose of the Assessment
5. Available Supportive Services for WIOA Participants
6. Financial Assistance
7. Customer Rights Handout
8. Training Objectives (Individual Service Strategy)
9. Length and Schedule of Activities
10. Drug Screen and Background Check
11. Evaluation (Monthly/Annual)
13. Attendance Policy and Timesheets
15. Participant Responsibilities
16. Monthly Counseling
17. Customer Responsibilities
18. Job Placement Assistance
19. Participant Satisfaction
20. Public Transportation
21. Workforce Innovation and Opportunity Act Eligibility disclaimer
22. Follow - up Procedures (12 Months)

I certify that I have reviewed the above items with a representative of the WIOA Contractor and understand them. I also understand that this signed checklist will become a part of my personnel file and acknowledge receipt of a copy of the Customer Right's Handout/EEO Grievance Procedures.

RELEASE OF INFORMATION

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1. I give permission for authorized personnel to have access to my file. This includes WIOA counselors, administrative assistants, program monitors and other appropriate staff as needed. Authorized personnel will treat all documents as confidential and will be used for program eligibility, participation, employment verification and program evaluation. Please Circle Yes if you agree.

Yes

2. I permit WIOA program staff to release any relevant information to employers or partner agencies as it relates to any potential opportunities for securing unsubsidized employment,and training or supportive services. This may include résumés, job applications, education records, WorkKeys or WIN assessment scores, vocational information or any other information requested by the employer or partner agency that is deemed appropriate to release. Please circle Yes if you agree.

Yes

3. I agree to provide WIOA program staff with employment information as requested while actively participating in the WIOA program and up to one year after exiting the program. Employment information may include verification of employer, dates of employment, wage information, job title or any other information necessary to verify past or present employment. If I am unable to verify employment when needed, I authorize the WIOA program staff to verify my employment information on my behalf. Please circle Yes if you agree.

Yes

4. I give permission to Eckerd Workforce Development to tape, photograph and record my voice (including quotes and paraphrases) for publicity purposes to promote the program and activities of the organization. I understand that a tape, photograph and/or recording (including quotes and paraphrases) may be submitted to television stations, radio stations, newspapers, social media sites, company websites and/or used in brochures and written materials created by Eckerd Workforce Development (EWD) or by person(s) designated by EWD. I also understand that I will not receive any compensation or acknowledgment from any publication or source where my image will be used. Please circle Yes if you agree.

Yes

5. I give permission to have results from drug screen and background checks released to Eckerd Workforce Development. Please circle Yes if you agree.

Yes

WIOA Rights Handout Registrants, Applicants and Participants

EQUAL OPPORTUNITY IS THE LAW

Under the Workforce Innovation and Opportunity Act (WIOA), no individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any program or activity because of race, color, religion, sex (including gender identity, gender expression, and sex stereotyping), national origin, age, disability, political affiliation or belief. It is also unlawful to discriminate against any beneficiary of programs receiving money under Title I of the WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any program or activity receiving money from WIOA Title I.

The program or activity must not discriminate in any of the following areas: deciding who will be admitted, or have access to any WIOA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

HOW TO FILE A COMPLAINT OF DISCRIMINATION

You must file your complaint, in writing, within 180 days from the date you believe the alleged discriminatory action happened. You may file your complaint with the State-level EO Officer or the Director of the Civil Right s Center (CRC) of the US Department of Labor.

If you choose to file at the State level, you may use the Office of Equal Opportunity Complaint Form available at: https://www.scworks.org/docs.asp. Mail, email, or fax your complaint to:

Ms. Tudy Newsom, EO Officer
S.C. Department of Employment and Workforce
Post Office Box 908
Columbia, SC 29202
Email: tnewsom@dew.sc.gov
Fax: (803) 737-0124

If you choose to file at the CRC level, you may use the Complaint Information Form available at: https://www.dol.gov/oasam/programs/crc/DL1-2014a-English.pdf. Address your complaint to:

Director, Civil Rights Center (CRC)
US Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210.

If you file your written complaint with the State-level EO Officer, you must wait until you receive a written Notice of Final Action or until 90 days have passed (whichever is sooner) before filing with the Civil Rights Center. In the event you receive a Notice of Final Action and are dissatisfied with the decision contained therein, you may file a written complaint with CRC within 30 days of the date on which you received the Notice of Final Action. In the event you do not receive a Notice of Final Action within 90 days of your complaint, you do not have to wait for the written Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after you filed your original complaint).

NOTE: You may request assistance in preparing your written complaint. You may have legal representation and/or witnesses to support your position. You may present evidence.

RIGHT TO FILE A GRIEVANCE/COMPLAINT

You also have the right to file a grievance/complaint over matters that do not involve discrimination. For example, you may file a grievance if you feel that you have been treated unfairly, denied access to any WIOA program or activity, or if you feel that there has been a violation of the WIOA, its regulations, or any applicable grant or training agreement

HOW TO FILE A GRIEVANCE/COMPLAINT

If you wish to comp lain about your treatment during the registration, application, and certification process or as a WIOA program participant, you must file your written grievance/complaint within 180 days of the alleged occurrence. You should contact the following person for help in the use of the appropriate grievance/complaint procedures:

JT Parnell, Area Manager
Eckerd Workforce Development
Email: jparnell@eckerd.org
P: 864.209-0078

If your grievance/complaint is not resolved to your satisfaction, you can contact the Local EO Coordinator, as follows:

Linda Lagroon EO Coordinator
Upper Savannah
430 Helix Rd
Greenwood, SC 29646
Email: llagroon@uppersavannah.com
P: *864.941.8062 F: 864.941.8090*

If you don't receive a decision from the Local EO Coordinator within 60 days, you may file a written appeal to the State EO Officer within 15 days of the date the decision was due. If you are dissatisfied with the decision of the Local EO Coordinator, you may file a written appeal to the State EO Officer within 15 days of receipt of the adverse decision. Use the Grievance/Complaint Form found at: https://www.scworks.org/docs.asp. Mail, email, or fax your complaint to:

Ms. Tudy Newsom, EO Officer
S.C. Department of Employment and Workforce
Post Office Box 908
Columbia, SC 29202
Email: tnewsom@dew.sc.gov
Fax: (803) 737-0124

The State EO Officer will issue a decision within 60 days after receiving your written appeal. If you do not receive a decision within 60 days after filing your appeal to the State EO Officer, you may appeal to the United States Department of Labor (USDOL). If you are dissatisfied with the decision of the State EO Officer, you may appeal to the USDOL within 60 days of receipt of the decision. You can contact the Department of Labor, as follows:

Regional Administrator
Employment and Training Administration, U.S. Department of Labor
Sam Nunn Atlanta Federal Center
Room 6M12-61Forsyth Street, S.W.
Atlanta, GA 30303

I certify that I have read, understand, and have received a copy of this handout explaining the grievance procedures.

March
2020

SC Works WIOA Participant Contract

Eckerd Workforce Development, the contractor of the local WIOA program, is committed to providing an environment where all individuals are treated with respect and dignity. This contract outlines the expectations that apply to all SC Works participants. Participants who are not meeting program expectations may incur disciplinary measures up to and including termination from the program.

The policies and guidelines listed below are the general expectations of the WIOA program. Carefully read all the information within, making sure you understand and are prepared to commit to all the terms of participation in the program.

A. I acknowledge receipt of the following WIOA Orientation information:

Purpose of WIOA- - WIOA stands for the Workforce Innovation and Opportunity Act. The goal of WIOA is to provide universal access for locating employment or enhancing current employment using a One Stop Delivery System. The One Stop Delivery System unifies the existing Employment Services, Training Services and community social service agencies into a single participation focused service center. WIOA is an economic development tool that provides employment assistance and services to segments of the American workforce, thereby enhancing productivity and national competitiveness.

Purpose of Assessment: To determine your abilities, aptitudes, vocational interest, and needs so that a proper match can be made between you and a vocational occupation. As a part of the process, participants are given the opportunity to participate in a career/job exploration and counseling process. This will assist both the participants and the provider in deciding on the best employment option. The self-assessment process is designed to help identify the participants' interests, abilities and potential training benefits.

Availability of Support Services: Assistance may be available through the services offered by partnering agencies within the SC Works Workforce Center based on individual need and availability.

Financial Assistance: The goal of WIOA is to provide individuals with the resources needed to gain and retain employment that pays self-sufficiency wages. The WIOA authorized financial assistance for individuals registered in WIOA programs received training, intensive or follow-up services. WIOA is a payer of last resort. Other funding such as Pell Grant, Lottery Scholarship and other community resources must be accessed before WIOA funding is committed.

Grievance Procedures: Participants Rights have been explained to you and a copy of the "Participant Rights Handout" has also been given to you.

Follow-Up Assistance: All WIOA Adult and Dislocated Worker participants who received intensive or training services must receive follow up services for a period of 12 months after exiting the program. The emphasis of the follow-up phase of the program should be placed on retaining employment, increasing earnings and completing education requirements. WIOA program staff may assist in arranging a wide array of services designed to improve the employment status of the participant during follow-up.

The objective of the Workforce Innovation and Opportunity Act (WIOA) is to assist you in obtaining full time sustainable employment.

Searching for a job and committing to training and education opportunities require hard work and patience. Ultimately you are responsible for your efforts to achieve successful re-entry to the workforce.

While participating in the Workforce Innovation and Opportunity Act (WIOA) you may be required to attend workshops, classes, seminars, training sessions, etc. that are all designed to assist you in finding a job.

Examples of these sessions are:

Resume writing workshop - 1 to 2 hours
Interviewing skills workshop - 1 to 4 hours
Other classes and workshops may also be required

When you are scheduled to attend one of these sessions, your attendance will be mandatory. You will be notified about which events you are scheduled to attend. You will be given the date, the time and the place where the event will be held.

If you are unable to attend **any of your scheduled activities or events, you must contact** your case manager.

When you are scheduled to attend a workshop, class, seminar or training session sponsored by WIOA, your attendance is mandatory. If you are unable to attend **any of your scheduled sessions, you must contact your case manager.** If you are unable to attend two consecutive scheduled appointments, you must provide your case manager with a written reason for your absence.

WIOA Program Staff will review your written explanation for your absence and will determine if the excuse is acceptable. WIOA Program Staff reserves the right to deny your explanation at any time and you may be exited from the WIOA program for non-compliance.

You will be notified in writing if you are exited from the WIOA program for non-compliance. If you believe you were improperly exited from the WIOA program you may submit a **written request** to have your file reviewed. This request should be submitted to your Case Manager within five days of receiving your exit letter.

Acceptance Statement I have read, understand and accept the above terms and conditions governing the SC Works Program. I understand that failure to comply with the conditions herewith may result in termination from the program. I understand that I have the right to bring any grievances or concerns to the SC Works management team at any time. I also understand that the management team can amend this document at any time. I certify that I have attended a WIOA Orientation and a copy of this handout from a representative of the Upper Savannah Workforce Innovation and Opportunity Area and understand the items mentioned above. I agree to participate in the 12-month follow-up assistance after my exit from the WIOA program. I further understand that this signed document will become part of my official WIOA file.

Please read over these documents again after you have completed the application. The Career Coach will ask you if you have any questions when you return for possible enrollment.

First Review of Information and questions answered before possible enrollment.

Participant Signature _____ **Date** _____

Career Coach Signature _____ **Date** _____

Please read over these documents again after you have completed the application. The Career Coach will ask you if you have any questions when you return for possible enrollment.

Second Review of Information and questions answered before possible enrollment.

Participant Signature _____ **Date** _____

Career Coach Signature _____ **Date** _____

Stevens Amendment: *The Upper Savannah Workforce Development Board offers employment and training assistance through the Workforce Innovation and Opportunity Act (WIOA). The board receives approximately $1.2 million annually through the federal program administered by the US Department of Labor.*