



WIOA Adult and Dislocated Worker Eligibility/Source Documentation & Monitoring

Office of Workforce Development



Introduction

- Elizabeth King and Beverly Grabovich,
WIOA A/DW Training and Technical Assistance Team
- Rhonda Hobbs, Monitoring Case Management Analyst

Housekeeping

Agenda:

- Monitoring's Role
- WIOA Adult and Dislocated Worker Factors that Impact Eligibility
- The Policies that Support Eligibility
- WIOA Adult Eligibility Criteria
- Appropriateness
- Priority of Service
- WIOA Dislocated Worker Eligibility Criteria & Special Conditions
- Source Documentation
- Capturing Data in ARIES
- Monitoring Insights
- Questions



Monitoring





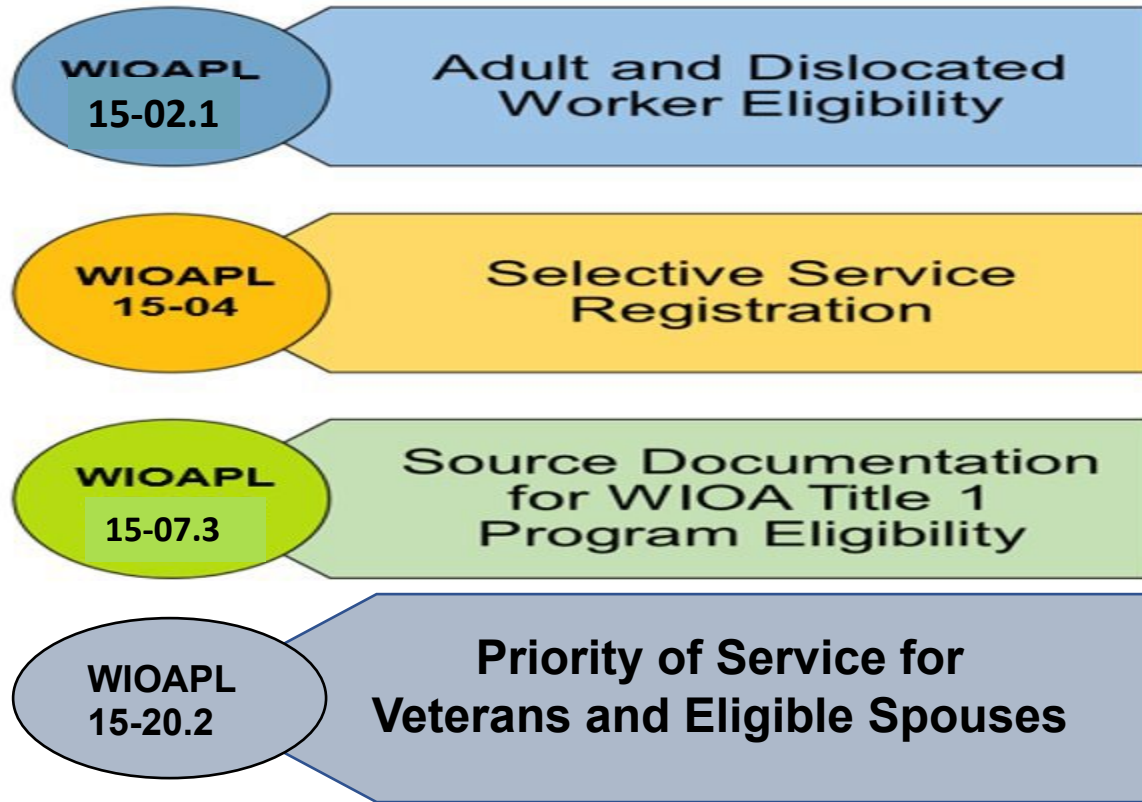
WIOA A/DW Eligibility

WIOAP 15-02.1

“Designed to provide employment and training opportunities to those who can benefit from, and who are in *need* of, such opportunities.”

Key Take Aways:

- Meeting eligibility criteria and requirements
- Based on Federal, State and Local Policy
- Appropriateness

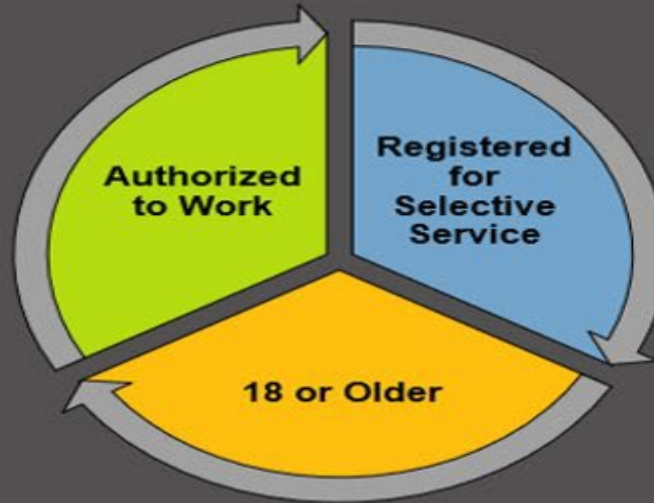




WIOAPL
15-02.1

Adult and
Dislocated
Worker Eligibility

WIOA Eligibility Criteria





WIOAPL
15-02.1

Adult and
Dislocated
Worker Eligibility

Eligible...but appropriate?

WIOA is not an entitlement program

Difference between *wanting* and *needing* services

Appropriateness Scenarios

Customer comes into OMJ Center, their associates degree credential was obtained 27 years ago and they cannot find employment with their current skill sets as evidenced in reviewing their job applications and rejection letters.

Would WIOA training services be an appropriate consideration for the individual?

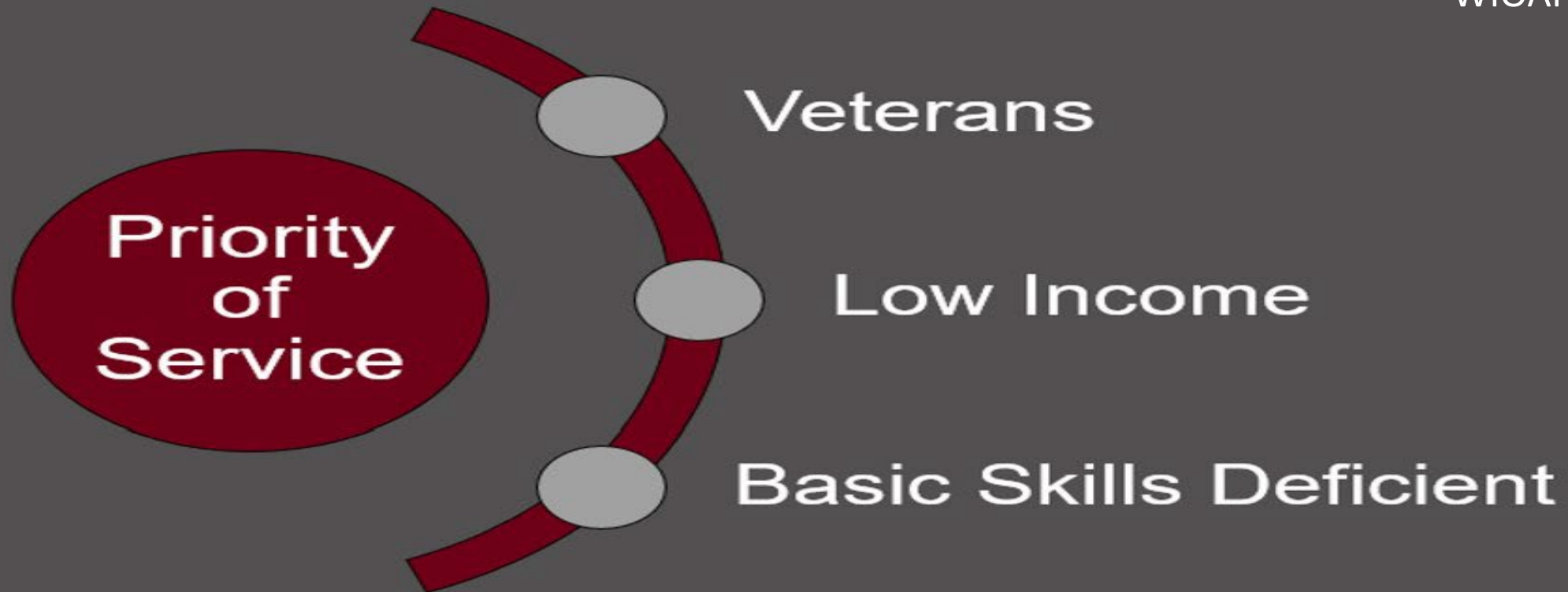
Suitability: You are assisting someone apply to jobs, but discover the customer is struggling to read the job postings and type on a computer.

Is it appropriate to enroll him in an Occupational Skills Training service?

What services might be a better fit?



WIOAPL 15-20.2





How Priority is Determined:

- Veteran: status verification & Local Area's Priority of Service Policy
- Low Income:
 - SNAP recipient (Supplemental nutrition assistance program) Receives/or past six months received
 - TANF recipient (Temporary Assistance for Needy Families)
 - SSI (Supplemental Security Income)
 - Other income-based public assistance
 - In a family with total family income that does not exceed the higher of: the poverty line or 70% of the lower living standard income level

<http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-19-1.stm>

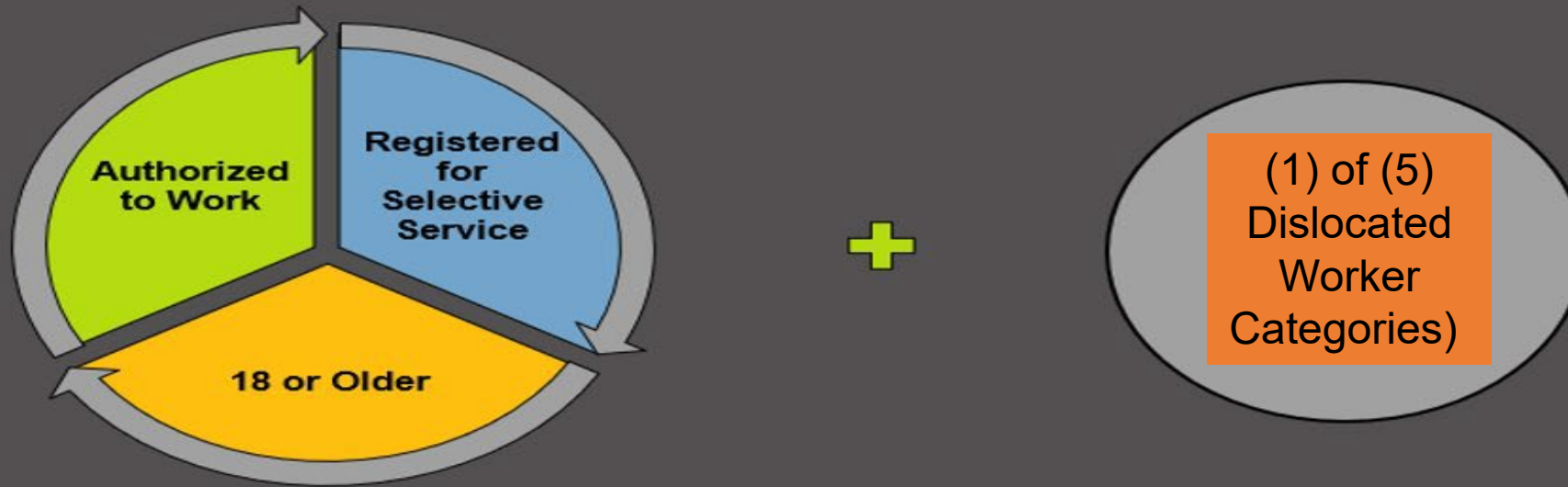
Poverty Line and Lower Living Standard Income Level

- Basic Skills Deficient: Test Scores relating to an inability to compute, solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

[Basic Skills Assessment Samples](#)



WIOA Dislocated Worker Documentation





WIOA Dislocated Worker Categories

Files must clearly indicate which category the participant meets .

(5) Categories

Each with their
own Criteria
&
Acceptable
Source
Documentation



Category **A**: Terminated or laid off, or received notice



Category **B**: Plant closure or substantial layoff



Category **C**: Self-employed individual now unemployed



Category **D**: Displaced homemaker



Category **E**: Military Spouse



WIOA Dislocated **Special** Eligibility Conditions



Reemployment Services and Eligibility Assessment RESEA

Copy of their RESEA Appointment requirements from Unemployment



Trade Eligible

Copy of Petition approval letter or a screen shot from ARIES indicating trade eligibility



Locked-out Workers

Documentation from Employer/Unemployment that Lock Out exists



Buyouts and Forced or Early Retirements

Copy of Buyout/Forced/Early Retirement from Employer



Transitioning Service Members and Recently Separated Veterans

Notice of separation, a DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the Armed Services

Category A:
Terminated or Laid Off, or Received a Notice of Termination or Layoff, from Employment

Discharge from the Armed Services that is anything other than dishonorable



What is Source Documentation?



[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](#)

[WIOAPL 15-07.3](#)



Adult Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	Basic Career Service Triggering Participation, Individualized Career Service or Training: <ul style="list-style-type: none">▪ Birth certificate▪ Baptismal record if date of birth is shown▪ DD21; transfer or discharge paper▪ Hospital record of birth▪ Driver's license▪ Federal, State, local or Tribal Identification Card▪ Passport▪ Work permit▪ Cross-match with public assistance records via state MIS system▪ Other public assistance records (Ohio Benefit Worker Portal printout)▪ School record or ID cards▪ Cross-match with State Agency Records▪ Justice System Records▪ Selective Service Registration▪ Signed letter from a parent or guardian▪ Medical records▪ JFS 13186, Self-Attestation▪ Family Bible
Citizenship Status/ Authorization to Work in the US	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none">▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u>▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S.▪ Cross-match with public assistance records via state MIS system▪ Other public assistance records (Ohio Benefit Worker Portal printout)▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.



Acceptable:

- Originals of Allowable Source Documentation are acceptable and will be returned once a copy has been made
- Copies of Allowable Source Documentation can be submitted by the customer
- Electronic copies are acceptable (sent from a mobile/electronic device)
- You are encouraged to reject illegible copies of Source Documentation

Source Documentation can be uploaded into ARIES or kept as a hard copy in the case file

Adding a Case Note referencing these documents is recommended

Electronic Files

- Per rule 5101:9-30-04 of the Administrative Code
- Eligibility documentation can be stored electronically
- ARIES is the system of record for all WIOA workforce activities.
- Information must be placed into ARIES within 30 days of obtaining the information. No other system of case management shall be maintained.

PROGRAM YEAR 2020 KEY MONITORING FINDING:
Accurate & Timely Information

Personally Identifiable Information (PII)

- Not considered a Public Record thus Not disclosed to the general public
- Only used for Workforce program administration

Examples: names, home and email addresses, phone numbers, dates of birth

- Some information is more sensitive than others & Staff training should be provided

Examples: SSN, state and fed tax IDs, driver's license numbers, credit and debit cards, bank acct #s

- Federal Law, OMB Guidance and US Department of Labor policy require this information be protected with policies and procedures created by WSPs

WIOAPL 15-07.3 provides a list of the Workforce Service Providers (WSPs) PII Handling and Protection requirements

PROGRAM YEAR 2020 KEY MONITORING FINDING: Names and information of individuals



Verbal Signatures

Adult/DW

- WIOA adult and dislocated worker intake process may be conducted with the client over the phone
- Client/applicants may verbally sign the JFS 13186, Self-Attestation and the JFS 13187 Citizenship Status/Authorization to Work Self Attestation over the phone
- Verbal signatures are allowed on WIOA forms but should be collected only as an absolute necessity
- Local areas must exhaust all other options before resorting to the acceptance of a verbal signature
- Source documentation must be collected within 90 days of program enrollment

[Covid Guidance Memo](#) July, 2022

Pseudo SSN

- **IMPORTANT:** WIOA programs are not permitted to require disclosure of SSN as a condition of program participation.
- If a customer is self-registering through the CFIS-OMJ App (CFIS Kiosk) and has no SSN or chooses not to provide one, OhioMeansJobs center staff must create a pseudo nine-digit SSN that is a temporary number to be used to register the participant.
- The formula for a pseudo number is as follows:

Enter 99 for the first two digits, use two digits for the month of the job seeker's birth, two digits for the job seeker's day of birth, use the last two digits for the job seeker's year of birth, and lastly use a "0" for the last digit. If the system detects a duplicate with the pseudo number, advance the last digit by one number until no duplicates are found.

For example, a job seeker with a birth date of July 1, 1968, would have a temporary SSN of 990-70-1680. If this is a duplicate, you would then try 990-70-1681.



Self-Attestation

Self-Attestation occurs when a participant states his or her status for an eligibility criterion or set of eligibility criteria, and then signs and dates a form acknowledging this status.

JFS 13186, Self-Attestation

JFS 13187, Citizenship Status/Authorization to Work Self-Attestation

Here is the Self Attestation Form: JFS 13186

Graig do you have something to share here

JFS 13186, Self-Attestation



“GRAIG: I see a 2020 Program year finding...” HANDOFF

- Seeing increasing number of problems the way self-attestation forms are being filled out.
- Self-attestation is just as important as any other document.
- The language has to specify the criteria being met
- The form needs to be filled out completely.
- If the customer’s language does not adequately address the issue, you may offer help with how it is written. Just make sure the information is accurate and addresses the issue correctly.

****Be sure that the client accurately and completely states what they are self-attesting to!****

Ohio Department of Job and Family Services
SELF-ATTESTATION

Applicant Name Last	First	MI
Customer ID Number	Date	

I hereby certify, under penalty of perjury, that the following information is true:

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature	Date
Applicant's Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:



Ohio Department of Job and Family Services
CITIZENSHIP STATUS / AUTHORIZATION TO WORK SELF-ATTESTATION

Applicant Name	Last	First	MI
Customer ID Number	Date		

I hereby certify, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States, or
- A lawful permanent resident, or
- A refugee, asylee, parolee or other immigrant authorized by the Attorney General to work in the United States.

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature	Date
Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:

- Citizenship or authorization to work in the US

Eligibility Intake Staff Person Name	
Signature	Date

JFS 13187, Citizenship Status/Authorization to Work Self-Attestation



Adult Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	<p>Basic Career Service Triggering Participation, Individualized Career Service or Training:</p> <ul style="list-style-type: none">▪ Birth certificate▪ Baptismal record if date of birth is shown▪ DD214; transfer or discharge paper▪ Hospital record of birth▪ Driver's license▪ Federal, State, local or Tribal Identification Card▪ Passport▪ Work permit▪ Cross-match with public assistance records via state MIS system▪ Other public assistance records (Ohio Benefit Worker Portal printout)▪ School record or ID cards▪ Cross-match with State Agency Records▪ Justice System Records▪ Selective Service Registration▪ Signed letter from a parent or guardian▪ Medical records▪ JFS 13186, <u>Self-Attestation</u>▪ Family Bible

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214; transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Selective Service Registration ▪ Signed letter from a parent or guardian ▪ Medical records ▪ JFS 13186, <u>Self-Attestation</u> ▪ Family Bible
Citizenship Status/ Authorization to Work in the US	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u> ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
Selective Service Registration	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Selective Service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual
Date of Dislocation	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Verification from employer ▪ Rapid response list ▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance (UI) ▪ Notice of layoff ▪ Determination of Unemployment Compensation Benefits letter



Ohio Department of Job and Family Services
SELF-ATTESTATION

Applicant Name Last	First	MI
Customer ID Number	Date	

I hereby certify, under penalty of perjury, that the following information is true:

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature	Date
Applicant's Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:

Basic Career Service Triggering Participation, Individualized Career Service, or Training:

- JFS 13186, Self-Attestation
- Verification from employer
- Rapid response list
- Notice of public announcement with follow-up cross-match with Unemployment Insurance (UI)
- Notice of layoff
- Determination of Unemployment Compensation Benefits letter

Date of Dislocation

This is my self-attestation for my WIOA program.



Ohio Department of Job and Family Services
SELF-ATTESTATION

Applicant Name Last	First	MI
Customer ID Number	Date	

I hereby certify, under penalty of perjury, that the following information is true:

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature	Date
Applicant's Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:

I am attesting that I was laid off from my job at Walmart Distribution Center in Columbus, OH and my date of dislocation was 9/18/2021.

Date of Dislocation	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Verification from employer ▪ Rapid response list ▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance (UI) ▪ Notice of layoff ▪ Determination of Unemployment Compensation Benefits letter
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Dislocated Worker Documentation



WIOA Dislocated Worker Categories

Files must clearly indicate which category the participant meets .

Which
category
do you
use the
most?



Category **A**: Terminated or laid off, or received notice



Category **B**: Plant closure or substantial layoff



Category **C**: Self-employed individual now unemployed



Category **D**: Displaced homemaker



Category **E**: Military Spouse



WIOAPL
15-02.1

Adult and
Dislocated
Worker Eligibility



Category **A**: Terminated or laid off, or received notice

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment; **AND**
- Is eligible for or has exhausted entitlement to unemployment compensation; **OR** has been employed for a duration sufficient to demonstrate 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**
- Is unlikely to return to a previous industry or occupation

Unlikely to Return




Category A: Terminated or laid off, or received notice

- An individual who is laid off and falls into one of the following categories or another category identified by the local WDB.
 1. The number of jobs in the applicant's previous industry/occupation is declining based on Labor Market Information (LMI) data
 2. The projected annual increase in employment growth within the local area based on LMI or O*Net is fewer than 100 jobs in the previous industry (including replacements) or the projected annual increase in growth openings is fewer than 30 jobs in the previous occupation
 3. The applicant is dislocated from a job not found on the most recent local or state list of demand occupations (if applicable)

****Under 20 CFR 680.130, local areas may establish additional criteria to the “unlikely to return” definition, a local policy must be developed to define “unlikely...” The local area may also identify other appropriate source documentation based on those criteria.***

WIOAPL 15-02.1



Category A: Terminated or laid off, or received notice

Acceptable Source Documentation

1. Proof of employment with layoff employer
2. Proof of termination or layoff or notice of the same
3. Is eligible for or has exhausted entitlement to UC, **OR** proof of attachment to the workforce, but UC ineligible due to insufficient earnings or services not covered by UC law
4. Unlikely to return to previous industry or occupation
5. Has been identified as meeting the criteria for RESEA selection

If dislocated workers are RESEA eligible, the special condition mentioned earlier, you only need to document number 5.

If dislocated workers are not RESEA eligible, you must document numbers 1, 2, 3 and 4 to document the eligibility criteria.



Category **A**: Terminated or laid off, or received notice

4. Unlikely to return to previous industry or occupation

Basic Career Service Triggering Participation, Individualized Career Service, or Training:

- JFS 13186, Self-Attestation
- Local approval letter/form based on local LMI data and local conditions
- Printout screen shots from state or local LMI data
- Printout of O*Net screen shot
- Printout of state in-demand list
- Other appropriate documentation based on local definition
- For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard



Ohio Department of Job and Family Services
SELF-ATTESTATION

Applicant Name Last	First	MI
Customer ID Number	Date	

I hereby certify, under penalty of perjury, that the following information is true:

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

Applicant's Signature	Date
Applicant's Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:

I was a cashier at a small business that closed due to loss of sales during the COVID-19 pandemic. I was laid off after the store closed in June 2020.

- Your participant was laid off from their phlebotomy position. You check the [Ohio's Top Jobs](#) list and phlebotomist does not appear.
- Does this meet the definition of unlikely to return?

Ohio's Top Jobs List

Whether you're searching for a job, looking for talent, helping shape educational curriculum, trying to decide on your future career, or advising someone who is in one of these roles, Ohio's Top Jobs List can help guide you.

 Region:
 Typical Education Required:
 Preferred Experience:
 Job Category:
 Critical/In-Demand:

Top Jobs

Click Bars to view Job Summary

Learn about what makes a top job

Download PDF

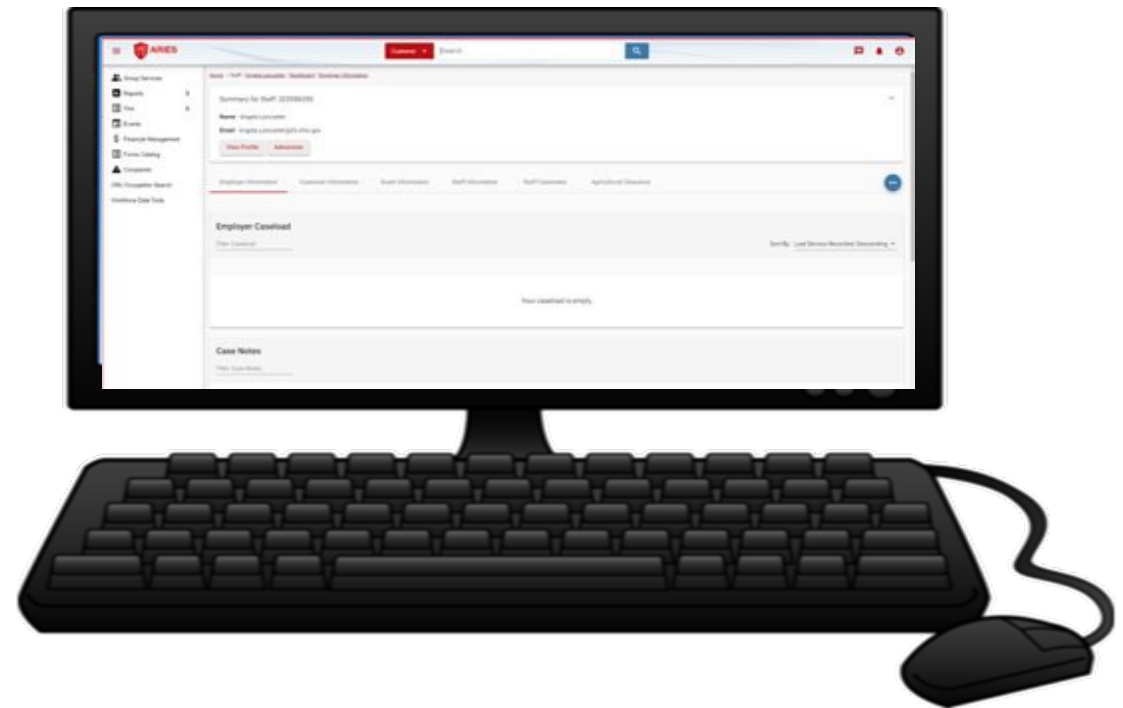
Title	Median Salary						Growth				Employment				Openings				
	\$0K	\$50K	\$100K	\$150K	\$200K	\$250K	-1,000	0	1,000	2,000	0K	50K	100K	150K	0	5,000	10,000	15,000	20,000
Home Health Aides (Direct Support Professional)	\$23K								1,725			56,510						9,025	
Personal and Home Care Aides (Direct Support Professional)	\$23K								1,487			46,454						8,998	
Registered Nurses	\$68K								1,225			127,431						8,357	
Software Developers, Applications	\$91K								696			35,855						3,466	
Laborers and Freight, Stock, and Material Movers, Hand	\$31K								600			119,583						17,626	
Construction Laborers	\$43K								489			47,997						6,099	
Truck Drivers, Heavy and Tractor-Trailer	\$46K								444			78,554						9,628	
Farmers, Ranchers, and Other Agricultural Managers	\$69K								438			81,504						8,752	
Medical Assistants (Direct Support Professional)	\$34K								432			24,124						3,327	



OAC 5101:9-30-04

Mandated Use of ARIES

Capturing Eligibility & Source Documentation in ARIES



Role of Case Notes

- Provides the 5 W's: Who, What, When, Where, Why of customer encounter
- Tells the "eligibility story" by explaining the eligibility criteria and supporting documentation collected
- Shows the ongoing interaction and accountability of both WIOA staff and customers through eligibility and enrollment process



Case Notes

New Case Note for Samuel Jacobs

Note Date *
10/12/2022

Date in mm/dd/yyyy format.

Category

Case Notes Title *
Intake

Case Note *

Samuel Jacobs brought in his Driver's License to verify he is 27 yrs old which I scanned and uploaded into ARIES/his case file. He has now brought in all eligibility documentation to verify eligibility and falls in the A category: Terminated or laid off. He provided his UI determination letter which lists the employer's and his name and provided a print out of State in demand list showing that chauffeurs are not in demand in Ohio. We are now setting up an appointment 10/31/2022 to complete his IOP, which upon adding a P service, will officially enroll him into WIOA Dislocated Worker.

Copy of Driver's License



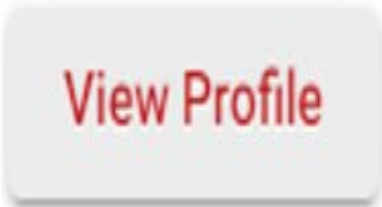
417 KB

Intake

Completes his Adult Eligibility criteria/source documenation



WIOA Adult Eligibility (+)



1

DOB

.....

2

Authorized to work in this country : Yes No

3

Civic Information

Registered for Selective Service
Not Required

.....

Voter Registration

Driver's License



Selective Service Registration

#1: Register if within this age range 18-25 years old
Gender assigned at birth

#2: Verify they are registered if born Jan. 1, 1960 and later

View Profile

Core

Civic Information

Registered for Selective Service
Yes

Date Verified Selective Service
07/07/2022

Voter Registration

Driver's License

#3: Add verification to ARIES

Document Upload Referrals > ...

In ARIES, on the Customer's Dashboard, upload the Selective Service Verification on the Document Upload tab

Upload

Verify Selective Service Registration:

- www.sss.gov
- Click on: "Verify Registration/Verify Now"
- Required information:
Last Name
Social Security Number
Date of Birth
- Submit
- Options: Capture a Screen shot and save to desktop

Or:

You may download an official Registration Acknowledgement Letter after Successful Verification

Source Documentation

WIOAPL 15-07.2



Dashboard



Customer Eligibility and Enrollment

Program Eligibility Determination Form

All items inside this Group should evaluate positive

- ✗ Age
- ✗ Age
- ✓ Legally entitled to work in the US
- ✓ Yes
- ✓ Selective Service Registration
- ✓ Not Required



Priority of Service

At least one item inside this Group should evaluate positive

- ✗ Veteran Priority of Service
- ✗ None

- Verification Document Type -

[Choose File for upload](#) [Copy already uploaded File](#)

Max size: 5MB: doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx, csv
Max size: 900MB: mp4

- Verification Document Type -

[Choose File for upload](#) [Copy already uploaded File](#)

Max size: 5MB: doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx, csv
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Max size: 5MB: doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx, csv
Max size: 900MB: mp4

View Profile



Dashboard

Veterans

Veteran Information

Document Upload

Case Notes

Priority of Service

Low Income Assistance

Basic Skills Deficient

Customer Test Scores

< id Composition Address History Barriers

Edit Barriers Information

- Long term unemployed
- Low income
- English language learner
- Basic skills deficient
- Displaced homemaker
- Underemployed worker
- Lacks transportation
- Lacks significant work experience

Significant health issues

Cultural barriers
No

Single parent
No

Language Translation Required



Dashboard



Customer Eligibility and Enrollment

At least one item inside this Group should evaluate positive

	Low Income
	Yes
	SNAP Recipient
	No
	TANF Recipient
	No
	Basic Skills Deficient
	No

- 1 Manual entry on Profile
- 2 Auto-populates on Eligibility and Enrollment form
- 3 Upload acceptable source documentation

WIOA Adult

- Verification Document Type -

Choose File for upload Copy already uploaded File

Max size: 5MB: doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx, csv
Max size: 900MB: mp4

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Max size: 900MB: mp4

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Max size: 900MB: mp4

- Verification Document Type -

Choose File for upload Copy already uploaded File

Max size: 5MB: doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx, csv
Max size: 900MB: mp4



Dashboard



Customer Eligibility and Enrollment

WIOA Dislocated Workers

At least one item inside this Group should evaluate positive

- Unemployment Insurance Eligible or Exhaustee Dislocated Worker
Select One
- Unemployment Insurance Ineligible Dislocated Worker
Select One
- General Plant Closure / Substantial Layoff
Select One
- Dislocated Worker with 180 day layoff or closure notice
Select One
- Self-employed Dislocated Worker
Select One
- Displaced Homemaker

- Verification Document Type -

Max size: 5MB: doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx, csv
Max size: 900MB: mp4

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- Verification Document Type -

Monitoring Insights:

- Majority of Monitoring issues occur in Category A: Terminated or Laid off or Received Notice.
 - *Is unlikely to return to a previous industry or occupation.
- If we are assisting a customer who falls in more than (1) of the DW categories, choose the category that requires the least amount of paperwork. This will eliminate the possibility for error.
- If a customer brings in several pieces of Source Documentation but only (1) is required, capture all in ARIES.
- Worksite agreements that had missing signatures or required elements.

Last (2) 2020 Key Findings:

- Instances of missing WIOA complaint forms, missing signatures or and missing signature dates.

References

- [WIOA Policies](#): 15-02.1; 15-04; 15-07.3; 15-20.2
WIOA Policy Website:
- [Attachment A: Allowable Source Documentation](#): embedded link at bottom of WIOAPL 15-02.1
- [OAC 5101:9-30-04](#) (Ohio's Administrative Code which describes the System requirement for case management)
- OWD Training and Event Calendar: [Training for Workforce Development Professionals | Office of Workforce Development | Ohio Department of Job and Family Services](#)



Department of
Job & Family
Services



WIOAQNA@jfs.ohio.gov