



CAMO2COMMERCE POLICY & PROCEDURE

TITLE: Eligibility for C2C

POLICY #: 591-R1

EFFECTIVE DATE: 1-1-14

REVISION DATE: 7-22-15

APPLIES TO: WIOA NDWG / WIA NEG Funded Camo 2 Commerce Program

REVISION HISTORY

| Revision | Date | Revision Description |
|-----------|---------|--|
| Original | NA | This policy addresses eligibility for the C2C NEG program & will be rescinded upon completion of the program. |
| Revision1 | 7-22-15 | <p>This policy revision provides guidance regarding the eligibility of dislocated military service members and “certain” spouses (Section C) in compliance with the National Dislocated Worker Grants (DWG) established under WIOA, Title I, Section 170, which became effective July 1, 2015.</p> <p>National Dislocated Worker Grants (DWG), under the WIOA, Title I, Section 170, is preceded by National Emergency Grants (NEG) under Title I of the Workforce Investment Act of 1998 (WIA).</p> <p>Update to ATTACHMENT 1 - C2C SUBSTANTIAL LAYOFF ENROLLMENT - Eligibility Review and Verification Record Revised July 22, 2015</p> <p>Addition of ATTACHMENT 3 - C2C Military Spouse Applicant - Self-Certification</p> |

BACKGROUND:

This policy complies with State Policy #1019. Information regarding Data Validation has been added to this policy but other topics in the state policy, such as assisting victims of human trafficking will be addressed in separate policies.

PacMtn wrote for and received a National Emergency Grant (NEG) to serve Transitioning Military Service Members from Joint Base Lewis McChord (JBLM). The program was named Camo 2 Commerce (C2C). Due to the high number of military leaving JBLM, PacMtn was able to document the event as a substantial layoff beginning May 30, 2013. The grant officially started on January 1, 2014.

Camo2Commerce participants will be served by PacMtn and also through a contract with WorkForce Central in Pierce County. Some participants will be continuing services they started in the Rapid Response Additional Assistance funded program for transitioning military from JBLM that ended on January 31, 2014.

POLICY:

Program Operators shall ensure and document that 100% of the applicants who are enrolled into the Camo2Commerce program meet the WIA/WIOA, dislocated worker and Camo 2 Commerce eligibility requirements in this policy.

ELIGIBILITY CRITERIA FOR C2C

A. To be eligible for enrollment into the C2C program, applicants must meet all of the following:

1. Must have the right to work in the U.S.A. Participation shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized to work in the U.S.. See the I-9 form for lists of acceptable documentation.
2. Must not be in violation of the Military Selective Service Act. (WIOA Sec.189 (h)). This means that the applicant, if required to, must be registered for Selective Service even if he has served in the military, and regardless of the type of discharge received.

NOTE: Military members are not required to be registered for Selective Service while on active duty. Once discharged, registration is required. If a participant is over the age of 26 at discharge and was not registered, file a copy of the PacMtn pre-approved Waiver for Selective Service. (See Attachment #4 - PacMtn Selective Service Waiver for C2C.)

3. Must not be retired or retiring from military service. Retired and retiring applicants are not eligible for C2C. Applicants to the C2C program must complete the C2C Applicant Self-Certification form (Attachment #2) to document that they are not retired/ing.
4. Must have or expect to have a discharge from active military service that is designated as other than “dishonorable”. Separated applicants must provide a copy of their DD214 but in cases where it has not yet been received, complete the C2C Applicant Self-Certification form (Attachment #2). Once the DD214 is received, a copy should be placed in the participant case file. National Guard/Reserve members must verify that they are being released from active duty at JBLM:
 - Active duty includes full-time Federal service in the National Guard or a Reserve component. This definition of “active service” does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as “weekend” or “annual” training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).
5. Must be either a transitioning military service member from JBLM (still on active duty) or a veteran separated from active military service from JBLM (including National Guard who are/were on active duty at JBLM). All are enrolled as part of a “Substantial Layoff” (officially began May 30, 2013). Use Attachment 1 - Substantial Layoff Enrollment Eligibility Review and Verification Record to document eligibility for these two populations:

a. Transitioning from active Military Service at JBLM

- i. May be enrolled in C2C up to 12 months prior to the planned separation date. To avoid gaps in services the individual must be actively engaged in the program from the time of enrollment to the time they are employed.
 - ii. Must have a planned separation date documented by the ACAP application (Army Career Alumni Program – form DD2648) or ETS orders which may include an Air Force Request and Authorization for Separation form.
 - b. Separated from active Military Service at JBLM
 - i. May be enrolled in C2C up to 6 months after separation date.
 - ii. Must have an other than “dishonorable” discharge as documented on the DD214 or on the C2C Applicant Self-Certification form (Attachment #2). Date of separation must include the month, day and year for data validation. If the DD214 is not available at the time of application, complete the Applicant Self-Certification and obtain a copy of the DD214 for the participant file.
- 1. WIOA allows dislocated workers who are unemployed or employed to be enrolled to receive Career Services (Basic Career, Individualized Career, and Follow-Up Services). (see TEGL 3-15 and 20 CFR 680)
- 2. *Unemployed Dislocated Workers* who were unable to obtain employment and are determined to need basic career, individualized career or training services to obtain employment. A military service member who has separated from the service and is not working at the time of application is considered to be unemployed.
- 3. *Employed Dislocated Workers may be enrolled if they* are not earning a self-sufficient wage or are in a Stop Gap Job as defined by PacMtn. They also must have received at least one core service and have been determined to need intensive and/or training services to obtain employment that leads to self-sufficiency. This applies to a military service member who has separated from the service and is working at the time of application.
 - a. Not earning a self-sufficient wage/income: - PacMtn defines self sufficiency for dislocated workers as earning 80% or more of their wage/income at the time of dislocation. Calculate the military wage/income including allowances (such as for housing, food, hazard pay & any other amounts in addition to their base pay). Compare to their current wage/income. If they are earning 80% or less of the military wage/income, they are not earning a self-sufficient wage/income.
 - b. Stop Gap Job – Is employment that is temporary work an individual accepts only because they have been laid off from the customary work for which their training, experience or work history qualifies them. Stop-gap employment must be temporary in nature with the intent to end employment upon completion of training, obtaining self-sufficient employment or as specified in the SKIES Service Plan or Individual Employment Plan (IEP).

Typically, stop-gap employment will pay less than the individual’s wage of self-sufficiency; however, there may be specific circumstances where stop-gap

employment does provide a sufficient wage temporarily but is not considered permanent employment that leads to self-sufficiency. This stop-gap employment would not change the individual's dislocated worker status.

An otherwise eligible dislocated worker remains eligible if either prior to, or during Dislocated Worker Program participation, stop-gap employment is obtained for the purpose of income maintenance. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the self-sufficient income. If, at any time, an individual obtains employment that meets the PacMtn or WorkForce Central's definition of self-sufficiency, including a scenario where the employment period exceeds WorkForce Central's established criteria for temporary employment, then that position would be considered the self-sufficient job of dislocation in the event of a future dislocation.

B. Spouses of Military Service Member

- a) A military spouse who is unable to continue an employment relationship due to the service member's permanent change of military station.
- b) A military spouse who lost employment as a result of the service member's discharge from the military.

Note: A military spouse may also qualify as a displaced homemaker even if there is no relocation if he/she meets the definitional requirements for Displaced Homemaker (see definition).

As provided in TEGl 22-04 Change 1, "termination" of military spouses based on the circumstances described above can be considered to meet the "unlikely to return to a previous industry or occupation" in order to qualify as a dislocated worker. Determination is a matter of judgment based on relevant circumstances, but in most cases, military spouses impacted by a service member's duty reassignment or discharge (resulting in relocation) will meet the "unlikely to return to a previous industry or occupation" criterion of WIOA and could be served as dislocated workers.

TEGL 22-04 clarifies that the term "military spouse" includes individuals who are married to active duty service members (including National Guard or Reserve personnel on active duty) and surviving spouses of active duty service members who lost their lives while on active duty service in combat-related areas (e.g. Afghanistan or Iraq). Refer to Section 5.7 of the Eligibility Policy Handbook for guidance related to Washington's Marriage Equality Act.

NOTE:

- A spouse (if a displaced homemaker) whose eligibility is derived from a living veteran or service member would lose his/her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total (100%) service-connected disability were to receive a revised disability rating at a lower level).
- Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

- However, the priority of service statute does not address the re-marriage of a widow who is classified as an eligible spouse. They would continue to be an eligible spouse.

PROCEDURES FOR REGISTRATION, ELIGIBILITY REVIEW, FILE SET UP INCLUDING DOCUMENTATION

Step 1 — Complete the SKIES Registration. If the applicant’s information is already entered in SKIES, verify with the applicant that the information is current and make updates as appropriate. However, do not change the original “Intake Date”. Print out the registration, have the applicant read and sign indicating that the information is true and correct. The staff completing (or updating) the registration then signs.

Step 2 — Complete Attachment 1, the Camo2Commerce Substantial Layoff Enrollment Eligibility Review & Verification Form. Obtain copies of documentation to substantiate the eligibility determination. Some documents are required for eligibility and some for Data Validation. Place in the participant’s file in this order:

- 1) Signed SKIES registration form;
- 2) Camo 2 Commerce Substantial Layoff Enrollment Eligibility Review & Verification Form (Attachment 1)
- 3) Substantiating documentation

Step 3 — A different staff person (other than the staff who initially determined eligibility and completed Attachment 1 - Substantial Layoff Enrollment Eligibility Review & Verification Form) must complete a second review of eligibility. They must review the documentation provided to substantiate the eligibility determination, review the C2C Eligibility Review & Verification Form to determine if a correct determination has been made and also check to see that forms are filled out completely and correctly. S/he must make their independent determination of eligibility based upon the documentation provided and check the eligibility status on the C2C Eligibility Review & Verification Form, then sign and date.

If the second review shows a different eligibility determination, the applicant file must be given to the program supervisor for a final determination.

DEFINITIONS

- 1) *Self-Sufficiency for Dislocated Workers* - The Pacific Mountain Workforce Development Council has defined self-sufficiency as a wage/income that is 80% or more of the dislocated worker’s wage/income at the time of dislocation.
- 2) *Stop Gap Job*— Is a job that a dislocated worker takes for the purpose of income maintenance. It may, but typically does not, provide a self-sufficient wage/income. It may be a temporary job or a job that the individual plans to work at to enable them to participate in the WIA/WIOA program. The job may not be appropriate for the applicant’s occupational goal or may not provide an opportunity for

advancement (to self sufficiency). If the stop-gap job ends, the original job of dislocation remains the same

- 3) *Substantial Layoff* – A substantial layoff is a notice of termination or layoff of 25%, or fifty (50) individuals in a company’s workforce which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30- day period.
- 4) *Veteran* - Is a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time Federal service in the National Guard or a Reserve component. This definition of “active service” does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as “weekend” or “annual” training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).
- 5) *Displaced Homemaker* - An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. See definition of family.

EQUAL OPPORTUNITY

PacMtn and WorkForce Central are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

Management of Applicant/Participant Medical, Disability Related & Confidential Information

Medical and disability-related information or documents used in determining eligibility must be secured and maintained in a file separate from the participant working file. This includes documents from medical or other professionals, medical assessments, case notes and any form that would identify the individual as having a medical or disability related condition.

Personal records of WIA/WIOA registrants will be private and confidential and will not be disclosed to the public. Personal information may be made available to WorkSource partners or service providers with the registrant’s signed “Release of Information” form. In addition, this information may only be made available to persons or entities having responsibilities under WIA/WIOA including: Department of Labor, the Governor, Employment Security Department, PacMtn, WorkForce Central and/or those in WIA/WIOA administration to the extent needed for proper administration.

If a participant has a situation that requires a case note that could be considered sensitive or confidential, it is preferable to write the case note indicating the effect of the information in regards to participation in the program without identifying the sensitive/confidential information.

REFERENCES:

- Workforce Investment Act of 1998, Public Law 105-220
- Workforce Innovation and Opportunity Act 2014, Title 1 - Section 170
- State Policy # 1019 and the Eligibility Handbook with Questions & Answers:

<http://www.wa.gov/esd/1stop/policies/documents/systems/Policy1019EligibilityGuidelines.pdf>

<http://www.wa.gov/esd/1stop/policies/documents/guidance/EligibilityPolicyHandbook.pdf>

ATTACHMENTS:

#1 –C2C Substantial Layoff Enrollment – Eligibility Review and Verification Record

#2 - C2C Applicant Self-Certification Revised 5/14/14

#3 - C2C Military Spouse Applicant - Self-Certification Created 7/22/15

#4 - PactMtn Selective Service Waiver for C2C

#5 - SKIES Data Entry Information

#6 - Eligibility/Enrollment Requirements Summary List

DIRECT INQUIRIES TO:

Program and performance Coordinator
1570 Irving Street SW
Tumwater, WA 98512
Phone: (360) 570-6980
Fax: (360) 704-6444
TTY: Use the State Relay Number - 711

APPROVED BY



Cheryl B. Fambles, CEO

**ATTACHMENT 1 – CAMO 2 COMMERCE SUBSTANTIAL LAYOFF ENROLLMENT
Eligibility Review and Verification Record Revised July 22, 2015**

Note: The Substantial Layoff category applies to all C2C applicants. Documentation of the substantial layoff at JBLM is maintained by PacMtn and this form shall serve as documentation in each file.

Applicant Name:

| ELIGIBILITY CRITERIA Substantial Layoff | EXPLANATION (Note: Retired/Retiring military are not eligible) | REQUIRED DOCUMENTATION |
|--|--|--|
| 1. Active military who are Transitioning from JBLM <div style="border: 1px solid black; padding: 2px; display: inline-block;">OR</div> | Still in the military but has planned separation date. May enroll up to 12 months prior to separation (date on the ETS form, DD2648 or Air Force Request and Authorization for Separation form). File this form with the signed SKIES registration & Self-Certification. Selective Service registration is not required for active military. | 1. ETS or ACAP (DD2648) or USAF Doc - <u>AND</u> 2. Signed SKIES Registration, and 3. Self Certification |
| 1. Separated from Military Service at JBLM <div style="border: 1px solid black; padding: 2px; display: inline-block;">OR</div> | No longer in the military. May enroll up to 6 months after separation date. If DD214 is not available, complete C2C Applicant Self Cert. & obtain copy of DD214 for file. Can be either: 1) <i>Unemployed, or</i> 2) <i>Employed.</i> If job doesn't provide self-sufficient wage/income or is stop gap, may be eligible See page 3 - B(2)(a) & (b) | 1. DD214 or C2C Self-Certification, <u>AND</u> Proof of: 2. Current wage/income <u>AND</u> 2. Military Wage/income |
| 2. <i>Spouses of - Military Service Members</i> <div style="border: 1px solid black; padding: 2px; display: inline-block;">OR</div> | The spouse of a member of the armed forces on active duty, 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; <u>OR</u> The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Note: a military spouse may also qualify as a displaced homemaker | 1. Self Certification 2. See Attachment 3 - Self Certification Form |
| 3. <i>Displaced Homemaker</i> <i>[Reference: WIA Section 101(D)]</i> | Individual who has been providing unpaid services to family members in the home and who— Has been dependent on the income of another family member but is no longer supported by that income; <u>AND</u> Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. WIA Section 101(10) includes only those individuals who were dependent on a family member's income. Those individuals who have been dependent on public assistance may be served in the adult program NOTE: Leave the Date of Dislocation blank in SKIES | 1. Separation or divorce decree Separation or divorce 2. WIA001 - WIA Eligibility & Claim Data Report (if needed to show no wages) 3. Self-Certification in absence of other documents 4. Documentation to show the loss of the other family member's income. This could be due to separation, divorce, the spouse's loss of income due to layoff, injury or disability |

PLUS A AND B BELOW

| | | |
|---|--|---|
| <p>A. Right to Work</p> | <p>Must have the right to work in the U.S.A. List the documents from the I-9 that you visually verify. If they have an expiration date, include:</p> <p>1. _____ Exp Date: _____</p> <p>2. _____ Exp Date: _____</p> <p>Staff Signature: _____</p> | |
| <p>B. Selective Service Requirement</p> | <p>1. Applicants who have separated from military service:</p> <p>a. Under 26, registration is required.</p> <p>b. Over 26, not registered, use PacMtn waiver - C2C Selective Service</p> <p>* <i>Active military are not required to be registered.</i></p> | <p>1. Print out from www.sss.gov <i>OR</i></p> <p>2. PacMtn Waiver</p> |

1st - Initial Eligibility: YES ___ NO ___ _____
 Signature of Person initially Determining Eligibility Date

2nd - VALIDATION OF ELIGIBILITY: Applicant is: ELIGIBLE _____ NOT ELIGIBLE _____

Signed by: _____ Date: _____

Must be by another staff. If the 1st & 2nd disagree, a Supervisor shall decide eligibility on or before day of enrollment.

ATTACHMENT #2 –

C2C APPLICANT SELF-CERTIFICATION Revised 5/14/14

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT:

- 1) I have or will ETS (Expiration of Term of Service) from active duty military service at JBLM on:
a. Month _____ b. Day _____ Year _____
- 2) To the best of my knowledge, I'll leave the military with a discharge that is other than "dishonorable".
- 3) I have not/will not be retiring from military service at JBLM.
- 4) (For National Guard only) I am/was on active duty at JBLM.
- 5) List Other: _____

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 from the C2C program and/or penalties as specified by law.

PRINT NAME: _____

APPLICANT'S SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

The above applicant statement is being utilized for documentation of the following:

- Verification of military discharge from JBLM and ETS date.
- Verification that discharge will be other than "dishonorable".
- Verification that applicant is not/will not be retiring from military service.
- _____ Verification of active duty in the National Guard/Reserves
- _____ Details for other use of this form: _____

SIGNATURE AND DATE OF PROGRAM OPERATOR STAFF

Signature

Date

ATTACHMENT #3 –

**C2C - SELF-CERTIFICATION - ADDED 7/22/15
APPLICANT - MILITARY SPOUSES REQUESTING PRIORITY OF SERVICE**

Applicant:

SKIES ID:

County:

(TEGL 10-09) Verification only needs to occur at the point at which a decision is made to commit outside resources to one individual over another. A veteran or eligible spouse should be enrolled and provided immediate priority and then be permitted to follow-up subsequently with any required verification of his or her status. The only time this form would be needed is if there is a waiting list of applicants to be enrolled in the program or for priority for any other WIOA Adult service.

CIRCLE ONE: 1. I'm a Veteran OR 2. I'm an Eligible Spouse (the spouse of one of the following) - *check one:*

- A veteran who died of a service-connected disability*; or
- A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power; or
- A veteran who has a total (100%) service-connected disability*; or
- A veteran who died while a total (100%) service-connected disability* was in existence - whether or not that disability was the cause of death.

*Service-connected disability is rated by the Department of Veterans Affairs.

Acceptable Documentation:

1. Veteran: DD-214
2. Eligible Spouse:
 - a. Military ID Card
 - b. Proof of marriage to the service member *–PLUS–* the following as appropriate:
 - i. DD2064 Certificate of Death;
 - ii. An official notice issued by the Department of Veterans Affairs that establishes entitlement to a disability rating for the military service member;
 - iii. An official notice issued by the Department of Defense that documents the eligibility of an individual, based on the missing or detained status of that individual's active duty spouse; or
 - iv. An official notice issued by a State veterans' service agency that documents veteran status or spousal rights, provided that the State veterans' service agency requires Federal documentation of that information.

By signing below, I acknowledge and agree that I must provide acceptable documentation and that failure to do so will result in my losing the right to Priority of Service for Veterans/Eligible Spouses

Applicant Signature

Date

ATTACHMENT #4 - PACMTN SELECTIVE SERVICE WAIVER FOR C2C

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL (PacMtn)

SELECTIVE SERVICE WAIVER FOR C2C

TRANSITIONING SERVICE MEMBERS AND VETERANS

ADMINISTRATION DETERMINATION

PacMtn has determined that Transitioning Military Members and Veterans who are discharged from the military and who were not registered for Selective Service but cannot register due to being over the age of 26 have not intentionally failed to register as evidenced by their service in the military. Therefore, a waiver is granted for enrollment and/or on-going WIA participation.



PMWDC DIRECTOR OF WORKFORCE PROGRAMS

ATTACHMENT #5 - SKIES DATA ENTRY INFORMATION

In the Core Services - Basic, General section:

ON THE GENERAL TAB:

1. For "Military Service", enter yes
2. For "Employment Status", enter:
 - a. Employment w/Military Separation if the applicant has already separated from the military and they are working on the date of application.
 - b. Employed w/ Notice of Termination if the applicant is still in the military.
 - c. Not Employed - If the applicant has already separated from the military and is unemployed on the date of application.
 - d. Employed if separated from the military and working even at a stop gap job.

ON THE ADDITIONAL TAB:

1. For "Military Service", enter yes for transitioning military and for those who have already separated from the military.
2. Complete "Start Veteran Status Verification, for all applicants transitioning or separated. Under "Active Duty", it will allow you to enter a future date (use the planned date of separation from ACAP application – form DD2648) or the actual date from the DD214.

ON THE PROGRAM DATA TAB:

1. Under "Dislocated Worker" the box named "Date" is for the date of dislocation. As the system does not allow for a future or planned date of dislocation for transitioning military personnel, enter the actual military service enrollment date on the ACAP Application.
2. For males who were not registered for Selective Service and are now over the age of 26, file a copy of the PacMtn Selective Service Waiver for C2C (Attachment #3) in the participant file. Registration is not required while on active duty.

Applicants who have already transitioned out of military service at JBLM must have a copy of their DD214 in their participant file which will have the date of separation. This date is to be entered as the date of dislocation in SKIES. If the applicant has just separated from service and does not yet have the DD214, the applicant may inform you of his/her date of separation but must provide a copy of the DD214 once it has been received.

ATTACHMENT #5, Continued - SKIES DATA ENTRY INFORMATION

The Veteran Validation is to be completed in SKIES for both transitioning and separated military applicants. SKIES will allow a future date to be entered for the “Active Duty – End Date” so transitioning military service members and those already separated can have this completed in SKIES.

The enrollment in SKIES, including the entry of the first core participation service must be entered into SKIES within 2 weeks of the date that the service was actually provided. * When you enter this data into SKIES, enter the actual date that the enrollment occurred. And enter the actual date that the first core participation service was provided.

GENERAL REQUIREMENTS FOR ENTERING SKIES SERVICES

- A. Enter Seeker Services within 1 week of the date the service was provided - back date to that date. *
- B. Enter Service Plan services within 2 weeks of the date the service was provided & back date to that date. *Check your calendar for weekends & holidays that may require an earlier entry.*
- C. WIA requires that participants receive core before intensive an intensive before training (may occur on the same date). The Service Plan or Seeker Services must have these services entered on or after the date of enrollment.
- D. At least one service must be entered into the Service Plan or Seeker Services every 90 days for the participant to remain active. After exit, only Follow-Up services may be entered into the Follow-Up Service Plan (if participant requests Follow-Up assistance).
- E. Participants who receive support services must have one support service entered into either the Service Plan or Seeker Services. If additional support services are provided, it is up to the program manager to determine whether or not their staff will enter additional support services.
- F. PacMtn only requires minimal data entry for the SKIES Follow-Up Plan but the program manager may choose to have their staff enter additional data. Required data entry includes:
 - a. If Self Employed - (Use Self Employed exit & in Service Plan, check box for Self Employed.) Follow-Up Plan must have entry each quarter if still self-employed (Self-Employed Q1 after exit, etc.)
 - b. If after exit it is discovered that the participant meets criteria for an excluded exit, this may be entered into the Follow-Up Plan.
 - c. To maintain an excluded exit when a service has been entered (if appropriate), enter the exclusion in the Follow-Up Plan to indicate the exclusion is still valid.
 - d. Enter credentials earned after exit in the Follow-Up Plan.

ATTACHMENT #6 – ELIGIBILITY/ENROLLMENT REQUIREMENTS SUMMARY LIST

1. If applicant is a military service member who is transitioning from military service at JBLM, they may be enrolled up to 12 months prior to the planned separation date.
2. If the applicant is already separated from active Military Service at JBLM, they may be enrolled up to 6 months after their separation date.
3. Must not be retired or retiring from military service. Complete C2C Applicant Self-Certification (Attachment #2)
4. Has or will have an other than “dishonorable” discharge. Obtain copy of DD214 when it is available. Complete C2C Applicant Self-Certification (Attachment #2)
5. National Guard/Reserve members must provide a statement indicating they have been on active duty at JBLM. Complete C2C Applicant Self-Certification (Attachment #2)
6. Must have the right to work in the U.S.A. (See I-9 for acceptable documentation)
7. Active duty military members are not required to be registered for Selective Service. However, applicants who have left military service must be registered. If the applicant is over 26 at discharge from the military, file a copy of the PacMtn pre-approved Waiver for Selective Service. (Attachment #3 -PacMtn Selective Service Waiver for C2C)
8. Applicant must provide a copy of the ETS or ACAP application (Army Career Alumni Program – form DD2648).
9. If separated from active military service and is unemployed at the time of application, must receive at least one core service and need intensive and/or training services to obtain employment. Transitioning military members are considered to be unemployed (in SKIES) as they have received notice of separation (ACAP application).
10. If separated from active military service and is employed at the time of application, the job must pay less than 80% of their wage/income while in the military. Military wage/income includes wages plus allowances such as for housing, food, hazard pay and any other amounts in addition to base pay. Compare military wage/income to the current wage/income and if the current job provides over 80% of the military wage/income, the applicant is not eligible.
11. TEGl 22-04 clarifies that the term “military spouse” includes individuals who are married to active duty service members (including National Guard or Reserve personnel on active duty) and surviving spouses of active duty service members who lost their lives while on active duty service in combat-related areas (e.g., Afghanistan or Iraq). Refer to Section 5.7 of the Eligibility Policy (1019) Handbook for guidance related to Washington’s Marriage Equality Act.

A military spouse may also qualify as a displaced homemaker even if there is no relocation if he/she meets the definitional requirements for Displaced Homemaker (see definition).