



## TITLE: WIOA Self-Sufficiency Definitions for Enrollment of Employed Applicants Procedures # 5020P

**Type:** Program Procedures

**Date Established:** 07/01/2016

**Date Last Revised:** 3/2/2018

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** Previous procedures within WIA  
Self-Sufficiency Policy 505R2

---

### Procedures

---

To enroll an employed adult or dislocated worker, first determine whether or not he or she meets the following criteria:

- Is an employed adult whose income is below 225% of the OMB Poverty Guidelines;
- Or meets the low-income guidelines in Priority 1 or 2.
  - If either of these applies, follow PacMtn Policy # 5000 Adult and Dislocated Worker Eligibility in correlation with the applicable procedures document, Adult # 5000P-A or Dislocated Worker # 5000P-DW.

Or,

- Is an employed dislocated worker who was dislocated from a job and took (Stop Gap) employment for the purpose of income maintenance. If the (stop-gap) job ends, the original job of dislocation remains the same.
  - The stop gap job must provide 80% or less of the wage/income at the time of dislocation.
  - If this applies, follow PacMtn Policy #5000 and PacMtn Procedures Document # 5000P-DW to document eligibility for the WIOA Dislocated Worker program.

**And for both an Employed Adult or Dislocated Worker:**

Determine whether WIOA services are needed to assist the applicant in obtaining/progressing to a self-sufficient wage. To determine this, a program operator could consider whether or not any of the following apply (other issues may be considered, this is not an all-inclusive list):

- WIOA services may provide the applicant with skills needed to move up a career ladder at their current job (that will lead to a self-sufficient wage).
- The employed worker is at risk of losing their current job and WIOA services may assist the applicant in finding another job or in obtaining skills to retain a job with the current employer.
- WIOA services are the only resources available to assist the employed worker.
- The applicant already has skills for a different occupation that is in demand and will provide a self-sufficient wage. If this is the case, does the applicant need WIOA services to obtain such a job?

## **WIT System Data Entry Requirements (WorkSource Integrated Technology System, previously Skies)**

For all applicable and required WIOA and or Wagner-Peyser applicant or participant Career, Training or Follow-Up Service data entry requirements, to include but not be limited to the following:

- Applicant or Participant Registrations,
- Program Enrollments,
- Eligibility Determinations (as detailed in policy #5000),
- IEPs,
- ITA's and Training Program Enrollments/Service Delivery,
- Training paid by others,
- Training/Program Completions
- Support Services,
- Exits,
- Follow-Up Services, and
- Case Note Entries

Please follow all current and future Workforce Integrated Technology (WIT), System guidance, training, instructional materials and direct departmental or program supervisor instruction and policies developed.

If applicant or participant information is already entered in the WIT System, staff must verify that the information is current and/or make updates. If required by program, print out the applicable or necessary document, obtain signatures and place in the hard copy file. Please note all system data updates or changes in case note.

To deliver Career or Training Services, the program staff person is required to enter participant and program specific data which will create an Individual Employment Plan/Service Plan.

Data Validation Note:

The date of dislocation entered must be documented in the file with:

- Verification from employer
- Rapid Response list
- Notice of Layoff
- Public announcement with UI cross-match
- Self-attestation for transitioning military by the Army Career Alumni Program (ACAP)
- Self-certification from military applicant

Applicants who identify them self as a veteran must have a copy of their DD214 in their participant file. The dislocation date must have the month, day and year.

## **PERFORMANCE MEASURES**

Under WIOA Performance Measures, individuals employed at enrollment are not removed from "Placement in Employment" in the 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit as previously upheld in WIA.

*Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.*

---

## **References**

---

PacMtn Policy # 5020 - Self-Sufficiency

PacMtn Policy # 5000 - Adult & Dislocated Worker Program Eligibility

WIOA sec. 3(36)                    20 CFR 680.600                    Training and Employment Guidance

WIOA sec. 3(24)                    20 CFR 680.640                    Letter (TEGL) 3-15

WIOA sec. 134(c)(3)(A)        20 CFR 680.780                    TEGL 10-09

TEGL 22-04

WorkSource System Policy 1019 R3, Attachment A - Eligibility Handbook

NOTE: The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

**DATE APPROVED: June 4, 2016, March 2, 2018**

---

**Direct Inquiries to:  
Pacific Mountain Workforce Development Council  
1570 Irving Street SW  
Tumwater, WA 98512  
Telephone: (360) 704-3568  
Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to persons of disability. WA Relay Services 711