	New Jersey Workforce Innovation Notice		WD-PY24-11
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	September 19, 2024	

SUBJECT: Title I Adult, Dislocated Worker, and Youth Eligibility

EFFECTIVE DATE: This NJWIN is effective **immediately**.

RESCISSIONS: This guidance incorporates and rescinds WD-PY-19-6, WD-PY-19-6.1, NJWIN 3-16, and NJWIN 16-16.

FOR MORE INFORMATION: Questions about this guidance may be directed to WIOAPOLICY@dol.nj.gov.

PURPOSE:

- Consolidates and updates eligibility guidelines for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth services
- Highlights alignment with other One Stop partners and additional state workforce programs; and
- Provides guidance to ensure that eligibility criteria do not place unnecessary barriers to accessing services
- Provides clarity regarding Title I eligibility criteria
- Ensures that eligibility criteria and documentation procedures support access for the greatest number of participants possible, in alignment with WIOA. In particular, this guidance highlights the differences between eligibility for Title I career services (basic or individualized), eligibility for Title I training services, and specifically, Title I Adult Priority of Service
- Supports the connection of all participants to the fullest range of services possible, particularly through WIOA Title I funds, regardless of their entry point

Local Workforce Development Board (LWDB) staff and One Stop partners should use this eligibility guidance to:

- Ensure that customers receive an initial assessment and be connected to all One Stop programs for which they are eligible as part of their first interaction with any One Stop partner.
- Implement clear service flows to ensure that these connections and opportunities are identified over the course of an individual's first One Stop service interaction.

OVERVIEW:

WIOA Title I funds support the provision of individualized and comprehensive service delivery through New Jersey's One Stop Career Centers. New Jersey's One Stop system helps assist individuals in removing barriers to employment, obtaining additional skills to increase employability, and connecting individuals to good jobs and employment opportunities. These funds can augment services supported through other federal- and state-funded programs.

New Jersey's Service Integration and Co-Enrollment guidance, [WD-PY23-5](#), provides an overview of the many programs and funding streams with which Title I may support shared service delivery. Streamlined processes for determining eligibility across multiple programs and funding streams at the point of initial intake are critical to effective service integration and co-enrollment.

DOL's Expectations for Title I Compliance

- Maximize the use of Title I funds and the opportunities for shared service delivery,
- Align One Stop intake processes to include Title I eligibility criteria.

This guidance includes:

- General Guidance on Eligibility
- An Overview of Adult, Dislocated Worker, and Youth Program Eligibility and Priority of Service
- Documentation Principles and Processes
- Detailed Definitions for Selected Eligibility Criteria

1. Eligibility

Lack of eligibility for one program should not prevent access to and service provision through other programs. According to WIOA regulations, funds from non-WIOA sources should be used before WIOA funds. Flexibility in collecting and verifying eligibility documentation is allowed, including aspects like social security numbers, work authorization, and self-attestation. For more details, refer to [TEGL 10-23](#) and the "Documentation Principles and Processes" section of the guidance.

Work Authorization. Verification of work authorization is not the same as verification for eligibility. According to [TEGL 10-23](#), "grantees may deliver many services without proof of the participant's work authorization." Some of these services include:

- Labor exchange services such as labor market information, career exploration, career guidance, resume writing assistance, and job search assistance.
- Information on worker rights and where to find legal assistance.
- Referrals to community resources such as transportation, childcare support, food assistance, housing assistance, medical assistance, and other similar resources.
- Individualized services such as career assessments, development of an individual employment plan, group counseling, one-on-one case management, career planning, information on foreign credential evaluation services and on obtaining credit for prior learning.
- Basic skills education, including English language instruction, and high school equivalency.
- Assistance in completing paperwork to finalize work authorization.
- Assistance in applying for an occupational license including the cost of such applications.
- Outreach to workers regarding the Employment-Related Law Complaint System and processing of such complaints.

One Stops may deliver many services without proof of the participant's work authorization and may

postpone verifying work authorization documentation until the participant is moving into services that require verification. Furthermore, supporting an individual in obtaining work authorization documents is a service that may be provided as part of an individual's service engagement.

This ability to provide services can be helpful in many situations, including where workers are awaiting work authorization, or already have work authorization but do not have the documents to demonstrate it due to surviving a disaster, returning from incarceration, experiencing homelessness, leaving foster care, moving to a new location, or otherwise lack full access to many of their vital documents.

Per [TEGL 10-23](#), services such as those listed below require verification of work authorization documentation:

- Job placement
- Occupational post-secondary training
- Work experience, including community service employment assignments in SCSEP
- Supportive services that represent a direct financial benefit such as a voucher or reimbursement, relocation expenses, or needs-related payments.

Social Security Numbers. While One Stop Centers must request an individual's Social Security Number (SSN) for performance reporting purposes, they cannot deny services if an individual chooses not to share it. Furthermore, state and local policies cannot require individuals to disclose their SSN to receive services.

[TEGL 10-23](#) states that "Regardless of the availability of a participant's SSN, grantees must count those individuals served by workforce programs in performance metrics, unless explicitly and specifically exempted. Grantees should use supplemental data to collect outcome data wherever possible in cases where they lack an SSN for a participant and using an Unemployment Insurance wage match is not possible." For more information regarding recording supplemental wages, see [TEGL 26-16](#) and [NJWIN 2-17](#).

Barriers to Employment DOL suggests documenting those barriers to employment at the initial point of intake to ensure that the state and local areas meet Priority of Service requirements for Title I Adult participants. Documenting barriers early in intake and eligibility determination supports this process. One Stop partners should establish procedures for ensuring that barriers to employment are effectively captured as part of initial intake processes.

Self-Attestation. [TEGL 10-23](#) states that "During intake, grant recipients should limit collection of documentation only to those items required for eligibility rather than trying to collect all the documentation necessary for data validation purposes. Procedures should include opportunities to request documentation after intake and initial service provision. In many situations, self-attestation is sufficient for both eligibility determination and data validation purposes. While ETA does not promote overuse or exclusive use of self-attestation, it does encourage grantees to consider it as a viable alternative, particularly among certain populations whose life circumstances may preclude immediate access to certain documents (such as youth experiencing homelessness or adults experiencing homelessness, people who have moved for a new job, recently incarcerated individuals, youth leaving foster care, survivors of natural disasters, refugees, and others)." Per [TEGL 9-22](#) the only data element related to WIOA Youth eligibility that does not permit the use of self-attestation for documentation is "basic skills deficient."

In cases in which self-attestation is used to determine eligibility, that self-attestation constitutes verification of eligibility. The self-attestation is not a temporary or interim determination and does not “expire.” A participant does not need to provide additional documentation of eligibility at a later date to continue receiving services. However, the management and collection of these documents will often be a necessary and important element of an individual’s service/employment plan to ensure they have appropriate documentation in place to secure employment. These activities can be recorded as supportive services.

During intake, One Stop staff must prioritize collecting documentation for eligibility rather than trying to collect all documentation necessary for data validation purposes. In other words, if an individual meets all eligibility requirements, but is missing information that will later be required for data validation (e.g., Adult Priority of Service information), the individual must be served. In many situations, self-attestation is sufficient for both eligibility determination and data validation purposes.

One significant exception to the use of self-attestation is for Selective Service Registration, for which self-attestation is not allowable. See below for more information on Selective Service.

Selective Service [TEGL 11-11, Change 2](#) states “Men born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.)” To check whether an individual has registered, in the “Add’l Info Tab” of AOSOS, click “Selective Service” and a “Register/Lookup” button will appear. Click that button and follow the instructions to verify registration. If the customer is registered their selective service number will appear; copy and paste into the appropriate AOSOS field. The list of exceptions for registration may be accessed at [Who Needs to Register Chart](#).

[TEGL 11-11 Change 2](#) states that “Before enrolling in WIA(WIOA) Title I-funded services, all males, 26 years of age or older, must provide (1) documentation of compliance with the Selective Service registration requirement; (2) documentation showing they were not required to register; or (3) if they were required to but did not register, documentation establishing that their failure to register was not knowing and willful.” The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. Evidence may include a self-attestation and supporting documentation of his circumstances at the time of the required registration and the reason for failure to register. Examples of documentation to help make a determination in these cases include:

- *Service in Armed Forces* – Documentation verifying a man has served honorably in the U.S. Armed Forces such as the DD Form 214 or his Honorable Discharge Certificate may be considered sufficient evidence of his failure to register was not willful or knowing.
- *Third Party Affidavits* – Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, are also acceptable documentation and helpful to service providers determining whether the failure to register was willful and knowing. In determining whether the failure was “knowing”, service providers should consider:
 - Was the individual aware of the requirement to register?
 - If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told they did not need to register)?
 - On which date did the individual first learn he was required to register?
 - Where did the individual live when he was between the ages of 18 and 26?
 - In determining whether the failure was “willful,” service providers should consider:
- Was the failure to register done deliberately and intentionally?

- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Data Validation and Performance Measure Concerns. WIOA regulations at [20 CFR 680.230 \(b\)](#) state that “One-stop centers must coordinate training funds available and make funding arrangements with one-stop partners and other entities” and “ must consider the availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), State-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other sources of training grants.” Data sharing agreements and other procedures must be in place to ease customer burden. NJDOL has encouraged the inclusion of such agreements and processes through its, Functional Alignment, Memorandum of Understanding (MOU), and Infrastructure Funding Agreement guidance, offered respectively in [WD-PY23-3](#), [WD-PY22-4.2](#), and [WD-PY23-4](#).

During intake One Stop staff must collect available documentation, but missing documentation must not prevent service provision, and follow-up to support obtaining documentation must be integrated. Self-attestation is often sufficient for eligibility and data validation, such as for income eligibility tied to TANF benefits.

Performance targets for WIOA Title I programs must not influence who gains access to Title I services; service decisions must focus on customers’ needs. The Employment and Training Administration (ETA) adjusts state performance targets annually using a statistical adjustment model (SAM) to account for participant characteristics and economic conditions.

Co-Enrollment and Eligibility. NJDOL offers a common intake assessment form for ensuring that eligibility criteria are assessed at the initial point of intake. This form can be found [here](#). In addition to a common form, common intake and eligibility depends on having One Stop staff and partners that are cross-trained and knowledgeable in the functions and basic eligibility requirements of multiple programs. As per [20 CFR 680.230\(b\)](#) one stops are required to coordinate funding between partners; therefore, partners must develop systems and processes for ensuring the quality of eligibility screenings and documentation collection.

New Jersey encourages co-enrollment by identifying all programs for which a participant is eligible during initial intake, regardless of which partner conducts it. Many programs have common and flexible eligibility requirements that facilitate co-enrollment. The New Jersey Intake and Initial Assessment form can serve as a universal application to assess eligibility, enroll participants, and make referrals.

Effective co-enrollment relies on staff and partners being cross-trained and knowledgeable about multiple programs’ requirements. Partners must develop systems to ensure consistent quality in eligibility screenings and documentation collection, regardless of entry point. These systems should be detailed in the partners’ Memorandum of Understanding or other policies of the One Stop.

The benefits of a common intake process may include, but are not limited to, the following:

- a. Reduces the paperwork required for an individual to provide and complete during intake.
- b. Authorizes the release of information that allows partners to share and enter information in their respective case management systems.
- c. Streamlines data sharing and supports the tracking of referrals, co-enrollments, and outcomes.
- d. Helps people with multiple barriers access coordinated service.

2. Overview of Eligibility and Priority of Service

The United States Department of Labor (USDOL) defines separate criteria for the following:

- A. Title I Adult Career Services eligibility and Dislocated Worker Career Services eligibility
- B. Title I Youth Services eligibility
- C. Title I Training Services eligibility
- D. Title I Adult Priority of Service ([20 CFR 680.210](#))
- E. Priority of Service under the Jobs for Veterans Act

Title I Adult and Dislocated Worker Career Services Eligibility. Title I Career Services have broader eligibility criteria than Title I Training Services, allowing more people to access Career Services. Individuals can receive basic or individualized career services and supportive services without meeting eligibility criteria for Training Services. Refer to Attachment 3 for a full list of these services.

WIOA requires One Stops to make basic career services available to all customers. These services include assessment activities, the development of individual employment plans, career counseling informed by local labor market information, and eligibility determination for non-WIOA programs. Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment ([20 CFR 678.430\(b\)](#)). A full overview of WIOA Career Services is included in **Attachment 3**.

Table 1 below provides an overview of the specific eligibility criteria for Title I Adult and Dislocated Worker Career Services.

Table 1: Title I Adult and Dislocated Worker Career Service Eligibility Summary	
Service Area	Criteria for Career Services (20 CFR 680 et al)
Title I Adult Career Services	<ul style="list-style-type: none">• 18 years or older• Authorized to work in the United States• If assigned male at birth, registered as required for Selective Service (OR has shared documentation that failure to register was not willful or unlawful)

<p>Title I Dislocated Worker Career Services</p>	<ul style="list-style-type: none"> • 18 years or older • Authorized to work in the United States • Customer meets one of the following criteria* <ol style="list-style-type: none"> 1. Terminated or laid off, eligible for or exhausted UI and unlikely to return to industry or occupation; <u>or</u> 2. Lost job from permanent closure or substantial layoff of a plant, facility or enterprise; <u>or</u> 3. Was self-employed and now unemployed because of economic conditions or natural disaster; <u>or</u> 4. Displaced Homemaker; <u>or</u> 5. Spouse of a member of Armed Forces who lost employment due to permanent change in duty station or is unemployed, underemployed and has difficulty finding or upgrading employment • If assigned male at birth, registered as required for Selective Service (OR has shared documentation that failure to register was not willful or unlawful) <p>*More details about the dislocated worker categories are found in Attachment2 of this guidance.</p>
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As highlighted below in this guidance, Local Workforce Development Boards (LWDBs) and One Stops must track Title I Adult Priority of Service and develop strategies to reach priority populations. However, focusing on Priority of Service should not exclude eligible individuals who need services from receiving services, particularly basic or individualized career services.

Eligibility for Youth Services. As per [20 CFR 681](#), in order to participate in youth services, participants must meet specific eligibility criteria and complete specific “framework services.”

To enroll in WIOA Youth programs, participants must engage in **all** of the following activities:

- An eligibility determination
- The provision of an objective assessment
- Development of an Individual Service Strategy; and
- Males 18 or older must be registered with Selective Service
- Participation in any of the 14 youth program elements ([20 CFR 681.320](#), Attachment 5 of this Guidance)

Tables 2 and 3 below provides an overview of the specific criteria that in-school and out-of-school youth must meet in order to participate in WIOA Youth-funded services.

Table 2: Title I In-School Youth Eligibility Summary

Program	Primary Criteria Category	Criteria
WIOA In-School Youth	Age and School Status	<ul style="list-style-type: none"> • 14-21 years old at eligibility determination • Authorized to work in the U.S. • Attending or enrolled in secondary or for-credit postsecondary school at eligibility determination, and <ul style="list-style-type: none"> ○ Low-Income, as defined in Attachment8, AND ○ At least one of the following apply <ol style="list-style-type: none"> 1. Deficient in Basic Literacy Skills; or 2. An English language learner. 3. Offender; or 4. Homeless or Runaway; or 5. In foster care or aged out of foster care; or 6. Pregnant/Parenting; or 7. Has a disability; or 8. Requires additional assistance to complete an educational program, or to secure and hold employment (must also meet low-income requirements) Use of this criterion requires a local guidance that includes documentation requirements.

Table 3: Title I Out-of-School Youth Eligibility Summary

Program	Primary Criteria Category	Criteria
WIO Out-of-School Youth	Age and School Status	<ul style="list-style-type: none"> • 16-24 years old at eligibility determination, and • Not attending or enrolled in secondary or for-credit postsecondary school at eligibility determination and • Authorized to work in the U.S. • At least one of the following apply: <ol style="list-style-type: none"> 1. School Dropout; or 2. Required to attend school but has not attended for at least the most recent complete school year's calendar quarter'; or 3. Youth who (a) received HS Diploma/equivalent and (b) is low-income and (c) is Deficient in Basic Literacy Skills or is an English language learner; or 4. An offender 5. Homeless or Runaway; or 6. In foster care, aged out of foster care, or 16 years of age and left foster care; or 7. Pregnant/Parenting; or 8. Has a disability; or 9. Requires additional assistance to complete an educational program, or to secure and hold employment (must also meet low-income requirements). Criteria for "requires additional assistance" must be set in local guidance and is generally used when it is the only criteria available.

It is important to note that for two OSY groups, eligibility criteria also includes documentation of low-income status:

- Recipients of secondary school diploma or its recognized equivalent who are basic skills deficient or an English Language Learner
- Individuals who require additional assistance to enter or complete an educational program or to secure or hold employment

Finally, as highlighted earlier in this guidance, self-attestation of eligibility criteria is allowable when documents are not readily available; the only youth program eligibility element for which self-attestation is not permitted is "Basic Skills Deficiency."

Eligibility for WIOA Title I Training Services (Adult and Dislocated Workers). Training Services may be provided to eligible Adult and Dislocated Worker participants after a One Stop partner conducts an interview, evaluation, or assessment; conducts career planning; and determines that the participant falls into one or more of the training eligibility categories below. A One Stop partner is not required to conduct a new interview, evaluation, or assessment of a participant if they determine that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program. These assessments, and different components of the assessment (i.e. basic skills test, aptitude/interest inventory, etc.) can be completed up to a year prior to WIOA intake.

Participants are eligible for training services if they meet *all* of the following conditions:

- Are in need of training to obtain or retain employment at a self-sustaining wage,
- Have the pre-requisite skills and qualifications to succeed in training,
- Have selected training that aligns with in demand occupations, and
- Are unable to access other sources to pay for the costs of training.
- Adults must be served according to the Adult Priority of Service requirements.

Table 4 below highlights the four criteria that eligible Title Adult and Dislocated Worker participants must meet to ensure documentation for eligibility in training is in place. Because the eligibility for Training Services requires more qualitative information than eligibility for Career Services, the Case Notes are an important part of eligibility documentation.

Table 4: Documenting Eligibility Criteria for Training Services

<p>Criterion 1: Participant is in need of training to obtain or retain employment at a self-sustaining wage that leads to economic self- sufficiency, or wages comparable to or higher than wages from previous employment</p> <p>Case notes must clearly explain why the customer is unlikely to obtain or retain employment through career services. This explanation should be based on interviews, evaluations, or assessments.</p> <p>To verify this criterion, include a record of the career services provided or labor market information showing that the customer's skills are not in demand or would not lead to self-sufficient employment. Keep any objective assessments used on file.</p> <p>Ensure that all relevant AOSOS fields, such as Work History and Income Status, are completed in addition to the case notes.</p> <p>When documenting the need for training that leads to economic self-sufficiency or wages comparable to or higher than previous employment, include records showing the customer's income (refer to Attachment 6 and Attachment 8). If the participant is employed at the time of registration, document that their current income is below 100% LLSIL. Complete all relevant AOSOS fields, such as Work History and Income Status, in addition to case notes in the Comments section.</p>
<p>Criterion 2: Participant has the skills and qualifications to successfully participate in the selected program of training services</p> <p>Case notes must clearly document the customer's skills and their ability to successfully participate in the selected training. The notes should explain the conclusions reached and specify any assessments used, if applicable.</p> <p>For customers identified as basic skills deficient, the Individual Employment Plan (IEP) must outline the plan to address this deficiency. Besides including case notes in the Comments section, you must also complete any relevant AOSOS fields, such as Tests, to record the results of objective assessments.</p>

Criterion 3: Participant has selected a program of training services directly linked to the employment opportunities in the local area or the planning region, or in another area to which they are willing to commute or relocate.

Training provided through an Individual Training Account (ITA) must be listed as "In Demand" on the Eligible Training Provider List, unless it qualifies as an approved Exception. Keep a printout of the training program with this designation in the customer's folder. Training not provided through an ITA, such as on-the-job training, should reflect local employment opportunities. Enter a corresponding funded service into AOSOS for all training.

Criterion 4: Participant is unable to obtain grant assistance from other sources to pay the costs of their training; or requires assistance beyond that available under grant assistance from other sources to pay the costs of such training.

Case notes document the customer's inability to obtain other grant assistance (Also see paragraph below regarding application for Federal Pell Grants) or why they require WIOA assistance in addition to other sources. This must be corroborated by additional documents, such as income statements.

In addition to the four training eligibility criteria, while there is no requirement that career services be provided prior to receipt of training services, if career services are not provided before training, the One Stop must document in case notes the circumstances that justified its determination to provide training without first providing career services.

In general, customers who possess previous training, skills and experience in in-demand sectors should be referred to career services. In making the determination to fund training services, One Stop partners must take into account the full cost of participating in training services, including the cost of supportive services and other appropriate costs.

Adult Program Priority of Service. USDOL policy includes specific guidance on Priority of Services for Title I Adult (see [TEGL 7-20](#)) funds and Veterans. Eligibility determines if someone can receive services, while Priority of Service ensures that certain individuals get priority when demand exceeds funding. Intake processes must determine if an individual meets Priority of Service criteria without using them as a threshold for eligibility. USDOL expects that 75% of their Adult participants, and a minimum of 50.1%, will be from a WIOA priority group.

Priority of service means that individuals in certain targeted groups (public assistance recipients, other low-income individuals, individuals who are basic skills deficient and underemployed who are also low-income) are given priority over other individuals for receipt of individualized career services and training services funded by the WIOA title I Adult program. Veterans within these groups receive priority over non-veterans. Adult priority is determined for the targeted groups during eligibility and enrollment.

WIOA calls for this Priority of Service to be given to:

- Recipients of public assistance
- Other low-income individuals,
- Individuals who are basic skills deficient
- Any other priorities that may be set by a local area. Priorities set by a local area will not, however, be included in federal reporting on priority of service and on participants served in that category.

Recipients of Public Assistance. These are individuals who receive, or, in the past six months received, or are a member of a family that is receiving or in the past six months has received, assistance through one or more of the following:

- Supplemental Nutrition Assistance Program
- Temporary Assistance for Needy Families
- Supplemental Security Income
- State or local income-based public assistance

Local areas should establish policies and processes among One Stop partners to include information about receipt of public assistance in intake activities.

Other Low-Income Individuals. Other low-income individuals include those who are any one of the following:

- In a family with total family income that does not exceed the higher of (1) the poverty line; or (2) 70 percent of the lower living standard income level.
- A homeless individual as defined in the Violence Against Women Act of 1994, or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act
- An individual who receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act
- A foster child on behalf of whom State or local government payments are made.
- An individual with a disability whose own income meets the income requirement of clause but who is a member of a family whose income does not meet his requirement.

Attachment 6 includes documentation used to determine income, and Attachment 8 highlights the specific sources of income that must be included and those that can be excluded from these calculations.

Basic Skills Deficient. A basic skills deficient individual, for the purposes of the WIOA Adult and Dislocated Worker programs, is an adult that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society and meets any one of the following criteria:

- Has English reading, writing, or computing skills at or below the 8th grade level (at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test.
- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Is currently enrolled in a WIOA Title II adult literacy program.

Priority of Service Under the Jobs for Veterans Act. Veterans and eligible spouses receive priority of service for all United States Department of Labor funded employment and training programs, and veterans receive priority of service over other participants within the groups discussed in the section above.

The priority of service for Veterans includes two groups (1) veterans, and (2) eligible spouses of veterans. For both groups, any discharge that is not dishonorable qualifies the individual as a veteran who is eligible for priority of service. [TEGL 10-09](#) provides additional information on the Jobs for Veterans Act. [TEN 15-10](#) includes a document titled *A Protocol for Implementing Priority of Service for Veterans and Eligible Spouses*. The Veterans' Priority applies to all WIOA programs (Adult, Dislocated Worker and Youth).

While veterans and eligible spouses are not included in the WIOA mandatory priority of service, veterans who are included in one of the priority groups received the highest priority of service.

Priority of service must be provided in the following order:

Priority	Group	USDOL 75%
1	Veterans and eligible spouses (who also are included in the groups given statutory priority for WIOA adult formula funds). This means that veterans and eligible spouses who also are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds	Yes
2	Non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds	Yes
3	Veterans and eligible spouses who are not included in WIOA's priority groups.	No
4	Any other populations identified by the Governor or Local Workforce Development Board for priority	No
5	Non-covered persons outside the groups given priority under WIOA	No

Veterans. For the purposes of priority of service under the JVA, a veteran is defined as a person who:

- Served on active duty for a period of time of more than 180 days and was discharged or released there from with an honorable discharge.
- Was discharged or released from active duty because of a service-connected disability; or
- As a member of a reserve component under an order to active duty pursuant to section 12301 (a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than an honorable discharge. *Please note that this definition differs from the definition used for the Wagner-Peyser Act.*

Eligible spouses. Eligible spouses include individuals who are the spouses of any of the following:

- Any veteran who died of a service-connected disability
- Any member of the Armed Forces on active duty, who at the time of application for assistance under this section, is listed in one of the following categories for at least 90 days: missing in action; captured in the line of duty by hostile force; forcibly detained or interned in line of duty by a foreign government or power.
- Any veteran who has a total disability resulting from a service-connected disability.
- Any veteran who died while a disability so evaluated was in existence.

3. General Documentation Principles

Documentation includes records, certificates, identification cards, and other items that can be photocopied and added to participants' files. Source documents encompass government-issued items such as driver's licenses and library cards, as well as private documents like utility bills, paycheck stubs, and termination notices. Additional evidence may include telephone/document inspection forms and signed self-attestations (see Attachment 9), local application forms, or WIOA Registration forms.

Written statements from government, education, judicial, human services, or other appropriate sources can document eligibility. Staff can also document eligibility through oral contact with these same resources.

When documenting oral contact, include the following information: (a) Date of contact (b) Person/agency contacted, including name, address, and phone number (c) Information provided, ensuring the potential participant's name is noted, and (d) Signature/initials of the person making contact.

Note: For eligibility determination, maintain photocopies or other "hard" documentation of the following elements:

- Age
- Citizenship/authorization to work
- Social Security number
- Income
- All elements used to determine eligibility for Adult, Dislocated Worker, or Youth services under Title I
- Self-attestation documents

These documents must be kept physically or electronically in the customer's record. Additionally, details from this documentation must be recorded directly in AOSOS. Refer to the AOSOS Technical Guide for Title I Service Delivery. While eligibility documentation must be collected, One Stop staff should not delay providing services while customers obtain documents.

A full overview of documents for determining and documenting eligibility is included in Attachment 6.

4. Additional Documentation Guidance

As highlighted throughout this guidance, documentation of eligibility criteria is a priority but must not prevent eligible participants from gaining access to services right away. Below we provide some additional documentation guidance.

Written Attestation or Information Sharing from Partner Agencies. A written statement from another governmental, educational, judicial, human service or other agency may be used to document appropriate eligibility criteria under certain circumstances. For example, a statement from a public assistance agency could be used to verify age, if that agency requires that the individual provide the documentation. A printout from an interface with the database of an agency mentioned above can be used to document appropriate eligibility criteria, such as low-income status and SSN.

Self-Attestation (Applicant Statement). As stated in [TEGL 23-19, Change 1](#), self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. When practicable, staff can use the [New Jersey Self-Attestation Form](#) signed by the youth and a staff member, for self-attestation, but other manner of self-attestation is allowable.

[TEGL 23-19 Change 1](#) states that ETA broadly interprets what is an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. One Stops must retain documentation of the self-attestation.

Local boards may accept self-attestation in lieu of other documentation to ensure there is no delay in eligibility determination but try to obtain documents when practicable. As a best practice, once enrolled, programs should assist the participant in obtaining the required documents using supportive service funds, as these documents are likely needed for employment and training related activities.

Safeguarding Personally Identifying Information (PII). A participant's disability, along with other PII like birth date or Social Security Number, is protected information. Documents with specific diagnoses must be kept confidential. Counselors can record disability information in the "Counseling Statement" tab of the AOSOS system, accessible only to authorized personnel. Participant records may note the presence of a disability, directing to the confidential file or Counseling Statement tab for details. The participant's IEP must address all recorded issues and include plans for necessary supportive services.

Documenting Citizenship and Work Authorization. WIOA Sec. 188 (a) (5) states "Participation in programs and activities or receiving funds under [Title I] shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States."

Citizenship can be documented with one of the following: undamaged US Passport, Certified Birth Certificate Consular Report of Birth Abroad, Naturalization Certificate, or Certificate of Citizenship. For additional information see http://www.travel.state.gov/passport/get/first/first_830.html.

The documentation used for non-citizens authorized to work in the United States are found on the I-9 Employment Eligibility Verification Form. For additional information see <http://uscis.gov/graphics/formsfee/forms/i-9.htm>.

In addition, USDOL has issued special guidance for Deferred Action for Childhood Arrivals (DACA) participants. [TEGL 2-14](#) guides States and grantees on the eligibility of DACA participants for Workforce Investment Act and Wagner-Peyser Act Programs. DACA participants must provide employment authorization documentation under DACA to receive WIOA-funded services.

Birth Certificates from Puerto Rico. Birth Certificates issued by the government of Puerto Rico on or before July 1, 2010 are not acceptable as proof of date of birth for WIOA purposes per enacted law 191 of 2009. More information can be found on the website of the Puerto Rico Federal Affairs Administration: <http://www.prfaa.com/birthcertificates/>.

Males Over the Age of 26 who Failed to Register. If an individual was required to register with Selective Service but failed to do so, they may only receive services if they can provide evidence showing that the failure to register was neither knowing nor willful. The individual should be encouraged to provide as much evidence and detail as possible to support their case. Evidence may include, (1) a self-attestation describing the circumstances at the time of the required registration and the reasons for the failure to register, and (2) supporting documentation that corroborates the individual's explanation.

Examples of documentation that may help in making a determination include:

- *Service in Armed Forces* – Documentation verifying a man has served honorably in the U.S. Armed Forces such as the DD Form 214 or his Honorable Discharge Certificate may be considered sufficient evidence of his failure to register was not willful or knowing.
- *Third Party Affidavits* – Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, are also acceptable documentation and helpful to service providers determining whether the failure to register was willful and knowing. In determining whether the failure was “knowing”, service providers should consider:
 - Was the individual aware of the requirement to register?
 - If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told they did not need to register)?
 - On which date did the individual first learn he was required to register?
 - Where did the individual live when he was between the ages of 18 and 26?

In determining whether the failure was “willful”, service providers should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Note: Some sections of this document were created with the help of NJ AI Assistant.

SUMMARY

Combining sound eligibility documentation with reduction of barriers for participants will support the connection of all participants to the fullest range of services possible, particularly through WIOA Title I funds, regardless of their entry point. LWDBs should make efforts to provide participants with all services for which they are eligible. Systematic failure to follow these guidelines may result in a local area being subject to penalties as described in [WD-PY 24-1](#).

APPENDICES:

Attachment 1: References

Attachment 2: Dislocated Worker Categories

Attachment 3: Overview of Career Services

Attachment 4: Training Services

Attachment 5: Youth Services

Attachment 6: Eligibility Documentation

Attachment 7: Definitions

Attachment 8: Methods of Determining Income

Attachment 9: Youth Only-Determining Residence in a High Poverty Area

Attachment 1: References

Regulations Governing the Workforce Innovation and Opportunity Act

- Eligibility for Adult Services: [20 CFR 680.120](#)
- Eligibility for Dislocated Worker Services: [20 CFR 680.130](#)
- Eligibility for Training Services: [20 CFR 680.210](#)
- Eligibility for Youth Services: [20 CFR Part 681 Subpart B](#)
- Priority of Service: [20 CFR Part 680 Subpart E](#)

Training Employment and Guidance Letters (TEGL)

- [TEGL No. 10-23](#), Reducing Administrative Barriers to Improve Customer Experience in Grant Programs Administered by the Employment and Training Administration (ETA)
- [TEGL No. 7-20](#), Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program
- [TEGL No. 10-09](#) Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)
- [TEGL No. 16-21](#) Updated National Dislocated Worker Grant Program Guidance
- [TEGL No. 21-16](#) Third WIOA Title I Youth Formula Program Guidance
- [TEGL No. 21-16, Change 1](#) Change 1 to Training and Employment Guidance Letter (TEGL) 21-16 *Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance*
- [TEGL No. 12-19, Change 1](#) Change 1 to TEGL 12-19, National DWG Program Guidance
- [TEGL No. 21-22](#) Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs
- [TEGL No. 22-04, Change 1](#) Serving Military Spouses as Dislocated Workers under the Workforce Investment Act Dislocated Worker Formula Grants
- [TEGL No. 05-08](#) Policy for Collection and Use of Workforce System Participants' Social Security Numbers
- [TEGL No. 23-16](#) Impact of the US Supreme Court's Decision in *United States v. Windsor* on Eligibility and Services Provided Under Workforce Grants Administered by the ETA

NJDOL Guidance and Resources

- [WD-PY-22-4.2](#) Memorandum of Understanding and Infrastructure Funding Agreement
- [WD-PY23-3](#) Functional Alignment in American Job Centers
- [WD-PY23-4](#) Infrastructure Funding Agreement Guidance
- [WD-PY23-5](#) Service Integration and Co-Enrollment
- [AOSOS Technical Guide](#)
- [Assessment Technical Assistance Guide](#)
- [New Jersey Intake and Initial Assessment Form](#)

Attachment 2: Dislocated Worker Categories

Dislocated Worker—There are five categories of Dislocated Worker. Each is described below:

Category 1-(i) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;

(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;

Determining Customer is Unlikely to Return to Previous Industry or Occupation

The following are examples of reasons a customer may be determined the criterion specified in WIOA Sec. 3(15) (A) (iii): (Unlikely to Return to Previous Occupation or Industry). The determination must be recorded in America's One-Stop Operating System (AOSOS). Any documentation provided to verify this criterion must be kept in the customer folder and cited in AOSOS case notes in Comments.

- **Skill Oversupply**—Based on Labor Market Information, it is determined that state or local supply of persons with the specific skills of the applicant exceeds current demand for those skills; or
- **UI Profiling Score**-A probability of exhaustion score of 80% or higher; or
- **Separation from Service**-Documentation (such as a DD-214) verifying separation or imminent separation from the Armed Forces.
- **Obsolete Skills** – Based on assessment of customer's skills, it is determined that the applicant can no longer meet the minimum requirements of jobs available in their occupation (e.g., clerical worker without word processing skills, etc.); or
- **Local Layoff Impact** - A local plant or business closing or layoff has had a significant negative impact on the availability of jobs in the applicant's primary occupation and accustomed wage/hour/skill level; or
- **No Job Offers Received** - Applicant has been available and looking for work for a number of weeks and has not received an offer for work; "number of weeks" might range from 6 to 12 weeks, depending upon the occupation, economy, and/or applicant's verified job search efforts;
- **Physical Limitations or Disabilities** - Newly acquired physical limitations or injuries occurring which limit the individual's ability to perform the job from which they were dislocated may make an individual unlikely to return to the previous occupation. Such individuals are eligible if they fit one of the categories of the WIOA dislocated worker program eligibility, but shall have a doctor's release to work; or
- **Other Factors**-Factors that can be recorded in the customer's AOSOS record, including local policies based on labor market information, indicating "unlikely of returning to the previous industry or occupation."

Temporary and Seasonal Workers- Individuals laid off or terminated because of the cyclical, intermittent, or seasonal nature of their employment may be eligible for individualized career services and training services as Category 1 Dislocated Workers. However, such services can only be made available to those individuals who are currently unemployed and have indicated that they are seeking full-time non-temporary/seasonal work. This does not apply to workers who are on a temporary *layoff* with a specific return to work date; these workers do not meet this criterion.

Category 1, Continued-Separating Service Members and Military Spouses

Service members exiting the Armed Forces with a discharge that is **anything other than dishonorable** qualify for dislocated workers services and are eligible for such services based on the following criteria:

- a) The Separating service member has received a notice of separation, DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the dislocated worker eligibility criteria.
- b) The separating service member qualifies for the criteria on eligibility for or exhaustion of unemployment compensation.
- c) As a separating service member, the individual meets the criterion of being an “individual who is unlikely to return to a previous industry or occupation.”

A DD 2-14 or other documentation showing separation from the Armed Forces can be used to verify all three of these criteria (see Eligibility Desk Aid). **Note:** When recording their Employment Status field on the Customer Detail screen in AOSOS, select “Employed – Rcvd Notice of Termination.”

Military Spouses-WIOA expands the definition of dislocated workers (Category1) to include military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in duty station of the spouse. Military spouses may also qualify if they are a dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the State or local area, because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member. (An exception would be a spouse who *voluntary* leaves work to relocate somewhere other than the spouse’s new duty location). Military spouses also can qualify if they are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment (see WIOA sections 3(15)(E) and 3(16)(A) and (B)). The spouse’s Permanent Change of Station Orders would document their eligibility, although case notes should also be used. Other military spouses may qualify as Displaced Homemakers (See Category 4).

Category 2-(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, 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
for purposes of eligibility to receive services other than training services career services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

Category 3-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;

Self-Employed but Unemployed As a Result of General Economic Conditions—The following are conditions that can cause an individual to lose a business include, but are not limited to:

- Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services; or
- Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services; or
- Substantial layoffs, or permanent closure(s) of one or more plants or facilities that support a significant portion of the State or local economy; or
- Depressed price(s) or market(s) for the article(s) produced by the self-employed individual.

The determination that a person has become unemployed due to these conditions **must** be recorded in AOSOS. Any documentation provided to verify this criterion **must** be kept in the customer folder and cited in AOSOS case notes in Comments.

Category 4- Displaced Homemaker. —The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or

(ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Category 5-(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), 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 Sec. 3 (15)]**

Attachment 3: Overview of Career Services

The following provides a summary of the different types of career services that must be made available to participants in Title I Adult and Dislocated Worker programs in at least one American Job Center in each local area. [TEGL 19-16](#) and NJ-WD-PY22-6 provides additional details regarding these services and service categories.

Basic Career Services (20 CFR 678.430(a))	Individualized Career Services (20 CFR 678.430(b))	Follow-up Services (20 CFR 678.430(c))
<ul style="list-style-type: none"> • Eligibility determinations • Outreach, intake, and orientation re: One Stop services available • Initial assessment of skill levels • Labor exchange services (job search and placement, and recruitment on behalf of employers) • Referrals to and coordination of activities with other programs • Provision of Labor Market Information • Provision of training provider performance and cost information • Provision of One Stop performance information • Provision of information in usable and understandable formats and languages about the One Stop's performance and about supportive services • Provision of meaningful assistance to individuals seeking Unemployment Insurance • Assistance in obtaining financial aid for non-WIOA training and education programs 	<ul style="list-style-type: none"> • Comprehensive and specialized assessments of the skill levels and service needs • Development of individual employment plans • Group counseling • Individual counseling • Career planning • Short-term pre-vocational (work readiness) services • Internships and work experiences that are linked to careers • Workforce preparation activities • Financial literacy services • Out-of-area job search assistance and relocation assistance • English language acquisition and integrated education and training programs 	<p>Provided up to 12 months after the first day of employment.</p> <ul style="list-style-type: none"> • Counseling regarding the workplace • Additional career planning/counseling • Assisting individuals and employers in resolving work-related problems • Connecting individuals to peer support groups • Providing individuals with referrals to other community resources • Providing individualized information about additional educational or employment opportunities

Training Services (20 CFR 680.200)	Business Services (20 CFR 678.435)	Youth Services (20 CFR 681.460 ; 20 CFR 681.700)
<ul style="list-style-type: none"> • Occupational skills training through Individual Training Accounts (ITAs) • Adult education and literacy activities, including English Language Acquisition, in combination with occupational skills training • On-the-Job Training • Incumbent Worker Training • Programs that combine workplace training with related instruction • Skill upgrading and retraining • Entrepreneurial training • Registered Apprenticeship • Customized training • Other training services 	<ul style="list-style-type: none"> • Labor exchange activities and LMI for employers • Customized screening and referral of qualified participants • Customized services on employment-related issues • Customized recruitment events and job fairs • Human resource consultation services (e.g., writing/reviewing job descriptions, creating orientation sessions, analyzing employee turnover, supporting compliance with labor and employment laws) • Developing and implementing sector strategies • Development of registered apprenticeship programs and other work-based learning opportunities • Assistance in managing reductions • Assistance in accessing local, State, and federal tax credits 	<ul style="list-style-type: none"> • Tutoring, study skills, and dropout prevention • Alternative education • Paid and unpaid work experiences • Occupational skills training • Leadership development • Supportive services • Adult mentoring • Follow-up services • Comprehensive guidance and counseling • Education offered concurrently with workforce preparation • Financial literacy • Provision of labor market information • Preparation for postsecondary education • Entrepreneurial skills training

Attachment 4: Training Services

As per [20 CFR 680.200](#) WIOA Training Services may include:

1. occupational skills training, including training for nontraditional employment;
2. on-the-job training;
3. incumbent worker training in accordance with subsection (d)(4);
4. programs that combine workplace training with related instruction, which may include cooperative education programs;
5. training programs operated by the private sector;
6. skill upgrading and retraining;
7. entrepreneurial training;
8. transitional jobs in accordance with subsection (d)(5);
9. job readiness training provided in combination with services described in any of clauses (i) through (viii);
10. adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and
11. customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training [WIOA Sec. 134 (c)(3)]

Individual Training Accounts for Youth Participants

The Final Rules at [20 CFR 681.550](#) expand the eligibility of out-of-school youth who may be provided occupational training services through an individual training account (ITA) from 18-24 to 16-24. Also, the rules specify that the training provider selected must be on the eligible training provider list, but youth funds used for an ITA are do not have to be competitively procured like other youth funds. In-school youth funds may not be used for an ITA; however, ISY who are 18 or older may be provided an ITA, as appropriate, through Adult funds if they are co-enrolled in the Youth and Adult programs.

Attachment 5: Youth Programs

Objective Assessment

An objective assessment requires a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy. This must be recorded in AOSOS. Per [TEGL 9-22](#) and New Jersey State guidance, a previous assessment done up to a year prior is acceptable. Below are the areas to be assessed and examples of specific assessments that could be used for each:

Basic Skills (BEST, CASAS, TABE) see [WD-PY-23-2.pdf \(nj.gov\)](#) for more information.

- Identification of workplace skills (Self-Assessment, Interview)
- Career interests (NJ Career Assessment Navigator)
- Work values (Self-Assessment, Interview)
- Identification of prior work history (Intake Form)
- Family situation (Intake Form/Interview)
- Digital literacy (Self-Assessment)
- Financial situation (Intake Form, Interview, Self-Assessment)

Basic Skills test scores must be recorded in the AOSOS Test tab. Other assessments can be documented by maintaining a hard copy in the customer's file and/or in the customer's case notes in AOSOS.

Individual Service Strategy

The One-Stop Operator must develop, and update as needed, an individual service strategy based on the needs of each youth participant that is directly linked to one or more indicators of performance described in [20 CFR 677.155\(c\)](#) that identifies career pathways that include education and employment goals, that considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant.

PROGRAM ELEMENTS

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, youth programs shall provide the program elements below. For additional information, see [WIOA Youth Program Elements Technical Assistance Guide.docx \(nj.gov\)](#)

- (1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- (2) Alternative secondary school services, or dropout recovery services, as appropriate;
- (3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - (i) Summer employment opportunities and other employment opportunities available throughout the school year;
 - (ii) Pre-apprenticeship programs;
 - (iii) Internships and job shadowing; and
 - (iv) On-the-job training opportunities;

- (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WIOA sec. 123;
- (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- (7) Supportive services, including the services listed in § 681.570;
- (8) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
- (9) Follow-up services for not less than 12 months after the completion of participation, as provided in § 681.580;
- (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- (11) Financial literacy education;
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (14) Activities that help youth prepare for and transition to postsecondary education and training.

Attachment 6: Eligibility Documentation

Unless otherwise specified, self-attestation is allowable.

Age/Birth Date (anyone)

Baptismal Record
Birth Certificate
DD-214 Report of Transfer or Discharge Paper
Driver's License
Federal, State, or Local Government Identification Card or Other Official Document that Provides Age
Hospital record of Birth
Passport
Public Assistance/Social Service records or ID card
School Records/Identification Card
Work Permit (Youth)
Report of Transfer or Discharge Paper
Cross Match with Department of Vital Statistics or tribal records

Citizen (any one)

US Passport (Undamaged)
Certified Birth Certificate, issued by city, county or state -A certified birth certificate has registrars raised, embossed, impressed or multicolored seal, registrar's signature, and date certificate was filed w/ the registrar's office, which must be within 1 year of birth.
Consular Report of Birth Abroad
Naturalization Certificate
Certificate of Citizenship

Citizen Unable to Present Documents Listed Above and Legal Alien Authorized to Work -(All documents must be unexpired) Any one verification document that satisfies List A of the I-9 or Verification document(s) that satisfy List B AND List C of the I-9 (must provide at least one from each list)

List A (Documents that establish both identity and employment eligibility)

U.S. Passport or U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
Employment Authorization Document that contains a photograph (Form I-766)
In the case of non-immigrant alien authorized to work for a specific employer incident to status, a foreign passport w/ Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and proposed employment is not in conflict w/ restriction or limitations identified in form.

Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

List B (Documents that establish identity)

AND

List C (Documents that establish authorization to work)

Driver's license or ID issued by a State or outlying possession of the US provided it contains a photo or information such as name, date of birth, gender, height, eye color, and address.	Original or Certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	US Citizen ID Card (Form I-197)
School ID card with a photograph	Certification of Birth Abroad, issued by the Dept. of State (Form FS-545)
Voter's registration card	Certification of Report of Birth issued by Dept. of State (Form DS-1350)
ID card issued by federal/State/local government agency or entity w/ photo or same identifying info as specified above.	Social Security account number card if it does not specify that the card does authorize employment*
US Military card or draft record	Native American tribal document
Military dependent's ID card	ID Card for Use of Resident Citizen in the U.S. (Form I-179)
US Coast Guard Merchant Mariner Card	Employment Authorization issued by Dept. of Homeland Security
Native American tribal document	*LOOPS A200 screen printout may be used
Canadian driver's license	
For persons under 18: a. school record / report card b. clinic, doctor, or hospital record c. day care/nursery school record	

Highest Grade Completed

School Dropout

Has Not Attended School for at Least Most Recent Complete School Year Calendar Quarter

School Records

Basic Skills Deficient-Self-Attestation Not Acceptable

Standardized Assessment Test Scores in file and recorded in AOSOS
School Records
Title II Adult Education Enrollment Documentation

English Language Learner -Requires documentation of two criteria. All participants certified as “English Language Learner” must meet the Limited Ability to Read, Write, Speak, or Comprehend English criterion AND either “Native Language Other than English” OR “Lives in Family/or Community Environment Where Language Other Than English is Dominant Language.”

Limited Ability to Read, Write, Speak or Comprehended the English Language
Standardized Assessment Test Scores in file and scores recorded in AOSOS
School Records

And

Native Language is Language Other than English
School Records

OR

Lives in Family or Community Environment Where Language Other Than English Dominant Language
School Records

Homeless or Runaway

Written Statement from an Individual Providing Temporary Residence
Written Statement from Shelter
Written Statement from Social Service Agency

Foster Child/Aging out of Foster Care

Written Confirmation from Social Services Agency
--

Pregnant or Parenting

Copy of Child’s Birth Certificate
Copy of Baptismal Record

Justice-Involved Individual

Documentation from juvenile or adult criminal justice system
--

Individual with Disability

School 504 records provided by the student
Assessment Test Results
School Individualized Education Program (SIEP)

Requires Assistance to Complete an Educational Program or Secure and Hold Employment

To be identified by the WDB in the local plan

Assessment/Test Results (as applicable)
School Records (as applicable)

Other Documentation Pertinent to the Criterion as established by local board policy

Selective Service Registration-Self Attestation not acceptable

Selective Service Acknowledgment Letter
Form DD-214 "Report of Separation"
Screen printout of Selective Service Verification Website
Selective Service Registration Card
Selective Service Verification Form (Form 3A)
Stamped Post Office Receipt of Registration

Selective Service Compliance for Unregistered Males 26 or older

Self-Attestation
Corroborating Evidence Required by Local Policy

Veteran Status-Self-Attestation Not Acceptable if Participant Receiving Priority of Service

DD-214

Eligible Spouse of Veteran- Self-Attestation Not Acceptable if Participant Receiving Priority of Service

DD-214
Death Certificate
Veterans' Administration Documentation of Disability

Victims of Severe Forms of Human Trafficking -Self-Attestation Not Acceptable

Certification Letter - Department of Health and Human Services Office of Refugee Resettlement
Letters of Eligibility (minors) – Department of Health and Human Services Office of Refugee Resettlement
"T" Visa

Income and Related Documentation

Supplemental Nutrition Assistance Program (SNAP) Recipient

Copy of Authorization to Receive SNAP
Verification from Public Assistance Agency
Other Public Assistance Records/Printout

Temporary Assistance to Needy Families (TANF) Recipient

TANF Record
TANF Database Screenshot/Printout

Supplemental Security Income (SSI)

Social Security Benefits Record
Public Assistance Record

Public Assistance Database Printout

Other Public Assistance

Public Assistance Records

Public Assistance Database Printout

Public Assistance Check

Refugee Assistance Records

Family Size

Birth Certificate(s)

Court/Divorce Decree

Landlord Statement

Lease

Marriage Certificate

Medical Card

Most Recent Tax Return Supported by IRS Documents (e.g. Form 1722)
--

Public Assistance/Social Service Agency Records

Alien Registration Cards

Written Statement from a Publicly Supported 24-hour Care Facility.
--

Income - Individual and Family

Alimony Agreement

Award Letter from Veterans Administration or copy of check
--

Bank Statements (Direct Deposit)

Compensation Award Letter

Court Award Letter

Employer Statement/Contact

Farm or Business Financial Records

Housing Authority Verification

Pay Stubs

Pension Statement

Public Assistance Records/Printout

Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
--

Social Security Benefits

Unemployment Insurance Documents and/or Printout (LOOPS)
--

Free or Reduced-Price Lunch

School Records Showing Eligibility for Free/Reduced-price Lunch-
--

Records Showing Entire School. District Eligible for Free/Reduced-price Lunch

Resident of High Poverty Area

Residence in census tract with poverty rate of 25% or greater (see Attachment10 for instructions)

Dislocated Worker Criteria Documentation

(1) a) Terminated or laid off, or has received a notice of termination or layoff, b) Is eligible for or has exhausted entitlement to unemployment compensation; <u>or</u> , has been employed for a duration sufficient to demonstrate, to the appropriate entity at the one-stop center, 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 c) Is unlikely to return to a previous industry or occupation.		
Documentation		
a) LOOPS Printout (Basic 1 Screen) Notice of Layoff. Statement from employer or union. Record of Date of Layoff. Worker Adjustment and Retraining Notification (WARN) Act notice Media Article DD-214 or other documents showing separation or imminent separation from Armed Forces	b) LOOPS Printout (Basic 1 Screen or Payment Screen if necessary) UI Pay Stub Paycheck Stubs W-2 and/or Tax Returns Statement from Employer or Union Self-Certification (attachment to workforce) DD-214 or other documents showing separation or imminent separation from Armed Forces	c) Labor Market Information Open Job Orders Job Search Logs Other documents as established by local area Case Notes DD-214 or other documents showing separation or imminent separation from Armed Forces
(2) An individual who: a) Has been terminated or laid off, or 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, or enterprise;		
b) Employed at facility at which employer has made a general announcement that such facility will close within 180 days; or For purposes of eligibility to receive services other than <u>training services</u> , <u>intensive services</u> or <u>supportive services</u> , is employed at a facility at which the employer has made a general announcement that such facility will close;		

Documentation		
LOOPS Printout (Basic 1 Screen) UI Form "Claim for Unemployment Benefits During a Permanent Mass Layoff" Newspaper Article ES Referral to Training Form Labor Market Information documented Employer Letter On-site certification at the employer Announcement of closing		
(3) 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.		
Self-Employment	General Economic Conditions:	Natural Disaster
Bank Statement Most recent IRS or NJ Form 1040 Evidence of most recent quarterly self-employment income Articles of Incorporation or Dissolution Advertisements Registration with county clerk for Doing Business As and Going Out if Business Accounting Record	Accounting Records Vendor Accounts Payable Records Bankruptcy Papers Newspaper Articles Government Economic Agency Reports Published Notice of Going Out of Business Local Labor Market Information	Insurance Claims Federal/State Disaster Claims Other gov't records (Fire, police records) Media article
(4) Displaced Homemaker: Individual who has been providing unpaid services to family in the home who--(A)(i)Has been dependent on the income of another family member but is no longer supported by that income; OR (ii) Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment a call/order to active duty, permanent change of station, or the service-connected death or disability of the member*; and (B)Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment		
Documentation		
Income Tax Returns Alimony payments Self Attestation	Pay stub of family member *Appropriate military records	
(5) Individual was the spouse of a member of the Armed Forces on active duty who: Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; ORIs unemployed or underemployed and experiencing difficulty finding or upgrading employment		
Documentation		
Change Of Station Order		

Attachment 7: Definitions

Determining Citizenship Eligibility and Eligibility to Work in the United States

To receive WIOA services, participants must be citizens or nationals of the United States, lawfully admitted resident aliens, refugees, asylees and parolees and other immigrants authorized by the Attorney General to work in the United States. [**WIOA Sec. 188 (5)**].

Low-income eligibility is required only for certain criteria, as outlined in the sections on Adult Priority of service and some Youth eligibility. Low-income can be determined through income, or through other standards.

- The higher of family income at or below 100% of poverty line or 70% lower living standard (NJDOLE annually issues a guidance with these standards); or
- 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: Temporary Assistance to Needy Families, Supplemental Nutrition Assistance Program, Supplemental Security Income, or other public assistance; or
 - Foster Child; or
 - Homeless; or
 - Receives or is eligible to receive free or reduced-price lunch; or
 - Lives in a high poverty census tract.
 - is an individual with a disability [see below] whose own income meets the income eligibility requirement in A, but who is a member of a family whose income does not meet this requirement.

Attachment 8 highlights the specific sources of income that must be included and those that can be excluded from these calculations.

Basic Skills Deficiency

A youth is basic skills deficient if they:

- Have English reading, writing, or computing skills at or below the 8th grade level (at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test or
- Lack a high school diploma or high school equivalency and are not enrolled in secondary education.
- Are currently enrolled in an adult literacy program.

English Language Learner

The term “English language learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and—

- Whose native language is a language other than English; **or**
- Who lives in a family or community environment where a language other than English is the dominant language. [**WIOA Sec. 3 (7)**]

Disability

Under WIOA, "individual with a disability" means an individual with any disability as defined in Section 3 of the Americans with Disabilities Act (ADA) as follows: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment.

Underemployment

Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis (for additional information, see page 12 of [TEGL 19-16](#)). Individuals who meet the definition of an individual with a barrier to employment (see WIOA Sec. 3(24)) who are underemployed may also be served in the Adult program. Individuals who were determined eligible for the Dislocated Worker program who are determined by State guidance and/or local policy to be underemployed, may still be considered eligible for career and training services under this program. **(TEGL 19-16)**. Examples of unemployment could include:

- Individuals employed less than full-time who are seeking full-time employment.
- Individuals who are employed in a position that is inadequate with respect to their skills and training.
- Individuals who are employed who meet the definition of a low-income individual in WIOA Sec 3(6) (See Above)
- Individuals who are employed but whose current job's earnings are 80% or less than their previous position.

Individual With Barrier to Employment

A member of one or more of the following populations:

- Displaced homemakers.
- Low-income individuals.
- Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- Individuals with disabilities, including youth who are individuals with disabilities.
- Older individuals.
- Ex-offenders.
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (or homeless children and youths (as Assistance Act
- Youth who are in or have aged out of the foster care system.
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act
- Single parents (including single pregnant women).
- Long-term unemployed individuals.
- Such other groups as the Governor involved determines to have barriers to employment
- [WIOA Sec. 3 (24)]

Requires Additional Assistance: “requires additional assistance to enter (for OSY) or complete an educational program or to secure or hold employment.” A youth who requires additional assistance to complete an educational program, or to secure and hold employment. This criterion is determined by local policy and is only recorded in AOSOS if it is the only criterion used to determine the youth eligible, and no more than five percent of the youth served in a program year may be of this category.

Dropout: An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout. [**WIOA Sec. 3(54)**] *For the purposes of WIOA, USDOL does not consider providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program high school equivalency programs, or drop-out re-engagement programs to be “schools”, regardless of the funding source; individuals enrolled in these programs would still be considered dropouts. Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in the school are considered in-school youth and would not be classified as dropouts.*

Migratory Child: The term “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work—

- has moved from one school district to another;
- in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
- resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity

A homeless child or youth (as defined in Sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), Pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is one of the following:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill).
- An institution that provides a temporary residence for individuals intended to be institutionalized.
- A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Pregnant or Parenting; Mother or father, custodial or non-custodial. As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor into the definition of parenting. A pregnant individual can only be the expectant mother.

Runaway: Pursuant to the Runaway and Homeless Youth Act, individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.

In foster care or has aged out of the foster care system; an individual who has attained 16 years of age and left foster care for kinship guardianship or adoption; youth who were formerly in foster care but may have returned to their families before turning 18.

A child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement; (Sec. 477 of the Social Security Act covers individuals served under the John H. Chafee Foster Care Independence Program) **NOTE:** *The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.*

Justice-involved Individual – An adult or juvenile-

- Who is or has been subject to any stage of the criminal justice process, and for whom service under this Act may be beneficial; or
- Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction **[WIOA Sec. 3 (38)]**

High Poverty Area- A Census tract, or a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data.

Family - The term "family" means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: (a) a husband, wife, and dependent children; (b) a parent or guardian and dependent children; (c) a husband and wife. **NOTE:** Training and Employment Letter (TEGL) 26-13 states *"Consistent with the Supreme Court's Windsor decision and the ETA's policy of treating all individuals equally, regardless of sexual orientation, ETA interprets gender specific terms of marriage, such as "widow," "widower," "husband," and "wife," to include married same-sex spouses."* For additional information, see [TEGL 26-13](#)

Attachment 8: Methods of Calculating Income

When calculating income, States and local workforce development areas are encouraged to use any one of the following methods. The examples are illustrative only, and local workforce development areas should obtain as many pay stubs as possible.

STRAIGHT PAY OR SALARY METHOD

Under the Straight Pay or Salary Method, the individual supplies a sample of pay stubs covering the most recent six months of family income. There is no variation in the wages for any of the pay stubs submitted for the income verification; therefore, the intake worker calculates the income based upon the wages indicated on one of the pay stubs. The gross income is multiplied by the number of pay periods in the six-month determination period (26, 13, 12, or 6 respectively). The result is multiplied by two, to get the annualized income used to determine eligibility.

EXAMPLE:

Five pay stubs are provided indicating gross wages of \$991.00 each. The pay frequency is biweekly 13 times in six month). The intake worker multiplies the gross wages indicated on the paystub by the frequency of the pay periods to get income for the six-month determination period. The six month's income is multiplied by two to get annualized income. EXAMPLE:
 $\$991. \times 13 = \$12,883 \times 2 = \$25,766$ annualized gross income

AVERAGE PAY METHOD

Under the Average Pay Method, a sample of six pay stubs are submitted which show variation in the gross earnings. The variation may result from overtime, lost time or work for a different employer. In calculating the annualized income, the intake worker must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the intake worker must total the gross earnings of; all pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings, the intake worker will then determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.

EXAMPLE:

Participant provides intake worker with six pay stubs with gross earnings of; \$534, \$475, \$398, \$534, \$498 and \$534. The pay frequency is weekly. The intake worker should do the following:

Add: $\$534 + \$475 + \$398 + \$534 + \$498 + \$534 = \$2973$

Divide: $\$2973/6 = \$495.50 = \text{Average gross earnings gross income}$

YEAR-TO-DATE METHOD

Under the Year-To-Date method of calculating annualized gross income, the individual provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the intake worker counts the number of pay periods that have occurred since January 1 or from the date of employment if after January 1. The intake worker divides the number of pay periods into the gross year-to-date earnings indicated on the pay stub. The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in the six-month determination period.

That result is then multiplied by two, to determine the annualized gross earnings.

EXAMPLE

Individual provides the intake worker with a recent pay stub indicating year-to-date earnings of \$18,829. The pay period ended September 30.

The pay frequency is biweekly and the individual has been employed since January 1. Nineteen pay periods have occurred since January.

The intake worker does the following:

Divides: $\$18,829 \text{ by } 19 = \991.00 average biweekly earnings.

Multiplies: $\$991.00 \text{ by } 13 \text{ (pay periods)} = \$12,883 \times 2 = \$25,766$ annualized gross income.

INTERMITTENT WORK METHOD

When an individual has not had steady work with one or more employers, the individual shall supply as many pay stubs as possible and complete a self-certification explaining all missing paystubs and non-work periods during the last six months. In this case the intake worker totals all wages for the six-month period and multiplies the result by two to annualize the gross income.

If the individual reports little or no includable income, the individual shall indicate other resources relied upon for support during the last six months on the Individual Statement. Resources may include such things as gifts, loans, unemployment compensation, etc.

INCOME WORKSHEET

Applicant Name:

Social Security #:

APPLICANT/FAMILY INCOME

TOTAL MEMBERS IN FAMILY:

SOURCE OF INCOME:

HOUSEHOLD INCOME (Past 6 Months) \$

AGE:

EMPLOYMENT/OTHER

MONTHS X 2*

INCOME: \$

*Or use 6-month income compared to 1/2 the Poverty or 70% of Lower Living Standard Level

TOTAL NUMBER IN FAMILY UNIT:

TOTAL ANNUALIZED FAMILY INCOME: \$

TOTAL LEVEL OR 70% LOWER LIVING STANDARD FOR THIS FAMILY SIZE: \$

CERTIFICATION: I certify that the information provided is true to the best of my knowledge and there is no intent to commit fraud. I am also aware that eligibility is subject to review and verification, and I may be required to document its accuracy. Participants are subject to immediate termination if found ineligible after enrollment. Knowingly falsifying information will subject me to prosecution for fraud. I hereby give permission to verify my income by contacting my place of employment or agency from which I received benefits.

APPLICANT'S SIGNATURE: _____

DATE: _____

CERTIFIER'S SIGNATURE: _____

DATE: _____

REVIEW BY: _____

DATE: _____

Included and Excluded Income for Low Income Calculations

Included Income	Excluded Income
<ul style="list-style-type: none"> • Unemployment compensation • Old Age and Survivors insurance benefits received under Social Security Act Section 202 • Child Support payments including foster care child payments • Monetary wages, salaries, commissions and tips, before any deductions • Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense) • Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses) • Regular payments from railroad retirement, strike benefits from union funds, worker's compensation and training stipends • Alimony (excludes one-time property settlements) • Financial assistance from outside the household-regular payments received from non-household members or absent family members (excludes gifts or sporadic assistance) • -Pensions, whether private or government employee (including military retirement pay) • Regular insurance or annuity payments • College or university grants, fellowships, and assistantships, other than needs-based • Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts • Net gambling or lottery winnings • Terminal leave pay, severance pay or a cash out of accrued vacation leave • Disaster Relief Employment Wages • On-the-job training wages 	<ul style="list-style-type: none"> • Strike benefits received from union funds • Social Security Disability Insurance Payments • Cash Welfare payments (including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA), and General Assistance (GA)) • Financial assistance under Title IV of the Higher Education Act, (Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, State grants for higher education. PLUS, Stafford and Perkins loans, like any other loan, are debt, not income.) • Needs-based scholarship assistance • Income earned while on active military duty and certain other veterans' benefits (compensation of service-connected disability, family compensation for service-connected death, vocational rehabilitation, and educational assistance) • Allowances received while serving on active military duty (cost of living, overseas cost of living, clothing, dislocation, housing, travel, per diem, and subsistence) • Capital gains • Any assets withdrawn from a financial institution, or proceeds from the sale of property, a house or a 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 • Allowances, earnings and payments made to participants of Federally Assisted Needs-Based Employment and Training Programs, including WIOA (except on the job training wages) • Job Corps payments • Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents, Retired Senior Volunteer Program, AmeriCorps, and NJ Youth Corps • National Flood Insurance Payments • Black Lung payments received under the Benefits Reform Act of 1977

Attachment 9: (Youth Only) Using Census Tract Data

How to use Census Tract Data to Determine Residency in a High Poverty Area

Step 1. Go to [Census Geocoder](#)

Enter the youth's information under **House number & Street name:**

1. Address
2. City
3. State
4. Zip Code

Click on "Get Results."

Census Geocoder Find Locations Find Geographies Detailed Information and FAQs Contact Us

Find Address Geographies

House number & Street name:
1 John Fitch Plaza

City:
Trenton

State:
NJ

ZIP Code:
08611

Benchmark:
Public_AR_Current

Vintage:
Current_Current

Get Results

Step 2. Clicking "Get Results" will bring up the next page. On this page, scroll down the page to find Census Tracts (below) Under Census Tracts, locate Name. Copy the number.

Census Tracts:

STATE CODE: 34

CENTLON: -074.7775210

GEOID: 34021001101

CENTLAT: +40.2224964

COUNTY CODE: 021

TRACT CODE: 001101

AREAWATER: 365623

AREALAND: 749834

NAME: Census Tract 11.01

Step 3. Now click on the following link: <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/> On the Narrative Profiles (2022) page, click on “Census Tract” under **Select a Geography Type**. A dropdown menu will appear that will allow you to choose a State. Select “New Jersey” and you will be asked to choose a County from the next drop-down menu. Select the County and then select the Census Tract that you copied from the previous step. Once that has been selected a button called “Get Narrative Profile” will appear. Click on it.

Narrative Profiles

Narrative Profiles are short, analytic reports derived from the ACS 5-year estimates. Each Narrative Profile covers 18 different topic areas and provides text and bar charts to display highlights of selected social, economic, housing and demographic estimates for a selected geographic area.

To learn more, watch our Data Gem [How to Get a Statistical Snapshot of Your Community with a Narrative Profile](#).

2022

2021

2020

2019

2018

2017

2016

2015

2018 - 2022 ACS 5-Year Narrative Profile

✔ Use Geography Selector

- or -

Use Address Lookup

Select a Geography Type

☐ Nation

☐ State

☐ County

☐ County Subdivision

☐ Place

☒ Census Tract

☐ ZIP Code Tabulation Area

☐ Metropolitan/Micropolitan Statistical Area

☐ American Indian Area/Alaska Native Area/Hawaiian Home Land

New Jersey

Mercer County, New Jersey

Census Tract 11.01; Mercer County, New Jer

GET NARRATIVE PROFILE

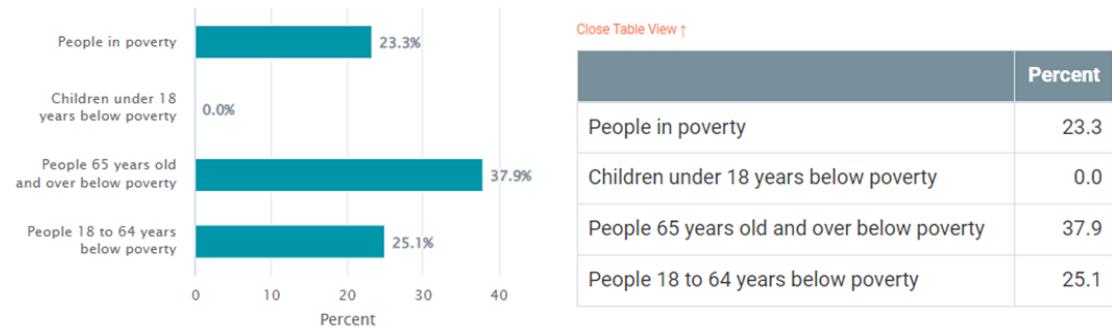
Clicking on the Narrative Profile will bring up a results screen that provides several demographic data sets. Scroll down to the data set titled “Poverty and Participation in Government Programs.” Included is “People in Poverty;” if the **People in Poverty** is 25% or greater, the youth can be identified as living in a High Poverty Area for the purposes of eligibility.

Poverty and Participation in Government Programs



In 2018-2022, 23.3 percent of people were in poverty. An estimated 0.0 percent of children under 18 were below the poverty level, compared with 37.9 percent of people 65 years old and over. An estimated 25.1 percent of people 18 to 64 years were below the poverty level.

Poverty Rates in Census Tract 11.01; Mercer County; New Jersey in 2018-2022



In 2018-2022, 22.7 percent of households received SNAP (the Supplemental Nutrition Assistance Program). An estimated 9.8 percent of households that received SNAP had children under 18, and 57.0 percent of households that received SNAP had one or more people 60 years and over. An estimated 0.0 percent of all households receiving SNAP were families with a female householder and no spouse present. An estimated 45.5 percent of households receiving SNAP had two or more workers in the past 12 months.