



Training * Connecting * Developing Illinois' Workforce

Workforce Innovation and Opportunity Act Eligibility

General WIOA Eligibility

As of August 12th, 2020

WIOA Title 1 Authorization



The screenshot shows the homepage of the WIOA Illinois Policy website. At the top, there is a navigation bar with a 'MENU' icon, the 'WIOA WORK CENTERS' logo, and 'Search' and 'Login' links. The main content area features a large image of three people looking at a computer screen, with the text 'Guiding Innovation Illinois WIOA Policy' overlaid. Below this are four circular icons: 'Policy Chapters & Sections' (book icon), 'A-Z Listing' (downward arrow with letters A, B, C), 'Archived Policy' (archive icon), and 'Print Policy' (printer icon). A paragraph of text explains the role of the Department of Commerce Office of Employment and Training (OET) in providing policy and guidance to Local Workforce Innovation Boards. At the bottom, there is a navigation bar with 'ePolicy Chapters and Sections', 'A-Z', 'Archive', and 'Print' buttons. The main content area is titled 'ePolicy Chapters and Sections' and shows a tree view of the policy structure:

- Chapter 1. Governance
 - 1.1 [Pending]
 - 1.2 Local Workforce Board Membership Requirements
 - 1.2.1 Composition
 - 1.2.2 Membership Terms

- Workforce Innovation and Opportunity Act of 2014



WIOA Title 1 Authorization

State of Illinois:

Department of Commerce Office of Employment and Training (OET) Policy Letters

- **WIOA Policy 5.1 General Eligibility**
 - WIOA Policy 5.1.1 - Selective Service
- **WIOA Policy 5.2 Adult Eligibility**
- **WIOA Policy 5.3 Dislocated Worker Eligibility**
- **WIOA Policy 5.4 General Youth Eligibility**
 - WIOA Policy 5.4.1 Out of School Youth
 - WIOA Policy 5.4.2 In School Youth
- **WIOA Policy 5.5 Low-Income Individual**
 - Commerce Notice NO 19-NOT- 03 - Income Levels
- **WIOA Policy 5.6 Service Priorities**
- **Commerce Notice NO. 19-NOT-01, Change 1 - Basic Skills Deficiency**
- **WIOA Policy 5.7 Veterans Priority of Service Requirements**
 - WIOA Policy 5.7.1 Identification of Veterans and Eligible Spouses
 - WIOA Policy 5.7.2 Required Information for Veterans and Eligible Spouses
 - WIOA Policy 5.7.3 Veteran's Priority of Service in Local Plans

DOL Eligibility Guidance

- Training and Employment Guidance Letter (TEGL) 19-16 - Guidance on Services Provided through Adult and Dislocated Worker under WIOA - dated March 1st, 2017.
- TEGL 21-16 - Third WIOA Title 1 Youth Formula Program Guidance - dated March 2nd, 2017.

Below is the URL to the Apprenticeship Resources Page - See Eligibility Documents
<https://www.illinoisworknet.com/partners/Pages/ApprenticeshipResources.aspx>

Before we get into Eligibility

- U.S. Department of Labor put out guidance on Handling and Protection of Personally Identifiable Information (PII) in TEGL No. 39-11.

Protection of PII

- Illinois State Laws
 - Identity Protection Act (5 ILCS 179)
 - Personal Information Protection Act (815 ILCS 530)
 - Illinois Data Security on State Computers Act (20 ILCS 450/25)
 - WIOA Final Rule at 20 CFR 683.220 - Recipients and Subrecipients of WIOA title 1 funds must have an internal control structure and written policies in place to protect PII and sensitive information.
-

Protection of PII

- Federal Uniform Guidance
 - 2 CFR 200.303(e) - Must take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or the non-Federal entity designates as sensitive.
 - Your Employer's/Pass-Through Entity's Policies and Procedures
 - TEGL 39-11 requires that DOL ETA grantees must have policies and procedures in place under which personnel, before being granted access to PII, acknowledge their responsibilities for safeguarding data.
-

Definition of PII

- DOL definition of PII
 - PII is Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
Note: There is a similar definition of PII in the Uniform Guidance at 2 CFR 200.79.
-

Protection of PII

- Protected PII
 - Information that if disclosed could result in harm to the individual. According to the Uniform Guidance at 2 CFR 200.82, this does not include PII that is required by law to be disclosed.
- Non-Sensitive PII
 - Information that if disclosed, by itself, could not reasonably be expected to result in personal harm.

Note: Non-sensitive PII linked to protected PII (name linked to a social security number) could result in harm to an individual.

Protection of PII

- PII and other sensitive information must be protected.
 - Don't email sensitive PII unless it is encrypted.
 - Don't store sensitive PII on portable drives or media unless it is encrypted.
 - Don't access or store PII data on personally owned equipment at off-site locations.
 - Access to any PII created by the ETA grant must be restricted to only those employees who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
-

Protection of PII

- Bottom line - you must keep all clients personnel information protected from unauthorized personnel.

General WIOA Eligibility Requirements

- DCEO E-Policy - WIOA General Eligibility Policy 5.1.1
 - All clients must be authorized to work in the U.S. before they meet WIOA General Eligibility.
 - All clients born male, who have turned age 18 and were born on or after January 1st, 1960 must be compliant with Selective Service before they meet WIOA General eligibility.
-

Authorized to Work in the U.S.

- Participation in programs and activities is limited to United States citizens, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other persons authorized by the Attorney General to work in the United States.
-

Demographics & Contact Info Screen

- The information related to Authorized to Work in the U.S. is on the Demographics & Contact Info Screen as part of the Apprenticeship application.

APPRENTICESHIP ILLINOIS APPLICATION FOR ANDY APPRENTICE

Goals & Current Situation ✓ Training Interests ✓ Education ✓ Work History ✓

Employment Goals ✓ Demographic & Contact Info ○ Emergency Contacts ○ Other Considerations ○

First Name *

Last Name *

Authorized to Work in U.S.

- The question related to Authorized to Work in the U.S. in the application is directly below:

Are you authorized to
work in the US?



Yes No

- At time of eligibility determination the Navigator staff must collect the documentation to support the client is Authorized to Work in the U.S.
-

Authorized to Work in U.S.

- To the right is an example out of IwN of the documentation verification choices that are available to choose from to support Authorized to Work in the U.S.

Select Verification Type

Acceptable Documents for INS form I-9
Alien Registration card (Right-to-Work)
Baptismal Certificate with place of birth
Birth Certificate with place of birth
Certificate of U.S. Citizenship (INS Form N-560 or N-561)
Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
Consular Report of Birth Abroad or Certificate of Birth
DD-214/Report of Transfer or Discharge
E-Verify with documentation
Foreign Passport stamped Eligible to work
Hospital Birth Record indicating US Citizenship
ID card for use of Resident Citizen in the U.S. (INS Form I-179)
IDES or other State's UI (UI Claimant only)
Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14
U.S. Naturalization Certificate
U.S. Social Security card (work eligible)
Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph
Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94
Unexpired Reentry Permit (INS I-327)
Unexpired Refugee Travel Document (INS Form I-571)
Unexpired Temporary Resident Card (INS Form I-688)
United States Passport

Selective Service Compliant

- Selective Service compliance is captured on the Demographics & Contact Info Screen as part of the IwN Apprenticeship application.
 - All clients born male, who were born on or after 1/1/1960, when turn age 18 are required to be compliant with Selective Service.
-

Selective Service Compliant

- If the Apprentice applicant is a female or a male born prior to 1/1/1960 the Selective Service Compliant question is not part of the application.
 - If the Apprentice applicant was born a male under the age of 18, Selective Service Registration is not required at application.
-

Selective Service Compliant

- For those required, on the Apprenticeship Application, on the Demographics & Contact Info screen is where the information about Selective Service is recorded.

Are you registered with Selective Service? * [Register with/Verify Selective Service](#)

Yes No

Selective Service Number

Selective Service Compliant

- If the client was born a male, and is between the ages of 18 and 25 and has not registered with Selective Service, he can go to the link “Registration with/Verify Selective Service” and Register with Selective Service.

Are you registered with
Selective Service? *

[Register with/Verify Selective Service](#)

Yes No

Selective Service Number

Cancel

Save and Go To Next Page

Selective Service Number

- The selective service number must be included as part of the application for all individuals born male, with birthdate on or after 1/1/1960, who are compliant with Selective Service.

Are you registered with
Selective Service? *

Register with/Verify Selective Service

Yes No

Selective Service Number

Please enter a Selective Service Number

Cancel

Save and Go To Next Page

Selective Service Compliant

- Most individuals born male, who have turned age 18 will have been compliant with Selective Service, however, most will probably not know their Selective Service Number.
 - To obtain the Selective Service Number, go into the Selective Service Website via the “Registration with/Verify Selective Service” link.
-



SELECTIVE SERVICE SYSTEM



[Register](#)

[Verify Registration](#)

[Registration](#) 

[Verify Registration](#) 

[Frequently Asked Questions](#)

[Volunteers](#) 

[News & Media](#)

[Reports & Publications](#)

[About](#) 

It's Your Country

Take one minute to protect it.

When you register with the Selective Service, you're helping ensure a secure future for your community and the United States of America.



Selective Service Verification

- The verification will require the clients last name, SSN and Date of Birth.
- Then must prove you are not a “robot” for the search to continue.

Required information:

- Last name
- Social Security Number
- Date of Birth

Last Name:

Social Security Number:

(No dashes or spaces)

Date of Birth:

(mmddyyyy)

I'm not a robot

reCAPTCHA
Privacy - Terms

Selective Service Verification

- Once the search is completed, if the individual was already registered with Selective Service the details, including the Selective Service number will be provided. (See the next slide for an example.)
-



Selective Service Verification

Last Name:

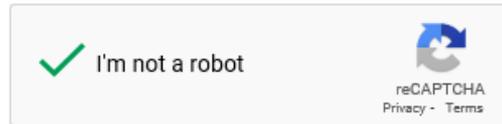
Apprentice| X

Social Security Number:

●●●●●● (No dashes or spaces)

Date of Birth:

07211965 (mmddyyyy)



Submit

Reset

[\(Help with reCAPTCHA\)](#)

You may download an official Registration Acknowledgement Letter after Successful Verification

Search Criteria

Last Name: [REDACTED]
Social Security Number: ON FILE
Date of Birth: 07-21-1965

Matched Record

Selective Service Number:
65-0733117-8 ←

Name
J [REDACTED] D

Date of Registration:
08-04-1983

[Print an official Selective Service Registration Acknowledgement Letter](#)

New Search ?

Selective Service Number

- Once you follow the steps in the previous slides, print out the verification document for the hard copy file. (This documentation will be needed during eligibility determination.)
 - The Selective Service Number is then transcribed from the Selective Service Verification over into the application block for “Selective Service Number” as demonstrated on the next slide.
-

Selective Service Verification

- The selective service number will always begin with first two digits of the individuals last two years of birth year, example this client was born in 1965, so we know his first two numbers would begin with 65.

Are you registered with
Selective Service? *

[Register with/Verify Selective Service](#)

Yes No

Selective Service Number

65-0733117-8 

Cancel

Save and Go To Next Page

Selective Service Documentation

- Below is an example out of IwN of the documentation verification choices that are available to choose from to support Selective Service Compliance.

Select Verification Type
Locally Approved Selective Service Waiver
Selective Service Registration Card
Selective Service Registration Record (form 3A)
Selective Service Verification (www.sss.gov printout)
Stamped Post Office Receipt of Registration
Veteran's ID Card

Are you registered with Selective Service?*

Selective Service Number

Documentation Verification

- Below is an example of both Selective Service and Authorized to Work in U.S. documentation verification for the Apprenticeship application at eligibility determination.

→ Selective Service Verification (www.sss.gov printout) ▼	Are you registered with Selective Service?* Yes ▼
	Selective Service Number 65-0733117-8
→ United States Passport ▼	Are you authorized to work in the USA?* Yes ▼

Selective Service Status

- If a client was born a male, whose birth date is on or after 1/1/1960 and they are now age 26 or older, and are not compliant with Selective Service they will not meet general WIOA Eligibility criteria.
 - As long as this individual does meet Authorized to Work in the U.S. criteria, the individual could still be served under the Apprenticeship Expansion as Non-WIOA Qualified.
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Veterans Priority of Service

- DCEO E-Policy - Veterans Policies 5.7, 5.7.1 and 5.7.2 is Guidance on various Veterans and Veterans Priority of Service issues.
 - Let us examine first review the definitions related to a Veteran, Qualified Spouse of a Veterans, and Transitioning Service Member.
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Priority of Service for Veterans and Eligible Spouses

The U.S. Department of Labor (DOL) issued new regulations implementing priority of service for veterans and eligible spouses, as provided by the Jobs for Veterans Act (JVA), and as specified by the Veterans' Benefits, Healthcare, and Information Technology Act of 2006. JVA calls for priority of service to be implemented by all "qualified job training programs," defined as "any workforce preparation, development or delivery program or service that is directly funded, in whole or in part, by the Department of Labor." The purpose of these regulations is to further articulate how priority of service is to be applied across all new and existing qualified job training programs. The new regulations appear in the December 19, 2008 edition of the *Federal Register* and are effective as of January 19, 2009.

Key Definitions

- **Covered person** – The regulations adopt and apply this statutory term, which includes *eligible spouses*, as defined by the statute, and *veteran*, as defined by the regulations.
- **Veteran** – The regulations specify that the definition for *veteran* specified at 38 U.S.C. 101(2) applies across all qualified job training programs for the purpose of priority of service. That definition includes two key criteria:
 - Service in the active military, naval, or air service; and,
 - Discharge under conditions other than dishonorable.
- **Eligible spouse** – For Veterans Priority of Service an eligible spouse is/was married to a veteran who:
 - Dies of a service-connected disability or died while a total service connected disability per VA evaluation was in existence;
 - Service member is missing in action, captured or forcibly detained by a foreign power for more than 90 days; or,
 - Veteran has total service-connected disability, per VA evaluation.

Identifying and Informing Covered Persons

- The regulations require all recipients for funds for qualified job training programs to identify covered persons at the *point of entry* to programs and/or services so they can take full advantage of priority of service. Point of entry includes physical locations, such as One-Stop Career Centers, as well as web sites and other virtual service delivery resources.
 - The regulations require all recipients to implement policies to ensure that covered persons are aware of:
 - Their entitlement to priority of service;
 - The full array of programs and services available to them; and,
 - Any applicable eligibility requirements for those programs and/or services.
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Veterans Priority of Service

- What does “Veterans Priority of Service” mean?
 - If you have an individual is a Veteran or a Qualified Spouse of a Veteran, or a transitioning service member they are considered a “Covered Person”.
 - However, for WIOA Eligibility, the “Covered Person” is not an eligibility factor, the individual must still meet the eligibility for the particular WIOA program (Adult, Dislocated Worker or Youth) to receive “Veterans Priority of Service”.
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Veterans Priority of Service

- What does “Veterans Priority of Service” mean?
 - If an individual meets criteria, the individual gets front of line service, first opportunity, and if opportunities are limited due to funding, the LWIA/Grantee staff must ensure the “Covered Person” receives services before an individual who does not meet “Veteran’s Priority of Service” requirements.
-

Veterans Status

- In the Apprenticeship Application, on the Demographics & Contact Info screen under Military Status is where the information about Veteran Status or Transitioning Service Member (Active) would be recorded:

Military Status *

Marital Status *

Select
None
Active
Veteran
Discharged

Qualified Spouse of a Veteran

- The status of Qualified Spouse of a Veteran is not captured in the Apprenticeship Application.
 - If the individual who meets WIOA eligibility criteria, and does meet the criteria of Qualified Spouse of a Veteran, it should be recorded in the case notes and documentation to support the claim of Qualified Spouse of a Veterans would be kept in the hard copy file record.
 - Then if the individuals meets any WIOA Eligibility criteria, the Qualified Spouse of a Veteran should get Veterans Priority of Service.
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WIOA General Eligibility

- In conclusion - for all titles of WIOA Eligibility, it is important to realize Protection of Personally Identifiable Information (PII) is of the utmost importance.
 - All individuals must meet Authorized to Work in the U.S. criteria.
 - It is important to understand the intricacies of Selective Service criteria for any client born a male, who was born on or after 1/1/1960 and has turned age 18.
 - Lastly Veterans Priority of Service is required to be followed for every Department of Labor funded program including but not limited to WIOA.
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WIOA General Eligibility

- This concludes the presentation on WIOA General Eligibility.
- If you have any questions feel free to contact me at james.potts@Illinois.gov or you can call me at (217) 416-7097.