



Training * Connecting * Developing Illinois' Workforce

Workforce Innovation and Opportunity Act Eligibility



WIOA Title 1 Authorization



- Workforce Investment Opportunity Act of 2014



WIOA Title 1 Authorization

State of Illinois:

Department of Commerce and Economic Opportunity (DCEO) 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

State of Illinois:

Department of Commerce and Economic Opportunity (DCEO) 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



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

- DOL TEGL No. 39-11- Dated June 28th, 2012 states, Federal law, OMB Guidance, and Departmental and ETA policies require that PII and other sensitive information be protected
-

Protection of PII

- DOL TEGL No. 39-11- Dated June 28th, 2012 states, Federal law, OMB Guidance, and Departmental and ETA policies require that PII and other sensitive information be protected
 - Grantees must ensure PII is not transmitted to unauthorized users
-

Protection of PII

- DOL TEGL No. 39-11- Dated June 28th, 2012 states, Federal law, OMB Guidance, and Departmental and ETA policies require that PII and other sensitive information be protected
 - Grantees must ensure PII is not transmitted to unauthorized users
 - Grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure
-

Protection of PII

- A few security measures taken within Illinois Workforce Development System (IWDS) as a result of Protection of PII
 - Ability to search for a client by their full Social Security Number (SSN) was removed as an option
 - Full SSN was removed from any view other than the Private Information screen where it is put in IWDS
 - Full SSN is not displayed on any of the reports that are ran out of IWDS
-



Training * Connecting * Developing Illinois' Workforce

Protection of PII

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



Training * Connecting * Developing Illinois' Workforce

General WIOA Eligibility Requirements

- All clients must be authorized to Work in the U.S.
-



Training * Connecting * Developing Illinois' Workforce

Selective Service Compliant

- All male clients born on or after January 1st, 1960 must be compliant with Selective Service before they can receive WIOA Services
-



Training * Connecting * Developing Illinois' Workforce

Selective Service Compliant

- All male clients born on or after January 1st, 1960 must be compliant with Selective Service before they can receive WIOA Services
 - DCEO E-Policy - Selective Service Policy 5.1.1
-



Selective Service Compliant

- Selective Service Compliant is documented on the Private Information Screen within the IWDS application of every male client who is at least 18 years of age and was born on or after January 1st, 1960
-



Selective Service Compliant

- Again, all male clients born on or after January 1st, 1960 must be compliant with Selective Service before they can receive WIOA Services OR if not compliant they must have a Locally Approved Selective Service Waiver
 - Selective Service Compliant is documented on the Private Information Screen within the IWDS application of every client
-



Selective Service Compliant

- If the client is a female or a male born prior to January 1st, 1960 you would just select “Not Applicable” for “Selective Service Compliant” question

IWDS Illinois Workforce Development System **Case Management**

Private Information
James D. Potts Application Summary
SSN: ***-**-2323 App LWA:20 App Date:01/31/2015

*Social Security Number: 322-23-3164

*Hispanic or Latino? No

*Race/Ethnicity:
 American Indian or Alaskan Native Asian
 Black Hawaiian or Pacific Island
 Prefer Not To Answer White

*Gender: Male

*Birth Date: 07/21/1959

Mother's Maiden Name:

*Authorized to Work In USA: Yes

*Selective Service Compliance:
Selective Service Number: Locally Approved Selective Service Waiver
* Disability?: No
Not Applicable
Category of Disability: Yes

Save Cancel Recalculate Participant Periods

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).



Selective Service Compliant

- If compliant with Selective Service it is simple, just document the question of Selective Service Compliant with a 'Yes'

IWDS Illinois Workforce Development System **Case Management**

Private Information
James D. Potts [Application Summary](#)
SSN: ***-**-2323 App LWA:20 App Date:01/31/2015

*Social Security Number: 322-23-3164

*Hispanic or Latino? No

*Race/Ethnicity: American Indian or Alaskan Native Asian
 Black Hawaiian or Pacific Island
 Prefer Not To Answer White

*Gender: Male

*Birth Date: 07/21/1965

Mother's Maiden Name: _____

*Authorized to Work In USA: Yes

*Selective Service Compliance: Yes

Selective Service Number: Locally Approved Selective Service Waiver

* Disability? No

Category of Disability: NotApplicable

Category of Disability: Yes

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).



Selective Service Compliant

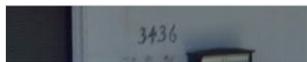
- If compliant with Selective Service it is simple, just document the question of Selective Service Compliant with a 'Yes'
- Then document the Selective Service Number by going into the Selective Service Website and putting the clients last name, SSN and SSN

The screenshot shows the Selective Service System website. At the top is the logo and the text "SELECTIVE SERVICE SYSTEM OFFICIAL SITE OF THE UNITED STATES GOVERNMENT". Below this is a navigation bar with links: HOME, REGISTRATION, VOLUNTEERS, RESOURCES, PUBLIC AFFAIRS, and REPORTS. The main content area is titled "Selective Service Online Registration Search". It contains three input fields: "Last Name:" with a text box, "Social Security Number:" with a text box and the instruction "(No dashes or spaces)", and "Date of Birth:" with a text box and the instruction "(mmddyyyy)". Below these fields is a CAPTCHA image showing the number "3436" and a "reCAPTCHA" logo. There is a text box for "Type the text" and a "Privacy & Terms" link. At the bottom are "Submit" and "Reset" buttons.

Registration > Check a Registration > Check a Registration Form

Selective Service Online Registration Search

Last Name:
Social Security Number: (No dashes or spaces)
Date of Birth: (mmddyyyy)


 [Privacy & Terms](#)

Registration > Check a Registration > Check a Registration Form

Selective Service Online Registration Search

Search Criteria
Last Name: Potts
Social Security Number: *** - ** - 3164
Date of Birth: 07/21/1965

Matched Record

Selective Service Number:
65-0733117-8

Name
JAMES DONALD POTTS

Date of Registration:
8/4/1983

To print an official letter of verification from Selective Service, click here [Print Letter](#)



Selective Service Compliant

- Then transcribe the selective service number from the website over into the application “Private Information” screen in the block for “Selective Service Number”

IWDS Illinois Workforce Development System **Case Management**

Private Information
James D. Potts [Application Summary](#)
SSN: ***-**-2323 App LWA:20 App Date:01/31/2015

* Social Security Number: 322-23-3164

* Hispanic or Latino? No

* Race/Ethnicity: American Indian or Alaskan Native Asian
 Black Hawaiian or Pacific Island
 Prefer Not To Answer White

* Gender: Male

* Birth Date: 07/21/1965

Mother's Maiden Name: _____

* Authorized to Work In USA: Yes

* Selective Service Compliance: Yes [Verify Compliance](#)

Selective Service Number: 650733117-8

* Disability? No

Category of Disability: _____

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).



Selective Service Compliant

- The real issue comes to play when a male client who was born on or after 1/1/1960 who is not compliant with selective service
-



Selective Service Compliant

- The real issue comes to play when a male client who was born on or after 1/1/1960 who is not compliant with selective service
 - What happens then?
-

Selective Service Compliant

- The real issue comes to play when a male client who was born on or after 1/1/1960 who is not compliant with selective service
 - What happens then?
 - If the client is under age 26 he would simply need to register with selective service before you could enroll him in WIOA Services
-

Selective Service Compliant

- The real issue comes to play when a male client who was born on or after 1/1/1960 who is not compliant with selective service
 - What happens then?
 - If the client is under age 26 he would simply need to register with selective service before you could enroll him in WIOA services
 - If the client was over the age of 26 and not compliant with Selective Service, the only way for him to receive WIOA services is to have a Locally Approved Selective Service Waiver
-

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[List All Services](#)

[Spell Check](#)
[FAOs](#)
[I'm Done: Log Off](#)

Private Information

James D. Potts [Application Summary](#)
 SSN: ***-**-2323 App LWA:20 App Date:01/31/2015

* Social Security Number: 322-23-3164

* Hispanic or Latino? No

* Race/Ethnicity: American Indian or Alaskan Native Asian
 Black Hawaiian or Pacific Island
 Prefer Not To Answer White

* Gender: Male

* Birth Date: 07/21/1965

Mother's Maiden Name: _____

* Authorized to Work In USA: Yes

* Selective Service Compliance: Locally Approved Selective Service Waiver

Selective Service Number: **Locally Approved Selective Service Waiver**

* Disability? No
 Not Applicable

Category of Disability: Yes

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).



Selective Service Compliant

- DCEO E-Policy - Selective Service Policy 5.1.3 - which requires each LWIA establish Local Selective Service Requirements
- Really your Local Policy addresses who would approve “Locally Approved Selective Service Waivers” on a male client over age 26 who is not compliant with Selective Service



Selective Service Compliant

- What are the steps needed for a Locally Approved Selective Service Waiver?
-



Selective Service Compliant

- What are the steps needed for a Locally Approved Selective Service Waiver?
 - Who approves a Locally Approved Selective Service Waiver?
-

Selective Service Compliant

- In all instances, if you have a male client born on or after 1/1/1960 who did not register for Selective Service you would have your client complete the Selective Service Verification Form (DCEO/SS Form #001)
-

Selective Service Compliant

- In all instances, if you have a male client born on or after 1/1/1960 who did not register for Selective Service you would have your client complete the Selective Service Verification Form (DCEO/SS Form #001)
 - The client must prove he did not willingly and knowingly fail to register
-

Selective Service Compliant

- In all instances, if you have a male client born on or after 1/1/1960 who did not register for Selective Service you would have your client complete the Selective Service Verification Form (DCEO/SS Form #001)
 - The client must prove he did not willingly and knowingly fail to register
 - Must obtain a Status Information Letter (SIL) from Selective Service - Unless ?
-

Selective Service Compliant

- Whomever according to your local policy is the approval authority for the locally approved selective service waiver must take the following into consideration:
 - Circumstances of why the man did not register (This should be documented on the DCEO/SS Form #001)
 - If required, the approval authority would review the DCEO/SS Form #001 and the SIL and then the grantee must determine if the client did not knowingly and willfully fail to register for Selective Service
-



Selective Service Compliant

- If Waiver is approved, then the IWDS record would be populated with “Locally Approved Selective Service Waiver in the Selective Service Compliance block on Private Information Screen (see next slide)

IWDS Illinois Workforce Development System **Case Management**

Private Information
James D. Potts [Application Summary](#)
SSN: ***-**-2323 App LWA:20 App Date:01/31/2015

*Social Security Number: 322-23-3164

*Hispanic or Latino? No

*Race/Ethnicity: American Indian or Alaskan Native Asian
 Black Hawaiian or Pacific Island
 Prefer Not To Answer White

*Gender: Male

*Birth Date: 07/21/1965

Mother's Maiden Name: _____

*Authorized to Work In USA: Yes

*Selective Service Compliance: Locally Approved Selective Service Waiver [Verify Compliance](#)

Selective Service Number: _____

*Disability? No

Category of Disability: _____

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

Selective Service Compliant

- If Locally Approved Selective Service Waiver is approved, all documentation supporting the approved waiver needs to be placed in the clients record so when the file is monitored all information is present to support the waiver
-

Selective Service Compliant

- Guidance on Locally Approved Selective Service Waiver - “if the failure is deemed knowing and willful then he must be denied WIOA services”
-



Selective Service Compliant

- Decisions are to be made on a case-by-case basis meaning there should never be a cart blanc approval process
-



Selective Service Compliant

- Ok, that is about it for Selective Service, any questions about Selective Service?
-



Veterans Priority of Service

- Talking paper on “Priority of Service” for Veterans and Eligible Spouses has been included in your folder of papers
 - Ensure your Career Planners are capturing the D.D. 214 or a letter from Veterans Administration supporting veterans status prior to loading the veteran in IWDS (This has been an item that has had a significant high state-wide failure rate during data validation)
-



Veterans Priority of Service

- What does “Veterans Priority of Service” mean?
-

Veterans Priority of Service

- What does “Veterans Priority of Service” mean?
 - If you have an individual who meets the criteria for “Veterans Priority of Service” (see talking paper for definition of Veteran and Qualified Spouse)
 - Must still meet the eligibility for the particular program, but if meets qualifications the “Covered Person” must receive “Priority of Service”
-

Veterans Priority of Service

- What does “Veterans Priority of Service” mean?
 - Must still meet the eligibility for the particular program, but if meets qualifications the “Covered Person” must receive “Priority of Service”
 - If meets qualifications the individual gets front of line service, first opportunity, and if opportunities are limited due to funding, must ensure the “Covered Person” receives services before an individual who does not meet “Veteran’s Priority of Service” requirements
-



Veterans Priority of Service

- Veterans Priority of Service will come into play especially for the Adult Funding Stream criteria, more on this when we get into Adult Eligibility
-



WIOA 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
 - Understanding the intricacies of Selective Service is necessary for each WIOA title
 - Veterans Priority of Service are needed for every Department of Labor funded program including but not limited to WIOA
-



Training * Connecting * Developing Illinois' Workforce

Questions ?
