CEJA Climate Works Eligibility Requirements and Documentation Sources

**BACKGROUND**: The Climate and Equitable Jobs Act (CEJA) establishes the Climate Works Pre-apprenticeship Program. The Climate Works program provides training to prepare people to succeed in apprenticeship programs in construction and building trades that are expected to see clean energy job growth. The goal is to create a qualified, diverse pipeline of clean energy workers. Each program offers training, credentials, support with enrollment in apprenticeship programs after completion, barrier reduction services and more. The legislation, Notice of Funding Opportunity for the program, and DCEO policies define the eligibility requirements for individuals who wish to participate in the Climate Works program.

Program compliance monitoring is an important aspect of the DCEO grant lifecycle. To ensure that grant funds are spent in accordance with the grant agreement that has been executed by the grantee and the Department of Commerce & Economic Opportunity, grants may be monitored by DCEO Grant Monitors. Grant Monitors perform an in-depth review of grant expenditures and program execution. Monitoring requirements apply to all Grantees, subgrantees, contractors and subcontractors who receive or provide services related to a grant. The Grantee must permit any agent authorized by the Grantor, upon presentation of credentials, in accordance with all methods available by law, full access to and the right to examine any document, paper and records either in hardcopy or electronic format, of the Grantee involving transactions relating to this Award.

Grantees must ensure that the participants they enroll into Climate Works programming meet program eligibility requirements. Grantees must be able to demonstrate individual participant eligibility to compliance monitors. The below documentation sources are being provided as guidance for grantees in preparation of compliance monitoring. Climate Works grantees should collect documentation on each applicable element of participant eligibility.

**RECORD KEEPING**: Grantees should collect documentation and keep it in the Participant File. Documents may be kept in hard copy or digital form. However, grantees should be consistent in their record keeping approach and follow guidance in [2 CFR 200.334](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.334) for storage of records.

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| **General Eligibility Requirements**Illinois residents aged 16 or above who are authorized to work in the United States and who are willing and able to make a career in construction and the trades can enroll in the Climate Works Pre-apprenticeship Program. Eligible individuals for the training program are: * Persons whose primary residence is in an equity investment-eligible community
* Persons who are graduates of or currently enrolled in the foster care system; or
* Persons who were formerly incarcerated

Participants must have a high school diploma or GED/HiSET or be in a program preparing them for a high school diploma or equivalent.  |

| **Eligibility Requirement** | **Explanation of Requirement** | **Documentation Sources Allowed** |
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| Illinois resident | Individuals participating in the Climate Works Pre-Apprenticeship Program shall be Illinois residents  | * Driver’s License
* Letter/document addressed to participant
* ID card with address
* Rental/lease agreement with applicant and/or parent guardian name listed as a resident
* Bills showing applicant and/or parent guardian name and address
* School/medical documents with address listed
* Court documents with name and address listed
* Records from a financial institution (i.e. bank, check cashing, etc.)
* Voter registration, vehicle registration, or other government document
* Individuals experiencing homelessness may provide:
	+ Written statement or telephone verification from agency or individual providing temporary residence, shelter, or social service agency
	+ Self-Attestation\*
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| Age 16 or older |  | * Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)
* Standard Driver’s License (through May 7, 2025)
* Enhanced Driver’s License/REAL ID
* School records or identification card
* Public assistance / social service records / printout
* Federal, State, Local, or Tribal identification card
* DD-214 / Report of Transfer or Discharge
* Hospital record of birth or baptismal/church record (if place of birth shown)
* U.S. Passport (Unexpired or Expired)
* Selective Service Registration Record
* Court records (such as birth, adoption, incarceration, or fostering)
* \*Self Attestation (lack of documents proving age, address, drivers license, etc. is a barrier Climate Works grantees should work to resolve by helping them attain documents needed for employment)
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| Must meet at least **ONE** of the eligibility criteria 1, 2, or 3 | 1. Persons whose primary residence is in an equity investment-eligible community
 | * CEJA Reporting System Printout of Eligibility Screen (Screen Capture)
* \*Self Attestation for individuals in community designated EJ communities (include copy of Environmental Justice Community Self-Designation application if possible: <https://www.illinoissfa.com/designate-your-community/>)
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|  | 1. Persons who are graduates of or currently enrolled in the foster care system (see [CEJA Participant Enrollment Policy](https://www.illinoisworknet.com/partners/Documents/CEJA%20Policy%20Docs/CEJA%20Policy%2001-PL-24%20Participant%20Enrollment%20with%20Attachs.pdf) for definitions)
 | * Written confirmation from a social services agency
* Court documents which must be accompanied by court notes explaining the foster care situation
* Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers.
* Telephone verification from cognizant agency
* Verification of payments made on behalf of the child
* Written statement from cognizant agency
* Written statement from state / local agency
* Self-Attestation\*
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|  | 1. Persons who were formerly incarcerated (see [CEJA Participant Enrollment Policy](https://www.illinoisworknet.com/partners/Documents/CEJA%20Policy%20Docs/CEJA%20Policy%2001-PL-24%20Participant%20Enrollment%20with%20Attachs.pdf) for definitions)
 | * Court documents
* Proof of being a halfway house resident
* Letter of parole
* Letter of probation
* Letter from Probation Officer or Court
* Police records
* Records from a cognizant agency
* Telephone verification from cognizant agency
* Federal Bonding Program Application
* A letter from Judge
* A letter from police chief
* A reminder appointment card for probation
* Self-Attestation\*
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| Must be authorized to work in the United States | Individuals participating in CEJA programs and activities or receiving funds under CEJA shall be 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. | * Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)
* Certificate of Naturalization (INS Form N-550 or N-570)
* Hospital record of birth or baptismal/church record (if place of birth shown)
* U.S. social security card issued by the Social Security Administration (other than a card that indicates not valid for employment)
* U.S. Passport (Unexpired or Expired)
* E-Verify with documentation
* Certificate of U.S. Citizenship (INS Form N-560 or N-561)
* Consular Report of Birth Abroad or Certification of Birth
* Certification of Birth Abroad issued by the Department of State (Form FS-240, Form FS-545 or Form DS-1350)
* Alien Registration Card indicating Right to Work
* DD-214 / Report of Transfer or Discharge
* Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
* Foreign Passport stamped eligible to work
* Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
* Unexpired Temporary Resident Card (INS Form I-688)
* Unexpired Employment Authorization Document (INS Form I-688A, I-688B, or I-766) with or without photograph
* Unexpired Reentry Permit (INS Form I-327)
* Unexpired Refugee Travel Document (INS Form I-571)
* ID Card for use of Resident Citizen in the United States (INS Form I-179)
* Self-attestation that meets DACA requirements outlined in – DOL TEGL 02-14

NOTE: Another verification source list is the “List of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility”.  One verification source from List A OR one verification source from List B AND one verification source from List C are required to determine Identity and Employment Eligibility.  For the list of acceptable verification documents included in the Form I-9, go to https://www.uscis.gov/i-9.  |
| **Must have a high school diploma, GED/HiSET** or be in a program preparing them for a high school diploma or equivalent |  | * School records
* Diploma/GED or other recognized equivalent
* Telephone verification with school/district officials
* Self-Attestation\*
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| Must have a high school diploma, GED/HiSET or **be in a program preparing them for a high school diploma or equivalent** |  | * Telephone verification with school/district officials
* Letter or telephone verification from a current training provider
* School attendance record(s) • School records • School letters identifying truancy status • Telephone verification with school/district officials confirming truancy or drop out status
* Self-Attestation\*
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| \* Self-attestation may be an acceptable form of documentation, as outlined in this document. While other documentation sources are preferred when practical, self-attestation may be used. In those cases, self-attestation should be used as a last when no other allowable form of documentation is available. Even though it is not necessary to go back and obtain documentation beyond self-attestation for the data elements for reporting purposes, it is critical the program assists the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will need that documentation for training and/or employment.Definition of Self-Attestation – Self-attestation means a written or electronic/digital declaration of information for a particular data element, signed, and dated by the participant. 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. Grantees must retain documentation of the self-attestation. |