**CEJA Clean Jobs Workforce Network Program (Workforce Hubs) Eligibility Requirements and Documentation Sources**

**BACKGROUND**: The Climate and Equitable Jobs Act (CEJA) establishes the Clean Jobs Workforce Network Program (Workforce Hubs). Workforce Hubs provide training, certification preparation, and skill development for entry-level positions in clean energy-related industries, including solar, wind, energy efficiency, and electric vehicle (EV) maintenance.

Eligibility requirements are identified in the table below. Workforce Hub grantees must adhere to the eligibility requirements when screening program applicants for acceptance into the program.

Program compliance monitoring is required in the DCEO grant lifecycle. To ensure that grant funds are spent following the grant agreement executed by the grantee and the Department of Commerce and 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 hard copy or electronic format, of the Grantee involving transactions relating to this Award.

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

**RECORD KEEPING**: Grantees should collect and maintain documentation 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 (for all applicants after the effective date of 7/1/2025)**Eligible participants for the Clean Jobs Workforce Network Program include Illinois residents authorized to work in the United States who are at least 18 years of age and:1. Reside in an area that is:
	1. Both an R3 Area as established under Section 10-40 of the Cannabis Regulation and Tax Act [410 ILCS 705] and an environmental justice community; or
	2. Either an R3 Area as established under Section 10-40 of the Cannabis Regulation and Tax Act [410 ILCS 705] or an environmental justice community; or
2. Qualify as eligible to participate as follows:
	1. Meets the definition of a displaced energy worker; or
	2. Is a person who faces barriers to employment, including, but not limited to, low educational attainment, prior involvement with the criminal legal system, language barriers, or is a person who is a graduate or current member of the foster care system.
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| **Requirement** | **Explanation of Requirement** | **Documentation Sources Allowed** |
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| Illinois Resident; | Individuals participating in the Clean Jobs Workforce Network Program shall be Illinois residents | * Driver’s License
* Letter/document addressed to the participant
* ID card with address
* Rental/lease agreement with applicant and/or parent guardian name listed as a resident
* Bills showing the applicant's and/or parent guardian's name and address
* School/medical documents with the 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 documents
* Individuals experiencing homelessness may provide:
	+ Written statement or telephone verification from the agency or individual providing temporary residence, shelter, or social service agency
	+ Self-Attestation\*
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| Age 18 or Older; and |  | * 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, driver's license, etc., is a barrier. Workforce Hubs grantees should work to resolve this by helping them attain documents needed for employment)
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| Must meet one of the eligibility criteria in 1a, 1b or 2a, 2b | 1a. Reside in an area that is both an R3 Area as established under Section 10-40 of the Cannabis Regulation and Tax Act [410 ILCS 705] and an environmental justice community | * CEJA Reporting System Printout of Eligibility Screen
* \*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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|  | 1b. Reside in an area that is either an R3 Area as established under Section 10-40 of the Cannabis Regulation and Tax Act [410 ILCS 705] or an environmental justice community | * CEJA Reporting System Printout of Eligibility Screen
* \*Self-Attestation for individuals in community-designated EJ communities
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|  | 2a. Qualify as eligible to participate by meeting the definition of a displaced energy worker: “an energy worker who has lost employment or is anticipated by the Department to lose employment within the next 5 years, due to the reduced operation or closure of a fossil fuel power plant, nuclear power plant, or coal mine.”**Element to be documented: PROOF OF EMPLOYMENT** | * Pay stub
* Individual letter from employer or employer-generated list of individuals who were laid off or terminated
* Certification of separation (from the employer)
* Employer or union representative certification, letter, or statement of separation
* Illinois Department of Employment Security (IDES) unemployment insurance information or other states' unemployment insurance records
* Public notice of closing and a written notice specific to an individual or an employer-generated list of individuals to be laid off or terminated (WARN Notice or media article/announcement describing the closure/mass layoff, which includes the name of the medium and date of publication)
* Employer or union representative certification, letter, or statement of expected separation
* Unemployment claims
* Job placement services documentation
* \*Self-Attestation
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|  | 2a (continued) Qualify as eligible to participate by meeting the definition of a displaced energy worker: “an energy worker who has lost employment, or is anticipated by the Department to lose employment within the next 5 years, due to the reduced operation or closure of a fossil fuel power plant, nuclear power plant, or coal mine.”**Element to be Documented: PROOF OF PLANT CLOSURE/REDUCED OPERATIONS** | * Individual letter from employer or employer-generated list of individuals who were laid off or terminated
* Government reports
* Facility-specific statements – corporate press releases
* Certification of separation (from the employer)
* Employer or union representative certification, letter, or statement of separation
* Illinois Department of Employment Security (IDES) unemployment insurance information or other states' unemployment insurance records
* Public notice of closing and a written notice specific to an individual or an employer-generated list of individuals to be laid off or terminated (WARN Notice or media article/announcement describing the closure/mass layoff, which includes the name of the medium and date of publication)
* Individual letter from employer or employer-generated list of individuals to be laid off or terminated
* Employer or union representative certification, letter, or statement of expected separation
* Unemployment claims
* Job placement services documentation
* \*Self-Attestation
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|  | 2b. Is a person who faces barriers to employment, including but not limited to:* 1. Persons who are graduates of or currently enrolled in the foster care system
	2. Persons with prior involvement with the criminal legal system
	3. Persons with low educational attainment
	4. Persons with language barriers: a person with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language
 | 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 the cognizant agency
	* Verification of payments made on behalf of the child
	* Written statement from the cognizant agency
	* Written statement from state / local agency
	* Self-Attestation\*
2. Persons with prior involvement with the criminal legal 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)
	* 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 the cognizant agency
	* Federal Bonding Program Application
	* A letter from Judge
	* A letter from a police chief
	* A reminder appointment card for probation
	* Self-Attestation\*
3. Persons with low educational attainment
	* Applicable records from an educational institution (transcripts, academic assessments, or other school documentation)
	* Results from an authorized assessment test showing fundamental skills deficiency (TABE, CASAS, other ICCB approved tests)
	* Results from a Basic Skills Screening Tool
	* \*Self-Attestation
4. Persons with language barriers: a person with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language
	* Results from an authorized assessment test
	* Case notes from career planner discussions with the participant
	* Basic Skills Screening Tool
	* Self-Attestation\*

e. Other Barriers to Employment* Self-Attestation\*
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| Must be authorized to work in the US (Not in the NOFO or Legislation) | 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 as 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>.  |

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| **Self-Attestation** |
| \* Self-attestation may be an acceptable form of documentation, as outlined in this document, if no other form of documentation is possible or practical. While other documentation sources are preferred, self-attestation may be used if obtaining documentation is impossible or would create an additional barrier to training for the participant. In those cases, self-attestation should be used as a last resort 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, the program must assist the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will likely need that documentation for training and/or employment. The program should seek documentation for each element that establishes participant eligibility and only utilize self-attestation for the individual element where other documentation sources are impossible or impractical to obtain. The participant should not try to claim blanket self-attestation for all aspects of eligibility. Where documentation is available, it should be obtained. Definition of Self-Attestation –Self-attestation refers to a written or electronic declaration of information for a specific data element, signed and dated by the participant. An electronic signature or a submission from the participant, such as an email, text, or unique online survey response, is considered an electronic signature or verification if it is participant-generated and traceable to the participant. Grantees must retain documentation of the self-attestation. |