



Professional Development

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WIOA Dislocated Worker Eligibility

March 1st, 2023

Moderator



Kiersten Baer

- Digital Communications Manager
 - Illinois Center for Specialized Professional Support
 - kmbaer@ilstu.edu

Which partner do you best represent?





Presenter

James (Jim) Potts

Manpower Planner III

Illinois Department of Commerce and Economic Opportunity

Office of Employment and Training

Reporting Unit

Objective

The primary objective of this presentation is to inform the audience about the intricate details around the Updated Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Eligibility Policy Chapter 5 Section 3.

This updated/new policy was issued on January 27th, 2023



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

January 27, 2023

WIOA POLICY 5.3 **DISLOCATED WORKERS ELIGIBILITY**

I. POLICY:

A "dislocated worker" customer of the Workforce Innovation and Opportunity Act (WIOA) must meet general eligibility requirements and at least one (1) of the following dislocated worker eligibility requirements:

WIOA Title 1 Authority

- Workforce Innovation and Opportunity Act of 2014
- Training and Employment Guidance Letter (TEGL)19-16 - Guidance on Services Provided through Adult and Dislocated Worker under WIOA - dated March 28th, 2017
- WIOA ePolicy Chapter 5.1 - General Eligibility
- WIOA ePolicy Chapter 5.1.1 - Selective Service updated August 2021
- WIOA ePolicy Chapter 5.3 - Dislocated Worker Eligibility updated January 27th, 2023

WIOA General Eligibility

DCEO ePolicy - WIOA General Eligibility Policy 5.1

- 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 28th, 1960 must be compliant with Selective Service before they meet WIOA General eligibility.

Dislocated Worker Eligibility

WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility:

- Unlikely to Return to Previous Industry or Occupation
- Plant Closure or Substantial Layoff
- UI Profilee
- No Longer Self-Employed
- Displaced Homemaker
- Spouse of a member of the Armed Forces on active duty

Dislocated Worker Eligibility Checklist

As part of the Dislocated Worker Eligibility Policy, under Attachment “C”, a Dislocated Worker Eligibility checklist was added. This checklist breaks down in a truncated wording the six (6) different Dislocated Worker eligibility criteria.

Dislocated Worker Eligibility Criteria	
Documentation in the file must support that the participant is eligible as a Dislocated Worker	
Category	Criteria
1. Individual or Small Group Layoff	<input type="checkbox"/> An individual who was terminated, laid off, or has received a notice of termination or layoff and is unlikely to return to the previous industry or occupation;
	A N D
	<input type="checkbox"/> a) <u>UI Benefits</u> - Is eligible for or has exhausted a monetary benefit by the state unemployment insurance administering agency. OR <input type="checkbox"/> b) <u>Tenure</u> - Is not eligible for unemployment compensation due to insufficient earnings but can show an attachment to the workforce of at least 30 days or the employer was not covered under state compensation law.
2. Facility Closure or Substantial Layoff	<input type="checkbox"/> a) The occupation is low growth or a declining industry. OR
	<input type="checkbox"/> b) Individual requires additional documented assistance (see the Dislocated Workers Eligibility policy for examples).
3. Profiled to Exhaust Unemployment Insurance Benefits	<input type="checkbox"/> a) An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise <u>as a result of</u> a permanent closure or substantial layoff, including any layoff associated with a declared national or local disasters or emergencies. OR <input type="checkbox"/> b) Is employed at a facility at which the employer has made a general announcement that the facility will close within one-hundred eighty (180) days. <ul style="list-style-type: none"> Impacted workers are eligible for basic career services only unless within one-hundred eighty (180) days of planned facility closure.
4. No Longer Self-Employed	<input type="checkbox"/> a) Was self-employed (including employment as a farmer, <u>rancher</u> or fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. OR <input type="checkbox"/> b) Self-employed and going out of business or family member of, or worker for a formerly self-employed individual (at least one (1) year full-time work), including independent contractors.

IWDS vs Career Connect

Some important details to understand, in Illinois, we have WIOA Career Planners that utilize two (2) different Management Information Systems (MIS) to record the WIOA applications.

- LWIA 7 and all contract WIOA Service providers in the Chicago-Cook County area utilize Career Connect for recording their WIOA application.
- All other LWIA's within Illinois and all other contracted WIOA Service providers utilize Illinois Workforce Development System for their WIOA application.

WIOA Dislocated Worker in IWDS

- For this presentation, we will be discussing the updated WIOA Dislocated Worker Eligibility Policy Chapter 5 Section 3 that was issued in January 2023.
- Much of this presentation will be demonstrating how the clients are portrayed within IWDS, as IWDS correlates directly with the how the Dislocated Worker criteria associated with the current WIOA Policy Chapter 5 Section 3 - WIOA Dislocated Worker Eligibility.

Dislocated Worker in Career Connect

- In the Dislocated Worker Policy, Chapter 5 Section 3 break out the WIOA Dislocated Worker Eligibility by six (6) different specific criteria:
 - For those who work for LWIA 7, who utilize Career Connect, the different Dislocated Worker criteria are broken down into eight (8) different Categories.
 - LWIA 7 has an excellent Dislocated Worker checklist that correspond to each of the eight (8) different categories.
- During this presentation, when explaining how the criteria is in Dislocated Worker Policy, the presentation will also attempt to correspond to the appropriate Career Connect Dislocated Worker Category.

Dislocated Worker Eligibility

Regardless if you utilize IWDS or Career Connect, there are some key terms that must be understood related to Dislocated Worker Eligibility:

- Under Employed
- Self-Sustaining Employment
- Intervening Employment

Under-Employed

- You will notice that the term Under Employed is included as part of various WIOA Dislocated Worker Eligibility criteria.
- Under WIOA, Under Employed is defined as an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment.

Under-Employed

TEGL 19-16 - Guidance on Services Provided through Adult and Dislocated Worker Programs also states, if an individual is working full-time, but is on public assistance (Food Stamps, Cash Welfare, Medical Card, etc.,) then they should also be considered under-employed.

Under-Employed

- TEGL 19-16 - provided additional criteria for Underemployed:
 - Individuals who meet WIOA Low Income criteria but are working full-time are considered under-employed.
 - Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.
- Similar, LWIA's local policy on self-sufficiency criteria for a Dislocated Worker (DW) Client can be based on the individual finding employment equal to or greater than a percentage of a client's dislocation lay-off wage.

Under-Employed within IWDS

Within the Dislocated Worker application within IWDS, on the “Employment Characteristics” screen, is the question of “Under-Employed”; the response should be answered with a “Yes” if the client meets the criteria of “Under-Employed”.

Employment Characteristics
[Constance WIOA](#) [Application Summary](#)
SSN: 1665 App LWA:20 App Date:12/27/2022

*Labor Force Status: Unemployed
*UI Status: Not Eligible / Not Determined
*Tenure: No
*Primarily Employed in Farm Work: No
*Minimum Threshold of Farm Work Performed: No
Migrant Status:
Dependent of a seasonal, or migrant and seasonal farmworker:
Type of Qualifying Farm Work:
Under-Employed: Yes ←
UI Profilee Date: None
UI Profilee Eligible: No
Save Cancel

Self-Sustaining Employment

- Self-Sustaining Employment is a job, that meets a LWIA's definition for self-sufficiency.
- Under the Dislocated Worker title, as mentioned earlier in this presentation, each LWIA has the latitude to define self-sufficient employment based on a percentage of a dislocation wage.

Example Self-Sufficiency Criteria

At recent in-person WIOA Dislocated Worker Eligibility Training with LWIA 23, directly below provides their local guidance on self-sufficiency criteria for a Dislocated Worker:

- Self-sufficiency should be set at 95% of the customer's wage at dislocation; OR at the Adult level - which is set at 185% of the current Lower Living Standard Income Level (LLSIL), whichever is greater.

Intervening Employment

Using the example on the previous slide, for any Dislocated Worker client that would be from LWIA 23, where the self-sufficiency criteria for a Dislocated Worker is set at 95% of the dislocation wage or 185% of the LLSIL, whichever is higher; if a client would have been making \$50,000 per year at dislocation, if that individual was hired into a job making less than \$47,500 of their Dislocation Wage (which is 95% of dislocation wage of \$50,000), then that new employment would be considered **“intervening employment”**.

Identifying your Local Guidance

- If you currently work as a Career Planner with the Dislocated Worker population, and if you do not currently know your own LWIA's local guidance/policy on self-sufficiency for a Dislocated Worker, I highly encourage you to speak with your supervisor to get this information on what is the locally defined self-sufficiency criteria for a Dislocated Worker?
- Without that information, it makes it extremely difficult for you as the Career Planner to know what the overall goal is in relation to assisting your Dislocated Worker clients in obtaining full-time, self-sustaining employment.

Taking those things into Consideration

- To tie everything together on these topics; if a client had “intervening employment”, they would also be considered “under-unemployed”.
- The client could still have consideration for eligibility under the Dislocated Worker program using the original Dislocation Job, while working at the “intervening employment” due to being “under-employed”.
- Lastly on this topic, a client would be working in “intervening employment” at any job until they obtain “self-sustaining employment”.

Dislocated Worker Eligibility

- Now that we have those terms covered, let us get into the specifics of WIOA Dislocated Worker eligibility.
- As mentioned earlier, an individual could meet WIOA Dislocated Worker eligibility under six different categories, and each category has different eligibility criteria with significantly different documentation requirements.


Dislocated Worker Eligibility

Under the new Dislocated Worker Policy Chapter 5 Section 3, there are six (6) different ways an individual could meet WIOA Dislocated Worker eligibility and each criteria is significantly different:

1. Unlikely to Return to Previous Industry or Occupation
2. Plant Closure or Substantial Layoff
3. UI Profilee
4. No Longer Self-Employed
5. Displaced Homemaker
6. Spouse of a member of the Armed Forces on active duty

Dislocated Worker in Career Connect

- For those who work under LWIA 7, you work with Career Connect and each of the Dislocated Worker categories are identified different than they are in the WIOA Legislation, and in DCEO OET Policy.
- Chicago Cook Workforce Partnership has a Dislocated Worker Eligibility Checklist (March 2022) should always be used when working with a Dislocated Worker client.



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DISLOCATED
ELIGIBILITY CHECKLIST

Participant Name:

Agency Name:

Career Connect State ID#

Note: Only one document required for each section. If applicable, the same document can be used for multiple sections.

AUTHORIZATION TO WORK IN US

<input type="checkbox"/> Birth Certificate with place of birth <input type="checkbox"/> U.S. Social Security card (<i>other than a card that indicates not valid for employment</i>) <input type="checkbox"/> Enhanced Driver's License/REAL ID <input type="checkbox"/> Alien Registration card indicating Right to Work <input type="checkbox"/> Baptismal Certificate with place of birth <input type="checkbox"/> DD-214 with place of birth <input type="checkbox"/> United States Passport <input type="checkbox"/> Foreign Passport stamped eligible to work <input type="checkbox"/> Hospital Birth Record indicating US Citizenship <input type="checkbox"/> U.S. Naturalization Certificate	<input type="checkbox"/> U.S. Passport (<i>Unexpired or Expired</i>) <input type="checkbox"/> Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14 <input type="checkbox"/> E-Verify with documentation <input type="checkbox"/> Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>) <input type="checkbox"/> Consular Report of Birth Abroad or Certificate of Birth <input type="checkbox"/> Certification of Birth Abroad issued by the Dept. of State (<i>Form FS-240, Form FS-545 or Form DS-1350</i>) <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)	<input type="checkbox"/> Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization <input type="checkbox"/> Unexpired Temporary Resident Card (<i>INS Form I-688</i>) <input type="checkbox"/> Unexpired Employment Authorization Document (<i>INS Form I-688A, I-688B, or I766</i>) with or without photograph <input type="checkbox"/> Unexpired Reentry Permit (<i>INS Form I-327</i>) <input type="checkbox"/> Unexpired Refugee Travel Document (<i>INS Form I-571</i>) <input type="checkbox"/> ID card for use of Resident Citizen in the U.S. (<i>INS Form I-179</i>) <input type="checkbox"/> Acceptable Documents used for INS Form I-9
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Local LWIA 7 Guidance

- Besides the guidance in Federal and State Policies, each Local Workforce Innovation Area (LWIA) has the latitude to establish additional Local Policy Guidance.
- Chicago Cook Workforce Partnership does an exceptional job conducting tailored virtual trainings/webinars and has developed a Staff Training Guide that can be accessed on the Career Connect Zen Desk: [LINK:
https://workforceboard.zendesk.com/hc/en-us/articles/7760807734541--WIOA-Staff-Training-Guide-Worksheet](https://workforceboard.zendesk.com/hc/en-us/articles/7760807734541--WIOA-Staff-Training-Guide-Worksheet)(See next slide)



Local LWIA 7 Guidance

Chicago Cook Workforce Partnership

WIOA

Training Guide



PURPOSE FOR THE TRAINING GUIDE

To assist agencies with the following:

- Navigating Career Connect Help Desk
- Onboarding New Agency/Staff
- Refresher /Crash Course

Access Career Connect Help Desk at: <https://workforceboard.zendesk.com/hc/en-us>

The help desk is a website where the partnership houses state and local policies and procedures. We refer to this as our electronic library where you can find forms, documents and webinars and submit a help desk ticket.

Which System Do You Use ?

- We are now going to take a poll so each attendee at today's webinar can let us know if they utilize either Illinois Workforce Development System (IWDS) or Career Connect for their WIOA application, eligibility determination and certification for enrollment in WIOA services?
- Once that survey is completed, we will resume speaking about the overall WIOA Dislocated Worker Eligibility based on the new/updated WIOA Dislocated Worker Eligibility Policy that was issued on January 27th, 2023.

Dislocated Worker Eligibility

- Out of the six different ways an individual could be determined eligible under Dislocated Worker criteria, by far, the most complex criteria is under “Unlikely to Return to Previous Industry or Occupation” - We will just call this “Unlikely to Return”.
- “Unlikely to Return” has layered eligibility criteria, meaning there are several factors that will determine if an individual meets this criteria. The next several slides will cover this very layered criteria.

Unlikely To Return

First as listed in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility - paragraph I.1.a.1) - The individual: 1) Has been terminated or laid off or has received notice of employment termination or layoff; this would include an individual who has separated from or has an impending separation from the Armed Forces; and

Unlikely To Return

This individual that has been terminated, laid off or has received notice of employment termination or layoff; must as listed in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility - paragraph I.1.a.2).a):

- Is eligible for or has exhausted entitlement to unemployment compensation as documented in one of the following ways; Unemployment Insurance Benefits:
 - The classification of persons as eligible for unemployment compensation is limited to those who have been determined eligible to receive a monetary benefit by the state unemployment insurance administering agency, or who have been determined by the state unemployment administering agency to have exhausted their benefits; OR

Unlikely To Return

In laymen's terms, to meet this portion of the criteria under "Unlikely to Return", an individual who had worked at a job where the employer had paid into Unemployment Insurance (UI) on behalf of the client, the client must be eligible to draw a monetary UI benefit or has exhausted the UI benefit.

Unemployment Insurance (UI)

- Traditional UI payments are received when an individual loses their job, where the employer of record had been paying into the UI system on behalf of the individual.
- When an individual applies for UI, if the employer does not dispute the UI claim, the individual is able to draw the UI benefit while looking for new employment.

Unemployment Insurance (UI)

In the past, there had been a lot of information about the different UI payments.

- Pandemic Unemployment Assistance (PUA) program was a program during the COVID 19 Crisis, which provided UI benefits for many individuals who had been determined ineligible for traditional unemployment benefits.
- Self-employed and independent contractor employees are probably the two most well-known groups of individuals who received PUA.

Unemployment Insurance (UI)

Regardless if an individual receives or has received traditional UI benefits or PUA benefits, are receiving or eligible to receive a monetary benefit but are not currently drawing, or have exhausted either traditional UI or PUA, they will meet the criteria tied to UI under the eligibility for “Unlikely to Return” criteria.

Additional Feedback on UI

Additionally, regardless if the individual was fired, quit, or laid-off; if determined eligible to draw a monetary UI benefit (either traditional or PUA) or has exhausted their monetary UI benefit (either traditional or PUA), the criteria tied to being terminated or laid off is met, and the criteria tied to UI would be met.

PUA Ended in September 2021

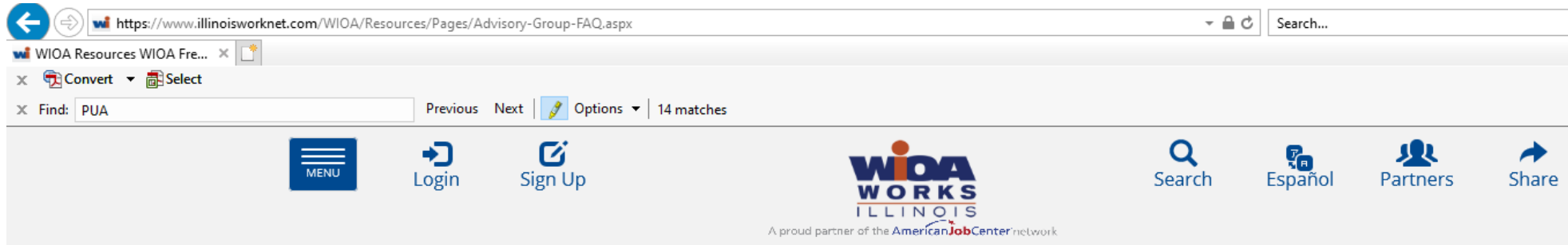
- In September 2021, Pandemic Unemployment Assistance (PUA) ended and there were questions related to how a client who was on PUA when the program ended should be recorded in their WIOA application regarding UI Status?
- Based on communication with our Policy Unit, after coordination with Illinois Department of Employment Security (IDES), based on UI Law, if an individual was drawing PUA when the program ended, (even if that individual still had a balance remaining when the PUA program ended,) the individual should be considered to have “Exhausted” their UI benefits.



Link to OET COVID 19 Q&A

- Within Illinois workNet (IwN) the Office of Employment and Training (OET) maintains a COVID 19 Question and Answers (Q&A).
- IwN COVID Page:
<https://www.illinoisworknet.com/WIOA/Resources/Pages/Advisory-Group-FAQ.aspx>

OET WIOA COVID Q&A



[Back to Implementation Guide](#)

Use the grey box below to submit your question or COVID-19 input.

Audience

Select

Subjects

2020 COVID-19

Applied Filter: 2020 COVID-19

Click here and submit your question

PUA Guidance from OET

22. For individuals who were on Pandemic Unemployment Assistance (PUA) who still had PUA benefits available when the PUA program officially ended (week beginning 9/4/2021), what is the correct response to the individual's Unemployment Insurance (UI) status?


Based on feedback from the Illinois Department of Employment Security (IDES), based on UI Law, if an individual was drawing PUA when the program ended, (even if that individual still had a balance remaining when the PUA program ended,) the individual should be considered to have "Exhausted" their UI benefits. An important distinction, if the individual had/has obtained full-time self-sustaining employment since they had last received PUA, their UI status would then be related to the most recent employment, and not the circumstances that led to the individual receiving PUA benefits.

Dislocated Worker Eligibility

To meet this first criteria under “Unlikely to Return”, or those who use IWDS, regardless if the prospective WIOA client is receiving traditional UI or PUA, if the client has any response to the UI Status question other than “Not Eligible/Not Determined” they will have met the first eligibility criteria of eligible for or exhausted UI:

Employment Characteristics
[Constance WIOA](#) [Application Summary](#)
 SSN: 1665 App LWA:20 App Date:12/27/2022

*Labor Force Status: Unemployed

*UI Status: Eligible, But Not Receiving Benefits 

*Tenure:
 *Primarily Employed in Farm Work: Eligible, But Not Receiving Benefits
 Exhausted Benefits
 *Minimum Threshold of Farm Work Performed: Not Eligible / Not Determined
 Receiving Benefits
 Migrant Status:
 Dependent of a seasonal, or migrant and seasonal farmworker:
 Type of Qualifying Farm Work:
 Under-Employed:
 UI Profilee Date: None
 UI Profilee Eligible: No

Save Cancel

Criteria in Career Connect

For those who utilize Career Connect, for the Dislocated Worker criteria of Unlikely to Return to Previous Industry or Occupation, where the client worked at a job that had paid into UI, and the client is eligible for or had exhausted their UI, the client would fall under Category 1 within Career Connect:

CATEGORY 1: TERMINATION/LAID-OFF/UI		
<p><u>Employment Status</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Record showing Termination or Layoff <input type="checkbox"/> Work History showing Termination or Layoff <input type="checkbox"/> Certification of Expected Separation <input type="checkbox"/> Individual Notice of Layoff 	<p><u>Unemployment Comp. Verification</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Records showing Eligible for Benefits (Claimant or Exhaustee) <input type="checkbox"/> Other State's UI Records showing Eligible for Benefits (Claimant or Exhaustee) 	<p><u>Dislocation Category Verification</u></p> <p>If eligible because of declining industry or low-growth occupation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History or other documentation of ONET <u>OR</u> NAICS Code for Dislocation Employment <p>If eligible because long-term unemployment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History showing Unemployed at Least 6 months <u>OR</u> <input type="checkbox"/> UI Documents showing Unemployed at Least 6 months <u>AND</u> <input type="checkbox"/> Job Service Documents showing Completed 1 month of Job Search <p>If eligible because requires Additional Assistance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Case note documenting that customer needs additional assistance to obtain employment

Unlikely to Return

- To recap, the initial eligibility for “Unlikely to Return to Previous Industry or Occupation” requires the client to be eligible to draw a monetary UI benefit (either traditional UI or PUA) or exhausted UI (either traditional UI or PUA), that was covered in the previous slides.
- In addition, there is an alternative to UI for individuals who worked for an employer who had not paid into UI on their behalf; this is known as “Tenure”.
- The details around “Tenure” will be covered on the next several slides.

Unlikely to Return

This individual that has been terminated or laid off or has received notice of employment termination or layoff; and as listed WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility - paragraphs I.1.a.2.b)

- Tenure = has been employed for a duration sufficient to demonstrate attachment to the workforce (meaning the individual must have at least thirty (30) days of employment in the industry or occupation from which he/she was dislocated), 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;

NOTE: In the previous WIOA Dislocated Worker Eligibility Policy, the time to meet the “Tenure” criteria had been six (6) months in the industry or occupation, and that time frame has now been shrunken down to thirty (30) days in the 1-27-23 policy.

Tenure Alternative to UI

- “Tenure” is for an individual who worked at a job (or in the industry) for at least 30 days, where the employer did not pay into the UI system on behalf of the employee.
- OR “Tenure” is for an individual who worked at a Job (or in the industry) for at least 30 days and had insufficient wages to draw a monetary UI benefit.

Tenure - What does this mean ?

- However, if someone worked at a job that did not pay into UI, and if they worked at least 30 days at the occupation and/or industry, they would meet the criteria of “Tenure”.
- As mentioned, there is criteria tied to an individual who was attached to a job for at least 30 days but has insufficient earnings to draw a UI benefit could also meet “Tenure”.
 - Best example of this is when an employee might have been on workers comp (attached to the job), but if that individual was laid off, they might have insufficient wages recorded from their employment to draw a UI benefit.

Tenure - Military Separation

Often people who separate from the armed forces after their enlistment (discharged from active duty) are not eligible for UI - if that is the case with someone you are working with, Illinois Department of Employment Security has given guidance that those are people who would meet “Tenure” if they had served at least 30 days in the armed forces and are not eligible for UI.

Employment Characteristics Screen

For the “example” client on the adjacent screen, the individual met meet “Tenure” as he was medically separated from the Air Force and with his Veterans benefits, he was not eligible for UI benefit.


Employment Characteristics

[Constance WIOA](#) [Application Summary](#)

SSN: 1665 App LWA:20 App Date:12/27/2022

*Labor Force Status: Unemployed

*UI Status: Not Eligible / Not Determined

*Tenure: Yes 

*Primarily Employed in Farm Work: No

*Minimum Threshold of Farm Work Performed: No

Migrant Status:

Dependent of a seasonal, or migrant and seasonal farmworker:

Type of Qualifying Farm Work:

Under-Employed:

UI Profilee Date: None

UI Profilee Eligible: No

Save Cancel

Example of “Tenure” Jobs

- Some example of jobs not covered under the state unemployment compensation law:
 - Church or religious organization
 - Railroad
 - Insurance agent
 - Agricultural labor
 - Domestic Service
 - Family Business
- Many of these jobs did receive PUA benefit during COVID. But from my knowledge the PUA ended in September 2021.

Criteria in Career Connect

For those who utilize Career Connect, for the Dislocated Worker criteria of Unlikely to Return to Previous Industry or Occupation, the client who worked at a job that did not pay into UI on behalf of the client, but the client meets the “Tenure” alternative to UI, it would fall under Category 2 within Career Connect.

CATEGORY 2: TERMINATION/LAID-OFF/TENURE		
<p><u>Employment Status</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Record showing Termination or Layoff <input type="checkbox"/> Work History showing Termination or Layoff <input type="checkbox"/> Certification of Expected Separation <input type="checkbox"/> Individual Notice of Layoff 	<p><u>Unemployment Comp. Verification</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History showing meets Tenure Requirements for WIOA (Neither Claimant or Exhaustee) <input type="checkbox"/> IDES UI Records showing meets Tenure Requirements for WIOA (Neither Claimant nor Exhaustee) 	<p><u>Dislocation Category Verification</u></p> <p>If eligible because of declining industry or low-growth occupation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History or other documentation of ONET <u>OR</u> NAICS Code for Dislocation Employment <p>If eligible because long-term unemployment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History showing Unemployed at Least 6 months <u>OR</u> <input type="checkbox"/> UI Documents showing Unemployed at Least 6 months <u>AND</u> <input type="checkbox"/> Job Service Documents showing Completed 1 month of Job Search <p>If eligible because requires Additional Assistance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Case note documenting that customer needs additional assistance to obtain employment

Unlikely to Return Criteria

- It is **very important** to understand that under the criteria of “Unlikely to Return”, if an individual is laid off (or fired, quit, etc.) from a job where the employer had paid into the UI system on behalf of the individual, and the individual is/has been denied UI benefits, (both traditional UI and PUA) the individual cannot be determined eligible under the Dislocated Worker criteria of “Unlikely to Return”.
- **There is no exception to the above paragraph.**

Unlikely to Return Criteria


- So now if a client has met the first part of the Unlikely to Return criteria of being eligible for or exhausted UI (either traditional UI or PUA) or they met the alternative to UI called “Tenure”; next layer is:
- **WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility - paragraphs 1.1.a.3.)a)i):**
 - This individual has been laid off or terminated from a low growth industry, defined by a North American Industrial Classification System (NAICS) code category with less than the statewide average growth rate; and/or


Unlikely to Return Criteria

- Or, if the client was not from a declining industry, they could also be determined “Unlikely to Return” if the dislocation job was from a “Low Growth Occupation”. Below is the wording from Policy:
- **WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility - paragraph 1.1.a.3.)a)ii)**
 - This individual has been laid off or terminated from a low growth occupation, defined as any O*Net Codes category with an average annual employment growth rate of less than the statewide average growth rate for all occupations;

Dislocation Job

- The declining industry and/or the low growth occupation would be recorded on the clients “Dislocation Job” in IWDS.
- Below is an example for a client whose “Dislocation Job” was from both a “Declining Industry” and from a “Low Growth Occupation”. Only one would be required to have a “Y”, but this just demonstrates a client that met both criteria.

*NAICS Code:
Description: Frozen Cakes, Pies, and Other Pastries Manufacturing
Declining: Y 

*O*Net(SOC):
Description: Bakers
Low Growth?: Y 

Criteria in Career Connect

Chicago Cook Workforce Partnership



WIOA

Training Guide

For those who work under the umbrella of LWIA 7 and utilize Career Connect for the WIOA application, if you have specific questions, I highly encourage utilize the Career Connect Zen Desk, that has many excellent training tools for various circumstances.

PURPOSE FOR THE TRAINING GUIDE

To assist agencies with the following:

- Navigating Career Connect Help Desk
- Onboarding New Agency/Staff
- Refresher /Crash Course

Access Career Connect Help Desk at: <https://workforceboard.zendesk.com/hc/en-us>

The help desk is a website where the partnership houses state and local policies and procedures. We refer to this as our electronic library where you can find forms, documents and webinars and submit a help desk ticket.

Unlikely to Return Criteria

- Now we will transition away from Career Connect specific and get back to how the updated WIOA Dislocated Worker Policy addresses another significant change.
- In instances where a client's dislocation job was not from a declining industry, nor was the dislocation job from a low growth occupation; if the Career Planner can justify in their assessment on why an individual is unable to obtain employment in their previous industry or occupation, then it would be appropriate to check "Yes" to the question of "Require Additional Assistance". Must understand the details to this criteria as explained on next slides.

Unlikely to Return Criteria

See the criteria outlined in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility - paragraph I.1.a.3)b) - “Require Additional Assistance” can be used to support the remaining criteria of “Unlikely to Return”

- Really should only be concerned with “Require Additional Assistance” if the dislocation job is not from a low growth occupation and/or a declining industry;
- The individual requires additional assistance. After an assessment of education, skills and work experience has been determined by the Title IB entity to “Require Additional Assistance” to qualify for any available openings in the industry or occupation from which the person was laid off, or to obtain employment in another occupation. Such determination must be documented in the person’s case file.

Requires Additional Assistance

Examples of requiring additional assistance laid out in Dislocated Worker Policy under section I.1.a.3)b)i) - include, but are not limited to, the following:

- (a) An individual who meets the long-term unemployed criteria (unemployed for twenty-seven (27) or more consecutive weeks);
- (b) The individual is a separating or separated member of the U.S. Armed Forces;
- (c) The individual has a history of involvement at any stage with the criminal justice system (justice-touched individual);
- (d) The individual is likely to enter a new job that is different structurally or organizationally than their previous job;
- (e) The individual is likely to enter a new job with lower seniority compared to their previous position;
- (f) The individual has a gap in employment that decreases their chances of returning to the same level of occupation or type of job, including justice-touched individuals;
- (g) There are limited employment opportunities in the occupation or industry within the local area;
- (h) There is an excess number of workers with similar skill sets and experience in the local area;
- (i) The individual has out-of-date or inadequate skills;
- (j) The individual has adequate skills, but lacks a credential required by most employers;
- (k) The individual has a barrier to employment such as a disability, medical condition, or legal issues that could prevent a return to employment in the same industry or occupation; or
- (l) An unsuccessful job search suggests the individual is unlikely to regain employment in their previous occupation or industry.

Requires Additional Assistance

The eligibility criteria is captured on the Dislocated Worker Characteristics screen. The question “**Require Additional Assistance**” can only be justified in the assessment by the grantee staff explaining why the individual “Requires additional assistance” to regain full-time, self-sustaining employment.

Dislocated Worker Characteristics

[Constance WIOA](#) [Application Summary](#)

SSN: 1665 App LWA:20 App Date:12/27/2022

Requires additional assistance:	Yes ▾
Unemployed at least six months prior to application:	▾
Completed one month of job search:	▾
Displaced Homemaker:	▾
Spouse of Active Duty Service Member:	▾
a. Employment loss due to relocation:	▾
b. Unemployed, underemployed and is experiencing difficulty in obtaining or upgrading employment:	▾



Unlikely to Return Criteria

- It is important to understand this alternative criteria under “Unlikely to Return” is related to the questions of “Required additional assistance to regain employment,” would **only be needed** if the client’s dislocation job is not from a declining industry or low growth occupation.
- Most dislocation jobs are from either a declining industry or low growth occupation or both.



Change under New/Updated Policy

With the updated Policy Chapter 5 Section 3 under Unlikely to Return to Previous Industry or Occupation, the criteria that had been tied to questions below has been removed:

Dislocated Worker Characteristics

[Constance WIOA](#) [Application Summary](#)

SSN: 1665 App LWA:20 App Date:12/27/2022

Requires additional assistance:	<input type="checkbox"/>	
Unemployed at least six months prior to application:	<input type="checkbox"/>	
Completed one month of job search:	<input type="checkbox"/>	
Displaced Homemaker:	<input type="checkbox"/>	
Spouse of Active Duty Service Member:	<input type="checkbox"/>	
a. Employment loss due to relocation:	<input type="checkbox"/>	
b. Unemployed, underemployed and is experiencing difficulty in obtaining or upgrading employment:	<input type="checkbox"/>	

Unlikely to Return Criteria

To recap, for any client to meet dislocated worker eligibility criteria for “Unlikely to Return” they must first be eligible to draw a monetary UI benefit or exhausted UI or meet the alternative to UI called “Tenure”. Then the individual must also meet one or more of the following:

- Dislocation job must be from a declining industry or a low growth occupation.
- The client “Requires Additional Assistance”, which must be justified in the case note as to why the client was laid off from a job that was not from a declining industry or a low growth occupation.
- The updated Dislocated Worker Policy Chapter 5 Section 3., lists many great examples that have been added.

Change under New/Updated Policy

- So even though those two questions are still appearing in IWDS, those are no longer part of the criteria in the Policy under Unlikely to Return to Previous Industry or Occupation.
- In the place, to capture any client who would meet this criteria would now be captured under the “Required Additional Assistance” criteria on slides 58 - 62 of this presentation.
- As an example, on slide 60 that provides a detailed list of examples situations/criteria for “Required Additional Assistance” including but not limited to:
 - An individual who meets the long-term unemployed criteria (unemployed for twenty-seven (27) or more consecutive weeks);

Unlikely to Return Criteria

This wraps up the dislocated worker eligibility criteria for “Unlikely to Return to Previous Industry or Occupation”.

- If you understand the in’s and out’s of “Unlikely to Return” eligibility, the rest of WIOA Dislocated Worker Eligibility should be easy.



WIOA Dislocated Worker Eligibility

Plant Closure or Substantial Lay-off criteria outlined in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility paragraphs 1.2.a.1)2)3).



Plant Closure or Substantial Layoff

An individual must have been terminated or laid off, or has received notice of termination or layoff from employment due to a permanent closure of, or a substantial layoff at a plant, facility or enterprise; OR

Criteria in Career Connect

For those who utilize Career Connect, for the Dislocated Worker criteria of Plant Closure where the usure , where the client worked at a job that had paid into UI, the client would fall under Category 1 within Career Connect:

CATEGORY 3: CLOSURE/MASS LAYOFF/UI		
<p><u>Employment Status</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Record showing Termination or Layoff <input type="checkbox"/> Work History showing Termination or Layoff <input type="checkbox"/> Certification of Expected Separation <input type="checkbox"/> Individual Notice of Layoff 	<p><u>Unemployment Comp. Verification</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> UI Records <u>OR</u> <input type="checkbox"/> Signed & Dated WIOA Application 	<p><u>Dislocation Category Verification</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Dislocation Event Tracking System shows Laid off Due to Plant Closure <input type="checkbox"/> Employer Information shows Laid Off Due to Plant Closure <input type="checkbox"/> Dislocation Event Tracking System shows Laid Off Due to Substantial Layoff <input type="checkbox"/> Employer Information shows Laid Off Due to Substantial Layoff

Guidance on Substantial Lay-off

- One of the most exciting updates in the DCEO OET Policy Chapter 5 Section 3 - Dislocated Worker Eligibility that was issued on January 27th, 2023, is around the broadening of what can be considered a “Substantial Lay-off”!
- I myself, feel this updated guidance is a true game changer and can assist in instances where in the past, someone might not have been eligible as a Dislocated Worker, but if an individual meets this updated guidance, it will make them eligible as a Dislocated Worker under “Substantial Layoff”.

Substantial Layoff Guidance

- Under WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility Policy, for additional guidance about “Substantial Layoff” under paragraphs I.2.a.1)a)i)ii)iii) states:
- **Substantial layoff includes, but is not limited to, the following:**
 - i) Any layoffs resulting from Federal, State, or local disasters or emergencies (e.g., flood, tornado, fire, COVID, etc.);
 - ii) Documented State or Local Rapid Response layoff in the Illinois Employment Business System (IEBS); or
 - iii) Layoffs from sectors and occupations that are substantial or significant to the regional or local workforce or economy as identified by the local workforce innovation board (LWIB).

What Does Bullet “iii” Really Mean ?

In the updated Dislocated Worker Policy, as shown on the previous slide under bullet “iii”, what does, “*Layoffs from sectors and occupations that are substantial or significant to the regional or local workforce or economy as identified by the local workforce innovation board (LWIB).*” mean?

Feedback from Regional Managers

Response: Substantial sectors and occupations should come from the Local and Regional Plan documents. If the occupation/sector is not listed in the local plan, but there are other extenuating factors that the board believes will impact the local economy, they can determine as circumstances warrant, to include those layoffs as significant to the local economy. The circumstances should be defined in the local policy along with a statement from the LWIB as supporting documentation for eligibility purposes.

Example Provided

A company closes or has a mass layoff, and it impacts other employers that do business with that company

- FCA/Stellant is elimination of their second shift impacted five other employers who were Tier 1 suppliers in the region.
- A recent Owens layoff event in Streator is a manufacturing layoff impacting 161 people. Manufacturing is included in the local plan, but the number of layoffs at Owens is significant enough for the local economy, that there may be a ripple effect into nearby local businesses that may be in sectors not included in the local plan, but still considered part of a “significant event” for the local economy.

Substantial Layoff Guidance (cont.)

- Often there are questions about, what is a “Substantial Layoff”?
 - As discussed, the Dislocated Worker Policy provided some updated guidance that broadened criteria around “substantial layoff”.
 - In addition, a “substantial layoff” could be tied to 50% of employees but could be broadened depending on the situation.
 - As an example, if a company was running three shifts, but closed an entire shift, that might only equal 1/3 of employees but could easily be justified as a “Substantial Layoff”.
 - Or, say a company has a small sales force of six sales staff, and they layoff three of the sales staff, that would be half of the sales force and could be considered a “substantial layoff”.
 - If you have questions about whether a client meets criteria as a “Substantial Layoff”, reach out to your supervisor or OET Rapid Response team.

Plant Closure or Substantial Layoff

Within IWDS, the logic for determining if a client meets the criteria as a Dislocated Worker under Plant Closure or Substantial Layoff - is based on the dislocation job from the “Edit Job” screen:

- Specifically determined based on how the “Lay-off Reason” is populated.
- if either “Plant Closure” or “Substantial Layoff” is the “Lay-off Reason”, IWDS logic will make the client eligible as a Dislocated Worker under Plant Closure or Substantial Layoff.

Plant Closure

Add Job

[Constance WIOA](#) [Application Summary](#)

SSN: 1665 App LWA:20 App Date:12/27/2022

Save Cancel

DETS ID 20210827001

TAA Petition: - [Verify TAA Petition Number](#)

*Employer Name:

*Employment Status: ▾

*Start Date: End Date:

Job Title:

Street Address:

City:

State: ▾ Zip Code:

Contact Name:

Contact Phone: Extension:

Wages: Per: ▾

*Hours Per Week:

Job Duties:

* Primary Occupation: ▾ Dislocation: ▾

Self Employed: ▾ Family Member/Farmhand: ▾

Layoff Reason: ▾

Substantial Layoff

Add Job

[Constance WIOA](#) [Application Summary](#)

SSN: 1665 App LWA:20 App Date:12/27/2022

Save

Cancel

DETS ID 20210827001

TAA Petition: - [Verify TAA Petition Number](#)

*Employer Name:

*Employment Status:

*Start Date: End Date:

Job Title:

Street Address:

City:

State: Zip Code:

Contact Name:

Contact Phone: Extension:

Wages: Per:

*Hours Per Week:

Job Duties:

* Primary Occupation: Dislocation:

Self Employed: Family Member/Farmhand:

Layoff Reason:

Plant Closure or Substantial Layoff

- An individual must have been terminated or laid off, or has received notice of termination or layoff from employment due to a permanent closure of, or a substantial layoff at a plant, facility or enterprise; OR
- **Is employed at a facility in which the employer has made a general announcement that the facility will close within 180 days;**



Plant Closure or Substantial Layoff

Something to understand about Plant Closure/Substantial Layoff, there is no additional criteria tied to UI status or “Tenure” criteria; nor is there any criteria tied to if the dislocation job is from a declining industry or low growth occupation; or if the individual requires additional assistance to regain employment.



Plant Closure or Substantial Layoff

By far, one of the easiest ways to qualify your clients is under the Dislocated Worker criteria of Plant Closure or Substantial Layoff and should be used any time the client meets the criteria.

Criteria in Career Connect

- For those who utilize Career Connect, for the Dislocated Worker criteria of Plant Closure or Substantial Layoff, the internal logic in Career Connect breaks this down a little different.
- Under Career Connect the Dislocated Worker criteria for Plant Closure or Substantial Layoff, the criteria is broken out into Category 3. or Category 4.

Criteria in Career Connect

- Category 3., is for individuals who have already been laid off due to Plant Closure or Substantial Layoff.
- Category 4., is for individuals who have been notified via a public notice of an upcoming layoff due to Plant Closure or Substantial Layoff.

Category 3 in Career Connect

Under Category 3, below is from the Chicago - Cook Workforce Partnership Dislocated Worker Eligibility checklist, this category 3 is used for an individual who has already been laid off due to a plant closure or a substantial layoff.

CATEGORY 3: CLOSURE/MASS LAYOFF/UI		
<p>Employment Status</p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Record showing Termination or Layoff <input type="checkbox"/> Work History showing Termination or Layoff <input type="checkbox"/> Certification of Expected Separation <input type="checkbox"/> Individual Notice of Layoff 	<p>Unemployment Comp. Verification</p> <ul style="list-style-type: none"> <input type="checkbox"/> UI Records OR <input type="checkbox"/> Signed & Dated WIOA Application 	<p>Dislocation Category Verification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dislocation Event Tracking System shows Laid off Due to Plant Closure <input type="checkbox"/> Employer Information shows Laid Off Due to Plant Closure <input type="checkbox"/> Dislocation Event Tracking System shows Laid Off Due to Substantial Layoff <input type="checkbox"/> Employer Information shows Laid Off Due to Substantial Layoff

Category 4 in Career Connect

Under Category 4, below is from the Chicago - Cook Workforce Partnership Dislocated Worker Eligibility checklist, category 4 is used for an individual that has been notified of impending layoff/closure due to a public notice, but is still working:

CATEGORY 4: CLOSURE/MASS LAYOFF/PUBLIC NOTICE		
<u>Employment Status</u>	<u>Unemployment Comp. Verification</u>	<u>Dislocation Category Verification</u>
<input type="checkbox"/> Individual Notice of Layoff	<input type="checkbox"/> UI Records <u>OR</u> <input type="checkbox"/> Signed & Dated WIOA Application	<input type="checkbox"/> Public Notice of Plant Closure w/in 180 days <input type="checkbox"/> Public Notice of Substantial Layoff w/in 180 days

WIOA Dislocated Worker Eligibility

- Profiled to Exhaust Unemployment Insurance Benefits criteria outlined in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility paragraphs 1.3.a.1)2)3).
- This is the newest Dislocated Worker eligibility criteria that has been added and is also known as “UI Profilee”.
- In this presentation, we are going to go much deeper in explaining details about the newest Dislocated Worker “UI Profilee” criteria.

UI Profilee

- The Dislocated Worker Eligibility Policy guidance around UI Profilee states:
- The individual is profiled and referred Unemployment Insurance (UI) claimant whose UI profile date is within the past calendar year of the WIOA application date;
 - The state has determined as allowed per 680.130(b)(3) of the WIOA legislation, that UI profiles are eligible dislocated worker with the definition of dislocated worker at WIOA Section 3(15).
 - In such instances, no further documentation will be needed to establish the “Unlikely to Return to a Previous Industry or Occupation” criteria of WIOA section 3(15)(A)(iii).
 - As a result, acceptance of UI Profiling data to prove eligibility for meeting the requirements of 3)15) is the only standard. General eligibility will still apply.

UI Profilee in IWDS

Within IWDS, when an individual puts in their WIOA application; on the “Employment Characteristics” screen of the electronic application in IWDS, (towards the bottom of the screen), IF the individual had been profiled by IDES, those details will appear as demonstrated in the adjacent screen print:

Employment Characteristics

[Arlo J. WIOA](#) [Application Summary](#)
SSN: 1665 App LWA:20 App Date:12/27/2022

*Labor Force Status:

*UI Status:

*Tenure:

*Primarily Employed in Farm Work:

*Minimum Threshold of Farm Work Performed:


Migrant Status:

Dependent of a seasonal, or migrant and seasonal farmworker:

Type of Qualifying Farm Work:

Under-Employed:

UI Profilee Date must be within the past calendar year of the application date to be eligible as a Dislocated Worker under UI Profilee

UI Profilee Date: 08/11/2022 

UI Profilee Eligible: Yes

UI Profilee in IWDS

- As previously stated, the individual must have been profiled within one year of the date of their WIOA application and then the UI Profilee eligibility certification would need to be completed within one year of the profile date.
- Some other details include, a dislocation job is not required to be populated for a client who is having their Dislocated Worker eligibility determined due to being a “UI Profilee”.
- The next few slides demonstrate the details when a UI Profilee client is certified.

After WIOA Application is Completed

For any individual that gets profiled by IDES within one year of their WIOA application date; if the individual would meet the General WIOA Eligibility criteria of Authorized to Work in the U.S. and the requirements around Selective Service, when their eligibility determination is completed in IWDS, the individual would meet “Dislocated Worker Career Services - UI Profilee”:

Eligibility Determination

[Arlo J. WIOA](#) [Application Summary](#)

SSN: 1665 App LWA:20 App Date:12/27/2022

		Certify	Title / Program	Eligibility Date	Certification Date
Documentation	Criteria	<input type="checkbox"/>	1D - 1N - 1S - 1E - 1DC - 1EC - Dislocated Worker Career Services - UI Profilee	12/27/2022	

Show All Subgroups

Application Date: 12/27/2022

Printable Application

Certify >

Criteria vs Documentation

- Criteria explains the details on “why” the individual had met the eligibility.
- Where the documentation will allow the specific documentation that will be used to support the different eligibility elements.

Eligibility Determination
[Arlo J. WIOA](#) [Application Summary](#)
 SSN: 1665 App LWA:20 App Date:12/27/2022

	Certify	Title / Program	Eligibility Date	Certification Date
Documentation	<input type="checkbox"/>	1D - 1N - 1S - 1E - 1DC - 1EC - Dislocated Worker Career Services - UI Profilee	12/27/2022	

[Show All Subgroups](#)

Application Date: 12/27/2022

[Printable Application](#)

[Certify >](#)

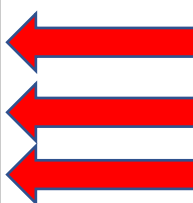
Criteria

When you click on “Criteria”, IWDS provides on the far right a “Y” for Yes or a “N” for No on if someone meet the various criteria elements; then if click on the item, the system then gives additional details about that specific item:

Return

Criteria	Conjunction	
Documentation and Subcriteria		
(Authorized to Work in the U S	AND	Y
Compliant With Selective Service	AND	Y
UI Profilee)	Y

Return



UI Profilee Criteria Details

In the example, clicked on “UI Profilee” and then in the screen print on the bottom demonstrates what that criteria means.

Return

Criteria	Conjunction
(Authorized to Work in the U S	AND Y
Compliant With Selective Service	AND Y
UI Profilee ←) Y

Return

Explain Eligibility

UI Profilee

Under the Workforce Innovation and Opportunity Act (WIOA) Final Rule at 680.130(b)(3), the Governor may further define the Unlikely to Return to a Previous Industry or Occupation criterion. The state has determined that acceptance of profiled and referred Unemployment Insurance (UI) claimants whose UI profilee date is within the past calendar year of the WIOA application date as eligible dislocated workers is consistent with the definition of dislocated worker at WIOA Section 3(15). In such instances, no further documentation will be needed to establish the Unlikely to Return to a Previous Industry or Occupation criterion of WIOA section 3(15)(A)(iii). As a result, acceptance of UI profiling data to prove eligibility for meeting the requirements of 3(15) is the only standard. General eligibility requirements will still apply.

Return

UI Profilee Documentation

Examine the specific documentation that could be used to support the different eligibility elements by clicking on the drop down:

Save Cancel

Criteria	Conjunction
Documentation and Subcriteria	
(Authorized to Work in the U S	AND
Compliant With Selective Service	AND
UI Profilee)

Save Cancel

Documentation

Each of the criteria must have one of the acceptable documentation choices populated and that document selected would be expected to be retained in the hard copy file.

Save Cancel

Criteria	Conjunction
Documentation and Subcriteria	
(Authorized to Work in the U S)	AND
<ul style="list-style-type: none"> Birth Certificate Naturalization Certification Hospital Record of Birth Baptismal Certificate / Church Record (If Place of Birth is Shown) U.S. social security card (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 Dept 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 Unexpired Temporary Resident Card (INS Form I-688) Unexpired Employment Authorization Document (INS Form I-688A, I-688B, or I-766) with/without photo Unexpired Reentry Permit (INS Form I-327) Unexpired Refugee Travel Document (INS Form I-571) 	Privacy

Selective Service Documentation

In this instance, the client was born female, so the appropriate response to Compliant with Selective Service would be “Not Applicable”.

Save Cancel

Criteria	Conjunction
Documentation and Subcriteria	
(Authorized to Work in the U S	
Birth Certificate	AND
Compliant with Selective Service	AND
<ul style="list-style-type: none"> Not Applicable Selective Service Registration Card Selective Service Verification Form Stamped Post Office Receipt of Registration DD-214/Report of Transfer or Discharge Contact the Selective Service at 847-688-6888 Selective Service Registration Record Acknowledgment Letter SDA/State Registration Process Selective Service Advisory Opinion Letter Selective Service Website Locally Approved Selective Service Waiver Veterans Identification Card)

Cancel

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UI Profilee Documentation

Then for the documentation to support UI Profilee status; since the information has been auto populated on the Employment Characteristics screen, the most logical document to select would be “Auto Populated Verification of UI Profilee Status”.

Save Cancel

Criteria	Conjunction
Documentation and Subcriteria	
(Authorized to Work in the U S	
Birth Certificate	AND
Compliant With Selective Service	
Not Applicable	AND
UI Profilee)

Auto Populated Verification of UI Profilee Status Cancel
IDES Profilee List

Completed Documentation Screen

Below is an example of a completed documentation screen for a client that had been born female, who was a UI Profilee within one year of the WIOA application date.

Save Cancel

Criteria	Conjunction
Documentation and Subcriteria	
(Authorized to Work in the U S	
Birth Certificate	AND
Compliant With Selective Service	
Not Applicable	AND
UI Profilee	
Auto Populated Verification of UI Profilee Status)

Save Cancel

Certification of Eligibility

After the documentation has been populated then check the “Certify” box next to the word “Criteria” and then hit the “Certify” button near the bottom:

Eligibility Determination
[Arlo J. WIOA](#) [Application Summary](#)
 SSN: 1665 App LWA:20 App Date:12/27/2022

		Certify	Title / Program	Eligibility Date	Certification Date
Documentation	Criteria	<input checked="" type="checkbox"/>	TD - 1N - 1S - 1E - 1DC - 1EC - Dislocated Worker Career Services - UI Profilee	12/27/2022	

Show All Subgroups

Application Date: 12/27/2022

Printable Application

Certify >

Certification Screen

The next screen is the “Certification” screen, must change the response in the middle from “No” to “Yes”, and then populate the certification date.

Certification
[Arlo J. WIOA](#) [Application Summary](#)
SSN: 1665 **App LWA:** 20 **App Date:** 12/27/2022

Title / Program(s): 1D - 1N - 1S - 1E - 1DC - 1EC - Dislocated Worker
Career Services - UI Profilee

I have reviewed the eligibility criteria for this Title or Program, along with any required documents, and certify that the above named customer is eligible.

Yes ▾

Date: 12/27/2022



Certified and Ready for Enrollment

This client has now been certified under Dislocated Worker Career Services - UI Profilee and is ready to be enrolled in services under any 1D, 1E, 1N, 1S, 1DC, 1EC grant:

Services
[Arlo J. WIOA](#) [Application Summary](#)
SSN: 1665 App LWA:20 App Date:12/27/2022

Next >

Add Enrolled Service


0 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
There is nothing to display.				

Page 1 of 1

Add Enrolled Service

Next >



Criteria in Career Connect

- For those from LWIA 7 who utilize Career Connect for your WIOA application, currently Career Connect does not capture the stand-alone Dislocated Worker criteria of “UI Profilee”;
- However, all the individuals that have been profiled by Illinois Department of Employment Security (IDES) in the LWIA 7 boundaries, should meet WIOA Dislocated Worker Eligibility criteria under Unlikely to Return to Previous Industry or Occupation - which is captured under Category 1 within Career Connect.

UI Profilee Report

- In the IWDS Reporting Menu, under the “Participant” reports, there is a “UI Profilee” report that could be ran by LWIA and by specific date ranges.
- Keep in mind, any individual who has been profiled by IDES within one year of their WIOA application date would be eligible as a Dislocated Worker under UI Profilee.
- However, in instances where an individual has already obtained full-time, self-sustaining employment; WIOA Dislocated Worker services would not be appropriate nor the best use of your Dislocated Worker funds.

UI Profilee Report

- To run a “UI Profilee Report” the staff member must have been given reports rights and roles by the local systems administrator.
- If you have those report rights, you will see from the “Staff Menu”, a section called “Reporting”.

Staff Menu

Case Management

- [My Applications](#)
- [My Registrants](#)
- [My Exitors](#)
- [My Customers](#)
- [Search Applications](#)
- [Search Customers](#)
- [Add Local Services By Card](#)

Performance Management

- [View Your LWA Goals](#)
- [View State Goals](#)
- [Search Goals](#)
- [Outcomes-Preliminary\(PostQtrWages not complete\)](#)
- [Outcomes-YTD Mgrs\(PostQtrWages firm\)](#)
- [Outcomes-Final\(PY's reported to DOL\)](#)

Entity Information

- [Search Entity](#)
- [Search Locations](#)
- [Search Contacts](#)

My Information

- [Change My Password](#)

Reporting

- [Reporting Menu](#)



UI Profilee Report

- On the reporting menu, under “Participant” reports is the “UI Profilee” report.
- Simply click on “UI Profilee”.

Reporting Menu

Printable Application

Summary

- [Program/Activity Summary - WIOA](#)
- [Entity Summary \(Types & Functions\)](#)
- [Core A/Local Services Summary](#)
- [Provider Referral Summary](#)
- [Summary Provider Registration](#)
- [ITA Training Provider Funding](#)
- [Quarterly Trend Report](#)
- [Summary Training Services Review](#)
- [Program Activity Summary - 1G](#)
- [Target Population Summary - 1G](#)
- [Local Service By Cust Characteristics](#)
- [Target Pop Summary by Prov/Loc - WIOA](#)
- [Target Population Summary - WIOA](#)
- [Target Population Summary - TAA](#)
- [Target Pop Summary by Prov/Loc - TAA](#)
- [Target Pop Statewide Summary - WIOA](#)
- [Target Pop Statewide Summary - TAA](#)
- [Caseload Summary](#)
- [Target Pop Summry-WIOA by Funding Stream](#)
- [Target Pop-Prov/Loc-WIOA-Funding Stream](#)
- [Target Pop Statewide-WIOA-Funding Stream](#)

Participant

- [Training and Service Review](#)
- [ITA Funded Training](#)
- [Participant by Provider](#)
- [Participant History](#)
- [Participant by Customer Status](#)
- [Participant by Career Planner](#)
- [Out of State Employment](#)
- [Wage Analysis](#)
- [UI Profilee](#)
- [Participants by Grant \(with services\)](#)
- [Participants by Grant \(svcs not listed\)](#)
- [Non-Priority 1A Adult Report](#)
- [Participant History by DETS ID](#)
- [Customers with Days Since Last Case Note](#)
- [Registrants Nearing 120 Day Exit Limit](#)
- [Local Service New Hires](#)
- [CSSI Exception Rpt-Svcs w/o Proj](#)
- [Participants With No Career Planner](#)
- [Participants Assign Inactive Career Plnr](#)
- [Participants Assoc With Inactive Center](#)
- [Exiters Enrolled in Follow-Up Svcs](#)

UI Profilee Report

- Then populate the various criteria for the UI Profilee you wish to run by your own LWIA, and the start and end date.
- There is data lag, meaning if the end date is populated today, the last time individuals might have been profiled could have been up to one-month ago.

Reporting Criteria

UI Profilee

LWIA:

Start Date:

*End Date:

Report Format:

Description: PURPOSE: List individuals who were UI profiled in the user-specified time period.
POTENTIAL USES: 1) Can be used as a recruitment tool; 2) Can be used to document the fact that an individual is in fact a UI profilee. DETAILS ABOUT REPORT INFORMATION: The data in this report is not updated real-time, it uses a data source created in a batch job that runs the 6th of each month. Any updates made after the batch job has run will not be reflected until it runs again.

View Report

Cancel

UI Profilee Report

In this example report, I am working in the “Training” platform of IWDS and there are not many UI Profilee mock clients in the “Training” platform of IWDS.

Reporting Criteria

UI Profilee

LWIA:

20 - Land of Lincoln Workforce Alliance

Start Date:

3/1/2022

***End Date:**

2/28/2023

Report Format:

PDF

Description: PURPOSE: List individuals who were UI profiled in the user-specified time period.
POTENTIAL USES: 1) Can be used as a recruitment tool; 2) Can be used to document the fact that an individual is in fact a UI profilee. DETAILS ABOUT REPORT INFORMATION: The data in this report is not updated real-time, it uses a data source created in a batch job that runs the 6th of each month. Any updates made after the batch job has run will not be reflected until it runs again.

View Report

Cancel



Example UI Profilee Report

In “Training” platform there are only a few “mock” client records of individuals that have been a UI Profilee; and those mock records did not have an e-mail address associated with their record in the “Training” platform of IWDS.

UI Profilee	Report Date: 02/28/2023 Report Time: 8:02:21AM Report Num: CISUI001
--------------------	---

Period: 03/01/2022 to 02/28/2023

LWIA: 20 - Land of Lincoln Workforce Alliance

<u>Customer Name</u>	<u>Address</u>	<u>City</u>	<u>ST.</u>	<u>Zip</u>	<u>Phone</u>	<u>Profiled Date</u>	<u>Email Address</u>
Albert, Fatima	1060 W. Addison	Chicago	IL	60613	(217)732-5329	07/25/2022	
API07, Arlo J	6185 Fox Rd	Virginia	IL	62691	(217)626-1337	08/11/2022	

Total for LWIA 20 : 2

UI Profilee Report Details

As mentioned in the previous slide which was an “example” report out of the “Training” platform of IWDS:

- Your own LWIA’s “UI Profilee Report” out of “Production” IWDS should have many individuals profiled and should include the phone number and the e-mail address the client had provided to IDES.
- Once you run your report, it is an excellent resource to use to develop an outreach program to make those individuals aware of the Dislocated Worker program.

Current UI Profilee Reports

- From the “real” production IWDS; I ran the UI Profilee Report for each LWIA using the date range of 3-1-22 thru 2-28-2023;
- From data lag, the last date most LWIA’s had individuals profiled were on 1/23/2023.

Reporting Criteria

UI Profilee

LWIA:

Start Date:

3-1-2022

*End Date:

2-28-2023

Report Format:

PDF

Description: PURPOSE: List individuals who were UI profiled in the user-specified time period.
POTENTIAL USES: 1) Can be used as a recruitment tool; 2) Can be used to document the fact that an individual is in fact a UI profilee. DETAILS ABOUT REPORT INFORMATION: The data in this report is not updated real-time, it uses a data source created in a batch job that runs the 6th of each month. Any updates made after the batch job has run will not be reflected until it runs again.

View Report

Cancel



Total Numeric Results of UI Profilee Reports from date range of 3-1-21 through 2-28-23 by LWIA

LWIA 1 - 628
LWIA 2 - 312
LWIA 3 - 536
LWIA 4 - 1,042
LWIA 5 - 843
LWIA 6 - 498
LWIA 7 - 5,679
LWIA 10 - 864
LWIA 11 - 442
LWIA 13 - 739
LWIA 14 - 416

LWIA 15 - 1,327
LWIA 17 - 636
LWIA 18 - 215
LWIA 19 - 694
LWIA 20 - 395
LWIA 21 - 338
LWIA 22 - 297
LWIA 23 - 552
LWIA 24 - 458
LWIA 25 - 546
LWIA 26 - 291
TOTAL UI Profilee's State-wide - 17,713

UI Profilee Report Details

- It is recommended your LWIA's UI Profilee report be ran approximately every two-weeks as there is data lag on when individuals appear on the report as compared to when they had been a UI Profilee.
- Typically, the clients that will appear on the UI Profilee report are approximately one month from the date of being profiled as compared to the end date of the report.
 - Example, if you run a report with the end date of 2/28/2023 in March 2023, the last clients that had been profiled might be 1/23/2023 or earlier and not up to 2/28/2023 due to the afore mentioned data lag.

UI Profilee Eligibility

As mentioned previously, this new standalone Dislocated Worker criteria of UI Profilee, is a subset of the criteria of Unlikely to Return to Previous Industry or Occupation.

- However, for an individual who has been a UI Profilee within one year of their WIOA application, the Career Planner are not required to record a Dislocation job, and the eligibility documentation used to support the client was profiled, is the “auto populated” information that is populated on the clients “Employment Characteristics” screen of their IWDS electronic record.

Criteria in Career Connect

- As mentioned previously, for those from LWIA 7 who utilize Career Connect for your WIOA application, currently Career Connect does not capture the stand-alone Dislocated Worker criteria of “UI Profilee”;
- However, all the individuals that appear on the UI Profilee report for LWIA 7, should meet WIOA Dislocated Worker Eligibility criteria under Unlikely to Return to Previous Industry or Occupation - which is captured under Category 1 within Career Connect.

Category 1 in Career Connect

For those who utilize Career Connect, for each client that had been profiled by IDES within one year of their WIOA application, if the individual has not yet obtained full-time, self-sustaining employment, these individuals should meet the criteria under Category 1 within Career Connect.

CATEGORY 1: TERMINATION/LAID-OFF/UI		
<p><u>Employment Status</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Record showing Termination or Layoff <input type="checkbox"/> Work History showing Termination or Layoff <input type="checkbox"/> Certification of Expected Separation <input type="checkbox"/> Individual Notice of Layoff 	<p><u>Unemployment Comp. Verification</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> IDES UI Records showing Eligible for Benefits (Claimant or Exhaustee) <input type="checkbox"/> Other State's UI Records showing Eligible for Benefits (Claimant or Exhaustee) 	<p><u>Dislocation Category Verification</u></p> <p>If eligible because of declining industry or low-growth occupation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History or other documentation of ONET OR NAICS Code for Dislocation Employment <p>If eligible because long-term unemployment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work History showing Unemployed at Least 6 months OR <input type="checkbox"/> UI Documents showing Unemployed at Least 6 months AND <input type="checkbox"/> Job Service Documents showing Completed 1 month of Job Search <p>If eligible because requires Additional Assistance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Case note documenting that customer needs additional assistance to obtain employment

No Longer Self-Employed

Criteria for Formerly Self-Employed is outlined in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility paragraphs 1.4.a.1)2).

- Must be the individual's primary job.
- Formerly self-employed but no longer employed requires something showing the business closed or is closing due to:
 - General economic conditions
 - Flood or other natural disasters
 - Going out of business and has evidence of conditions to support business failure

No Longer Self-Employed

- Within IWDS on the “Edit Job” screen the dislocation job must have “Yes” to the “Self-Employed” question.
- Then layoff reason must be either “General Economic Conditions” or “Flood or Other Natural Disaster”.

Edit Job

[John WIOA](#) [Application Summary](#)

SSN: 1866 App LWA:20 App Date:11/30/2021

DETS ID

TAA Petition: - [Verify TAA Petition Number](#)

*Employer Name:

*Employment Status: ▼

*Start Date: End Date:

Job Title:

Street Address:

City:

State: ▼ Zip Code:

Contact Name:


Contact Phone: Extension:


Wages: Per: ▼

*Hours Per Week:

Job Duties:

* Primary Occupation: ▼ Dislocation: ▼

 Self Employed: ▼ Family Member/Farmhand:

Layoff Reason: ▼ 

No Longer Self-Employed

Edit Job

[John WIOA](#) [Application Summary](#)

SSN: 1866 App LWA:20 App Date:11/30/2021

Save Cancel

DETS ID Search

TAA Petition: - [Verify TAA Petition Number](#)

*Employer Name: Walker Furniture Repair Search

*Employment Status: Laid Off

*Start Date: 09/13/2016 End Date: 11/10/2021

Job Title: Owner

Street Address:

City: Springfield

State: Illinois Zip Code: 62704

Contact Name:

Contact Phone: Extension:

Wages: 3500 Per: Month

*Hours Per Week: 60

Job Duties:

* Primary Occupation: Yes Dislocation: Yes

Self Employed: Yes Family Member/Farmhand:

Layoff Reason: Flood or Other Natural Disaster

No Longer Self-Employed

OR for business that has not closed yet, “In Process of Going out of Business” - IWDS logic will determine the client as eligible under Dislocated Worker - Formerly Self-Employed, now Unemployed.

Edit Job
[John WIOA](#) [Application Summary](#)
SSN: 1866 App LWA:20 App Date:11/30/2021

DETS ID

TAA Petition: - [Verify TAA Petition Number](#)

*Employer Name: Walker Furniture Repair

*Employment Status: Still Employed, Layoff Pending ▾

*Start Date: 09/13/2016 End Date:

Job Title: Owner

Street Address:

City: Springfield

State: Illinois ▾ Zip Code: 62704

Contact Name:

Contact Phone: Extension:


Wages: 3500 Per: Month ▾

*Hours Per Week: 60

Job Duties:

* Primary Occupation: Yes ▾ Dislocation: Yes ▾

Self Employed: Yes ▾ Family Member/Farmhand:

Layoff Reason: **In Process of Going out of Business** ▾ 

No Longer Self-Employed

- Eligibility for this title could also be met if the individual worked as a Farm, Ranch or Fish Hatchery where the business closed due to general economic conditions in the area or a natural disaster.
- This is documented within IWDS on the “Edit Job” screen, if the dislocation job has “Yes” to the “Self-Employed” question and “Yes” to the “Family Member/Farm Hand”.

No Longer Self-Employed

Edit Job

[John WIOA](#) [Application Summary](#)

SSN: 1866 App LWA:20 App Date:11/30/2021

DETS ID

TAA Petition: - [Verify TAA Petition Number](#)

*Employer Name:

*Employment Status: ▼

*Start Date: End Date:

Job Title: x

Street Address:

City:

State: ▼ Zip Code:

Contact Name:


Contact Phone: Extension:

Wages: Per: ▼

*Hours Per Week:

Job Duties:

* Primary Occupation: ▼ Dislocation: ▼

Self Employed: ▼ Family Member/Farmhand: ▼ 

Layoff Reason: ▼

Criteria in Career Connect

Under Category 5, the individual who had previously owned their business, but the business has closed or is in the process of going out of business due to either Flood or Natural Disaster (Note: COVID is considered a Natural Disaster) or due to General Economic conditions.

CATEGORY 5: SELF-EMPLOYED		
<p><u>Employment Status</u></p> <p><input type="checkbox"/> Business Records showing Laid off—General Economic Conditions</p> <p><input type="checkbox"/> Sales Receipts or Tax Records showing Laid off—General Econ. Conditions</p> <p><input type="checkbox"/> Going Out of Business</p> <p><input type="checkbox"/> Other approved status, see Career Connect: _____</p>	<p><u>Unemployment Comp. Verification</u></p> <p><input type="checkbox"/> UI Records OR</p> <p><input type="checkbox"/> Signed & Dated WIOA Application</p>	<p><u>Dislocation Category Verification</u></p> <p><input type="checkbox"/> Business Records showing Self-Employed</p> <p><input type="checkbox"/> Legal Papers showing Self-Employed</p> <p><input type="checkbox"/> Sales Receipts showing Self-Employed</p> <p><input type="checkbox"/> Tax Records showing Self-Employed</p>



Displaced Homemaker

Criteria for Displaced Homemaker is addressed in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility paragraphs 1.5.a.b.

Displaced Homemaker

- ▶ For an individual to meet the eligibility criteria under “Dislocated Worker - Displaced Homemaker” they must have been providing unpaid services to family members and who:
 - ▶ Has been dependent on the income of another family member but is no longer supported by that income; and
 - ▶ Is unemployed or under employed and experiencing difficulty in obtaining or upgrading employment.

Displaced Homemaker

One point to notice, under the new WIOA definition (see glossary of terms) for “Displaced Homemaker” there has been additional wording added to the definition of the “Displaced Homemaker” where it speaks about the dependent spouse of a member of the Armed Forces so that is available, however, the wording is a bit awkward and appears to duplicate the new criteria of Spouse of an Active-Duty Service Member.

- Myself, I would utilize the new WIOA Dislocated Worker criteria of Spouse of Active-Duty Service that we will speak about in a few moments for those individuals.

Displaced Homemaker


The eligibility criteria is captured on the Dislocated Worker Characteristics screen. The question “**Displaced Homemaker**” - if populated with a “Yes”, the internal logic within IWDS will make the client eligible under displaced homemaker criteria.

Dislocated Worker Characteristics

[John WIOA](#) [Application Summary](#)

SSN: 1866 App LWA:20 App Date:11/30/2021

Requires additional assistance:	<input type="checkbox"/>
Unemployed at least six months prior to application:	<input type="checkbox"/>
Completed one month of job search:	<input type="checkbox"/>
Displaced Homemaker:	<input checked="" type="checkbox"/>



Displaced Homemaker Examples

Possible “Displaced Homemaker” eligibility criteria:

- Unemployed or under-employed spouse who get’s divorced/separated and cannot afford to get a divorce from primary earner in the family.
- Unemployed or under-employed whose spouse was the primary earner and passed away.
- Unemployed or under-employed spouse where the primary earner in the family loses their job.

Displaced Homemaker

For the documentation to support the claim of “Displaced Homemaker” - it depends on which criteria of the eligibility the client meets as a “Displaced Homemaker”:

- Typically, you will need the client’s work history showing either unemployed or under-employed, and then based on the scenario either you need a court order, death certificate, self-attestation for marital status for those who cannot afford a divorce, or layoff letter of spouse.

Criteria in Career Connect

Under Category 6, below is from the Chicago - Cook Workforce Partnership Dislocated Worker Eligibility checklist, this category 6 is for everyone who meets the definition of a Displaced Homemaker:

CATEGORY 6: DISPLACED HOMEMAKER		
<input type="checkbox"/> DISPLACED HOMEMAKER: An individual who has been providing unpaid services to family in the home		
<u>Employment Status</u> <input type="checkbox"/> Signed & Dated WIOA Application	<u>Displacement Verification</u> <input type="checkbox"/> Signed & Dated WIOA Application	<u>Displacement Category Verification</u> <input type="checkbox"/> Records verifying death, divorce, or legal separation <input type="checkbox"/> Layoff notice/Business closure documentation <input type="checkbox"/> Signed self-attestation of marital status



Spouse of Active-Duty Service Member

Criteria for Spouse of a member of the Armed Forces on Active Duty is addressed in WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility paragraphs 1.6.a.1).2)

Spouse of Active-Duty Service Member

For an individual to meet the eligibility criteria under “Dislocated Worker - Spouse of Active-Duty Service Member” they must meet one of the following criteria:

- Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station;
OR,
- Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

Spouse of Active-Duty Service Member

If the response to the questions of “Spouse of Active-Duty Service Member” is “No” - no other action needs taken as questions a. and b. are only available for eligibility for those that answer “Yes” to the “Spouse of Active-Duty Service Member”.


Dislocated Worker Characteristics

[John WIOA](#) [Application Summary](#)

SSN: 1866 App LWA:20 App Date:11/30/2021

Guided Application

Requires additional assistance:	<input type="checkbox"/>	▼
Unemployed at least six months prior to application:	<input type="checkbox"/>	▼
Completed one month of job search:	<input type="checkbox"/>	▼
*Displaced Homemaker:	No	▼
*Spouse of Active Duty Service Member:	No	▼
a. Employment loss due to relocation:	<input type="checkbox"/>	▼
b. Unemployed, underemployed and is experiencing difficulty in obtaining or upgrading employment:	<input type="checkbox"/>	▼



Spouse of Active-Duty Service Member


Within IWDS - logic is based on the “Dislocated Worker Characteristics” screen, if the question of “Spouse of Active- Duty Service Member” is populated with a “Yes”, then the client must have a “Yes” to one of the other questions for the client to meet criteria of “Spouse of Active-Duty Service Member:

Dislocated Worker Characteristics

[John WIOA](#) [Application Summary](#)

SSN: 1866 App LWA:20 App Date:11/30/2021
Guided Application

Requires additional assistance:	<input type="checkbox"/>	▼
Unemployed at least six months prior to application:	<input type="checkbox"/>	▼
Completed one month of job search:	<input type="checkbox"/>	▼
*Displaced Homemaker:	No	▼
*Spouse of Active Duty Service Member:	Yes	▼
a. Employment loss due to relocation:	<input type="checkbox"/>	▼
b. Unemployed, underemployed and is experiencing difficulty in obtaining or upgrading employment:	<input type="checkbox"/>	▼





Spouse of Active-Duty Service Member

To qualify as a Dislocated Worker - Spouse of Active-Duty Service member, then the spouse either lost their job due to relocation from a transfer or duty station; or if the spouse is unemployed, underemployed and experiencing difficulty in obtaining or upgrading employment.

Spouse of Active-Duty Service Member

At a minimum, the documentation would include the military identification card showing spouse of an activity duty service member, then if lost employment due to spouse being transferred, the transfer orders along with the client's work history. If eligibility was based on the spouse being unemployed, underemployed and experiencing difficulty in obtaining or upgrading employment you would need the client's military identification card showing spouse of an active-duty service member and the client's work history supporting unemployed or under employed.

Criteria in Career Connect

- Under Career Connect for Spouse of Active-Duty Service Member there are two different categories:
 - The distinction for Category 7. in Career Connect is that the spouse lost the job due to relocation for change of duty station of the active-duty service member.
 - Where Category 8. in Career Connect is the spouse of active-duty service member is unemployed or underemployed and having difficulty obtaining or upgrading employment.

Category 7 in Career Connect

Under Category 7, the spouse of the active-duty service member lost their job due to a change of duty location:

CATEGORY 7&8: SPOUSE OF ARMED FORCES MEMBER		
<input type="checkbox"/> CATEGORY 7: Spouse of a member of Armed Forces on active duty AND has a loss of employment as direct result of relocation to accommodate permanent change in duty station of such member		
<input type="checkbox"/> CATEGORY 8: Spouse of a member of the Armed Forces on active duty AND who is unemployed or underemployed AND is experiencing difficulty obtaining or upgrading employment		
Employment Status <input type="checkbox"/> Signed & Dated WIOA Application	Dislocation Verification <input type="checkbox"/> Signed & Dated WIOA Application	Dislocation Category Verification <input type="checkbox"/> Is verified in State Specific Tab– Spouse of Active Duty Service Member Section

Category 8 in Career Connect

Under Category 8, the spouse of the active-duty service member is unemployed or under-employed and is experiencing difficulty obtaining or upgrading their employment:

CATEGORY 7&8: SPOUSE OF ARMED FORCES MEMBER		
<input type="checkbox"/> CATEGORY 7: Spouse of a member of Armed Forces on active duty AND has a loss of employment as direct result of relocation to accommodate permanent change in duty station of such member		
<input type="checkbox"/> CATEGORY 8: Spouse of a member of the Armed Forces on active duty AND who is unemployed or underemployed AND is experiencing difficulty obtaining or upgrading employment		
Employment Status <input type="checkbox"/> Signed & Dated WIOA Application	Dislocation Verification <input type="checkbox"/> Signed & Dated WIOA Application	Dislocation Category Verification <input type="checkbox"/> Is verified in State Specific Tab– Spouse of Active Duty Service Member Section

Dislocated Worker Eligibility

- This concludes the various ways an individual could meet WIOA Dislocated Worker Eligibility criteria.
- There are six different ways an individual could meet WIOA Dislocated Worker eligibility and each criteria is significantly different.

WIOA ePolicy Chapter 5.3 Dislocated Worker Eligibility

- Unlikely to Return to Previous Industry or Occupation
- Plant Closure or Substantial Layoff
- UI Profilee
- No Longer Self-Employed
- Displaced Homemaker
- Spouse of a member of the Armed Forces on active duty

Most Impactful Changes

Within the updated WIOA Dislocated Worker Eligibility Policy Chapter 5 Section 3 that was released on January 27th, 2023, there are two (2) changes that should hopefully have significant impact in assisting in identifying and as well as finding new WIOA Dislocated Worker clients include, but are not limited to:

- The updated/broadening of what could be considered a “Substantial Layoff”;
- The new stand-alone WIOA Dislocated Worker Eligibility for those individuals who have been profiled within one year of the date they apply for WIOA, are basically automatically qualified (if they are not currently working full-time with self-sustaining employment).



Concludes this PowerPoint

- This concludes the presentation on WIOA Dislocated Worker Eligibility.
- If you have questions related to this presentation, feel free to contact me at James.potts@Illinois.gov or you can phone me at (217) 558-2456.