



Adult Eligibility Determination
Workforce Innovation and Opportunity Act (WIOA)
 FORM WIOA I-B – 2.3 (6/24/21)

For Adult Program

Name:	Participant No.:
Adult Eligibility Applicant must meet age and common eligibility requirements PLUS priority as determined by Federal guidelines and local process	Documentation Check appropriate documentation used (Only one document required per eligibility or priority criterion) Must maintain copies of all documents used
<input type="checkbox"/> At least 18 years old	See Date of Birth on FORM WIOA I-B – 2.1 <i>(Common Eligibility Documentation)</i>
<input type="checkbox"/> Meet common eligibility requirements	Use FORM WIOA I-B – 2.1 <i>(Common Eligibility Documentation)</i>
The above 2 criteria are the only criteria for eligibility for Adult Individualized Career Services. (There are additional requirements for Training Services and Supportive Services.)	
The following criteria determine an Adult’s priority for services:	
Priority must be given to veterans, low-income individuals, individuals who are basic skills deficient, and individuals with barriers to employment in the following order:	
<ol style="list-style-type: none"> 1. <u>First priority</u> of services is given to veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. 2. <u>Second priority</u> of service is individuals who are not veterans or eligible spouses, but who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. 3. <u>Third priority</u> of service is given to veterans and eligible spouses who are not recipients of public assistance, low-income individuals, or basic skills deficient. 4. <u>Fourth priority</u> of service is given to individuals who are not veterans, eligible spouses, recipients of public assistance, low-income individuals, or basic skills deficient, but are individuals with other barriers to employment. 5. <u>Fifth priority</u> of service is given to individuals who are not veterans, eligible spouses, low-income individuals, basic-skills deficient, or individuals with other barriers to employment. 	
Use checklist below to document <u>priority for services</u>, as appropriate	
<input type="checkbox"/> Veteran or eligible spouse	Use FORM WIOA I-B – 2.2 <i>(Veteran Priority Documentation)</i>

<input type="checkbox"/> Individual with Barriers to Employment, as identified in ADWS Policy No. 2.8 (<i>Priority for Individuals with Barriers to Employment</i>) or by LWDB	Use FORM WIOA I-B – 2.8 (<i>Individual with Barriers to Employment Checklist</i>)
Priority Level of Applicant (Circle One):	<div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div>
Is applicant in either Priority 1 or 2? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No: Use the local adult priority procedure to determine if individualized career services (and perhaps training services after other eligibility criteria) may be provided. <u>Document the process and the decision.</u>
For Information only – not for eligibility:	
<p style="text-align: center;"><u>School Status at Program Entry</u> PIRL# 409 Programs: A/D/Y/DWG</p> <input type="checkbox"/> in-school, secondary school or less (no secondary diploma or equivalent) <input type="checkbox"/> in-school, alternative school / GED® (no secondary diploma or equivalent) <input type="checkbox"/> in school, postsecondary school (has high school diploma or equivalent) <input type="checkbox"/> not attending school (no secondary school diploma or equivalent) <input type="checkbox"/> not attending school (has secondary school diploma or equivalent) Note: “in school” includes being between school terms and is enrolled to return to school	<p style="text-align: center;"><u>Documentation</u></p> <input type="checkbox"/> Cross-Match with Postsecondary Education Database <input type="checkbox"/> Educational Institution Enrollment Record Copy <input type="checkbox"/> Applicable Records from Education Institution (GED certificate, diploma, attendance records, transcripts, report card, or school documentation) <input type="checkbox"/> Intake Application or Enrollment Form Signed <input type="checkbox"/> Self-Attestation
<u>Unemployment Claim Status (for information only)</u>	
<p style="text-align: center;">PIRL #401 - Programs: A/D/DWG</p> Note: if claim is active, see DLW eligibility form <input type="checkbox"/> Filed a claim, determined eligible, and eligibility exhausted. <input type="checkbox"/> Neither a claimant nor an Exhaustee <input type="checkbox"/> Does not apply	<p style="text-align: center;"><u>Documentation</u></p> <input type="checkbox"/> Cross-Match to State UI Database <input type="checkbox"/> Cross-Match to State MIS Database <input type="checkbox"/> Self-Attestation
Staff completing form:	Date of eligibility determination: