Adult Eligibility Determination



Workforce Innovation and Opportunity Act (WIOA)

FORM WIOA I-B - 2.3 (6/24/21)

For Adult Program

CE	N T E R SSM		
Name:		Participant No.:	
Adult Eligibility		Documentation	
Applicant must meet age and common eligibility		Check appropriate documentation used	
requirements PLUS priority as determined by		(Only one document required per eligibility or	
	Federal guidelines and local process	priority criterion)	
		Must maintain copies of all documents used	
☐ At least 18 years old		See Date of Birth on FORM WIOA I-B – 2.1	
		(Common Eligibility Documentation)	
☐ Meet common eligibility requirements		Use FORM WIOA I-B – 2.1 (Common Eligibility Documentation)	
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.)			
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	The following criteria determine	e 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:			
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.	Third priority of service is given to veterans and eligible spouses who are not recipients of public assistance, low-income individuals, or basic skills deficient.		
4.	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 priority for services, as appropriate			
	Veteran or eligible spouse	Use FORM WIOA I-B – 2.2 (Veteran Priority Documentation)	

☐ Low-income individual	Use FORM WIOA I-B — 1.3 (Low-Income Documentation)
□ Basic Skills Deficient Categories (choose Category 2 or 3) (Category 1 is for Youth only): □ Category 2: Low Level of Literacy - unable to compute or solve problems, or read, write, or speaking English at a level necessary to function on the job, in the individual's family, or in society (choose and document ONE of the following) PIRL #804 □ Unable to speak English well enough to conduct a normal conversation with or follow the instructions of an English-speaker □ Unable to read English well enough to follow written instructions, including a manual or a recipe □ Unable to read and write well enough to read and appropriately complete an application for services or an application for employment □ Unable to pass a driver's license test written in English □ Unable to make change or determine if correct change was given from a clerk □ An adult who lacks the basic academic skills needed to obtain a job at above minimum wage, as evidenced by the adult's employment history	Note: if assessment and/or testing reveals that a person is basic skills deficient (BSD) for either category, then the BSD question on the snapshot must be "yes". Documentation for Category 2: Case notes Assessment Test Results Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) For WIOA Adult, required only if participant receives Individualized Career Services or Training
 A high-school dropout who had no education past the eighth grade 	Decumentation for Catagony 2:
Category 3: English Language Learner - Document (A) and either (B) or (C): PIRL #803 (A) Limited ability to read, write, speak, or comprehend the English language (B) Native language is a language other than English (C) Lives in a family or community environment where a language other than English is the dominant language	Documentation for Category 3: □ Case notes □ Assessment Test Results □ Applicable Records from Education Institution (transcripts, or other school documentation) □ Self-Attestation □ Intake Application or Enrollment Form Signed

 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 (Individual with Barriers to Employment Checklist)			
Priority Level of Applicant (Circle One):	1 2 3 4 5			
Is applicant in either Priority 1 or 2? ☐ Yes ☐ 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. Document the process and the decision.			
For Information only – not for eligibility:				
School Status at Program Entry PIRL# 409 Programs: A/D/Y/DWG in-school, secondary school or less (no secondary diploma or equivalent) in-school, alternative school / GED® (no secondary diploma or equivalent) in school, postsecondary school (has high school diploma or equivalent) not attending school (no secondary school diploma or equivalent) not attending school (has secondary school diploma or equivalent) Note: "in school" includes being between school terms and is enrolled to return to school	Documentation □ Cross-Match with Postsecondary Education Database □ Educational Institution Enrollment Record Copy □ Applicable Records from Education Institution (GED certificate, diploma, attendance records, transcripts, report card, or school documentation) □ Intake Application or Enrollment Form Signed □ Self-Attestation			
<u>Unemployment Claim S</u>	Status (for information only)			
PIRL #401 - Programs: A/D/DWG Note: if claim is active, see DLW eligibility form Filed a claim, determined eligible, and eligibility exhausted. Neither a claimant nor an Exhaustee Does not apply	Documentation ☐ Cross-Match to State UI Database ☐ Cross-Match to State MIS Database ☐ Self-Attestation			
Staff completing form:	Date of eligibility determination:			