



Hugh McDonald
SECRETARY OF COMMERCE

Cody Waits
DIRECTOR OF WORKFORCE
CONNECTIONS

ARKANSAS WORKFORCE CONNECTIONS ISSUANCE NUMBER PY25-02

September 11, 2025

From: Cody Waits, Executive Director, Arkansas Workforce Connections
Eddie Thomas, Director - Office of Employment & Training

To: Local Workforce Development Boards, Service Providers, and Employment Services Staff

Subject: Work Authorization Verification Requirements for WIOA Title I-B and Wagner-Peyser

1. **Purpose:** The purpose of this issuance is to provide guidance for work authorization verification for WIOA–Title I-B and Wagner-Peyser.
2. **General Information:** This issuance aligns with TEGL 10-23, Change 2, and supersedes any prior guidance or interpretation inconsistent with TEGL 10-23, Change 2. TEGL 10-23, Change 2 requires work authorization verification for all individuals who receive a participant-level service. All individuals served under the aforementioned programs must have valid work authorization. Additionally, TEGL 10-23, Change 2 clarifies and establishes that all participant-level services are considered “federal public benefits” under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). Therefore, only individuals who are authorized to work in the United States may receive these services.

Verification Requirement

Before providing any participant-level service, local workforce development boards and Wagner-Peyser staff must verify work authorization for individuals who otherwise meet participant eligibility. In instances where an individual does not meet eligibility requirements, work authorization verification is not required. Work authorization should be verified by the submission of documentation with a unique identifier. Some examples of acceptable documents include items listed on Form I-9, Employment Eligibility Verification, including an unrestricted Social Security card; Form I-551, Permanent Resident Card (green card); Form I-765, Employment Authorization Document (EAD); a U.S birth certificate; and a U.S passport. Other documents might be held by refugees, asylees, parolees, and other immigrants with work authorization. Local workforce development boards and Wagner-Peyser staff should give individuals the Lists of Acceptable Documents included on Form I-9 to assist them with documents that can be used to verify work authorization. Documentation used must be listed on Form I-9 as reflected below:

<p style="text-align: center;">LIST A Documents that Establish Both Identity and Employment Authorization</p>	OR	<p style="text-align: center;">LIST B Documents that Establish Identity</p>	<p style="text-align: center;">AND LIST C Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p> <p>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:</p> <p style="margin-left: 20px;">a. Foreign passport; and</p> <p style="margin-left: 20px;">b. Form I-94 or Form I-94A that has the following:</p> <p style="margin-left: 40px;">(1) The same name as the passport; and</p> <p style="margin-left: 40px;">(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> <p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	OR	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address</p> <p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p style="margin-left: 20px;">(1) NOT VALID FOR EMPLOYMENT</p> <p style="margin-left: 20px;">(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p> <p style="margin-left: 20px;">(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p> <p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p>4. Native American tribal document</p> <p>5. U.S. Citizen ID Card (Form I-197)</p> <p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p> <p>7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>			
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

If an individual states that they are a non-citizen or if an individual's documentation indicates they are a non-citizen, valid work authorization and immigration status can be verified through the U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements (SAVE).

Action Required

Local workforce development boards and Employment Services staff must verify work authorization for individuals who otherwise meet participant eligibility requirements prior to delivering a participant-level service. Participants served must have valid work authorization and be legally authorized to work in the United States. If participant-level services are not provided, then there is no need to verify work authorization. Additionally, all local board policies, procedures, and documentation requirements must be reviewed and updated where appropriate to align with TEGL 10-23, Change 2. During the process of work authorization verification, staff must comply with the nondiscrimination provisions at Section 188 of WIOA and its implementing regulations at 29 CFR part 38. To ensure equal treatment, all participants must provide proof of authorization to work in the United States. Documentation must be retained on file.

For individuals whose work authorization is temporary, local workforce development boards and Employment Services staff must verify their continued work authorization at a reasonable interval determined by when their temporary authorization is expected to expire, but no less than once every three months. If at any time, it is discovered that a participant's employment authorization has expired or been revoked, outside the three-month check, all services must be ended, and the participant will exit. If the participant provides adequate eligibility documentation before the end of the 90-day period, services can be reopened.

3. **Inquires:** WIOATA@arkansas.gov

4. **Expiration Date:** Continuing.

Attachments: TEGL 10-23, Change 2: <https://www.dol.gov/agencies/eta/advisories/tegl-10-23-change-2>
TEGL 10-16, Change 3, Attachment VII Participation Level Services Charts:
<https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-3>