



**OhioMeansJobs**

**Summit & Medina Counties**

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American Job Center network

OHIO LOCAL WORKFORCE AREA 2  
POLICY LETTER A-07  
STANDARD OF SELF-SUFFICIENCY

I. **SUBJECT:** Standard of Self-Sufficiency

II. **PURPOSE:** This policy establishes the criteria for determining whether employment leads to self-sufficiency and how such eligibility is documented for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker participants served through the Local Area 2 Workforce Development Board (WDB) office under the Summit and Medina Workforce Area Council of Governments (SAMWA COG) at its OhioMeansJobs Summit County and OhioMeansJobs Medina County locations.

III. **EFFECTIVE DATE:** November 6, 2017

IV. **DATES REVISED:** June 7, 2019; April 13, 2020; April 7, 2021; February 28, 2022; June 6, 2022; May 26, 2023; April 22, 2024

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V. **BACKGROUND**

The WIOA requires local boards to set the criteria for determining whether employment leads to self-sufficiency. This is necessary to determine whether an employed Adult qualifies for Individualized and/or Training Services through the One-Stop Employment System. In Area 2, determination of appropriate need for Individualized or Training services is made by the contracted WIOA Career Services provider and approved by the Executive Director of the local Workforce Area. At a minimum, the criteria must provide that "self-sufficiency" means employment that pays at least the lower living standard income level ("LLSIL") as defined in WIOA section 3 (36)(B). Self-sufficiency for a Dislocated Worker may be defined in relation to a percentage of the layoff wage. The self-sufficiency criteria set the standard for what is considered to be a self-sufficient wage in the local area.

VI. **POLICY**

The Area 2 WDB office has set the criteria for self-sufficiency at 175% of U.S. Department of Labor's LLSIL for Adults and 88% of the dislocation wage for the Dislocated Worker population. Workers who have received notice of layoff but have not yet been laid off and who do not have any other sources of employment will not be subject to review of self-sufficiency as defined by WIOA. The following guideline will give explanation to the self-sufficiency criteria.

Pursuant to section 134 (b)(3)(A)(i)(I) of the WIOA, for adults to receive training services they must be in need of such service to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment. Priority must be given to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and Veterans. Under section 134 (b)(3)(A) of the WIOA, training services may be provided to adults or dislocated workers who after an interview, evaluation, or assessment and career planning, have been determined by the contracted WIOA Career Services provider at OhioMeansJobs Summit and Medina centers to be:

1. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
2. In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
3. Have the skills and qualifications to successfully participate in the selected program of training services.

*Example:* An unemployed adult (individual or “family of one”) with no current income would meet the base criteria of “in need of such service to obtain employment that leads to self-sufficiency”. If the unemployed adult is a member of a family (2+) then family income must be calculated. If the customer’s family income is greater than or equal to the 175% figure, they are considered part of a self-sufficient family and would not be eligible for training *unless the training has the possibility of leading to a job with wages comparable to or higher than wages from previous employment.* This must be documented in the participant’s file.

An individual who is seeking WIOA Career Services in Area 2 shall have their dependency status determined at the time of registration. The determination of dependent status is required for all individuals under 24 years of age as part of the determination of eligibility for WIOA program services. This determination shall be made prior to the application of the federal definition of “family.” A person not meeting the definition of family is considered to be an individual (often known as “family-of-one” or “Individual”).

**Independent Criteria**

The individual’s gross earned income is not above 175% of LLSIL, OR;  
 Applicants who fall in any one of these categories are considered to be “independent” (per Ohio Department of Job and Family Services’ (ODJFS) WIOAPL 15-06):

1. Under 18 years of age, not living with parents or guardians, and not receiving support from them;
2. Individuals, age 18-24, providing more than 50% of their own support;
3. Age 25 or older;
4. Married (including separated but not divorced);
5. Has children that receive more than half of their “support” from the applicant;
6. Support as it relates to the dependent includes financial assistance from parents or guardians to help pay for food, clothing, shelter, utilities, education, medical and dental care, recreation, transportation, and any other living expenses as well as any government-provided cash public assistance and food assistance;
7. Has dependents other than a spouse or children who live with the applicant and receive more than half of the "support" from the applicant;
8. Lives in own residence or in a residence without financial or other support from parents or guardians;
9. Is on active duty in the U.S. armed forces for purposes other than training
10. A veteran of the U.S. Armed Forces

**Family Criteria**

The individual is a member of a family whose combined gross earned income is not above 175% of LLSIL for their actual family size; OR

1. Family means two or more persons related by blood, marriage, or decree of court, who are

living in a single residence, and are included in one or more of the following categories:

- i. Two spouses and dependent children
  - ii. A parent or guardian and dependent children, and
  - iii. Two spouses
2. Applicants who fall in any one of the following categories shall be consider a dependent for eligibility purposes:
- i. Under 18 years of age, living with parents or guardians, and is receiving support from them;  
or
  - ii. Age 18-24 and parent(s) or guardian(s) pay(s) for more than 50% of the applicant's support

**Family Income**

The total includable income of an individual or a family for the 6-month period prior to application for the program. Family Income shall include:

1. Money wages and salaries before any deductions, including reported tips;
2. Net receipts for nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expenses);
3. Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
4. Unemployment Compensation;
5. Child support payments including foster care child payments and adoption subsidies;
6. Regular payments from social security, old-age survivors insurance benefits, railroad retirement, strike benefits from union funds, workers' compensation, and training stipends;
7. Alimony (spousal support);
8. Regular support from an absent family member or someone not living in the household;
9. Pensions whether private, government employee (including military retirement pay);
10. Regular insurance or annuity payments;
11. College or university grants, fellowships, and assistantships;
12. Dividends, interest, net rental income, net royalties, periodic receipts from estates and trusts;
13. Net gambling or lottery winnings.

Family income shall exclude:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income based public assistance program;
2. Military earnings or allowances for any person who served on active duty and certain other specified benefits in accordance with 38 U.S.C. 4213.

**Dislocated Worker**

The individual is a Dislocated Worker who has a replacement employment position that are not at a wage at or above 88% of his/her previous employment position from which they were laid off.

**2024 POVERTY GUIDELINES  
FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA**

SIZE OF FAMILY UNIT	POVERTY GUIDELINES
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720

For families/households with more than 8 persons, add \$5,380 for each additional person.

**2024 LOWER LIVING STANDARD INCOME LEVEL (LLSIL) FOR OHIO**

This issuance provides an annual LLSIL for 2024, and a reference to the 2024 Health and Human Services (HHS) "Poverty Guidelines." Use of these income figures are meant only for the purpose of meeting specific requirements of the Workforce Innovation and Opportunity Act (WIOA) as defined by statute and regulations.

Based on jurisdiction of the Census Region, Ohio is in the Midwest. Ohio is divided into three areas; Metropolitan, Non-Metropolitan, Metropolitan Statistical Area (MSA). Area 2 is located within the Cleveland-Akron MSA.

**CLEVELAND-AKRON MSA**

Ashtabula	Geauga	Lorain	Portage
Cuyahoga	Lake	Medina	Summit

**175% OF 2024 LOWER LIVING STANDARD INCOME LEVEL (LLSIL)  
BY FAMILY SIZE**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Cleveland-Akron MSA	\$27,871	\$45,689	\$62,705	\$77,405	\$91,351	\$106,820
(6-mo. determination)	\$13,936	\$22,845	\$31,353	\$38,702	\$45,676	\$53,410

Excluded Income:

1. Cash payments under federal, state, or local income-based public assistance program (i.e., TANF, SSI,)
2. Military earnings or allowances for any person who served on active duty

Included Income:

3. Earned Gross Income of all Household Family Members
4. Social Security Old Age and Survivor's Benefits

5. Retirement, Pension, Ongoing Severance
6. Unemployment Compensation
7. Worker's Compensation
8. Child Support
9. Alimony
10. SSDI

Note: Individuals with a documented disability may be viewed as a family size of one, only taking their own six-month income into consideration for eligibility determination. Family income still needs to be documented.

### Discussion

Setting the WIOA Adult Self-Sufficiency Standard at 175% of LLSIL addresses the needs of the "working poor" whose incomes are above the guidelines for public assistance. Establishing local Self-Sufficiency Standard at 175% LLSIL enables Area 2 to design workforce activities and training which will help individuals achieve the average living standard.

Setting the standard for Dislocated Workers at the higher of 88% of the dislocation wage or 175% LLSIL recognizes the need of obtaining employment that is at least comparable to their pre-layoff standard of living. This 88% standard is also the same percentage that the State is requiring as the County performance indicator for the earnings replacement wage for the dislocated worker.

1. WIOA Career Services provider staff will continue to work with those individuals who accept a job and are still underemployed.
2. WIOA Career Services provider staff will maintain verification of dependent status in the participant files for documentation and accountability purposes.
3. WIOA Career Services provider staff will accept an ODJFS Self-Attestation form to document parental support when signed by parent or guardian. A sample document is attached (**Attachment A**).

## **VII. DOCUMENTATION OF INCOME**

Employed participants must provide documentation of family income in order to determine the self-sufficiency of the family:

1. Public assistance recipients – consult the ODJFS Allowable Source Documentation for WIOA Program Eligibility (**Attachment B**). If the employed worker is part of a family receiving public assistance, he/she is considered to be a member of a family who is not self-sufficient.
2. For those who are not on public assistance, gross earnings for the 6 months prior to enrollment for each working family member shall be collected along with verification of family size.
3. Individuals with a documented disability may be viewed as a family size of one, only taking their own six-month income into consideration for eligibility determination. Family income still needs to be documented.

## **VIII. REFERENCES**

1. WIOA Public Law 113-128
2. Training & Employment Guidance Letter WIOA No. 19-16
3. ODJFS WIOA Policy Letter 15-06 Determination of Dependent Status
4. ODJFS WIOA Policy Letter 15-07.3, Attachment B – Allowable Source Documentation for WIOA Program Eligibility
5. ODJFS WIOA Policy Letter 15-19.1
6. HHS Poverty Income Guidelines and Lower Living Standard Income Level Poverty Income Chart for 2024

Ohio Department of Job and Family Services  
**SELF-ATTESTATION**

Applicant Name Last	First	MI
Customer ID Number	Date	

I hereby certify, under penalty of perjury, that the following information is true:

**I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.**

Applicant's Signature	Date
Applicant's Phone Number	
Applicant's Address	
Signature of Parent or Guardian (as needed)	

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:

Eligibility Intake Staff Person Name	
Signature	Date

# Allowable Source Documentation for WIOA Program Eligibility

## Adult Verification Items by Service Level

Adult Eligibility Criteria	Documentation in File (one document per group required)
<b>Age/Birth Date</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Birth certificate</li> <li>▪ Baptismal record if date of birth is shown</li> <li>▪ DD214; transfer or discharge paper</li> <li>▪ Hospital record of birth</li> <li>▪ Driver's license</li> <li>▪ Federal, State, local or Tribal Identification Card</li> <li>▪ Passport</li> <li>▪ Work permit</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ School record or ID cards</li> <li>▪ Cross-match with State Agency Records</li> <li>▪ Justice System Records</li> <li>▪ Selective Service Registration</li> <li>▪ Signed letter from a parent or guardian</li> <li>▪ Medical records</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Family Bible</li> </ul>
<b>Citizenship Status/ Authorization to Work in the US</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u></li> <li>▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document</li> <li>▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S.</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.</li> </ul>



<b>Selective Service Registration</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Selective Service card</li> <li>▪ Verification from the Selective Service web site: <a href="https://www.sss.gov/">https://www.sss.gov/</a></li> <li>▪ Letter from Selective Service (call 847-688-6888 to request)</li> <li>▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual</li> </ul>
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Adult Eligibility Criteria	Documentation in File
<b>Adults Low-Income</b>	<b>Priority is given to adult participants receiving an individualized career service or training service who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient</b>
<b>1. TANF</b> – Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a Federal income-based public assistance program	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Cross-match with TANF public assistance records via state MIS system</li> <li>▪ TANF eligibility verification</li> <li>▪ TANF Period of Benefit receipt verification</li> <li>▪ Referral transmittal from TANF</li> </ul>
<b>2. Other Cash Public Assistance</b> – Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program (includes refugee assistance and other cash public assistance)	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Copy of authorization to receive cash public assistance</li> <li>▪ Verification by the public assistance agency</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Refugee assistance records</li> <li>▪ Verification from the refugee assistance provider</li> <li>▪ Medical card showing cash grant status</li> <li>▪ Copy of public assistance check</li> </ul>
<b>3. Family Income</b> – Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program that in relation to family size does not exceed the higher of poverty line	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u>, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported in the past six months</li> <li>▪ Pay stubs</li> <li>▪ Family or business financial records</li> <li>▪ Quarterly estimated tax for self-employed persons</li> <li>▪ Alimony agreements</li> <li>▪ Award letter from Veterans Affairs</li> </ul>

Adult Eligibility Criteria	Documentation in File	
or 70 percent of lower living standard income (see workforce glossary for list of includable/ excludable income)	<ul style="list-style-type: none"> <li>▪ Employer statement of earnings</li> <li>▪ Compensation award letters</li> <li>▪ Social Security retirement benefits letter</li> <li>▪ Pension statement</li> <li>▪ Bank statements</li> <li>▪ Court award letter</li> <li>▪ Copy of Public Assistance Check</li> <li>▪ Public Assistance Eligibility Verification</li> <li>▪ Cross-match with Refugee Assistance Records</li> <li>▪ Cross-match with Public Assistance Records</li> <li>▪ Cross-match with UI Wage Records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unemployment Insurance documents</li> <li>▪ Low-income Housing Authority verification</li> <li>▪ Documentation of Child Support</li> <li>▪ Documentation of Old-Age or Survivors Insurance benefits</li> <li>▪ Copy of Authorization to Receive Cash Public Assistance</li> </ul>
<b>4. Supplemental Nutrition Assistance Program (SNAP)</b> – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SNAP	<b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b> <ul style="list-style-type: none"> <li>▪ Verification by the public assistance agency</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Documentation of SNAP Benefit Receipt</li> <li>▪ SNAP eligibility verification</li> <li>▪ Referral transmittal from SNAP</li> </ul>	
<b>5. Supplemental Security Income program (SSI)</b> – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI	<b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b> <ul style="list-style-type: none"> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Copy of authorization to receive SSI</li> <li>▪ Referral transmittal from Social Security Administration (SSA)</li> <li>▪ SSI/SSDI eligibility verification</li> <li>▪ Cross-match with SSA Database</li> </ul>	

Adult Eligibility Criteria	Documentation in File	
Employed Adults	<b>If an individual is being considered for training services and is employed, local areas must determine if the applicant is self-sufficient before providing those services, based on the local definition established by the Workforce Development Board</b>	

Adult Eligibility Criteria	Documentation in File
<p><b>Self-Sufficiency –</b> Documentation is based on the local definition of self-sufficiency</p>	<p><b>Training:</b> If the local self-sufficiency policy is based on income:</p> <ul style="list-style-type: none"> <li>▪ Pay stubs</li> <li>▪ Employer statement of earnings</li> <li>▪ Compensation award letters</li> <li>▪ Social Security retirement benefits letter</li> <li>▪ Pension statement</li> <li>▪ Bank statements if the income is received by direct deposit</li> <li>▪ Court award letter</li> <li>▪ Family or business financial records</li> <li>▪ Quarterly estimated tax for self-employed persons</li> <li>▪ Alimony agreements</li> </ul>

Dislocated Worker Eligibility Criteria and Documentation by Service Level

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
<p><b>Age/Birth Date</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Birth certificate</li> <li>▪ Baptismal record if date of birth is shown</li> <li>▪ DD214; transfer or discharge paper</li> <li>▪ Hospital record of birth</li> <li>▪ Driver's license</li> <li>▪ Federal, State, local or Tribal Identification Card</li> <li>▪ Passport</li> <li>▪ Work permit</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ School record or ID cards</li> <li>▪ Cross-match with State Agency Records</li> <li>▪ Justice System Records</li> <li>▪ Selective Service Registration</li> <li>▪ Signed letter from a parent or guardian</li> <li>▪ Medical records</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Family Bible</li> </ul>

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
<b>Citizenship Status/ Authorization to Work in the US</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u></li> <li>▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document</li> <li>▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S.</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.</li> </ul>
<b>Selective Service Registration</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Selective Service card</li> <li>▪ Verification from the Selective Service web site: <a href="https://www.sss.gov/">https://www.sss.gov/</a></li> <li>▪ Letter from Selective Service (call 847-688-6888 to request)</li> <li>▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual</li> <li>▪</li> </ul>
<b>Date of Dislocation</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Verification from employer</li> <li>▪ Rapid response list</li> <li>▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance (UI)</li> <li>▪ Notice of layoff</li> <li>▪ Determination of Unemployment Compensation Benefits letter</li> </ul>

Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
<p><b>A. Terminated or laid off, or received a notice of termination or layoff from employment</b> (If dislocated workers are RESEA/UCRS eligible, they only have to document number 5 below. If dislocated workers are not RESEA/UCRS eligible, they must document numbers 1, 2, 3 and 4 to document the eligibility criteria.)</p>	
<b>1. Proof of employment with layoff employer</b>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> </ul>

Dislocated Worker Eligibility Criteria	<p style="text-align: center;"><b>Documentation in File</b></p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
	<ul style="list-style-type: none"> <li>▪ Pay stub</li> <li>▪ Letter from employer</li> <li>▪ UI award if names of both company and participant are stated</li> <li>▪ DD214</li> <li>▪ Bank statements if direct deposit is used and the name of the employer is stated</li> <li>▪ Individual's name on a WARN notice</li> <li>▪ Employer contact: phone or electronic verification</li> <li>▪ For Trade Eligible – ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard</li> </ul>
<p><b>2. Proof of termination or layoff</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Layoff letter from employer</li> <li>▪ Employer contact: phone or electronic verification</li> <li>▪ Individual's name on a WARN notice</li> <li>▪ UI award letter or check</li> <li>▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard</li> <li>▪ DD214 if dislocation is based on the participant discharge from the military</li> <li>▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station<sup>1</sup></li> </ul>
<p><b>3. Receipt of unemployment insurance (current receipt or exhausted UI)</b></p> <p>or</p> <p><b>Proof of attachment to the workforce, but UI ineligible due to insufficient earnings or services not covered by UI law</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ UI award letter</li> <li>▪ Phone or email verification with ODJFS UI staff</li> <li>▪ UI check</li> <li>▪ UI direct deposit or UI Visa debit card verification</li> <li>▪ Cross-match to State UI Database</li> <li>▪ Cross-match to State MIS Database</li> <li>▪ Referral transmittal by RESEA or WPRS</li> <li>▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ UI denial letter</li> </ul>

<sup>1</sup> Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

Dislocated Worker Eligibility Criteria	<p style="text-align: center;"><b>Documentation in File</b></p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
	<ul style="list-style-type: none"> <li>▪ Pay stub showing insufficient earnings to date</li> <li>▪ Letter from employer noting not subject to UI law</li> <li>▪ Employer contact: phone or electronic verification that services are not subject to UI law</li> <li>▪ Phone verification with ODJFS UI staff</li> <li>▪ DD214 if dislocation is based on the participant discharge from the military</li> </ul>
<p><b>4. Unlikely to return to previous industry or occupation</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Local approval letter/form based on local LMI data and local conditions</li> <li>▪ Printout screen shots from state or local LMI data</li> <li>▪ Printout of O*Net screen shot</li> <li>▪ Printout of state in-demand list</li> <li>▪ Other appropriate documentation based on local definition</li> <li>▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard</li> </ul>
<p><b>5. Has been identified as meeting the criteria for RESEA selection</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ UI letter to claimant</li> <li>▪ Phone verification with ODJFS UI staff</li> <li>▪ Printout of RESEA selection pool</li> <li>▪ Work search plan</li> <li>▪ Screen shot of the presence of RESEA services in ARIES</li> </ul>
<p><b>B. Plant closure or substantial layoff</b> (An individual must be in each of the three sub-categories below.)</p>	
<p><b>I. Terminated or laid off, or received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise</b> (Must document each of the following three categories to document the eligibility criteria.)</p>	
<p><b>1. Proof of employment with an employer that closed or is experiencing substantial layoffs</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Pay stub</li> <li>▪ Letter from employer</li> <li>▪ UI award if names of both company and participant are stated</li> <li>▪ Bank statements if direct deposit is used and the name of the employer is stated</li> <li>▪ Individual's name on a WARN notice</li> <li>▪ Employer contact: phone or electronic verification</li> </ul>

Dislocated Worker Eligibility Criteria	<p style="text-align: center;"><b>Documentation in File</b></p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
<p><b>2. Proof of termination or layoff</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Layoff letter from the employer</li> <li>▪ UI award if names of both company and participant are stated</li> <li>▪ Individual's name on a WARN notice</li> <li>▪ Employer contact: phone or electronic verification</li> </ul>
<p><b>3. Proof of closure or substantial layoff</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Employer notice</li> <li>▪ WARN notice</li> <li>▪ Employer contact: phone or electronic verification</li> <li>▪ News article/general announcement</li> </ul>
<p><b>II. Is employed at a facility at which the employer has made a public announcement that such facility will close within 180 days</b> (Must document <u>both</u> of the following two categories to document the eligibility criteria.)</p>	
<p><b>1. Proof of employment in closing facility</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Pay stub</li> <li>▪ Bank statements if direct deposit is used and the name of the employer is stated</li> <li>▪ Letter from employer</li> <li>▪ Individual's name on a WARN notice</li> <li>▪ Employer contact: phone or electronic verification</li> </ul>
<p><b>2. Proof of a public announcement of closure within 180 days</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ Employer notice</li> <li>▪ WARN notice</li> <li>▪ Employer contact: phone or electronic verification</li> <li>▪ News article/general announcement</li> </ul>
<p><b>III. For purposes of eligibility to receive services <u>other than</u> training services described in Section 134(c)(3), career services described in Section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a <u>general</u> announcement that such facility will close</b> (Must document <u>both</u> of the following two categories to document the eligibility criteria.)</p>	
<p><b>1. Proof of employment at closing facility</b></p>	<p><b>Basic Career Service Triggering Participation and Individualized Career Service:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Pay stub</li> <li>▪ Bank statements if direct deposit is used and the name of the employer is stated</li> <li>▪ Letter from employer</li> <li>▪ Individual's name on a WARN notice</li> </ul>

Dislocated Worker Eligibility Criteria	<p style="text-align: center;"><b>Documentation in File</b></p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
<p><b>2. Proof of announcement</b></p>	<ul style="list-style-type: none"> <li>▪ Employer contact: phone or electronic verification</li> </ul> <p><b>Basic Career Service Triggering Participation and Individualized Career Service:</b></p> <ul style="list-style-type: none"> <li>▪ Employer notice</li> <li>▪ News article/media announcement</li> <li>▪ Employer contact: phone or electronic verification</li> <li>▪ WARN notice</li> </ul>
<p><b>C. Self-employed individual, including employment as a farmer, rancher, 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</b> (Must document <u>both</u> of the following two categories to document the eligibility criteria.)</p>	
<p><b>1. Evidence of self-employment</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Business license or permits</li> <li>▪ IRS forms</li> <li>▪ Other evidence of self-employment</li> </ul>
<p><b>2. Evidence of business closure</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Chapter 7 or Chapter 11 bankruptcy published in newspaper, with the date shown</li> <li>▪ Evidence of business failure of supplier or customer</li> <li>▪ Insurance claims, or other proof of income loss</li> <li>▪ Disaster insurance claim</li> <li>▪ Federal or state declaration of disaster</li> </ul>
<p><b>D. Displaced homemaker, an individual who has been providing unpaid services to family members in the home</b></p>	
<p><b>An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty obtaining or upgrading employment</b></p>	<p><b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b></p> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Court records</li> <li>▪ Divorce documents</li> <li>▪ Bank records</li> <li>▪ Public assistance records</li> <li>▪ Spouse's layoff notice</li> <li>▪ Spouse's death record</li> <li>▪ State MIS</li> <li>▪ Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>▪ Intake Application or Enrollment Form</li> <li>▪ Needs Assessment</li> <li>▪ Individual Employment Plan</li> <li>▪ Cross-match with public assistance records</li> </ul>



Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
<b>E. Military Spouse</b>	
<b>Spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty state of such member</b>	<b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ DD214 if dislocation is based on the participant discharge from the military</li> <li>▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station<sup>2</sup></li> </ul>
<b>Spouse of a member of the Armed Forces who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty obtaining or retaining employment</b>	<b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b> <ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ DD214 if dislocation is based on the participant discharge from the military</li> <li>▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station<sup>3</sup></li> </ul>

## Youth Eligibility Criteria and Documentation

Youth Eligibility Criteria	Documentation in File (one document per group required)
<b>Age/Birth Date</b>	<ul style="list-style-type: none"> <li>▪ Birth certificate</li> <li>▪ Baptismal record if date of birth is shown</li> <li>▪ DD214; transfer or discharge paper</li> <li>▪ Hospital record of birth</li> <li>▪ Driver's license</li> <li>▪ Work permit</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ School record or ID cards</li> </ul>

<sup>2</sup> Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

<sup>3</sup> Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

Youth Eligibility Criteria	Documentation in File (one document per group required)
	<ul style="list-style-type: none"> <li>▪ Federal, State, local or Tribal Identification Card</li> <li>▪ Passport</li> <li>▪ Selective Service Registration</li> <li>▪ Signed letter from a parent or guardian</li> <li>▪ Cross-match with State Agency Records</li> <li>▪ Justice System Records</li> <li>▪ Medical records</li> <li>▪ JFS 13186, Self-Attestation</li> <li>▪ Family Bible</li> </ul>
<b>Citizenship Status/ Authorization to Work in the US</b>	<ul style="list-style-type: none"> <li>▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u></li> <li>▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document</li> <li>▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S.</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.</li> </ul>
<b>Selective Service Registration</b>	<ul style="list-style-type: none"> <li>▪ Selective Service card</li> <li>▪ Verification from the Selective Service web site: <a href="https://www.sss.gov/">https://www.sss.gov/</a></li> <li>▪ Letter from Selective Service (call 847-688-6888 to request)</li> <li>▪ Documentation that failure was not willful and knowing, if an applicant failed to register or too old to register and approval to serve individual</li> </ul>
<b>School Status at Participation</b>	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Applicable records from educational institution</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ State MIS</li> <li>▪ Electronic records</li> <li>▪ Case notes</li> </ul>
<b>Receipt of High School Diploma</b>	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ School records</li> <li>▪ Diploma</li> <li>▪ Letter or other documentation from school system</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ Case notes</li> <li>▪ Electronic records</li> </ul>

Youth Eligibility Criteria	Documentation in File	
<b>Low-Income Individual</b>	<b>Low-income is required for all in-school youth and for out-of-school youth who has a secondary school diploma and is basic skills deficient (or an English language learner), or requires additional assistance to enter or complete an education program or to secure or hold employment</b>	
<b>1. TANF</b> – Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a federal income-based public assistance program	<ul style="list-style-type: none"> <li>▪ Cross-match with TANF public assistance records via state MIS system</li> <li>▪ TANF eligibility verification</li> <li>▪ TANF period of benefit receipt verification</li> <li>▪ Referral transmittal from TANF</li> </ul>	
<b>2. Other Cash Public Assistance</b> – Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program (includes refugee assistance and other cash public assistance)	<ul style="list-style-type: none"> <li>▪ Copy of authorization to receive cash public assistance</li> <li>▪ Verification by the public assistance agency</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Verification from the refugee assistance provider</li> <li>▪ Refugee assistance records</li> <li>▪ Verification from the refugee assistance provider</li> <li>▪ Medical card showing cash grant status</li> <li>▪ Copy of public assistance check</li> </ul>	
<b>3. Family Income</b> – Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income (see workforce glossary for list of includable/excludable income)	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u>, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported in the past six months</li> <li>▪ Pay stubs</li> <li>▪ Employer statement of earnings</li> <li>▪ Compensation award letters</li> <li>▪ Social Security retirement benefits letter</li> <li>▪ Copy of Authorization to Receive Cash Public Assistance</li> <li>▪ Cross-match with Public Assistance Records</li> <li>▪ Cross-match with UI Wage Records</li> <li>▪ Pension statement</li> <li>▪ Bank statements</li> <li>▪ Court award letter</li> <li>▪ Family or business financial records</li> <li>▪ Quarterly estimated tax for self-employed persons</li> <li>▪ Alimony agreements</li> <li>▪ Award letter from Veterans Affairs</li> <li>▪ Unemployment Insurance documents</li> <li>▪ Low-income Housing Authority verification</li> <li>▪ Documentation of child support payments</li> <li>▪ Copy of Public Assistance Check</li> <li>▪ Public Assistance Eligibility Verification</li> <li>▪ Cross-match with Refugee Assistance Records</li> </ul>	

Youth Eligibility Criteria	Documentation in File
<b>4. Supplemental Nutrition Assistance Program (SNAP)</b> – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SNAP	<ul style="list-style-type: none"> <li>▪ Verification by the public assistance agency</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ Copy of authorization to receive SNAP</li> <li>▪ SNAP eligibility verification</li> <li>▪ Documentation of SNAP benefit receipt</li> <li>▪ Referral transmittal from SNAP</li> </ul>
<b>5. Supplemental Security Income program (SSI)</b> – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI	<ul style="list-style-type: none"> <li>▪ Verification by the public assistance agency</li> <li>▪ Cross-match with public assistance records via state MIS system</li> <li>▪ Other public assistance records (Ohio Benefit Worker Portal printout)</li> <li>▪ SSI/SSDI receipt of Benefits Verification</li> <li>▪ Referral transmittal from SSA</li> <li>▪ SSI/SSDI eligibility verification</li> <li>▪ Cross match with SSA database</li> </ul>
<b>6. Free or Reduced-Price Lunch</b>	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Approval Letter</li> <li>▪ Completed Application</li> </ul>
<b>7. Youth living in a high-poverty area</b>	<ul style="list-style-type: none"> <li>▪ <a href="http://www://FactFinder.census.gov/">www://FactFinder.census.gov/</a> (For directions for using this website and determining a high-poverty area, consult USDOL Training and Employment Guidance Letter (TEGL) No. 21-16)</li> </ul>

Youth Eligibility Criteria	Documentation in File		
<b>Youth Barriers</b>	<b>Youth must document one of the following barriers.</b>		
<b>1. Basic skills deficient</b> ( <i>In-School and Out-of-School</i> )	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>In-School</u> <ul style="list-style-type: none"> <li>▪ Standardized assessment test</li> <li>▪ School records</li> <li>▪ Case notes</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <u>Out-of-School</u> <ul style="list-style-type: none"> <li>▪ Standardized assessment test</li> </ul> </td> </tr> </table>	<u>In-School</u> <ul style="list-style-type: none"> <li>▪ Standardized assessment test</li> <li>▪ School records</li> <li>▪ Case notes</li> </ul>	<u>Out-of-School</u> <ul style="list-style-type: none"> <li>▪ Standardized assessment test</li> </ul>
<u>In-School</u> <ul style="list-style-type: none"> <li>▪ Standardized assessment test</li> <li>▪ School records</li> <li>▪ Case notes</li> </ul>	<u>Out-of-School</u> <ul style="list-style-type: none"> <li>▪ Standardized assessment test</li> </ul>		
<b>2. English language learner</b> ( <i>In-school and Out-of-School</i> )	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ School records</li> </ul>		

Youth Eligibility Criteria	Documentation in File
<b>Youth Barriers</b>	<b>Youth must document one of the following barriers.</b>
	<ul style="list-style-type: none"> <li>▪ Case notes</li> <li>▪ Assessment Test Results</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ Individual Service Strategy</li> </ul>
<b>3. School dropout</b> ( <i>Out-of-School</i> )	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Applicable records from educational institution</li> <li>▪ State MIS</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ School board verification of dropout status</li> <li>▪ Dropout Letter</li> <li>▪ Case notes</li> <li>▪ Electronic records</li> </ul>
<b>4. Not attending school</b> ( <i>Out-of-School</i> )	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ School records</li> <li>▪ Court documents</li> <li>▪ Diploma</li> <li>▪ Letter or other documentation from school system</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ Case notes</li> <li>▪ Electronic records</li> <li>▪ </li> </ul>
<b>5. Homeless or Runaway</b> ( <i>In-School and Out-of-School</i> )	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Verification from a shelter or social services agency</li> <li>▪ Written statement from individual providing residence</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ Needs assessment</li> <li>▪ Case notes</li> <li>▪ Individual Service Strategy</li> <li>▪ A letter from caseworker or support provider</li> </ul>

Youth Eligibility Criteria	Documentation in File
<b>Youth Barriers</b>	<b>Youth must document one of the following barriers.</b>
<b>6. Foster Child or Emancipated Foster Child</b> <i>(In-School and Out-of-school)</i>	<ul style="list-style-type: none"> <li>▪ Case notes</li> <li>▪ Verification from a social services agency</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Foster Care Agency referral transmittal</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ Needs assessment</li> <li>▪ Individual Service Strategy</li> </ul>
<b>7. Pregnant or parenting youth</b> <i>(In-school and Out-of-school)</i>	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Physician's statement</li> <li>▪ Birth certificate if parenting</li> <li>▪ Baptismal record</li> <li>▪ Case notes</li> <li>▪ Verification with social service agency</li> <li>▪ Individual Service Strategy</li> <li>▪ Needs assessment</li> <li>▪ WIC eligibility verification</li> <li>▪ TANF single parent eligibility verification</li> <li>▪ WIOA intake/enrollment forms</li> </ul>
<b>8. Offender</b> <i>(In-school or Out-of-School)</i>	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ Court records</li> <li>▪ Halfway house resident records</li> <li>▪ Letter of parole</li> <li>▪ Letter from probation officer</li> <li>▪ Police records</li> <li>▪ Federal Bonding Program application</li> <li>▪ Needs Assessment</li> <li>▪ Individual Service Strategy</li> <li>▪ Direct referral from Juvenile Justice System or Adult Criminal Justice System</li> <li>▪ Parole or probation officer</li> <li>▪ Verification from the Justice System</li> <li>▪ Case notes</li> <li>▪ Justice System records</li> </ul>

Youth Eligibility Criteria	Documentation in File
<b>Youth Barriers</b>	<b>Youth must document one of the following barriers.</b>
<b>9. Individual with a disability</b> <i>(In-school and Out-of-School)</i>	<ul style="list-style-type: none"> <li>▪ School 504 Records provided by Student</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Letter from drug or alcohol rehabilitation agency</li> <li>▪ Medical records</li> <li>▪ Physician's statement</li> <li>▪ Case notes</li> <li>▪ Psychologist diagnosis</li> <li>▪ Social Security disability records</li> <li>▪ School record of disability determination</li> <li>▪ Social services records</li> <li>▪ Veterans Affairs award letter</li> <li>▪ Vocational rehabilitation letter</li> <li>▪ Worker's compensation record School Individualized Education Program (IEP) record</li> <li>▪ Assessment test results</li> </ul>
<b>10. Require additional assistance to complete educational program or to secure and hold employment</b> <i>(In-School and Out-of-School)</i>	<ul style="list-style-type: none"> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ Local area plan</li> <li>▪ Local area policy</li> <li>▪ Individual service strategy</li> <li>▪ Case notes</li> <li>▪ WIOA intake/enrollment forms</li> <li>▪ State MIS</li> <li>▪ Needs assessment</li> </ul>

## Data Element Documentation

Some individual data elements that are not related to eligibility must be documented due to federal reporting requirements (when applicable).

Data Element Validation	Documentation in File (one document per group required)
<b>Veteran status</b>	<b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b> <ul style="list-style-type: none"> <li>▪ DD214</li> <li>▪ Cross-match with Veteran Service Database</li> <li>▪ Letter from U.S. Department of Veterans Affairs</li> <li>▪ NGB- 22 documenting Title 10 federal active-duty service</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ State MIS</li> </ul>
<b>Employment status at participation</b>	<b>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</b> <ul style="list-style-type: none"> <li>▪ Case notes</li> <li>▪ Pay stub</li> <li>▪ Bank statements</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> <li>▪ State MIS</li> </ul>
<b>Individual with a Disability</b>	<ul style="list-style-type: none"> <li>▪ School 504 Records Provided by Student</li> <li>▪ Assessment Test Results</li> <li>▪ School Individualized Education Program (IEP) record</li> <li>▪ JFS 13186, <u>Self-Attestation</u></li> </ul>