



WILLAMETTE WORKFORCE
PARTNERSHIP

ADULT AND DISLOCATED WORKER ELIGIBILITY

Revised: October 13, 2025

Policy: P08

PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) provides Title I authority for three programs: Adult, Dislocated Worker, and Youth programs. This policy defines WIOA Adult and Dislocated Worker eligibility. Under WIOA, participants who receive WIOA-funded program services shall meet the eligibility requirements and register to receive those services.

REFERENCES

Code of Federal Regulations 20 CFR 680-681

Code of Federal Regulations 1010.200-250

Training and Employment Guidance Letter 10-09; 19-16; 14-18; 26-13; 10-23 Change 2

WIOA Sec. 3 (5); (50); (53); (36)(a) WIOA

Sec. 134 (c)(3)(E)

Oregon Workforce and Talent Development Board Policy

Policy P04 Priority of Service

Policy P11 Selective Service

Policy P13 Self-Sufficiency

Policy P15 Natural Disaster Eligibility

DEFINITIONS

Business Closed or has had a Substantial Layoff: The applicant must meet one of the following requirements:

- Has been terminated or laid off from employment, or has received notice of termination or layoff, because of the permanent closure of, or any substantial layoff (defined as 10 or more affected workers) at the company (includes a plant, facility, military installation, or business enterprise).
- Is employed at a company where the employer has made a general announcement that the company or location will close within 180 days. A general announcement may include media coverage, filing of a WARN with the State, and corporate written notice of intent to close within 180 days (written notice includes email communication, employer website, and/or social media postings).

Displaced Homemaker: An applicant is eligible as a WIOA Displaced Homemaker – which also equates to Dislocated Worker eligibility status – if one of the following situations applies:

- The applicant has been providing unpaid services to their family in the home and has been dependent on the income of another family member but is no longer supported by that income and is having trouble obtaining or upgrading employment.
- The applicant has been providing unpaid services to their family in the home and is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station or the service-connected death or disability of the service member and is having trouble obtaining or upgrading employment.



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Family: Two or more persons related by blood, marriage, or decree of the court, who are living in a single residence, and are included in one or more of the following: A married couple and dependent children, a parent or guardian and dependent children; a married couple.

Information-Only or Self-Service Activities: Self-service occurs when individuals independently access any workforce development system program information and activities in either a physical location or remotely via the use of electronic technologies. Information-only services or activities are those that provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.

Military Spouse: The applicant must meet one of the following requirements:

- Is the spouse of a member of the Armed Forces on active duty and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of the Armed Forces member.
- Is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and having trouble in obtaining or upgrading employment.

Priority of Service: Services be provided to eligible participants in the following priority order:

- Veterans and eligible spouses who are also included in the priority groups are given statutory priority for WIOA Adult formula funding.
- Individuals who are not veterans or eligible spouses but meet one of the statutory priorities (priority groups) for WIOA Adult formula funding:
 - a. Recipients of a public assistance: An individual who receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received public assistance through Temporary Aid for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), General Assistance or Refugee Cash Assistance, or Supplemental Security Income (SSI).
 - b. A low-income Individual: An individual who receives, or in the past six months has received or is a member of a family that is receiving or in the past six months has received public assistance through SNAP or is in a family where the total family income does not exceed the Federal Poverty line or 70% of the Lower Living Standard Income Level (LLSI). An individual with a disability whose family does not meet income eligibility criteria, however, the individual who meets the income criteria may be considered a low-income individual for priority of services.
 - c. Basic skills deficient: An individual who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.



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- Veterans and eligible spouses who are not included in WIOA's priority groups.
- Priority populations are established by the Governor and/or the local workforce development board.
- Non-covered persons outside the groups are given priority under WIOA.

Reportable Characteristics: Information regarding a person's demographics that is reported under WIOA at program entry:

- Disability Status
- Membership of an Indian tribe, band, nation, or other organized group or community, including any American Indian/Alaska Native village, regional, or village corporation.
- Origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Race and ethnicity
- Gender at birth
- School status
- Receiving public assistance (basic career services only)
- Foster care youth status
- Homelessness status
- Ex-offender status
- Low-income status
- English Language Learner
- Basic Skills Deficient
- Single parents (including pregnant women)
- Migrant and seasonal farmworker status

Selective Service: Compliance with the Selective Service registration requirements must be documented for participants who are required to register – defined as:

- Sex-assigned male at birth
- AND a US Citizen OR immigrant residing in the US between the ages of 18 and 25
- AND are age 18 or older
- AND were born on or after January 1, 1960

Selective Service Exempt: Participants exempt from Selective Service registration:

- Sex-assigned female at birth
- OR born before 1960
- OR currently under the age of 18 (will be required to register within 30 days of 18th birthday)
- OR are a seasonal agricultural worker on an H-2A visa
- OR are a lawful non-immigrant on a current non-immigrant visa



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- OR were incarcerated/hospitalized/institutionalized continuously between 18th and 26th birthdays
- OR were not living in the United States between 18th and 26th birthdays
- OR was on active US Military, Coast Guard duty, or a student in an Officer Procurement Program continuously between 18th and 26th birthdays

Self-Attestation: Self-attestation (also referred to as a participant statement) occurs when a participant states their status for a particular eligibility element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying their status for permitted elements, and (b) signing and dating a form attesting to this self-identification.

Self-Employed and Business Closed: The applicant was self-employed (including employment as a farmer, rancher, fisherman, or an independent contractor or consultant not technically an employee of a firm or agency) but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters.

Self-Sufficiency: Training services being made available to employed Adults and Dislocated Workers where staff determine that all these elements apply:

- The participant is 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.
- They need training services to obtain or retain employment leading to self-sufficiency or wages comparable to or higher than wages from previous employment.
- They have the skills and qualifications to participate successfully in training services.

Separating Service Member: The applicant must meet the following requirement and documentation with a DD-214 is required:

- Is a member of the Armed Forces who is separating from service to enter or re-enter the civilian labor force (being discharged), and the discharge is for any reason other than dishonorable.

Terminated of Laid-Off Worker: The applicant must meet each of the requirements in A, B, and C:

- A. Has been terminated or laid off from employment or has received a notice of termination or layoff including a separation notice from active military service.
- B. Is either eligible for or have exhausted their unemployment insurance compensation or have been employed for a period of at least three months to show attachment to the workforce, but they are not eligible for unemployment insurance compensation due to



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insufficient earnings or having worked for an employer that is not covered under the State unemployment compensation law.

C. Is unlikely to return to their previous industry or occupation. This can be due to any of the following circumstances:

- Because of negative economic conditions or sudden economic impacts on industries or occupations (such as the pandemic).
- Because there is a decline in the previous occupations in the local market.
- Because of circumstances that cause significant barriers to employment, such as criminal background, lack of high school diploma or GED, disability, homelessness, cultural or language barriers, older worker (55+) or deficient in basic skills.
- Because their previous industry or occupation has been eliminated or the applicant has been unable to secure a position at a compensation level comparable to their previous occupation.
- Because they exhausted their unemployment benefits and have been unable to find a job in their previous industry or occupation.
- Because they were seasonally employed and unlikely to return because of mechanization or significant variance to normal seasonal employment patterns, resulting in uncertain return-to-work duties.

Under-Employed: The applicant who meets one or more of the following:

- Employed less than full-time who are seeking full-time employment
- Employed in a position that is inadequate with respect to skills and training
- Employed, but meet the definition of low-income
- Employed, but whose current job earnings are not sufficient compared to previous job earnings from previous employment.

Unlikely to Return: An unemployed worker having limited opportunities for employment or reemployment in the same or similar occupation in the area in which the individual resides as confirmed by labor market information and/or labor analysis by Oregon Employment Department or recent local labor market events.



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POLICY

When registering an individual for WIOA services, staff must ensure the individual is eligible following the eligibility requirements for WIOA. Each participant file must include a completed application for each applicant, equal opportunity information, and documentation that confirms general WIOA eligibility and any additional Dislocated Worker eligibility or WIOA Adult Priority of Service data elements, if applicable. All questions on the intake form must be answered and signed by the applicant. For Adult and Dislocated Workers, registration occurs on the first day on which the individual begins receiving staff-assisted intensive or training services. Registration is not required for self-service and information-only activities. The point of registration is where performance accountability information is first collected.

For an individual to be enrolled in WIOA Adult or Dislocated Worker programs, the following must occur:

- The individual must complete the application/eligibility determination process;
- The individuals must provide the documentation required to substantiate their eligibility, **including work authorization for participant-level services**, and
- Staff must enter the appropriate service activity for the individual record

Adult Eligibility Criteria

All Adult applicants must be 18 years or older, **authorized to work in the United States**, and meet the Selective Service requirements as outlined in Willamette Workforce Partnership's Policy 11.

Priority of Service for Adult Applicants

Priority of service is not an eligibility requirement for a job seeker to receive Adult services; however, verification of priority of service should occur during the enrollment period and meet the requirements outlined in Willamette Workforce Partnership's Policy P04.

Dislocated Worker Eligibility Criteria

All Dislocated Worker applicants must meet the Selective Service requirements as outlined in Willamette Workforce Partnership's Policy 11, **be authorized to work in the United States**, and at least one of the categories for the Dislocated Worker eligibility requirements. The following matrix is an outline of the Dislocated Worker Program eligibility category and the criteria that align with the category.



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Category	Criteria
1. General Dislocation	1.1 An individual who was terminated, laid off, or received a notice of termination or layoff AND
	1.2 Is determined unlikely to return to previous industry or occupation AND
	1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; <u>OR</u> 1.3.2 Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration
2. Dislocation from Facility Closure / Substantial Layoff	2.1 An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: Permanent closure; or Substantial layoff; <u>OR</u> 2.2 An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days
3. Self-employed Dislocation	3.1 Was self-employed (including employment as a farmer, rancher, or a fisherman), but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters. Please see WWP's Policy P15 for more information
4. Displaced Homemaker	4.1 An individual who was dependent on the income of another family member and is no longer supported by the income of that family member; <u>OR</u> Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service-connected death or disability of the member <u>AND</u>
	4.2 Is unemployed or underemployed and is having trouble in obtaining or upgrading employment



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5. Dislocated/ Separating Military Service Members	5.1 A non-retiree military service member who was discharged or released from service under <u>other than dishonorable</u> or has received a notice of military separation. Per 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance. Note: Dislocated military service members, veterans and other covered persons are eligible for Priority of Service
6. Spouses of Military Service Members	6.1 The 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 station of such member <u>OR</u> 6.2 The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is having trouble in obtaining or upgrading employment Note: a military spouse may also qualify as a displaced homemaker

Methods of Verifying WIOA Eligibility

Participant eligibility for WIOA services may be verified and documented through the following methods:

- Documentary evidence
- Applicant self-attestation
- Case notes by Title IB sub-recipient staff.

Regardless of the method of documenting eligibility, the applicant must be informed that all information is subject to verification and that false information is grounds for termination of participation in WIOA services.

Documentary Evidence for Verifying WIOA Eligibility

Required WIOA eligibility documentation must be in every participant's file and available for review by Willamette Workforce Partnership. Required documentation sources for general WIOA eligibility are included in the table below. At least one document from every applicable category must be provided.



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Category	Element	Allowable Documents
1. WIOA Adult Eligibility and Enrollment	1.1 Date of Birth	Baptismal Record Birth Certificate DD-214/Report of Transfer or Discharge Paper Driver's License Family Bible Government Issue ID, including Tribal ID Hospital Record of Birth Passport Public Assistance/Social Service Records School Records or ID Card
	1.2 Work Authorization	Items listed from the U.S. Citizenship and Immigration Services website https://www.uscis.gov/i-9- central/form-i-9-acceptable- documents
	1.3 Selective Service	See section 3
Category	Element	Allowable Documents
2. WIOA Dislocated Worker Eligibility and Enrollment	2.1 Date of Birth	Baptismal Record Birth Certificate DD-214/Report of Transfer or Discharge Paper Driver's License Family Bible Government Issue ID, including Tribal ID Hospital Record of Birth Passport
	2.2 Work Authorization	Items listed from the U.S. Citizenship
	2.3 Selective Service	See section 3



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	2.3 Separating Service Member	DD-214
3. Selective Service – Required to Register	4.1 Registered	Selective Service Registration Acknowledgement letter Selective Service Registration Card Stamped Post Office Receipt of Registration
	4.2 Not Registered	Request for Status Information letter and supporting documentation. Selective Service Status Information Letter Written WWP Approval
	4.3 Not Registered – Chose not to register	Not eligible
4. Selective Service- Not Required to Register/Exempt	5.1 Not Required to Registered – Exempt	Applicant attestation (age/sex at birth) DD-214 Military Separation record Immigrant/Non-Immigrant allowable documents Records of incarceration, hospitalization, or institutionalization



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Applicant Self-Attestation and through WIOA Registration

Self-attestation during the eligibility determination is allowed and is a viable source for documenting eligibility for certain WIOA Title I data elements. The WIOA intake application counts as a self-attestation form if the individual identifies his or her status for the permitted criteria and **signs and dates the registration form** attesting to this self-identification. The applicant's difficulty in obtaining documentation should not impose hardship or suffering to justify using an applicant statement. In taking an applicant's statement, it is unnecessary to obtain corroboration unless there is a reasonable belief not to believe the applicant. Self-attestation may be used for the following eligibility elements:

- Dislocated information by Ineligible to Receive UI Payments
- Dislocation date from facility closure
- Tenure with the employer at separation
- Date of qualifying separation
- Long-term unemployment
- Self-employment dislocation
- Displaced Homemaker information
- Unlikely to Return to Previous Industry/Occupation
- Reportable characteristics, including Foster Care Youth status
- Low-income status documentation
 - For low-income status, individuals must outline the sources and amount of family income, by month, on a self-attestation budget

Eligibility Documentation for individuals with Temporary Work Authorization

To ensure equal treatment, all participants must provide, and grantees must keep copies in case files, proof of authorization to work in the United States. For individuals whose work authorization is temporary, sub-recipients 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, a grantee becomes aware that a participant's employment authorization has expired or been revoked outside that 3-month check, then the sub-recipient will exit the participant.

Case Notes for Documenting Eligibility

Title IB case notes during the eligibility determination are allowed and are a viable source for documenting eligibility for certain WIOA Title I eligibility elements. Case notes may be used for the following eligibility elements:

- Self-employment dislocation
- Tenure with the employer at separation
- Reportable characteristics including Foster Care Youth status