

**Southern Nevada Workforce Investment Board
General Policies and Procedures
ELIGIBILITY FOR WIA TITLE I SERVICES**

EFFECTIVE DATE: December 10, 2008

NUMBER: 3.0

**Supersedes SNWIB General Policies
and Procedures No. 3.0r dated August 23,
2008**

**Approved by the SNWIB on: December
10, 2008**

BACKGROUND:

The Southern Nevada Workforce Investment Board (SNWIB) has established eligibility requirements for adults, dislocated workers and youth that must be utilized by the local WIA Title I Service Providers. [TEGL7-99(C), WIA Section 101, §663.115, §663.200, §663.310]

I. GENERAL PROVISIONS FOR ADULT & DISLOCATED WORKER ELIGIBILITY:

There are four tiers of service that can be provided to adults and dislocated workers, listed below is the eligibility requirements for each of the four tiers of service:

A. Core Services: Self-Service/Informational:

The Workforce Investment Act (WIA) stipulates that all persons are eligible to obtain universal employment services through the local One-Stop system. These services are identified as being self-service informational, and must be obtained with minimum guidance from staff. THERE IS NO REGISTRATION REQUIREMENT FOR SERVICES PROVIDED AT THIS LEVEL, however, SNWIB does require service providers to complete the One Stop Client Information Form .

B. Core Services: Staff Assisted

To be eligible to receive Core Staff Assisted services, all adults and dislocated workers must be registered. Individuals registering for services to be provided through Adult and Dislocated Workers program funding must fulfill the following requirements (documents must be provided to demonstrate compliance with these requirements). [WIA Title I Client Tracking Manual, Appendix D]

1. Be 18 years of age or older;
2. Comply with Selective Service legislation by providing documents to demonstrate compliance with Selective Service requirements;
3. Comply with citizenship and eligibility to work requirements by providing documents necessary to validate the same;
4. Provide documentation of Social Security Number [State requirement];
5. Provide documentation that client residence is within the Southern Nevada

Local Workforce Investment Area [Local Board requirement];

6. Dislocated Worker are individuals must meet one of the following four requirements to receive services under the dislocated worker program:

i. The Individual: (Laid Off Category)

- a. has been terminated or laid off, or has received a notice of termination or layoff, from employment; **AND**
- b. is eligible for or has exhausted entitlement to unemployment compensation, or has been employed to a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **AND**
- c. is unlikely to return to their previous industry or occupation.

Note: Individuals referred and identified by Employment Security as a Worker Profile, are eligible to be served as a dislocated worker, under the “laid off” category. The only required documentation is this identification by Employment Security.

ii. The Individual: (Plant Closure Category)

- a. has been terminated or laid off, or has 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; **OR**
- b. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **OR**
- c. for purposes of eligibility to receive services other than training services, intensive services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

iii. The Individual: (Self-Employed Category)

- a. was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

iv. The Individual: (Displaced Homemaker Category)

- a. is a displaced homemaker who has been providing unpaid services to family members in the home, and who:

1. Has been dependant on the income of another family member but is no longer supported by that income; **AND**
2. is unemployed or underemployed and is experiencing difficulty upgrading or obtaining employment (this must be documented in the participant's case file), with the exception of Customized Training and On-The-Job training, training services can only be procured from a training institution that has been approved by the State and appears on the Eligible Training Provider List.

C. Intensive Services

1. An individual **must receive (at a minimum) at least one core service**, such as an initial assessment or job search and placement assistance, **before receiving intensive services**. The initial assessment determines the individual's skill levels, aptitudes, and supportive service needs. The job search and placement assistance helps the individual determine whether he or she is unable to obtain employment, and thus requires more intensive services to obtain employment. **A determination of the need for intensive services must be documented in the participant's case file.**
2. A determination of self-sufficiency must be established prior to enrolling any currently EMPLOYED individual from Core Staff Assisted services to Intensive services. [§663.200 & §663.200, State Policy 1.6 and SNWIB Client Tracking Manual]

The SNWIB has defined self-sufficiency for WIA Title I ADULTS as follows:

Definition: for a family of 1 or 2 receiving wages that are less than 300% of the lower living standard income level or for a family equal to 3 or more receiving wages that are less than \$60,000. Please refer to the following table for additional clarification.

(the LLSIL and Self-Sufficiency amounts are examples only and may not reflect current amounts)

<u>Family Size</u>	<u>LLSIL</u>	<u>Self-Sufficiency</u>
1	\$11,160	\$33,480
2	\$18,290	\$54,870
3	\$25,110	\$60,000

Therefore, if the family size is 1 or 2 you would multiply the LLSIL for that family size by 300%, or if the family size exceeds "2" the household income would need to be less than \$60,000 for the individual to receive intensive services.

The definition of self-sufficiency for WIA Title I DISLOCATED WORKERS is:

Definition: unsubsidized employment that pays not less than 15% of the dislocated workers layoff wage. *For example*, if the individual had an annualized income of \$40,000 prior to dislocation and is now employed in stop gap employment that pays \$30,000 which represents 75% of the wages they were earning the individual could receive intensive services. However, if their stop gap employment pays \$35,000 which then represents 88% of the wages they were earning the individual would not be able to receive intensive services.

3. The WIA Section 134(d) (4)(E) states: “In the event that funds allocated to a local area for adult employment and training activities...are limited, priority shall be given to recipients of public assistance and other low-income individuals...”

In the event the SNWIB determines that, in order to provide comprehensive WIA services to those individuals residing in the Southern Nevada Local Workforce Area, it is necessary to impose or rescind “Priority of Services” requirements, service providers will be notified of this decision in writing.

Should “Priority of Services” be imposed, eligibility requirements will be as follows:

- (I) The individual must be recipients of public assistance or meet the definition of “Low Income” as indicated in the SNWIB Glossary; **OR**
- (II) Must be an ex-offender whose own income meets the requirements described in section (I) above, even if the individual’s family does not meet those requirements; **OR**
- (III) The individual must be a documented resident of the US Department of Housing & Urban Development’s Enterprise Community.

D. Training Services

Training services may be made available to employed or unemployed individuals who:

1. An individual must receive (at a minimum) at least one intensive service, and have been determined to be unable to obtain or retain employment through such services;
2. After an evaluation, or assessment, and case management services, have been determined and documented to be in need of training services and to have the skills and qualifications necessary to successfully complete the selected training (exhibits basic literacy skills at 8.9 grade level or above).

3. Select a program of training services that is directly linked to the employment opportunities based on Demand Occupations either in the local area or in another area to which the individual is willing to relocate;
4. Be unable to obtain grant assistance from other sources to pay the costs of training, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or require WIA assistance in addition to other sources of grant assistance, including Federal Pell Grants.

II. GENERAL PROVISIONS FOR YOUTH ELIGIBILITY:

- A. All youth must be registered in order to receive youth funding/services.
- B. To be eligible for youth services, individuals must:
 1. Be age 14 through 21;
 2. Comply with Selective Service legislation by providing documents to demonstrate compliance with Selective Service requirements;
 3. Comply with citizenship and eligibility work requirements by providing documents necessary to validate the same;
 4. Provide documentation of Social Security Number [State requirement]
 5. Be an individual who meets the definition of low-income (Refer to Glossary 2)
 6. Be within one or more of the following categories:
 - a. Deficient in basic literacy skills (Refer to Glossary); or
 - b. School dropout (Refer to Glossary); **or**
 - c. Homeless, runaway, or foster child; **or**
 - d. Pregnant or parenting; **or**
 - e. Offender; **or**
 - f. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to Secure and hold employment. This item has been defined as:
 - i. Former Foster youth
 - ii. Disabled, including those with “hidden disabilities” such as learning, mental health, emotional, behavioral disabilities;
 - iii. Limited English Proficient;
 - iv. Children of Incarcerated Parents;
 - v. Youth Involved in the Juvenile Justice System, including those in diversion and those not convicted of a crime

- vi. Youth who are at-risk of dropping out of secondary school defined as:
 - (a) A youth who is credit deficient for their current grade;
 - (b) A youth who failed the high school proficiency exam or 8th grade exit exam; a youth has attendance and/or behavioral issues based upon referrals from a school counselor, teacher or school administrator; or
 - (c) A youth who failed a core high school course or who had a 2.0 or lower GPA.

C. Up to five percent (5%) of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:

- 1. School dropout (Refer to Glossary \cong) **or**
- 2. Is deficient in basic skills (Refer to Glossary) **or**
- 3. Is one or more grade levels below the grade level appropriate to the individual's age; **or**
- 4. Is pregnant or parenting; **or**
- 5. Possesses one or more disabilities, including learning disabilities; **or**
- 6. Is homeless or a runaway; **or**
- 7. Is an offender; **or**
- 8. Faces serious barriers to employment. This item has been defined as:
 - i. A youth who is credit deficient for their current grade; **or**
 - ii. A youth who could not pass the proficiency exam (to include those youth who received a Certificate of Completion but not a High School Diploma); **or**
 - iii. A youth who received a referral from their school counselor and or school official who can attest to a youth's need for WIA services.