

SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

**ADULT, DISLOCATED WORKER AND YOUTH ELIGIBILITY  
POLICY 12-02**

**DATE OF ISSUE:** January 2, 2013

**EFFECTIVE DATE:** January 2, 2013

**APPLICABILITY:** WIA Adult, Dislocated Worker, and Youth Participants

**PURPOSE:** To provide the Adult, Dislocated Worker and Youth Service Providers contracted with the Southwestern Area Workforce Development Board (SAWDB) guidance regarding acceptable eligibility documentation.

**BACKGROUND:** This policy provides updated and comprehensive guidelines for Workforce Investment Act (WIA) service providers regarding eligibility determination for WIA programs, and to provide information on the use of appropriate documentation to support eligibility determination.

**ACTION REQUIRED:** This policy establishes WIA eligibility determination for Adult, Dislocated Worker, and Youth programs. New Mexico Department of Workforce Solutions has provided a guide entitled "WIA Eligibility" (STAG 11.2.8) to help service providers follow proper procedures for eligibility determination and documentation.

Self-Attestation should only be used as a last resort when other documentation cannot be found or accessed. (See detailed definitions for Adults page 5, Dislocated Worker page 11, and Youth page 21).

The State Technical Assistance Guide (STAG 11.2.8) includes the following:

- A. Adult Eligibility (pg. 3-6)
- B. Dislocated Worker Eligibility (pg. 7-14)
- C. Youth Eligibility (pg. 15-23)
- D. Selective Service Registration Requirements (pg. 24-26)
- E. Self-Sufficiency (pg. 27)
- F. Priority of Service (pg. 28-29)
- G. Forms (pg. 30-32)

**ATTACHMENTS:** New Mexico State Technical Assistance Guide, Workforce Investment Act Participant Eligibility 11.2.8.

**INQUIRIES:** Questions related to this policy should be directed to the SAWDB's AE at 575-744-4857.

**ATTESTED:** This policy was approved through board resolution on December 17, 2012.

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Board Chair