

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

Documentation Checklist

Eligibility	Required Documentation
<p>Citizenship/Alien Status/Right to Work in the U.S.</p> <p>Note: a Document Inspection Form may be used for any of these required documents for this Eligibility element.</p>	<ul style="list-style-type: none"> ○ Social security Card and Real ID-compliant Driver’s License or other government-issued picture ID containing a photograph or information such as name, DOB, gender, height, eye color, and address. (If under 18 years old and does not have a Driver’s License, may use school record, work permit, or doctor/hospital record with signed Social Security Card.) ○ I-9 is complete, including a signature from an authorized employer of the designee. ○ U.S. Passport (expired or unexpired) ○ Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ○ An unexpired foreign passport with a temporary I-551 stamp ○ An unexpired Employment Authorization Document that contains a Photograph (Form I-766) ○ An unexpired foreign passport with Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of the endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form. ○ Original or Certified copy of a Birth Certificate by a state, county, municipal authority, or territory of the U.S. bearing an official seal (Document Inspection Form is Allowed) ○ Certification of Birth Abroad (Form DS-1350) issued by the Department of State ○ Public Assistance/Social Service Records ○ DD-214, Report of Transfer or Discharge (if place of birth is shown) ○ Hospital Record of Birth ○ T-visa issued to victims of human trafficking (See Attachment 9: TEGl 09-12) ○ Naturalization Certification ○ Certificate of Degree of Indian Blood ○ Unexpired U.S. Citizen Card (Form I-197) ○ Native American Tribal Document
<p>Social Security Number</p> <p>(This is not required for eligibility but</p>	<ul style="list-style-type: none"> ○ DD-214 ○ Letter from Social Security Agency ○ Pay Stub ○ Employment Records ○ Social Security Benefits ○ Social Security Card

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

<p>must be requested and validated. A Document Inspection Form may be used for any required documents for this element.)</p>	<ul style="list-style-type: none"> ○ W-2 Form ○ Letter/Printout from Social Security Office ○ Public Assistance Record/Printout ○ UI Wage Report ○ Passport ○ Other Federal or State ID with SSN ○ Signed Copy of State or Federal Tax Documents
<p>Age (1 is required)</p> <p>Note: The individual does not have to be 18 years old or older</p>	<ul style="list-style-type: none"> ○ Baptismal Record ○ Birth Certificate ○ Driver’s License ○ Federal, State, or Local photo ID ○ DD-214 Certification of Discharge or from Active Duty ○ Passport ○ Hospital Record of Birth ○ Public Assistance/Social Service Record ○ School Records or ID Card ○ Work Permit ○ Tribal Records ○ Self-Attestation (Self-Service Only)
<p>Selective Service (1 is required for those required to register)</p>	<ul style="list-style-type: none"> ○ Screen printout of the online verification at www.sss.gov ○ Acknowledgement Letter from Selective Service ○ Selective Service Verification Form (For 3A) ○ Selective Service Registration Card ○ Stamped Post Office Receipt of Registration ○ DD-214 Certificate of Release or Discharge from Active Duty

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

<p>Category 1</p> <p>Laid off/terminated (or received notice of layoff/termination), eligible/exhausted unemployment, and unlikely to return to previous industry/occupation</p> <p><u>ALL THREE CIRCUMSTANCES MUST BE DOCUMENTED</u></p> <p>Note: Job of dislocation—the economic dislocation of an individual, as described in the WIOA Dislocated Worker program, implies the existence of a job dislocation. The job of dislocation is the job that qualifies the individual under one of the eligibility categories.</p> <p>1.) Terminated or laid off or received notice of termination or layoff from employment</p> <p><u>AND</u></p> <p>2.) Is eligible for or exhausted entitlement to Unemployment Compensation; or has been employed for a duration sufficient to demonstrate to the appropriate entity at a one-stop center referred to in section 121€ attachment to the workforce, but is not eligible for unemployment due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law;</p> <p><u>AND</u></p> <p>3.) Is unlikely to return to the previous industry or occupation</p>	<p><u>Terminated or laid off-</u></p> <ul style="list-style-type: none"> ○ DD-214 with other than dishonorable discharge ○ Layoff letter from the employer or union with the date of dislocation ○ Layoff closure notice with the date of dislocation ○ State Rapid Response Report or Early Intervention e-mail ○ Public layoff notice with UI data cross-match ○ UI Notice of Decision ○ Out-of-state UI benefits a monetary eligible document ○ Paystub with date of dislocation ○ UI Wage Claim Screen <p><u>Eligible for or exhausted-</u></p> <ul style="list-style-type: none"> ○ Applicant’s Unemployment Notices ○ UI Monetary Eligibility ○ UI Notice of Decision ○ Out-of-state UI benefits a monetary eligible document <p><u>Unlikely to return to previous industry or occupation-</u></p> <ul style="list-style-type: none"> ○ 1. Skill Oversupply- ○ 2. Obsolete Skills- ○ 3. Only Stop-Gap Available- ○ 4. No Jobs Offers Received- ○ 5. Local Layoff Impact- ○ 6. Declining Occupation- ○ 7. Physical Limitations or Disabilities-

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

<p>Category 2</p> <p>Plant Closing/Substantial Layoff</p> <p><u>TWO CIRCUMSTANCES MUST BE DOCUMENTED</u></p> <p>1.) The fact that the business closed</p> <p><u>OR</u></p> <p>2.) A substantial layoff occurred, and the applicant worked there</p> <p>Has been terminated or laid off, or has received notice of termination or layoff from employment as a result of any permanent closure of or substantial layoff at a plant facility or enterprise;</p> <p><u>OR</u></p> <p>Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;</p> <p><u>OR</u></p> <p>To be eligible to receive services other than training services, career services, or supportive services, one must be employed at a facility where the employer has made a general announcement that the facility will close.</p>	<p><u>Business Closure-</u></p> <ul style="list-style-type: none">○ WARN notice that meets the definition of closing or substantial layoff at a plant, facility, or enterprise○ Letter from employer or union that indicates a closing or substantial layoff○ Rapid Response Unit Early Intervention Notice or Fact Sheet that indicates closing or substantial layoff○ Unemployment Notice which lists closing as the reason for separation○ Media announcement in which the company officials state that plant, facility, or enterprise will close within 180 days or more <p><u>Worksite Attachment-</u></p> <ul style="list-style-type: none">○ Letter from Employer○ Telephone Verification (STAFF)○ Payroll documents○ UI Wage Data Screen

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

<p>Category 3</p> <p>Previously self-employed but unemployed due to economic conditions or natural disasters.</p> <p><u>TWO CIRCUMSTANCES MUST BE DOCUMENTED</u></p> <p>Was self-employed (including employed as a farmer, rancher, or fisherman)</p> <p><u>BUT</u></p> <p>It is unemployed as a result of general economic conditions in the community where the individual resides or due to natural disasters.</p>	<p><u>General Economic Conditions-</u></p> <ul style="list-style-type: none">○ Letter of documentation of the failure of a business supplier or customer○ Depressed price(s) or market(s) or the article(s) produced by self-employed individual.○ State/Local Economic Development or Chamber of Commerce data that indicates less than favorable economic conditions.○ Substantial layoffs or permanent closure(s) of one or more plants, or facilities that support a significant portion of the state or local economy○ Federal/State declaration of disaster○ Media reports of general economic conditions

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

Category 4

Displaced Home Maker

**MUST QUALIFY UNDER 1 OR 1a AND MEET
CONDITIONS UNDER 2**

Qualifications Under 1:

- Tax returns (of the married couple or domiciled family members)
- Divorce decree/court records
- Family members' death certificate
- UI records of the displaced homemaker
- Copy of spouse's UI records/layoff notice
- Marriage license or joint tax return
- Pay stubs (if applicable)
- Copy of bank records (showing financial dependence on spouse, or no employment income earned)
- Self-Attestation- Las Resort Form- in which the individual attests that they resided with the family member(s), provided unpaid in-home services to family members, was dependent on another family member of the household income, but is no longer supported by that income due to death, divorce, etc.

Qualifications Under 1a:

- Military Orders
- DD-214 or other documentation certifying a service-connected death or disability
- Pay Stubs of Armed Forces Member and spouse (or underemployment wage records) before and after deployment, call to duty, change in duty station, or the service-connected death or disability of the member

Qualifications Under 2:

- Records showing previous wages that are higher than current wages
- Documentation showing the current annualized wage rate, in relation to family size, is 70% of the Lower Living Standard Level (LLSIL)
- **Public Assistance Records**

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

	<ul style="list-style-type: none"> ○ Self-Attestation-Last Resort- stating that the worker is unemployed or underemployed and they are experiencing difficulty in obtaining or upgrading employment
<p>Category 5</p> <p>Spouse of an active-duty armed forces service member who is unemployed due to a change in duty/station</p> <p style="text-align: center;"><u>TWO CIRCUMSTANCES MUST BE DOCUMENTED</u></p> <p>1.) Proof of marriage</p> <p style="text-align: center;"><u>AND</u></p> <p>2.) Loss of employment or change in employment status</p> <p>Is the spouse of a member of the Armed Forces on active duty</p> <p style="text-align: center;"><u>AND</u></p> <p>Who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of such member;</p>	<p><u>Proof of Marriage-</u></p> <ul style="list-style-type: none"> ○ Marriage license or tax return <p><u>Experienced Loss/Change of Employment-</u></p> <ul style="list-style-type: none"> ○ Military Orders showing change in duty station ○ UC Records ○ Self-attestation stating their employment loss was due to the change in duty station ○ Paystubs (if applicable) ○ Records showing previous wages that are higher than the current wages ○ Documentation showing the current annualized wage rate, in relation to family size is not in excess of 70% of the Lower Living Standard Income Level (LLSIL) ○ Self-Attestation-Last Resort- stating that the worker is unemployed or underemployed and their experiencing difficulty in obtaining or upgrading employment

ATTACHMENT C – DISLOCATED WORKER ELIGIBILITY

AND

Is unemployed or underemployed and is experiencing difficulty in obtaining upgraded employment