

PEE DEE LWDA INSTRUCTION NUMBER: WIOA 12-005, Change 2

TO: Pee Dee WIOA Contractors

SUBJECT: Use of Self-Attestation for Documentation of WIOA Eligibility

ISSUANCE DATE: January 30, 2020

EFFECTIVE DATE: Immediately

PURPOSE: The purpose of this instruction is to transmit State Instruction 12-8 Change 2 which provides clarification on the use of self-attestation as an acceptable documentation source for determining WIOA eligibility. In response to the South Carolina Department of Employment and Workforces (SCDEW) recent monitoring report in our local area, the Pee Dee LWDA determined that Instruction Number WIA- 12-005 should be revised to clarify that if the self-attestation form is being utilized by the Pee Dee WIOA Contractors, the contractor is required to explain in the eligibility case note in SCWOS the reasons and/ or circumstances that prevented the customers from obtaining his/her supporting documentation. Staff must ensure that all methods to obtain documentation are exhausted prior to the use of the self-attestation form.

POLICY Changes: The attached WIOA Eligibility Verification Checklist includes self-attestation as allowable verification for documenting the following items:

- Disability, unless accommodations are being requested by the applicant or the disability is used in determining an individual as a family of one
- Displaced Homemaker
- Family Size
- Family Income (Priority for Services for low income must be documented by a source other than self-attestation)

Self-Attestation is to be used only as a last resort when getting other documentation is too burdensome for the applicant.

ACTION: This instruction (to include all attachments) should be distributed to all appropriate staff within your agency.

INQUIRY: Question pertaining to this instruction should be directed to April Gaskins (843) 669-3138 or [a-gaskins@peedeecog.org](mailto:gaskins@peedeecog.org).



Joette R. Dukes, Workforce Development Director

Attachment: State Employment Services Instruction Number 12-8 Change 2
Eligibility and Verification Checklist

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Nikki R. Haley
Governor

Abraham J. Turner
Executive Director

STATE EMPLOYMENT SERVICES INSTRUCTION NUMBER: 12-8 Change 1

TO: Local Workforce Investment Area Administrators

SUBJECT: Use of self-attestation and documentation related to WIA eligibility

ISSUANCE DATE: February 19, 2013

EFFECTIVE: Immediately

PURPOSE: The purpose of this change is to provide further clarification on the use of self-attestation as a documentation source for establishing Workforce Investment Act (WIA) program eligibility for adults, dislocated workers, and youth.

POLICY CHANGES: On the attached *WIA Eligibility and Verification Checklist*, self-attestation has been added as an option for determining:

- Disability, unless accommodations are requested, or will be used in determining family of one
- Displaced Homemaker
- Family Size
- Family Income

Self-attestation is to be used only as a last resort when getting documentation is too burdensome for the individual.

ACTION: You are responsible for the immediate distribution and implementation of this policy guidance within your local workforce system.

INQUIRY: Questions may be directed to Mary jo Schmick at (803) 737-2708 or mschmick@dew.sc.gov.

Dennis M. King
Assistant Executive Director
Employment Services

Attachment

WIA ELIGIBILITY AND VERIFICATION CHECKLIST

Where allowable, self-attestation should be used only by exception. In all cases, attempts to gather required documents and a signed statement of self-attestation must be documented.

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
DISABILITY <i>Documentation MUST be kept in a separate and locked file</i>	▪ Letter from drug or alcohol rehabilitation agency ▪ Medical records ▪ Physician's statement ▪ Psychiatrist's statement ▪ Psychologist's diagnosis ▪ Rehabilitation evaluation ▪ School records ▪ Sheltered workshop certification ▪ Workers' Compensation record ▪ Social Security Administration disability records ▪ Veterans Administration letter/records ▪ Vocational Rehabilitation letter ▪ Social Service records/referral ▪ Self-attestation unless accommodations are requested or will be used to determine family of one	X	X	X
VETERAN STATUS <i>Documentation MUST be in file</i>	Although not required for eligibility, documentation of Veteran status must be in the file for those receiving WIA-funded training or supportive services. • DD 214 <i>Report of Separation</i>		X	X
EMPLOYMENT STATUS <i>Documentation MUST be in file</i>	▪ UI Records ▪ Pay stubs ▪ Employer statement/contact ▪ Applicable tax documents ▪ Bank statements (direct deposit) ▪ Farm or business financial records ▪ Notice of termination/separation ▪ Self-attestation if no other documentation available	X	X	X
HIGHEST GRADE COMPLETED <i>Documentation MUST be in file</i>	▪ Copy of diploma, GED or degree ▪ School Records ▪ School verification ▪ Self-attestation if no other documentation available	X	X	X
SCHOOL STATUS <i>Documentation MUST be in file</i>	▪ Copy of diploma, GED or degree ▪ School records ▪ Attendance ▪ Drop-out letter ▪ Self-attestation if no other documentation available	X		

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
BELOW SCHOOL GRADE FOR AGE <i>Documentation MUST be in file</i>	- School records/letter - Self-attestation*	X		
DISPLACED HOMEMAKER <i>Documentation MUST be in file</i>	- Must prove unemployment or underemployment (see Employment Status) and provide one of the following documents: - Divorce decree or legal separation documents - Death Certificate - Marriage license if spouse of a WIA Dislocated Worker - Public assistance record - Layoff notice of family member who previously provided support - Bank records - Self-attestation if no other documentation available			X
HOMELESS <i>Documentation MUST be in file</i>	- Written statement from shelter - Written statement from an individual providing temporary assistance - Written statement from Social Service agency - Self-attestation *	X		
RUNAWAY <i>Documentation MUST be in file</i>	- Written statement from shelter - Written statement from an individual providing temporary assistance - Written statement from Social Service agency - Self-attestation *	X		
OFFENDER	- Police records - Court documents - Letter of parole - Letter from probation officer - Telephone call with court representative (documented in case notes) - Department of Corrections website/records - Self-attestation*	X		
PREGNANT/PARENTING YOUTH <i>Documentation MUST be in file</i>	- Physician's statement - Child's birth certificate - Hospital record of birth - Self-attestation *	X		

*** Documentation other than self-attestation must be provided for at least one barrier.**

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
FOSTER CARE (LOW-INCOME) <i>Documentation MUST be in file</i>	- Statement/referral from Social Services agency - Foster Care facility resident document - Court/guardianship documents - Phone call to DSS documented in case notes	X		
FOSTER CHILD (YOUTH BARRIER) <i>Documentation MUST be in file</i>	- Written statement from State Social Services Agency - Phone call to DSS documented in case notes - Social Services (DSS) record/printout - Self-attestation *	X		
FAMILY SIZE <i>Documentation MUST be in file</i>	- Public assistance/Social Service agency records - Birth Certificate(s) - Decree of Court - Proof of disability if applicable - Divorce decree - Marriage certificate/license - Most recent tax return supported by IRS docs (e.g. form letter 1722) - Public Housing Authority records (if resident or on waiting list) - Written statement from a publicly supported 24-hour care facility or institution (e.g. mental health, prison) - Corroboration of third party who knows family (signed, and in file) - Self-attestation if no other documentation available	X	X	
FAMILY INCOME <i>Documentation MUST be in file</i> ** Documentation for Adult eligibility is only required when low income priority of service is in effect. Otherwise, self-attestation is acceptable.	- Alimony agreement - UI documents and/or printout - Award letter from Veterans Administration - Bank statements (direct deposit) for previous six months - Compensation award letter - Court award letter - Employer statement/contact - Farm or business financial records - Housing Authority verification - Pay stubs for previous six months (can use year-to-date on one paystub if it shows at least 6 months) - Pension/annuity statement - Public assistance records (ex. TANF/SNAP printout) - Quarterly estimated tax for self-employed persons - Social Security benefits - Self-attestation if no other documentation available	X	X**	

* Documentation other than Self-Attestation must be provided for at least one barrier.

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
DATE OF BIRTH <i>Documentation MUST be in file</i>	▪ Baptismal Record with date of birth ▪ Birth Certificate ▪ DD-214 ▪ Driver's License ▪ Federal, state or local government ID Card ▪ Hospital Birth Record ▪ Passport ▪ Public assistance/social service record ▪ School records/identification ▪ Work Permit if date of birth is shown ▪ Cross-Match with Department of Vital Statistics ▪ Tribal Record with date of birth ▪ Employer record	X	X	X
SELECTIVE SERVICE REGISTRATION <i>Documentation MUST be in file</i>	▪ Selective Service Registration should be verified and documented through SCWOS ▪ Form DD-214 "Report of Separation" ▪ Stamped Post Office Receipt of Registration ▪ Selective Service Registration Card ▪ Waiver Approved by Regional Trade Coordinator ▪ Local area waiver <u>and</u> supporting documentation according to TEGL 11-11 (and subsequent changes)	X	X	X
CITIZENSHIP/ALIEN STATUS	▪ I-9 List A: US Passport (unexpired or expired) ▪ I-9 List A: Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ▪ I-9 List A: An unexpired foreign passport with a temporary I-551 stamp ▪ I-9 List A: An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B) ▪ I-9 List A: An unexpired foreign passport with an unexpired arrival-departure record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer ▪ Driver's license ▪ Social Security card ▪ Other I-9 List B and List C staff viewed I-9 documents	X	X	X

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
DISLOCATED WORKER <i>Documentation MUST be in file</i>	▪ Cat 1 or 2: ➢ Separation notice AND UI records AND ➢ Staff documentation of: ○ No work in the occupation or industry available in area, or ○ UI profiled $\geq 40\%$, or ○ If work is available in occupation or industry, evidence of work search ▪ Cat 3: WARN notice or letter of authorization from the State WIA Administrative Agency. ▪ Cat 3: Closure listed on the Layoff & Closure Report (SCWOS Staff Online Resources) ▪ Cat 3: Layoff labeled "Substantial" on the <i>Layoff and Closure Report</i> (SCWOS Staff Online Resources). The individual's layoff date must be within 30 days of the Layoff Date on the report and Substantial Layoff must be "Yes" on the report. ▪ Cat 4: Documentation of general announcement ▪ Cat 5: Receipt of notice of foreclosure or intent to foreclose ▪ Cat 5: Proof of failure of the farm, business or ranch to return a profit during preceding 12 months. ▪ Cat 5: Entry of individual into bankruptcy proceedings ▪ Cat 5: Proof of inability to make payments on loans secured by tangible business assets ▪ Cat 5: Inability to obtain capital necessary to continue operations ▪ Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business. ▪ Cat 5: Other events indicative of the likely insolvency of the farm, ranch or business. ▪ Cat 6: Is verified in barriers – Displaced Homemaker			X
BASIC SKILLS <i>Documentation MUST be in file</i>	▪ Copy of any generally accepted standardized test ▪ School record of reading and/or math skills determined within the previous 6 months of application	X		
TANF <i>Documentation MUST be in file</i>	▪ Public assistance records/printout listing applicant in TANF budget ▪ Copy of authorization to receive public assistance ▪ Copy of public assistance check	X	X	X

CRITERIA	ACCEPTABLE VERIFICATION AND DOCUMENTATION	YOUTH	ADULT	DW
SUPPLEMENTAL SECURITY INCOME (SSI) <i>Documentation MUST be in file</i>	- Public assistance records/printout listing applicant as SSI recipient - Copy of authorization to receive cash public assistance (SSI) - Copy of public assistance check - Medical card showing cash grant status	X	X	X
REFUGEE CASH ASSISTANCE <i>Documentation MUST be in file</i>	- Public assistance records/printout showing refugee cash assistance - Copy of authorization to receive cash public assistance - Copy of public assistance check - Medical card showing cash grant status - Refugee assistance records	X	X	X
GENERAL ASSISTANCE <i>Documentation MUST be in file</i>	- Public assistance records/printout - Copy of authorization to receive cash public assistance - Copy of public assistance check - Medical card showing cash grant status	X	X	X
FOOD STAMPS <i>Documentation MUST be in file</i>	- Current authorization to obtain food stamps - Public assistance records/printout showing applicant in Food Stamp Budget	X	X	X
LWIA ADULT PRIORITY FOR SERVICES <i>Documentation MUST be in file</i>	Locally defined appropriate documentation in the file (no Self-Attestation)		X	
YOUTH FACING SERIOUS BARRIERS TO EMPLOYMENT <i>Documentation MUST be in file</i>	Locally defined appropriate documentation in the file	X		
YOUTH REQUIRES ADDITIONAL ASSISTANCE <i>Documentation MUST be in file</i>	Locally defined appropriate documentation in the file	X		