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SUBJECT: Oklahoma Data Validation and Source Documentation Requirements

PURPOSE: The Oklahoma Office of Workforce Development (OOWD) as the Governor's chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this issuance as guidance to the workforce system on the State of Oklahoma's Data Validation and Source Documentation Requirements for the WIOA Title I Programs and the Wagner-Peyser Employment Services as amended by Title III. SCOWB Policy follows state OWDI # 21-2017 Change 1.

BACKGROUND: SCOWB Policy is intended to clarify procedures that minimize the burden of documenting eligibility, service provision, and outcomes while remaining respectful of the need to ensure data integrity and report accurate information to the United States Department of Labor (USDOL). All documentation previously copied and kept in paper case files must now be electronically scanned and uploaded to participant records to develop a virtual case file.

IMPORTANT! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call Lafonda Crowder (580) 357-3500** for assistance in the translation and understanding of the information in this document.

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Telephone Relay Service is available by dialing 711 or 800-722-0353

POLICY:

General Eligibility

Wagner-Peyser

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service (ES). The Act was amended in 1998 and again in 2014 to

Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area
Jefferson County, Stephens County, and City of Duncan Labor Market Area

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities

become part of the Workforce Innovation and Opportunity Act and the One-Stop delivery system. The primary responsibilities of ES are to:

- Assist job seekers in finding employment and employers in filling jobs;
- Facilitate the match between job seekers and employers; and
- Meet the work test requirements of the State Unemployment Compensation system.

The types of ES services available include job search and placement assistance, recruitment services and special technical services for employers, reemployment services for unemployment insurance claimants, labor exchange services for workers who have received notice of permanent or impending layoff, referrals and financial aid application assistance for training and educational resources and programs, and the development and provision of labor market and occupational information.

ES services are available to any jobseeker, regardless of employment status; however, Veterans receive priority of service in accordance with Training and Employment Guidance Letter (TEGL) 10-09 and Veterans Program Letter (VPL) 07-09. Program participants may also include individuals with employment authorization documents who have been granted relief under the Deferred Action for Childhood Arrivals (DACA). In addition, any employer seeking workers is also eligible for ES services.

WIOA Title I Adult and Dislocated Workers Programs

The WIOA Title I Adult and Dislocated Workers programs are designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment.

To receive WIOA Title I Adult services, all individuals must meet the following eligibility criteria.

- 18 years of age or older
- Authorized to work in U.S.

To receive WIOA Title I Dislocated Worker services, individuals must meet the following eligibility criteria.

- Authorized to work in U.S., and
- Meet one of the following;
 - Recently Dislocated
 - Plant Closure or Substantial Layoff
 - Loss of Self-Employment Income
 - Displaced Homemaker
 - Military Spouse (Loss of employment or Displaced)

WIOA Title I Youth Program

The WIOA Title I Youth program is designed to assist youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career and promotional opportunities.

To receive WIOA Title I Youth services, individuals must meet the following eligibility criteria.

In-School Youth:

- Attending school
- 14-21 years of age
- Low Income
- At least one of the following must apply:
 - Basic Skills Deficient
 - An English Language Learner
 - An offender
 - A homeless youth or runaway youth
 - In foster care or has aged out of foster care
 - Pregnant or parenting
 - Individual with a disability
 - Meet the requirement of “Needs Additional Assistance” *Not more than 5% of the newly enrolled ISY in a given program year may be eligible based on this criterion.

Out-of-School Youth:

- 16-24 years of age
- Not attending any school
- At least one of the following must apply:
 - Individual with a disability
 - School dropout
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - A recipient of a secondary school diploma or its recognized equivalent who is low income and either an English language learner or basic skills deficient
 - An offender
 - A homeless youth or a runaway youth
 - In foster care or has aged out of foster care
 - Pregnant or parenting
 - An individual who is low income and “needs additional assistance” to enter or complete an educational program or to secure or hold employment.

5% Exception:

WIOA allows a low-income exception where 5% of youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the 5% based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria.

Trade Adjustment Act (TAA)

TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes Trade Readjustment Allowances, training, assistance with healthcare premium costs, Reemployment Trade Adjustment Assistance, job search, and relocation allowances. A group of workers may be eligible for TAA if their jobs are lost or threatened due to trade-related circumstances as determined by a USDOL investigation.

In order for workers to obtain TAA or Alternative Trade Adjustment Assistance (ATAA) services and benefits, an employer of a group of workers, a group of three or more workers, a Union, or another authorized individual must first file a petition with the U.S. Department of Labor (USDOL) and the state trade coordinator or dislocated worker unit to request a certification of group eligibility for workers adversely affected by foreign trade. Once the group certification is issued, each worker in the group must then individually apply for services and benefits through their local Oklahoma Works (one-stop) Center. A OESC case manager will issue a determination of the workers' individual eligibility for TAA benefits.

The following eligibility requirements apply to the TAA program:

- An approved TAA certification; and
- Other criteria as determined by the types of benefits and services.

National Farmworkers Job Program (NFJP)

The NFJP provides job training, employment assistance, and other supportive services to migrant and seasonal farmworkers and their dependents with the goal of helping farmworkers secure full-time employment.

In order for workers to obtain NFJP services and benefits, an individual **must meet criterion A and B** as defined in 20 CFR 685.11:

- A. An individual must be either a(n):
 - Eligible seasonal farmworker adult;
 - Eligible migrant farmworker adult;
 - Eligible migrant seasonal farmworker (MSFW) youth; or
 - Dependent of a MSFW.

AND

- B. A low income individual who faces multiple barriers to economic self-sufficiency.

Other Key Requirements – Male participants must not have violated section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required. In addition, program participants may include individuals with employment authorization documents who have been granted relief under the Deferred Action for Childhood Arrivals (DACA).

Refer to Training and Employment Guidance Letter (TEGL) 18-16 and state program policy to provide definitions and clarification for the NFJP eligibility criteria.

Priority of Service

Veterans and eligible spouses continue to receive priority of service for all DOL-funded employment training programs, which include WIOA programs. (See SCOWB’s Veteran Priority of Services Policy)

When using WIOA Adult funds to provide individualized career services and/or training services, and after veterans and eligible spouses have received priority, Oklahoma Works (one-stop) Center staff must give priority to public assistance recipients, other low income individuals (as defined in WIOA section 3(36)), and individuals who are basic skills deficient (as defined in WIOA 3(5)). English language learners meet the criteria for “basic skills deficient” and must be included in the priority populations for the title I Adult program. Under WIOA, priority of service must be implemented regardless of the level of funds available to provide services in the local area. (See SCOWB Adult Priority of Services Policy)

Pending List:

Oklahoma’s virtual case management system OKJobMatch generates enrollments and potential program eligibilities based on demographic information entered by the participant during self-registration and front-line staff during the intake process. Dislocated Worker and Youth enrollments are placed in a pending queue that require supervisory approval/denial once entered into OKJobMatch. Enrollments, source documentation, and eligibility determinations are valid for 30 days to allow the supervisor time to review information and to approve/deny the pending request. Enrollments must be approved/denied by a supervisor after verifying the client’s eligibility including uploaded documentation, self-attestation and program notes, before there is any expenditure of funds. At the end of the 30 days if the enrollment is still in the pending queue it is considered ineligible and will require a new enrollment, new source documentation collection, and a new eligibility determination.

Source Documentation and Data Validation

Source documentation is required as indicated in the attached table for each data element. One source document from each applicable list is sufficient to meet documentation requirements for eligibility criteria. Some data elements may require more than one source document this

will be noted by an “**AND**” in the Acceptable Source Document column in the Eligibility/Data Validation Guide.

Documents must be validated using one of two types of methods: Match or Support. The validation rules are as follows:

- Match: the data collected or reported in OKJobMatch must be the same as the data in the source documentation.
- Support: the uploaded source documentation must provide evidence that the data collected or reported in OKJobMatch is correct.

All information entered into OKJobMatch must be verified. This may be done by a participant virtual signature (self-attestation), uploaded documentation, or detailed case/program notes.

Virtual Signature (Self-Attestation): The individual provides his/her status or information for a particular data element and then signs and dates the form acknowledging that it is true and correct. The self-attestation is completed as a virtual signature in OKJobMatch with the individual’s unique username and password being used as the signature.

Eligibility determination and receipt of Individual Career Services and/or Training Services requires that all individuals self-attest by virtual signature in the applicable enrollment demographics before services are provided. Staff must review the information with the participant as it is entered in the Universal Demographics screen. The participant must then verify that the status is true and correct by entering their virtual signature (self-attest) in the applicable program demographics snapshot prior to receiving program eligibility.

Case Managers with the Veterans and TAA programs have the ability to provide Individual Career Services for participants who are not available to provide a virtual signature in person. In these instances, the Veterans Program or TAA Program case manager may sign the attestation and indicate either the demographics and or the IEP was updated by the case manager.

Uploaded Documentation: Documentation must be clear and legible copies that are uploaded into OKJobMatch under the Uploaded Documentation section of the Client’s Case Details Page. Some documentation may be source documents for more than one data element and need only to be uploaded one time provided all data elements are indicated prior to the upload.

Upload-documentation according to the guidelines below:

- Documentation Item Type:
 - Universal: Documentation used to determine eligibility.
 - Enrollment: Documentation used to validate or support data elements, career services, training, performance measures, or other documents required by state and/or local policy.
- Type of Documentation: multiple types of documentation can be chosen
 - Eligibility: if documentation was used to determine eligibility

- Validation: if documentation was used to validate data/information entered into OKJobMatch
- Supporting: if documentation is used to support a service and training entry or case/program note entered into OKJobMatch.
- Follow-up: documentation to support follow-up services
- Employment Planning: documentation used to support employment planning
- Data Elements to be verified: Varies by enrollment. If multiple enrollments are chosen, you will be required to choose the applicable data element for each enrollment.

Detailed Case/Program Notes: Statements by the case manager entered in the virtual case management system that identify at a minimum, the specific data element, the status of the data element, information relevant to the data element, the date on which the information was obtained, and the case manager who obtained the information.

If a case manager is obtaining information verifying any data element for validation by phone, the detailed case/program note must include data element, subject to be verified, date verified, the agency or third party relationship providing verification, contact name, phone number, detailed comments from the contact, and the case manager who obtained the information.

Applicant Statement: The applicant statement may be used in limited circumstances to document low income for participants when income is not verifiable for the prior 6 months of the enrollment date or obtaining the acceptable source documentation will cause undue hardship for the individual (i.e. natural disasters, domestic violence, etc.). An applicant statement is to be used only after all practicable attempts to secure documentation have failed. The applicant statement must explain all missing pay stubs and non-working periods during the last six months, indicate the resources relied upon for support during the last six months, be supported with a detailed statement documenting all attempts to secure the listed source documentation, and supported by a corroborative contact or reliable witness signature attesting to the accuracy of the statement. The applicant statement must be signed by the participant, reliable witness, and case manager.

Data Validation Review

The U.S. Department of Labor, Employment and Training Administration, requires states to validate the accuracy of their annual performance report submissions to ensure decisions about WIOA policy and funding are made based on a true picture of program outcomes.

Annual data element validations are conducted to ensure the data elements in participant records are accurate in order to maintain system integrity, ensure completeness of data, and to identify and correct specific issues associated within the reporting process.

Data Element & Source Documentation Validation Process: The intent of this process is to ensure the accuracy of data entered into OKJobMatch and subsequently submitted to USDOL-ETA.

- Local Area staff collect data elements and documentation supporting data elements on an ongoing basis. This data collection becomes the foundation for the data validation efforts performed annually.
- During the annual validation, a list of Participant Identification (PID) numbers will be generate a valid and reliable random sample based on the Participant Individual Record Layout (PIRL) file provided for the annual performance report.
- A worksheet for each PID will be created from the PIRL file that contains all applicable data elements and documentation reported during the reporting period, to be validated.
- The State Data Validation Unit will validate the worksheets against the source documentation in the participant’s file in OKJobMatch to ensure compliance with federal and state guidance.
- The State Data Validation Unit will score each data element as either a pass or fail for validation that applies to each participant. Each data element that is required to be validated and that is supported or matched by acceptable documentation is scored as a “pass”. Conversely, any data element required to be validated that is *not* supported by acceptable documentation, or is *inconsistent* with other documentation, is scored as a “fail”. Thus, data elements lacking properly labeled or unreadable source documents will be scored as “fail”, even if the documentation is in the file.
- Once completed, the worksheet is transmitted to the State Performance Reporting Unit where the pass/fail ratio will be calculated, reviewed, and used to determine the local areas combined pass/fail ratio. The local area will receive an initial report at the close of the review process in which the local area’s combined pass/fail ratio will be included.
- The local area pass/fail ratio must be below a 5% reporting error rate (95% confidence interval) to be considered a combined passing report for the area.
- If the local area’s pass/fail ratio is below the 5% reporting error rate, the local area will have 30 days to review and communicate in writing, with OOWD, any concerns or questions regarding the report. After the 30-day timeframe, OOWD will issue a final determination report to the Local Area and USDOL.
- If the local areas pass/fail ratio is above the 5% reporting error rate, the local area must research, analyze case files, policy and/or procedure and training plans in an effort to remedy each specified data element above the 5% reporting error rate within 60 days of receipt of the initial finding report. After the research effort is complete or at the end of the 60-day timeframe, the local area will provide to OOWD within 30 days, an action plan with proposed resolutions for each of the specified data elements. Within 30 days, OOWD will review the Action Plan and issue a final determination report to the Local Area and USDOL.

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

ACTION REQUIRED: SCOWB policy is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

ATTACHMENTS:

Attachment A: WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide
Attachment B: Youth Eligibility Source Documentation Guide

APPROVED: March 8, 2018

WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

Data Element	Definitions and Requirements	Acceptable Source Document
Age/Date of Birth (WIOA)	WIOA Adult and Dislocated Worker (DLW) applicants must be 18 or older at the time of program enrollment.	<p>MATCH</p> <p><u>Basic Demographic Characteristics & Basic Career Service Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Detailed Client Note which includes uniquely identifiable information verified from a source document from the list below. <p><u>Individual Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • DD-214 (Report of Transfer or Discharge Paper) • Driver’s License • Federal, State, or Local Government ID Card • Hospital Record of Birth • Passport • Public Assistance/Social Service Records • School Records or School ID (with date of birth) • Work Permit • Cross-match with Department of Vital Statistics • Tribal Records • Court Records

WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>Selective Service Registration</p>	<p>All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed service on active duty, must be register with the Selective Service (SS).</p> <p>Males who cannot provide proof of SS Registration must be referred to the SS for registration.</p>	<p>MATCH</p> <p><u>Basic Demographic Characteristic & Basic Career Service Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation; <li style="text-align: center;">AND • Detailed Client Note verifying a source document from the list below <p><u>Individual Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Selective Service Registration Card • Selective Service Status Information Letter • Selective Service Registration (Form 3A) • Selective Service Verification Form • Stamped Post Office Receipt of Registration • US Selective Service Verification (Internet) www.sss.gov <p>The following documents may be used only if the participate is past the age of 26 and has not registered with the Selective Service.</p> <ul style="list-style-type: none"> • DD-214 • Current Military ID
<p>Eligible to Work in the United States</p>	<p>The participant must be eligible to work in the United States at the time of program enrollment.</p> <p>Youth ages 16 and older must be eligible to work in the United States at the time of participation.</p>	<p>MATCH</p> <p><u>Basic Demographic Characteristic & Basic Career Service Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Individual Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Verification Documents from List A of Attachment J • Verification Documents from List B & C of Attachment J

WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>Equal Opportunity Statement</p>	<p>Equal Opportunity Statement must be provided for each participant.</p> <p>The Equal Opportunity (EO) Statement is available on the Case Details page under Universal Information. Staff must review the EO Statement with the participant and provide a printed copy for signature. To print the EO Statement from the Universal information page: Click on Printable Version, choose EEO Notice, Print preview, and print. The participant and staff may then sign the form.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Equal Opportunity Statement
<p>Client Release</p>	<p>A Client Release is required for each participant.</p> <p>A participant may virtually sign the Online Client Release located in the Case Details page under Universal Information. You may also choose to utilize the printable Client Release for an actual signature.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Client Release

WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>Dislocated Worker (WIOA)</p>	<p>An Individual who meets one of the 5 categories below:</p> <p>1) Recently Dislocated: (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; <u>or</u> has been employed for 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 <u>unlikely</u> to return to a previous industry or occupation</p> <p>2) Permanent closure / Substantial Layoff: (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; <u>or</u> (b) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; <u>or</u> (c) for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close</p> <p>3) Self-Employed: (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 participant resides or</p>	<p>SUPPORTING</p> <p><u>Eligibility Verification, Career Service & Training Service Requirement</u></p> <p>1) Recently Dislocated:</p> <ul style="list-style-type: none"> • Notice of Layoff • TAA Certification • Participant self-attestation, with detailed program note AND • Current unemployment insurance verification • Current Reemployment Service Registration AND • Labor Market Information that indicates lack of industry/occupation availability • Doctors statement indicating inability to return to previous industry/occupation due to physical limitations • Participant self-attestation <p>2) Permanent Closure / Substantial Layoff:</p> <ul style="list-style-type: none"> • Notice of Layoff • Written Employer Statement • Media Announcement with employment verification (pay stub, etc.) • TAA Certification • WARN listing affected employees <p>3) Self-Employed:</p>
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WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>because of natural disasters;</p> <p>4) Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and who:</p> <p>(a) has been dependent on the income of another family member but is no longer supported by that income: or</p> <p>(b) is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; AND</p> <p>(c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>5) Military Spouse: (a) is 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; or</p> <p>(b) is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>* It is important to keep in mind that some categories will require more than one document to verify eligibility.</p>	<ul style="list-style-type: none"> • Bankruptcy documents listing both the name of the business and the individuals name • Business License • Most Recent Tax Return • Participant self-attestation <p>AND</p> <ul style="list-style-type: none"> • Documentation showing disaster caused business closure • Documentation showing poor economic condition in the community or surrounding area caused business closure <p>4) Displaced Homemaker:</p> <ul style="list-style-type: none"> • Divorce Papers • Court Records • Spouse’s layoff notice • Spouse’s death records • Military Orders • Participant self-attestation <p>AND</p> <ul style="list-style-type: none"> • Current unemployment insurance verification • Pay stubs • Public Assistance Records • Participant self-attestation <p>5) Military Spouse:</p> <ul style="list-style-type: none"> • Military Orders (i.e. Permanent Change of Station (PCS) Orders) <p>AND</p> <ul style="list-style-type: none"> • Marriage License <p>AND</p> <ul style="list-style-type: none"> • Current unemployment insurance verification • Pay stubs • Public Assistance Records
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WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

		<ul style="list-style-type: none"> • Participant self-attestation
<p>Date of Actual Dislocation</p>	<p>The individual's date of actual separation or dislocation from employment is the last day of employment at the dislocation job. This does not apply if there is no dislocation job such as in a displaced homemaker that did not work outside of the home.</p> <p>TAA: The individual's most recent date of separation from trade-impacted employment that qualifies the participant to receive benefits and/or services under the Trade Act.</p>	<p>MATCH</p> <p><u>Eligibility Verification, Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Employer Verification • Rapid Response List • Notice of Layoff • Public Announcement with UI verification • Participant self-attestation

WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>Ethnicity: Hispanic/Latino</p>	<p>An individual indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation
<p>Race</p>	<p>Indicate which race the individual indicates:</p> <p>(a) American Indian or Alaska Native: a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.</p> <p>(b) Asian or Asian American: any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>(c) Black or African American: any of the black racial groups of Africa</p> <p>(d) Native Hawaiian or Other Pacific Islander: any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>(e) White or Caucasian: any of the original peoples of Europe, the Middle East, or North Africa</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation
<p>Family Size</p>	<p>For documentation and income verification a “family” is defined as two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ul style="list-style-type: none"> A married couple and dependent children; A parent or guardian and dependent children; or A married couple <p>An individual with a disability may be treated as a family of one for income eligibility determination purposes.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation

WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>School Status at Program Entry (WIOA)</p>	<p>School Status at Program Entry is:</p> <ul style="list-style-type: none"> • In-School, Secondary School or Less: an individual who has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. • In-School, Alternative School: an individual who has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. • In-School, Postsecondary School: an individual who has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. • Not Attending School or Secondary School Dropout: an individual who is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. • Not attending school; Secondary School Graduate or has a Recognized Equivalent: an individual who is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. • Not attending School: Within Age of Compulsory School Attendance: an individual who is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Secondary School Diploma or Recognized equivalent • Attendance Record • Transcripts • School Documentation • Dropout letter • School Dropout Status Form – Attachment H • Participant self-attestation
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WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>Highest Educational Level Completed at Program Entry (WIOA)</p>	<p>Define the highest educational level completed by the individual at program entry:</p> <ul style="list-style-type: none"> a) Record the number of last school grade completed 1-12 b) High School Graduate c) High School Certificate of Attendance/Completion: A participant with a disability receives a certificate as a result of successfully completing an Individualized Education Program (IEP) d) Attained Certificate of Equivalency for a HS Diploma e) 1 Yr College/FT Technical or Vocational School f) 2 Yr College/FT Technical or Vocational School g) Vocational/Technical Degree h) Associate's Degree i) Bachelor's Degree or Equivalent j) Professional Degree k) Education beyond the Bachelor's Degree l) Master's Degree m) Doctoral Degree n) Occupational Skills License or Certification 	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
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Priority Population Source Documentation

The only priority of service for the Dislocated Worker Program is the Veteran's priority of service.

Adult priority of service must clearly be defined in Local Policy and appropriate source documentation must be uploaded into OKJobMatch. Some documentation may be source documents for more than one characteristic and need only to be uploaded one time provided all characteristics are indicated prior to the upload.

Veteran Status	An individual who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable.	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • DD-214 • Letter from the Veterans Administration • Cross-Match with Veterans Data <p>*If a source document is not available at the time a service is provided a case note must be entered indicating that program service was provided in keeping with the Veterans Priority of Service Policy and that the documentation will be obtained when the veteran returns for additional services.</p>
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WIOA Title I Adult, Dislocated Worker, and the Wagner-Peyser Employment Service as amended by Title III Eligibility Source Documentation Guide

<p>Eligible Veteran Status</p>	<p>An Individual who:</p> <ul style="list-style-type: none"> • served in the active U.S. military, for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or • served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673(a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge, or • is (a) the spouse of any person who dies on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed more than 90 days: <ul style="list-style-type: none"> ○ missing in action; ○ captured in the line of duty by a hostile force; ○ forcibly detained or interned in the line of duty by a foreign government or power; or (c) is the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • DD-214 • Letter from the Veterans Administration • Cross-Match with Veterans Data <p>*If a source document is not available at the time a service is provided a case note must be entered indicating that program service was provided in keeping with the Veterans Priority of Service Policy and that the documentation will be obtained when the veteran returns for additional services.</p>
<p>Date of Actual Military Separation</p>	<p>The date on which the participant separated from active duty with the U.S. armed forces.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation

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Transitioning Service Member	An individual who is on active military duty status (including separation leave) with the U.S. armed forces and within 24 months of retirement or 12 months of separation from the armed forces.	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation
Campaign Veteran	<p>An individual is an eligible veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM).</p> <p>A current listing of the campaigns can be found at OPM's website http://www.opmlgov/policy-data-oversight/veterans-services/vet-guide</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation
Homeless Veteran	<p>An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for participants intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.</p> <p>*This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation
Homeless Veterans' Reintegration Program Participant	An individual who is a veteran who is enrolled in the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans Transition Program (IVTP), or Homeless Female Veterans and Veterans with Families (HFVWWF) Reintegration Program in their area.	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> Participant self-attestation

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<p>Disabled Veteran</p>	<p>An individual who is a veteran who served on active duty in the U.S. armed forces and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from active duty because of a service-connected disability. OR An individual who is a veteran who served on active duty in the U.S. armed forces and who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the DVA for a disability, (i) rated at 30 percent or more or, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
<p>English Language Learner at Program Entry (WIOA)</p>	<p>An Individual at program entry who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions: a) His or her native language is a language other than English, or b) He or she lives in a family or community environment where a language other than English is the dominant language.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p>*If the participant is an English language learner and answered YES: you <u>must</u> identify the Primary Language of the individual.</p>
<p>Single Parent at Program Entry (WIOA)</p>	<p>An individual who at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Detailed Program Note

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Individual with a Disability (WIOA)	<p>An individual may indicate that he/she has a disability as defined as a physical or mental impairment that substantially limits one or more of the person’s major life activities. Applicable categories are:</p> <ul style="list-style-type: none"> • Physical/Chronic Health Conditions • Physical/Mobility Impairments • Mental or Psychiatric Disability • Vision-related Disability • Hearing-related Disability • Learning Disability • Cognitive/Intellectual Disability • Participant may choose not to disclose type of disability 	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
Individual with a Disability services	<p>Is the individual with a disability receiving services funded by a Local and/or State Agency by any of the following:</p> <ul style="list-style-type: none"> • State Developmental Disabilities Agency (SDDA) • Local and State Mental Health Agency (LSMHA) • State Medicaid Home & Community-Based Services (HCBS) waiver 	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
Individual With A Disability Work Setting	<p>Determine if the individual with a disability is participating in one of the following work settings:</p> <ul style="list-style-type: none"> • Competitive Integrated Employment • Individual Supported Employment (e.g. use of job coach, with integrated placement at competitive wages) • Group Supported Employment (i.e., work crews, enclaves, etc.) • Sheltered Workshop (i.e., center- or facility-based employment) • Combination of two or more settings 	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
Individual With A Disability Type of Customized Employment Services Received	<p>Determine if the individual with a disability has received one of the following Customized Employment Services (CES):</p> <ul style="list-style-type: none"> • Discovery assessment Services • Developed a Customized Employment Search Plan • Employer Negotiation Services • Secured Employment as a result of Receiving Customized Employment Services and Received Extended Support Services 	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation

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<p>Individual With A Disability Financial Capability</p>	<p>Determine if the individual with a disability has received one of the following:</p> <ul style="list-style-type: none"> • Benefit planning services • Financial Capability/Asset Development Services • Benefit Planning Services and Financial Capability/Asset Development Services 	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
<p>Individual With a Disability Individualized Education Program Participant</p>	<p>Determine if the individual with a disability has a Current or had a Previous Individualized Education Program / Special Education Services plan while attending Secondary School.</p> <p>An Individualized Education Program (IEP) is a plan used to ensure that students with disabilities are eligible to receive special education and related services under the Individuals with Disabilities Education Act and receive services tailored to meet their unique needs in the least restrictive environment to prepare them for further education, employment, and independent living (34 C.F.R. §300.340). To be eligible the student generally must be between ages 3 and 21, have a qualifying disability in one of the allowable categories that affects his or her educational performance, and be in need of special education and related services.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
<p>Individual With a Disability Section 504 Plan</p>	<p>Determine if the individual with a disability has a Section 504 Plan</p> <p>Section 504, of the Rehabilitation Act, 29 U.S.C. § 794, is a federal law that protects students with disabilities that interfere with their ability to learn or access school programs from discrimination by schools receiving Federal financial assistance. Under Section 503 students are entitled to receive a free and appropriate education comparable to students without disabilities. A Section 504 Plan can be used to get reasonable accommodations for an individual with a disability that falls outside of the 13 disability categories required under Individuals with Disabilities Education Act (IDEA), or who does not need special education and related services. A Section 504 plan outlines how the</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation

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	<p>individual's specific needs will be met through accommodations, modifications and other services.</p>	
<p>Migrant and Seasonal Farmworker (MSFW) Designation</p>	<p>Determine if an individual is a Seasonal Farmworker or a Migrant Farmworker.</p> <p>A Seasonal Farmworker is an individual who is employed, or was employed in the past 12 months, in farm work of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.</p> <p>A Migrant Farmworker is a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Detailed Program Note

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<p>Migrant and Seasonal Farmworker Status at National Farmworker Jobs Program Entry (WIOA sec. 167)</p>	<p>Determine if an individual is a Seasonal Farmworker or a Migrant Farmworker at National Farmworker Jobs Program Entry.</p> <p>a) Seasonal Farmworker Adult: is an individual at program entry who is a low-income individual who for the 12 consecutive month out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and faces multiple barriers to economic self-sufficiently.</p> <p>b) Migrant Farmworker Adult: is an individual at program entry is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.</p> <p>c) MSFW youth: Is an individual who is a migrant farmworker or seasonal farmworker as defined above and is between the age of 14-24.</p> <p>d) Dependent Adult: An individual who is an adult program participant and a dependent of the individual described as a seasonal or migrant seasonal farmworker above.</p> <p>e) Dependent Youth: An individual who is a youth program participant and a dependent of the individual described as a seasonal or migrant seasonal farmworker above.</p>	<p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation
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<p>Employment Status at Program Entry (WIOA)</p>	<p>Employment Status at Program entry is:</p> <ul style="list-style-type: none"> • Employed: an individual currently working as a paid employee, performing any work at all in his or her own business, profession, or farm, performing any work as an unpaid worker in an enterprise operated by a member of the family or, one who is not working, but currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. • Employed, but Received Notice of Termination of Employment or Military Separation: an individual who although employed either has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement). • Not in Labor Force: an individual is not in the labor force (not employed and are not actively looking for work, including those who are incarcerated). • Not Employed/Unemployed: an individual who is not employed but is seeking employment, makes specific effort to find a job, and is available for work. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Pay Stubs • Detailed Program Note
<p>Long-Term Unemployed at Program Entry (WIOA)</p>	<p>An individual, at program entry, who has been unemployed for 27 or more consecutive weeks.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Pay Stubs • Detailed Program Note

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<p>Underemployed Worker</p>	<p>An individual, at program entry, is an underplayed worker if they are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Pay Stubs • Detailed Program Note
<p>Low Income Status at Program Entry (WIOA)</p>	<p>Priority of service must be given to individuals who meet one of the following qualifying criteria for low income An individual who –</p> <p>a) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Supplemental Nutrition Assistance Program (SNAP);</p> <p>b) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Temporary Assistance for Needy Families (TANF) program;</p> <p>c) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Supplemental Security Income (SSI) program;</p> <p>d) receives or in the past 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received cash payments under the a federal, state, or local income based public assistance program;</p> <p>e) received an income, or is a member of a family that received a total family income for the 6-month period prior to application</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic & Basic Career Service Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation • Detailed Program Note <p><u>Individual Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Supplemental Nutrition Assistance Program (SNAP) Verification • Temporary Assistance for Needy Families (TANF) Verification • Social Security Benefits (SSI) Verification • Social Security Disability Insurance (SSDI) • Public Assistance Verification • Housing Authority Verification • Alimony Agreement • Bank Statements • Compensation Award Letter • Employer Statement • Family or Business Financial Records • Pay Stub • Pension Statement • Quarterly Estimated Tax for Self-Employed Person • Current Unemployment Insurance Verification • Verification of Free or Reduced Price Lunch

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	<p>for the program that does not exceed the higher of the poverty line or 70% of the lower living standard income level;</p> <p>f) is a foster child on behalf of whom State or local government payments are made;</p> <p>g) is an individual with a disability and whose own income does not exceed the poverty line but who is a member of a family whose income does not meet this requirement;</p> <p>h) is a homeless participant or a homeless child or youth or runaway youth; or</p> <p>i) Is an Individual who receives, or is eligible to receive a free or reduced price lunch.</p>	<ul style="list-style-type: none"> • Applicant Statement, Attachment K – only allowable if no other forms of documentation are available.
<p>Public Assistance Information</p>	<p>If the participant is receiving or has received cash assistance or other support services from any of the following agencies in the prior 6 months, the documentation must support the applicable agency. If the participant is receiving individual career services or training services, documentation is required from at least one agency the participant is receiving public assistance from.</p> <p>Temporary Assistance to Needy Families (TANF) (TAA Program Requirements)</p> <p>Supplemental Security Income (SSI)</p> <p>Social Security Disability Insurance (SSDI)</p> <p>Supplemental Nutrition Assistance Program (SNAP)</p> <p>Other Public Assistance Recipient:</p> <ul style="list-style-type: none"> • General Assistance (State/local government), • Refugee Cash Assistance (RCA) 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic & Basic Career Service Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation • Detailed Program Note <p><u>Individual Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • TANF Verification • SSI Verification • SSDI Verification • SNAP Verification • General (State/Local Government) Public Assistance Verification • Refugee Assistance Verification • Copy of Public Assistance Check • Copy of Authorization to Receive Cash Public Assistance • Medical card showing cash grant status

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<p>Basic Skills Deficient/Low Levels of Literacy at Program Entry</p>	<p>An individual who is: That 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.</p> <p>*Grade level scores below 9.0 (i.e. 8.9) should be considered a "at or below the 8th grade level.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service, & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Standardized Assessment Test • School Records: documenting testing within the previous 6-month period prior to enrollment that includes actual scores from a generally accepted standardized test listed in current federal policy. • School issued IEP provided it states the student meets the definition of basic skills deficient. Document must be dated within the previous 6-month period prior to enrollment. <p>REQUIRED: Assessment test results must be entered in the Testing section of the applicable enrollment details in OKJobMatch.</p>
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<p>Homeless participant, Homeless Children and Youth, or Runaway Youth at Program Entry (WIOA)</p>	<p>An Individual who:</p> <p>a) Lacks a fixed, regular, and adequate nighttime residence; which includes an individual who:</p> <ul style="list-style-type: none"> • Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; • Is living in an emergency or transitional shelter; • Is abandoned in a hospital; or • Is awaiting foster care placement; <p>b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;</p> <p>c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work; or</p> <p>d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>*This definition DOES NOT include a participant imprisoned, detained, or sleeping in a temporary accommodation while away from home.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirements</u></p> <ul style="list-style-type: none"> • Written statement from an individual providing temporary residence • Written statement from Shelter • Written statement from Social Service Agency • Detailed Case Notes
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<p>Ex-Offender Status at Program Entry (WIOA)</p>	<p>An Individual at program entry who either:</p> <ol style="list-style-type: none"> 1. Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or 2. Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Documents from the Juvenile/Criminal Justice System • Court Documents • Letter of Parole • Letter from Probation Officer • Police Records • Detailed Case Notes of phone call with court or probation representatives
<p>Other Significant Barrier to Employment</p>	<p>Identify if the individual has a significant barrier to employment not captured elsewhere.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation • Detailed Case Note
<p>Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)</p>	<p>An individual, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether they are receiving these benefits at program entry.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • TANF Verification

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<p>Foster Care Status at Program Entry (WIOA)</p>	<p>An individual, age 24 or younger:</p> <ul style="list-style-type: none"> (a) In foster care; or (b) Who has aged out of the foster care system; or (c) Who has attained 16 years of age and left foster care for kinship guardianship or adoption; (d) A child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677); or (e) In an out-of-home placement. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic Requirement</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Career Service & Training Service Requirement</u></p> <ul style="list-style-type: none"> • Social Service Verification • Court Documentation • Written Statement from State or Local Agency • Detailed Case Notes

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Data Element	Definitions and Requirements	Acceptable Source Document
Date of Program Entry (WIOA)	<p>The date on which an individual became a participant after satisfying applicable programmatic requirements for the provision of services.</p> <p>For WIOA Title I Adult, Dislocated Worker, and Title III Employment Services programs, a participant is a reportable individual who has satisfied all applicable program requirements such as eligibility determination and who has received a service(s) other than a self-service or information only service or activity. For a list of services that establish participation, reference the Core Performance Measures OWDI.</p> <p>For Title I Youth, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received one or more of the 14 WIOA Youth program elements.</p> <p>The date of program entry is the actual start date of the first qualifying service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry
Date of First Basic Career Service	<p>The date on which an individual received the first basic career service that is not provided via self-service or information-only services and activities.</p> <p>For a list of Basic Career Services, reference the Services list in the Core Performance Measures OWDI.</p> <p>The date of the first Basic Career Service is the actual start date of the first applicable service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry

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<p>Date of First Individualized Career Service</p>	<p>The date on which the participant received the first individualized career services on or after the date of participation. For a list of Individualized Career Services, reference the Services list in the Core Performance Measures OWDI.</p> <p>The date of the first Individualized Career Service is the actual start date of the first applicable service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry
<p>Date Individual Employment Plan Created</p>	<p>The date on which the participant’s Individual Employment Plan (IEP) was created or established to identify the participant’s employment goals, their appropriate achievement objectives, and the appropriate combination of services to achieve the employment goals.</p> <p>At a minimum, an IEP must include a comprehensive assessment, an employment goal, documentation of identified needs and barriers, and a signed Client Involvement Statement. Additional goals and services necessary for the attainment and retention of successful employment must be added to the IEP as they are identified.</p>	<p>Required</p> <ul style="list-style-type: none"> • Individual Employment Plan in applicable Program enrollment • Service and Training Plan entry • Locally developed IEP • Client Involvement Statement – Attachment B or Virtual IEP Client Involvement Statement • Comprehensive Assessment Documentation <p>The virtual IEP available in OKJobMatch may be utilized in the applicable program enrollment or a locally developed form may be used. All documentation related to the IEP must be easily accessible for monitoring purposes and all uploaded documentation must be clearly labeled in OKJobMatch.</p>
<p>Individual Training Account (ITA)</p>	<p>Individual Training Accounts (ITA) are the primary method to be used for procuring training services. Training services must be provided in a manner that maximized the individual's choice in the selection of a training provider.</p> <p>Staff must ensure that the Individual Training Account is completed in coordination with the participant utilizing the ITA agreement, ITA voucher, and Coordination of Training Fund (CoTF) forms.</p> <p>ITA’s may be utilized for OSY, ages 16-24 using WIOA youth funds when appropriate and they must utilize the Eligible Training Provider List (ETPL). ISY ages 18 or older may access ITAs through the Adult program.</p>	<p>Required</p> <ul style="list-style-type: none"> • ITA Agreement – Attachment C • ITA Voucher – Attachment D • CoTF - Attachment E • LWDB required Documentation • The ITA issuance, issuance date, ITA amount, any grant or financial aid such as Pell grant, Federal grant, State aid, Institutional aid, or Employer-Funded financial aid, must be documented in the Educational Grants section of OKJobMatch in the applicable program Enrollment.

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Pell Grant Recipient	Record if the participant is or has been notified that they will be receiving a Pell Grant at any time during participation in the program. This information may be updated at any time during participation in the program.	Required <ul style="list-style-type: none"> • Educational Grants in applicable Program enrollment
Training Contracts	In certain circumstances a contract for training services may be developed instead of an ITA. Reference State guidance for the list of applicable circumstances for using training contracts.	Required <ul style="list-style-type: none"> • Training Contract • LWDB required Documentation
Enrolled in Secondary Education Program (WIOA)	<p>If a participant is enrolled in a Secondary Education Program at or above the 9th Grade level.</p> <p>A Secondary Education Program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSet, or TASC.</p> <p>Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs.</p> <p>States may use this if the participant was either already enrolled in education or training at the time of application to the program or became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program.</p>	
Most Recent Date Received Supportive Services	Supportive services include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services.	Required <ul style="list-style-type: none"> • Service and Training Plan entry – Supportive Service • Supportive Service Request/Voucher • Verification that No Other Sources Are Available • LWDB required documentation

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<p>Received Needs-Related Payments</p>	<p>Needs-related payments provided to a participant with financial assistance for the purpose of enabling them to participant in training services.</p> <p>A participant must be enrolled in a training program in order to receive needs-related payments.</p>	<p>Required</p> <ul style="list-style-type: none"> • Training Service documented in the Program Service & Training Plan • Voucher, Purchase Order, Invoice, & Receipts • LWDB Required Documentation
<p>Type of Work Experience</p>	<p>An individual who received work experience:</p> <ol style="list-style-type: none"> a) Summer Employment/ Internship (WIOA Youth). b) Internship/Employment Opportunity. c) Pre-apprenticeship program d) Job Shadowing. e) On-The-Job Training (WIOA Youth). f) Transitional Job (WIOA Adult, Dislocated Worker, and Dislocated Worker Grants). g) Work experience. <p>The type of work experience is recorded as the type of service entered into the Service and Training Plan</p> <p>NOTE: If Internship/Employment Opportunities or On-The-Job Training are part of a Pre-Apprenticeship program, use the Pre-Apprenticeship Service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry • Detailed Program note • State and Local policy documentation requirements
<p>Date Entered Training (WIOA)</p>	<p>The date on which the participant's training service actually began.</p> <p>The date entered training is recorded as the actual start date of the first applicable training service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Documentation of need for training • Service and Training Plan entry • Detailed Program note

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<p>Type of Training Service (WIOA)</p>	<p>The date on which the participant’s training service actually began. WIOA requires the following type of training services provided to a participant to be reported.</p> <ul style="list-style-type: none"> a) On the Job Training b) Skill Upgrading c) Entrepreneurial Training d) ABE or ESL in conjunction with Training (non-TAA funded) e) Customized Training f) Other occupational Skills Training g) Remedial Training (ABE/ESL – TAA only) h) Prerequisite Training i) Registered Apprenticeship Training j) Youth Occupational Skills Training k) Other Non-Occupational Skills Training <p>The type of training is recorded as the type of service entered into the Service and Training Plan. For a list of Training service by program, reference the Service List in the Core Measures OWDI.</p>	<p>Required</p> <ul style="list-style-type: none"> • Documentation of need for training • Service and Training Plan entry • Detailed Program note • State and Local policy documentation requirements
<p>Participated in Postsecondary Education During Program Participation (WIOA)</p>	<p>When a participant is in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.</p> <p>This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry

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<p>Most Recent Date Received Work Experience Opportunities</p>	<p>Work experience opportunities that have academic and occupational education as a component. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include:</p> <p>(a) Summer employment opportunities (b) Employment opportunities throughout the school year (c) Pre-apprenticeship programs (d) Internships (e) Job shadowing (f) On-the-job training</p>	<p>Required</p> <ul style="list-style-type: none"> • Applicable Service and Training Plan entry: <ul style="list-style-type: none"> ○ Work Experience ○ Internships/Employment Opportunities ○ Job Shadowing ○ On-the-Job Training ○ Summer Employment/Internships ○ Pre-apprenticeship Program
<p>Most Recent Date Received Follow-up Services</p>	<p>Follow-up services should be entered at the time the service is provided and the service date must always reflect the actual date of service. Only actual services delivered to the participant should be entered into the S&T plan as a follow-up service.</p> <p>*Attempted contact with the participant, contact made for data/documentation collection, or contact for case management purposes are not acceptable follow-up services.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Follow-up Services
<p>Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential</p>	<p>This service should be entered for the Participants who have attended secondary education and obtained a secondary school diploma or its equivalency during program participation and have entered an education or training program that leads to a recognized postsecondary credential after program exit.</p> <p>This data element applies to the Credential Rate indicator.</p>	<p>Required</p> <p>Service and Training Plan entry AFTER exit– Post-Exit Education/Training Leading to Post Secondary Credential</p>
<p>Date of Program Exit (WIOA)</p>	<p>The date of program exit is the last date the participant received services (excluding self-service, information-only service or activities, or follow-up services) for at least 90 days, and no future services are planned.</p> <p>The date of program exit is the actual end date of the last qualifying service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry

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<p>Other Reasons for Exit (WIOA)</p>	<p>If the Participant exits the program and is unable to continue to receive program services due to any of the following reasons:</p> <ul style="list-style-type: none"> • The participant has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. • The participant must undergo medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. • The participant is deceased. • The participant is a member of the national Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. • The participant is a criminal offender in a correctional institution under section 225 of WIOA 	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Detailed Program note • Court Documents • Physician’s Statement • Institution or facility Documentation • Death Certificate • Social Service Verification • Military Orders • Written Statement from State or Local Agency <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Questions section of OKJobMatch and provide detailed program note.</p>
<p>Supplemental Wages</p>	<p>Supplemental wage information must be collected quarterly after exit, for the previous quarter, be reported in the participant’s applicable program enrollment in OKJobMatch under the program details wages section, and have support documentation uploaded. Information that must be included on source documentation:</p> <ul style="list-style-type: none"> • Quarter for which data is being collected • O*NET code • NAICS Code • Employer FEIN • Employer • Company City • Company State • Total Earnings for Quarter 	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Tax documents • Payroll records • Employer records • WIOA Participant Supplemental Wage Quarterly Exit Data Collection Form, Attachment L • WIOA Partner’s administrative records containing required employment and wage information • Self-Employment Worksheet, Attachment M <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Questions section of OKJobMatch and provide detailed program note.</p>

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<p>School Status at Exit</p>	<p>At program exit, school status must be recorded as follows:</p> <p>a) In-school, secondary school or less: If the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>b) In-school, Alternative school: If the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p>c) In-school, Postsecondary school: If the participant has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time, or is between school terms and intends to return to school).</p> <p>d) Not attending school or Secondary School Dropout: If the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>e) Not attending school: Secondary School Graduate or has a Recognized Equivalent: If the participant is not attending any school and has either graduated from secondary school or holds an equivalency.</p> <p>f) Not attending school: within age of compulsory school attendance: If the participant is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.</p>	<p>Required</p> <ul style="list-style-type: none"> Completion of Exit Questions in applicable program enrollment <p>REQUIRED: Staff must ensure that school status at exit is entered into the applicable Program Outcomes in OKJobMatch as soon as they receive notification of attainment.</p>
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Data Element	Definitions and Requirements	Acceptable Source Document
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	<p>Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant.</p> <p>NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec. 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Post-Exit Education/Training Leading to Credential
Type of Employment Quarter After Exit Quarter (WIOA)	<p>Identify the type of employment status following exit:</p> <ol style="list-style-type: none"> a) Unsubsidized Employment b) Subsidized Employment c) Registered Apprenticeship d) Military e) Not employed <p>Requirement Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Completion of Exit Questions in applicable program enrollment • Supplemental Data <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>
Employment Related to Training (2nd Quarter After Exit) (WIOA)	<p>Record if the participant received training services and obtained employment directly related to the training services they received.</p>	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Completion of Exit Questions in applicable program enrollment • Supplemental Data <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>

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<p>Entered Non-Traditional Employment</p>	<p>Non-traditional employment is when the participant’s employment is an occupation or field of work for which individuals of the participant’s gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter.</p>	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Completion of Exit Questions in applicable program enrollment • Supplemental Data <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>
<p>Documentation of Pre-Test and Post-Test Assessments</p>	<p>Documentation of Assessment:</p> <ol style="list-style-type: none"> a) Category of Assessment <ol style="list-style-type: none"> i. Adult Basic Education (ABE); or ii. English-As-A-Second Language (ESL) b) Date of Pre-assessment test c) Pre-Test Score: <ol style="list-style-type: none"> i. Raw scale score d) Pre-Test Educational Functioning Level (EFL) <ol style="list-style-type: none"> i. Beginning ABE Literacy ii. Beginning Basic Education iii. Low Intermediate Basic Education iv. High Intermediate Basic Education v. Low Adult Secondary Education vi. High Adult Secondary Education vii. Beginning ESL Literacy viii. Low Beginning ESL ix. High Beginning ESL x. Low Intermediate ESL xi. High Intermediate ESL xii. Advanced ESL e) Date of Post-Assessment Test f) Post-Test Score g) Post-Test Educational Functioning Level (EFL) 	<p>Required</p> <ul style="list-style-type: none"> • Applicable Program Enrollment Testing Section <ul style="list-style-type: none"> ○ Pre-Test Score ○ Post-Test Score <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Testing Scores <p>REQUIRED: Staff must ensure that participants Pre-test and Post-test scores are recorded in the Testing Section in the applicable Program Enrollment of OKJobMatch.</p>

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<p>Type of Recognized Credential / Date of Attainment (WIOA)</p>	<p>The type of recognized diploma, degree, or credential consisting of an industry-recognized certificate or certification that is attained either during participation or within one year of exit:</p> <ul style="list-style-type: none"> a) Secondary School Diploma/or equivalent b) AA or AS Diploma/Degree c) BA or BS Diploma/Degree d) Occupational Licensure e) Occupational Certificate f) Occupational Certification g) Other Recognized Diploma, Degree, or Certificate 	<p>Required</p> <ul style="list-style-type: none"> • Applicable Program Outcome entry <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Transcript • Certificate • Diploma • Licensure <p>REQUIRED: Staff must ensure that attained recognized credentials are entered into the applicable Program Outcomes in OKJobMatch as soon as they receive notification of attainment. A detailed Program Note and/or an Update to the participants virtual or uploaded IEP/ISS must be entered in the applicable program enrollment.</p> <p>The date of attainment must match date on source documentation.</p>
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<p>Date of Most Recent Measurable Skill Gains (MSG): Educational Functioning Level (EFL) (WIOA)</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> • All participants who are receiving instruction below the postsecondary education level and achieves at least one documented educational functioning level measurable skill gain. <p>An educational functioning level measurable skill gain may be achieved and documented in one of three ways:</p> <ol style="list-style-type: none"> 1. Comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or 2. For States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3. States may report and EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Educational Functioning Level • Testing <ul style="list-style-type: none"> ○ Pre-Test Score ○ Post-Test Score <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Testing Scores <p>Staff must ensure that demographic information (school status and English language learner or basic skills deficient/low levels of literacy) is entered correctly during the eligibility process and that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that participants Pre-test and Post-test scores are recorded in the Testing Section in applicable program enrollment of OKJobMatch.</p> <p>Staff must ensure that an Educational Functioning Level MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>
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<p>Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)</p>	<p>Title I Adults & Dislocated Workers:</p> <ul style="list-style-type: none"> • All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented postsecondary transcript/report card measurable skill gain. <p>A postsecondary transcript/report card measurable skill gain may be achieved and documented by one of the following ways:</p> <ol style="list-style-type: none"> 1. The participant’s transcript or report card from a postsecondary education institution demonstrating a minimum of 12 hours per semester, that shows the participant is meeting Oklahoma’s academic standards, or 2. For part time students, the participant’s transcript or report card from a postsecondary education institution demonstrating a total of at least 12 credit hours over the course of two completed semesters during the same 12-month period, that shows the participant is meeting Oklahoma’s academic standards. 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Post-Secondary Transcript/Report Card <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Report Card (12 hours) • Transcript (12 hours) <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Post-Secondary Transcript/Report Card MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>
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<p>Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)</p>	<p>Title I Adults & Dislocated Workers: All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented secondary transcript/report card measurable skill gain.</p> <p>A secondary transcript/report card measurable skill gain may be achieved and documented by:</p> <ol style="list-style-type: none"> 1. The participant’s transcript or report card for secondary education for one semester showing that the participant is meeting Oklahoma’s academic standards. 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Secondary Transcript/Report Card <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Report Card (semester) • Transcript (semester) <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Secondary Transcript/Report Card MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>
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<p>Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)</p>	<p>Title I Adults & Dislocated Workers: All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented training milestone measurable skill gain.</p> <p>A training milestone measurable skill gain may be achieved and documented by:</p> <ol style="list-style-type: none"> 1. The documentation of a participant’s satisfactory or better progress towards established milestones from and employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Training Milestone <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Training provider reports • Pay stubs (increase in pay must be from acquired skills or increased performance) • Employer progress report (substantive skill development) • OJT completion verification • Registered Apprenticeship completion verification <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Training Milestone MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p> <p>Source documentation must document newly acquired skills or increased performance as a result of the training received.</p>
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<p>Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)</p>	<p>Title I Adults & Dislocated Workers: All participants who are in an education or training program that leads to a recognized postsecondary credential or employment and achieves a documented skills progression measurable skill gain.</p> <p>A skill progression measurable skill gain may be achieved and documented by:</p> <ol style="list-style-type: none"> 1. The documentation of a participant successfully completing an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Exam Passage/Skills Progression <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Exam completion verification <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Skill Progression MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>

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Data Element	Definitions and Requirements	Acceptable Source Document
Date of First Case Management and Employment Service	The date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program.	Required <ul style="list-style-type: none"> • Service and Training Plan entry
TAA Petition Number	The petition number of the certification which applies to the participant's group.	MATCH <ul style="list-style-type: none"> • Determination of Eligibility Form • DOLETA Website Verification www.doleta.gov/tradeact • Worker Group Certification • TAA eligibility form issued by State Office or other state
TAA Application Date	The date on which the individual first applied for Trade Act services/benefits under the applicable certification.	MATCH <ul style="list-style-type: none"> • OESC Form 856
Waiver from Training Requirement	Reasons for which a waiver from the training requirements was issued to the participant include: 1 = Recall 2 = Marketable Skills 3 = Retirement 4 = Health 5 = Enrollment Unavailable 6 = Training Not Available 0 = No	

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Youth Eligibility Source Documentation Guide

Data Element	Definitions and Requirements	Acceptable Source Document
Age/Date of Birth (WIOA)	<p>WIOA Youth applicants must be between the ages of 14 to 24 at the time of program enrollment.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • DD-214 (Report of Transfer or Discharge Paper) • Driver’s License • Federal, State, or Local Government ID Card • Hospital Record of Birth • Passport • Public Assistance/Social Service Records • School Records or School ID (with date of birth) • Work Permit • Cross-match with Department of Vital Statistics • Tribal Records • Court Records
Selective Service Registration	<p>All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed service on active duty, must be register with the Selective Service (SS).</p> <p>Males who cannot provide proof of SS Registration must be referred to the SS for registration.</p> <p>*Youth: if a youth is under 18 years of age at the time of enrollment into the WIOA Youth Program but turns 18 while still receiving WIOA funded service, the Case Manager must verify the youth has registered with Selective Service and document the registration per validation method and OKJobMatch requirements outlined in this policy.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Selective Service Registration Card • Selective Service Status Information Letter • Selective Service Registration (Form 3A) • Selective Service Verification Form • Stamped Post Office Receipt of Registration • US Selective Service Verification (Internet) www.sss.gov

Youth Eligibility Source Documentation Guide

<p>Eligible to Work in the United States</p>	<p>The participant must be eligible to work in the United States at the time of program enrollment.</p> <p>Youth ages 16 and older must be eligible to work in the United States at the time of participation.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Verification Documents from list A of Attachment J • Verification Documents from List B & C of Attachment J
<p>Eligible Veteran Status</p>	<p>An Individual who:</p> <ul style="list-style-type: none"> • served in the active U.S. military, for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or • served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673(a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge, or • is (a) the spouse of any person who dies on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed more than 90 days: <ul style="list-style-type: none"> ○ missing in action; ○ captured in the line of duty by a hostile force; 	<p>SUPPORTING</p> <ul style="list-style-type: none"> • DD-214 • Letter from the Veterans Administration • Cross-Match with Veterans Data <p>*If a source document is not available at the time a service is provided a case note must be entered indicating that program service was provided in keeping with the Veterans Priority of Service Policy and that the documentation will be obtained when the veteran returns for additional services.</p>

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	<ul style="list-style-type: none"> ○ forcibly detained or interned in the line of duty by a foreign government or power; or <p>(c) is the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p>	
<p>Equal Opportunity Statement</p>	<p>Equal Opportunity Statement must be provided for each participant.</p> <p>The Equal Opportunity (EO) Statement is available on the Case Details page under Universal Information. Staff must review the EO Statement with the participant and provide a printed copy for signature. To print the EO Statement from the Universal information page: Click on Printable Version, choose EEO Notice, Print preview, and print. The participant and staff may then sign the form.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Equal Opportunity Statement
<p>Client Release</p>	<p>A Client Release is required for each participant.</p> <p>A participant may virtually sign the Online Client Release located in the Case Details page under Universal Information. You may also choose to utilize the printable Client Release for an actual signature.</p>	<p>MATCH</p> <ul style="list-style-type: none"> • Client Release

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Required Basic Demographic Characteristics

All required basic demographic characteristics require the participant to self- attest in the applicable program enrollment snapshot prior to receiving any programmatic services.

Ethnicity: Hispanic/Latino	An individual indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.
Race	<p>Indicate which race the individual indicates:</p> <ul style="list-style-type: none"> • American Indian or Alaska Native: a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. • Asian or Asian American: any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. • Black or African American: any of the black racial groups of Africa • Native Hawaiian or Other Pacific Islander: any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. • White or Caucasian: any of the original peoples of Europe, the Middle East, or North Africa
Single Parent at Program Entry (WIOA)	An individual who at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).
Family Size	<p>For documentation and income verification a “family” is defined as two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ul style="list-style-type: none"> • A married couple and dependent children; • A parent or guardian and dependent children; or • A married couple <p>OSY with a disability are not required to be low-income and for ISY with a disability, the youth’s own income, rather his or her family’s income, must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL.</p>

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Individual with a Disability services	<p>Is the individual with a disability receiving services funded by a Local and/or State Agency by any of the following:</p> <ul style="list-style-type: none"> • State Developmental Disabilities Agency (SDDA) • Local and State Mental Health Agency (LSMHA) • State Medicaid Home & Community-Based Services (HCBS) waiver
Individual With A Disability Work Setting	<p>Determine if the individual with a disability is participating in one of the following work settings:</p> <ul style="list-style-type: none"> • Competitive Integrated Employment • Individual Supported Employment (e.g. use of job coach, with integrated placement at competitive wages) • Group Supported Employment (i.e., work crews, enclaves, etc.) • Sheltered Workshop (i.e., center- or facility-based employment) • Combination of two or more settings
Individual With A Disability Type of Customized Employment Services Received	<p>Determine if the individual with a disability has received one of the following Customized Employment Services (CES):</p> <ul style="list-style-type: none"> • Discovery assessment Services • Developed a Customized Employment Search Plan • Employer Negotiation Services <p>Secured Employment as a result of Receiving Customized Employment Services and Received Extended Support Services</p>
Individual With A Disability Financial Capability	<p>Determine if the individual with a disability has received one of the following:</p> <ul style="list-style-type: none"> • Benefit planning services • Financial Capability/Asset Development Services • Benefit Planning Services and Financial Capability/Asset Development Services
Individual With a Disability Individualized Education Program Participant	<p>Determine if the individual with a disability has a Current or had a Previous Individualized Education Program / Special Education Services plan while attending Secondary School.</p> <p>An Individualized Education Program (IEP) is a plan used to ensure that students with disabilities are eligible to receive special education and related services under the Individuals with Disabilities Education Act and receive services tailored to meet their unique needs in the least restrictive environment to prepare them for further education, employment, and independent living (34 C.F.R. §300.340). To be eligible the student generally must be between ages 3 and 21, have a qualifying disability in one of the allowable categories that affects his or her educational performance, and be in need of special education and related services.</p>

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<p>Individual With a Disability Section 504 Plan</p>	<p>Determine if the individual with a disability has a Section 504 Plan</p> <p>Section 504, of the Rehabilitation Act, 29 U.S.C. § 794, is a federal law that protects students with disabilities that interfere with their ability to learn or access school programs from discrimination by schools receiving Federal financial assistance. Under Section 503 students are entitled to receive a free and appropriate education comparable to students without disabilities. A Section 504 Plan can be used to get reasonable accommodations for an individual with a disability that falls outside of the 13 disability categories required under Individuals with Disabilities Education Act (IDEA), or who does not need special education and related services. A Section 504 plan outlines how the individual’s specific needs will be met through accommodations, modifications and other services.</p>
<p>Highest School Grade Completed at Program Entry</p>	<p>Define the highest school grade completed by the participant at program entry Record the number of last school grade completed 1-12</p>
<p>Highest Educational Level Completed at Program Entry (WIOA)</p>	<p>Define the highest educational level completed by the individual at program entry:</p> <ul style="list-style-type: none"> • High School Graduate • High School Certificate of Attendance/Completion: A participant with a disability receives a certificate as a result of successfully completing and Individualized Education Program (IEP) • Attained Certificate of Equivalency for a HS Diploma • 1 Yr College/FT Technical or Vocational School • 2 Yr College/FT Technical or Vocational School • Vocational/Technical Degree • Associate’s Degree • Bachelor’s Degree or Equivalent • Professional Degree • Education beyond the Bachelor’s Degree • Master’s Degree • Doctoral Degree • Occupational Skills License or Certification
<p>Veteran Status</p>	<p>An individual who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable.</p>

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Date of Actual Military Separation	The date on which the participant separated from active duty with the U.S. armed forces.
Transitioning Service Member	An individual who is on active military duty status (including separation leave) with the U.S. armed forces and within 24 months of retirement or 12 months of separation from the armed forces.
Homeless Veteran	<p>An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for participants intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.</p> <p style="text-align: center;">*This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p>
Homeless Veterans' Reintegration Program Participant	An individual who is a veteran who is enrolled in the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans Transition Program (IVTP), or Homeless Female Veterans and Veterans with Families (HFVWWF) Reintegration Program in their area.
Homeless Veterans' Reintegration Program Grantee	If the participant is a veteran who is enrolled in the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans Transition Program (IVTP), or Homeless Female Veterans and Veterans with Families (HFVWWF) Reintegration Program in their area record the first five numbers of the DOL Grant number for the corresponding program (Should be provided by the local grantee/serve provider making the referral)
Active Duty Military Spouse	If participant is the spouse of a member of the Armed Forces on active duty.

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<p>Disabled Veteran</p>	<p>An individual who is a veteran who served on active duty in the U.S. armed forces and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from active duty because of a service-connected disability.</p> <p>OR</p> <p>An individual who is a veteran who served on active duty in the U.S. armed forces and who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the DVA for a disability, (i) rated at 30 percent or more or, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap.</p>
<p>Migrant and Seasonal Farmworker (MSFW) Designation</p>	<p>Determine if an individual is a Seasonal Farmworker or a Migrant Farmworker.</p> <p>A Seasonal Farmworker is an individual who is employed, or was employed in the past 12 months, in farm work of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.</p> <p>A Migrant Farmworker is a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.</p>

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<p>Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)</p>	<p>Determine if an individual is a Seasonal Farmworker or a Migrant Farmworker at National Farmworker Jobs Program Entry.</p> <ul style="list-style-type: none"> • Seasonal Farmworker Adult: is an individual at program entry who is a low-income individual who for the 12 consecutive month out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and faces multiple barriers to economic self-sufficiency. • Migrant Farmworker Adult: is an individual at program entry is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. • MSFW youth: Is an individual who is a migrant farmworker or seasonal farmworker as defined above and is between the age of 14-24. • Dependent Adult: An individual who is an adult program participant and a dependent of the individual described as a seasonal or migrant seasonal farmworker above. <p>Dependent Youth: An individual who is a youth program participant and a dependent of the individual described as a seasonal or migrant seasonal farmworker above.</p>
<p>Employment Status at Program Entry (WIOA)</p>	<p>Employment Status at Program entry is:</p> <ul style="list-style-type: none"> • Employed: an individual currently working as a paid employee, performing any work at all in his or her own business, profession, or farm, performing any work as an unpaid worker in an enterprise operated by a member of the family or, one who is not working, but currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. • Employed, but Received Notice of Termination of Employment or Military Separation: an individual who although employed either has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement). • Not in Labor Force: an individual is not in the labor force (not employed and are not actively looking for work, including those who are incarcerated). • Not Employed/Unemployed: an individual who is not employed but is seeking employment, makes specific effort to find a job, and is available for work.

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<p>Long-Term Unemployed at Program Entry (WIOA)</p>	<p>An individual, at program entry, who has been unemployed for 27 or more consecutive weeks.</p>
<p>Underemployed Worker</p>	<p>An individual, at program entry, is an underplayed worker if they are not currently connected to a full-time job commensurate with the individual’s level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment.</p>
<p>Other Significant Barrier to Employment</p>	<p>Identify if the individual has a significant barrier to employment not captured elsewhere.</p>
<p>Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)</p>	<p>An individual, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether they are receiving these benefits at program entry.</p>
This row is intentionally left blank for documentation purposes	

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YOUTH ELIGIBILITY CHARACTERISTICS REQUIRMENTS

If the characteristic is being used for eligibility verification, then the acceptable source document must be uploaded into OKJobMatch under the Uploaded Documentation section of the Youth’s Case Details Page. Some documentation may be source documents for more than one characteristic and need only to be uploaded one time provided all characteristics are indicated prior to the upload.

<p>School Status at Program Entry (WIOA)</p>	<p>School Status at Program Entry is:</p> <ul style="list-style-type: none"> • In-School, Secondary School or Less: an individual who has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. • In-School, Alternative School: an individual who has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. • In-School, Postsecondary School: an individual who has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. • Not Attending School or Secondary School Dropout: an individual who is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Parent, Guardian, or other responsible adult attestation (*required for individuals under 18) • Secondary School Diploma or Recognized equivalent • Attendance Record • Transcripts • School Documentation • Dropout letter • School Dropout Status Form – Attachment H
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	<ul style="list-style-type: none"> • Not attending school; Secondary School Graduate or has a Recognized Equivalent: an individual who is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. • Not attending School: Within Age of Compulsory School Attendance: an individual who is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent. 	
<p>Basic Skills Deficient/Low Levels of Literacy at Program Entry</p>	<p>An individual who is:</p> <ul style="list-style-type: none"> • A Youth, that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or • A Youth or Adult, that 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. <p>*Grade level scores below 9.0 (i.e. 8.9) should be considered a "at or below the 8th grade level.</p> <p>Assessment test results must be entered in the Testing section of the applicable enrollment details in OKJobMatch.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Standardized Assessment Test • School Records: documenting testing within the previous 6-month period prior to enrollment that includes actual scores from a generally accepted standardized test listed in current federal policy. • School issued IEP provided it states the student meets the definition of basic skills deficient. Document must be dated within the previous 6-month period prior to enrollment.

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<p>English Language Learner at Program Entry (WIOA)</p>	<p>An Individual at program entry who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions:</p> <ul style="list-style-type: none"> • His or her native language is a language other than English, or • He or she lives in a family or community environment where a language other than English is the dominant language. <p>*If the participant is an English language learner and answered YES: you <u>must</u> identify the Primary Language of the individual.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Detailed Program Note • School records <p>*If the participant is an English language learner and answered YES: the Primary Language of the individual must be identified.</p>
<p>Ex-Offender Status at Program Entry (WIOA)</p>	<p>An Individual at program entry who either:</p> <ul style="list-style-type: none"> • Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. <p>*A status offense is the illegal behavior of a child (under the age of 18 years old), that if committed by an adult would not be considered a criminal activity, such as truancy, possession and/or consumption of alcohol, curfew violations, and purchase of cigarettes.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Documents from the Juvenile/Criminal Justice System • Court Documents • Letter of Parole • Letter from Probation Officer • Police Records • Detailed Case Notes of phone call with court or probation representatives • WIOA Youth Eligibility Form, Attachment F AND WIOA Youth Support Form, Attachment G

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<p>Homeless participant, Homeless Children and Youth, or Runaway Youth at Program Entry (WIOA)</p>	<p>An Individual who:</p> <ul style="list-style-type: none"> • Lacks a fixed, regular, and adequate nighttime residence; which includes an individual who: <ul style="list-style-type: none"> ○ Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; ○ Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; ○ Is living in an emergency or transitional shelter; ○ Is abandoned in a hospital; or ○ Is awaiting foster care placement; • Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; • Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work; or • Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). <p>*This definition DOES NOT include a participant imprisoned, detained, or sleeping in a temporary accommodation while away from home.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Written statement from an individual providing temporary residence • Written statement from Shelter • Written statement from Social Service Agency • Detailed Case Notes of phone call with agency verifying current housing status • WIOA Youth Eligibility Form, Attachment F AND WIOA Youth Support Form, Attachment G
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<p>Foster Care Youth Status at Program Entry (WIOA)</p>	<p>An individual, age 24 or younger:</p> <ul style="list-style-type: none"> • In foster care; or • Who has aged out of the foster care system; or • Who has attained 16 years of age and left foster care for kinship guardianship or adoption; • A child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677); or • In an out-of-home placement. 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Social Service Verification • Court Documentation • Verification of Payments made on behalf of the Child • Written Statement from State or Local Agency • WIOA Youth Eligibility Form, Attachment F AND WIOA Youth Support Form, Attachment G
<p>Pregnant or Parenting Youth</p>	<p>A Youth who is pregnant, or an individual (male or female) who is providing custodial care to one or more dependents under age 18.</p> <p>*Males do not qualify as a parenting youth until the child is born.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Child’s Birth Certificate • Baptismal Record • Physician’s Statement Confirming Pregnancy • Detailed Case Note with Observation of pregnancy status • Paternity Verification • Public Assistance Verification verifying child in Individual’s Case. • WIOA Youth Eligibility Form, Attachment F AND WIOA Youth Support Form, Attachment G

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<p>Individual with a Disability (WIOA)</p>	<p>An individual may indicate that he/she has a disability as defined as a physical or mental impairment that substantially limits one or more of the person’s major life activities. Applicable categories are:</p> <ul style="list-style-type: none"> • Physical/Chronic Health Conditions • Physical/Mobility Impairments • Mental or Psychiatric Disability • Vision-related Disability • Hearing-related Disability • Learning Disability • Cognitive/Intellectual Disability • Participant may choose not to disclose type of disability <p><u>Youth Disability & Low Income</u> A youth applicant whose family income exceeds the low-income limit may still qualify for participation in the WIOA program provided that the applicant is an individual with a disability as defined by the Americans with Disabilities Act and has an individual income that does not exceed the greater of the Poverty Line or 70% of the Lower Living Standard Income Level.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility & Low Income Requirement</u></p> <ul style="list-style-type: none"> • WIOA Youth Eligibility Form, Attachment F AND • WIOA Youth Support Form, Attachment G
<p>Low Income Status at Program Entry (WIOA)</p>	<p>An individual who –</p> <ul style="list-style-type: none"> • receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Supplemental Nutrition Assistance Program (SNAP); • receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Temporary Assistance for Needy Families (TANF) program; 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • WIOA Youth Support Form, Attachment G AND • WIOA Income Eligibility Form: Attachment A, with supporting document(s) from list below to document the family’s INCLUDABLE income:

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	<ul style="list-style-type: none"> • receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received assistance through the Supplemental Security Income (SSI) program; • receives or in the past 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received cash payments under the a federal, state, or local income based public assistance program; • received an income, or is a member of a family that received a total family income for the 6-month period prior to application for the program that does not exceed the higher of the poverty line or 70% of the lower living standard income level; • is a foster child on behalf of whom State or local government payments are made; • is an individual with a disability and whose own income does not exceed the poverty line but who is a member of a family whose income does not meet this requirement; • is a homeless participant or a homeless child or youth or runaway youth; • Is an Individual who receives, or is eligible to receive a free or reduced price lunch; or • is a Youth living in a high-poverty area. 	<ul style="list-style-type: none"> • Supplemental Nutrition Assistance Program (SNAP) Verification • Temporary Assistance for Needy Families (TANF) Verification • Social Security Benefits (SSI) Verification • Social Security Disability Insurance (SSDI) • Public Assistance Verification • Housing Authority Verification • Alimony Agreement • Bank Statements • Compensation Award Letter • Employer Statement • Family or Business Financial Records • Pay Stub • Pension Statement • Quarterly Estimated Tax for Self-Employed Person • Current Unemployment Insurance Verification • Verification of Free or Reduced Price Lunch • Verification of High-poverty Area <ul style="list-style-type: none"> ○ Utility Bill (excluding cell phone bill) ○ Lease/Rental Contract ○ Mortgage Contract/Statement ○ School Records ○ Driver's license ○ State Issued ID ○ Pay Stub AND <ul style="list-style-type: none"> ○ Censes Track Verification • Applicant Statement, Attachment K
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<p>Public Assistance Information</p>	<p>If the participant is receiving or has received cash assistance or other support services from any of the following agencies in the prior 6 months, the documentation must support the applicable agency. If the participant is receiving individual career services or training services, documentation is required from at least one agency the participant is receiving public assistance from.</p> <ul style="list-style-type: none"> • Temporary Assistance to Needy Families (TANF) • Supplemental Security Income (SSI) • Social Security Disability Insurance (SSDI) • Supplemental Nutrition Assistance Program (SNAP) • Other Public Assistance Recipient: <ul style="list-style-type: none"> ○ General Assistance (State/local government), ○ Refugee Cash Assistance (RCA) 	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristics</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • TANF Verification • SSI Verification • SSDI Verification • SNAP Verification • General (State/Local Government) Public Assistance Verification • Refugee Assistance Verification • Copy of Public Assistance Check • Copy of Authorization to Receive Cash Public Assistance • Medical card showing cash grant status
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<p>Youth Who Needs Additional Assistance</p>	<p>A Youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment. Defined by the State as a low income youth meeting at least one of the following criteria:</p> <ul style="list-style-type: none"> • With a parent or legal guardian that is currently or previously incarcerated for a felony conviction; • With a parent or legal guardian who lacks a high school diploma or GED; or • Who attends or has attended chronically under performing schools listed as a Priority School/Targeted Intervention School on the State Department of Education website; or • ISY between 18-21 years of age with a pattern of poor work history; or OSY between 18-24 years of age with a pattern of Poor Work History. Poor work history includes non-reoccurring employment income or sporadic employment. <p>*low-income includes a youth that lives in a high-poverty area.</p>	<p>SUPPORTING</p> <p><u>Basic Demographic Characteristic</u></p> <ul style="list-style-type: none"> • Participant self-attestation <p><u>Youth Eligibility Verification</u></p> <ul style="list-style-type: none"> • Individual Service Strategy • School Records verifying Attendance at Targeted or Focus Designation School • Court Documentation • Detailed Case Notes documenting Parent or Guardian Status
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Data Element	Definitions and Requirements	Acceptable Source Document
Date of Program Entry (WIOA)	<p>The date on which an individual became a participant after satisfying applicable programmatic requirements for the provision of services.</p> <p>For WIOA Title I Adult, Dislocated Worker, and Title III Employment Services programs, a participant is a reportable individual who has satisfied all applicable program requirements such as eligibility determination and who has received a service(s) other than a self-service or information only service or activity. For a list of services that establish participation, reference the Core Performance Measures OWDI.</p> <p>For Title I Youth, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received one or more of the 14 WIOA Youth program elements.</p> <p>The date of program entry is the actual start date of the first qualifying service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry
Date of First WIOA Youth Service	<p>The date on which the participant began receiving his/her first WIOA youth service (1 of the 14 youth program elements)</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry

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<p>Individual Training Account (ITA)</p>	<p>Individual Training Accounts (ITA) are the primary method to be used for procuring training services. Training services must be provided in a manner that maximized the individual's choice in the selection of a training provider.</p> <p>Staff must ensure that the Individual Training Account is completed in coordination with the participant utilizing the ITA agreement, ITA voucher, and Coordination of Training Fund (CoTF) forms.</p> <p>ITA's may be utilized for OSY, ages 16-24 using WIOA youth funds when appropriate and they must utilize the Eligible Training Provider List (ETPL). ISY ages 18 or older may access ITAs through the Adult program.</p>	<p>Required</p> <ul style="list-style-type: none"> • ITA Agreement – Attachment C • ITA Voucher – Attachment D • CoTF - Attachment E • LWDB required Documentation • The ITA issuance, issuance date, ITA amount, any grant or financial aid such as Pell grant, Federal grant, State aid, Institutional aid, or Employer-Funded financial aid, must be documented in the Educational Grants section of OKJobMatch in the applicable program Enrollment.
<p>Training Contracts</p>	<p>In certain circumstances a contract for training services may be developed instead of an ITA. Reference State guidance for the list of applicable circumstances for using training contracts.</p>	<p>Required</p> <ul style="list-style-type: none"> • Training Contract • LWDB required Documentation
<p>Individual Service Strategy</p>	<p>The participant must be involved in the design and implementation of services during the creation of the Individual Service Strategy (ISS). Must:</p> <ul style="list-style-type: none"> • Be based on the needs of the participant. • Be directly linked to one or more of the performance indicators. • Identify career pathways that include education and employment goals. • Consider career planning • Include the results of the objective assessment • Prescribe achievement objectives and services for the participant. 	<p>Required</p> <ul style="list-style-type: none"> • Virtual Individual Service Strategy in applicable Program enrollment • Service and Training Plan entry • Locally developed ISS • Client Involvement Statement – Attachment B or Virtual Client Involvement Statement <p>The virtual ISS available in OKJobMatch may be utilized in the applicable program enrollment or a locally developed form may be used. All documentation related to the ISS must be easily accessible for monitoring purposes and all uploaded documentation must be clearly labeled in OKJobMatch.</p>

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<p>Enrolled in Secondary Education Program (WIOA)</p>	<p>If a participant is enrolled in a Secondary Education Program at or above the 9th Grade level.</p> <p>A Secondary Education Program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSet, or TASC.</p> <p>Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs.</p> <p>States may use this if the participant was either already enrolled in education or training at the time of application to the program or became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program.</p>	
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<p>Most Recent Date Received Supportive Services</p>	<p>Supportive services include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services.</p> <p>Support services for Youth participants must be appropriate to the needs of the individual and defined in their individual Service Strategy which may include:</p> <ul style="list-style-type: none"> • Linkages to community services • Assistance with transportation • Assistance with child care and dependent care • Assistance with housing • Needs-related payments • Assistance with educational testing • Reasonable accommodations for youth with disabilities • Legal aid services • Referrals to healthcare • Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear • Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and • Payments and fees for employment and training-related applications, test, and certifications. 	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Supportive Service • Supportive Service Request/Voucher • Verification that No Other Sources Are Available • LWDB required documentation
<p>Received Needs-Related Payments</p>	<p>Needs-related payments provided to a participant with financial assistance for the purpose of enabling them to participant in training services.</p> <p>A participant must be enrolled in a training program in order to receive needs-related payments.</p>	<p>Required</p> <ul style="list-style-type: none"> • Training Service documented in the Program Service & Training Plan • Voucher, Purchase Order, Invoice, & Receipts • LWDB Required Documentation

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<p>Type of Work Experience</p>	<p>WIOA identifies four categories of work experience:</p> <ul style="list-style-type: none"> • Summer employment opportunities and other employment opportunities available throughout the school year; • Pre-apprenticeship programs; • Internships and job shadowing; and • On-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in 20 CFR § 680.700. <p>The type of work experience is recorded as the type of service entered into the Service and Training Plan</p> <p>NOTE: If Internship/Employment Opportunities or On-The-Job Training are part of a Pre-Apprenticeship program, use the Pre-Apprenticeship Service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry • Detailed Program note • State and Local policy documentation requirements
<p>Date Entered Training (WIOA)</p>	<p>The date on which the participant’s training service actually began.</p> <p>The date entered training is recorded as the actual start date of the first applicable training service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Documentation of need for training • Service and Training Plan entry • Detailed Program note
<p>Type of Training Service (WIOA)</p>	<p>The date on which the participant’s training service actually began.</p> <p>The type of training is recorded as the type of service entered into the Service and Training Plan.</p>	<p>Required</p> <ul style="list-style-type: none"> • Documentation of need for training • Applicable Service and Training Plan entry: <ul style="list-style-type: none"> ○ Occupational Skills Training – Youth ○ Adult Basic Education in Conjunction with Training ○ Customized Training ○ Skill Upgrading & Retraining ○ STEM Occupational Skills Training ○ Registered Apprenticeship • Detailed Program note • State and Local policy documentation requirements

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<p>Participated in Postsecondary Education During Program Participation (WIOA)</p>	<p>When a participant is in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.</p> <p>This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry
<p>Date of First WIOA Youth Service</p>	<p>The date on which the participant began receiving his/her first service funded by the WIOA Youth program following a determination of eligibility to participate in the program.</p> <p>The date of the first Youth service is the actual start date of the first qualifying service. (i.e. objective assessment or individual service strategy).</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry
<p>Most Recent Date Received Educational Achievement Services</p>	<p>Educational Achievement services include, but are not limited to tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – <i>Tutoring, Study Skills Training, Instruction, and Dropout Prevention</i>

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<p>Most Recent Date Received Alternative Secondary School Services</p>	<p>Alternative Secondary School services include Alternative Secondary School Offering and Dropout Recovery Services. These services are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent attainment.</p> <p>Alternative Secondary School Services are those services that assist youth who have struggled in traditional secondary education that include, but are not limited to services such as basic education skills training, individualized academic instruction, and English as a Second language training.</p> <p>Dropout Recover Services are those that assist youth who have dropped out of school and focus on getting them back into a secondary school or alternative school include, but are not limited to credit recovery, counseling, and educational plan development.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – <i>Alternative Secondary School Offerings or Dropout Recovery Services</i>
<p>Most Recent Date Received Work Experience Opportunities</p>	<p>Work experience opportunities must include academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include:</p> <ul style="list-style-type: none"> • Summer employment opportunities • Employment opportunities throughout the school year • Pre-apprenticeship programs • Internships • Job shadowing • On-the-job training 	<p>Required</p> <ul style="list-style-type: none"> • Applicable Service and Training Plan entry: <ul style="list-style-type: none"> ○ Work Experience ○ Internships/Employment Opportunities ○ Job Shadowing ○ On-the-Job Training ○ Summer Employment/Internships ○ Pre-apprenticeship Program

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<p>Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential</p>	<p>This service should be entered for the Participants who have attended secondary education and obtained a secondary school diploma or its equivalency during program participation and have entered an education or training program that leads to a recognized postsecondary credential after program exit.</p> <p>This data element applies to the Credential Rate indicator.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry AFTER exit– Post-Exit Education/Training Leading to Post Secondary Credential
<p>Most Recent Date Received Education Offered Concurrently with Workforce Preparation</p>	<p>Education services offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</p> <p>For example, a program developing basic academic skills, which are included as part of alternative secondary school services and dropout recovery services, workforce preparation activities that occur as part of a work experience, and occupational skills training would make up an integrated education and training model.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Concurrent Education, Training, & Workforce Preparation
<p>Most Recent Date Received Leadership Development Opportunities</p>	<p>Leadership development opportunities are services that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors that may include, but are not limited to services such as, exposure to postsecondary educational possibilities, community and service learning projects, peer mentoring, training in decision-making, life skills training, and civic engagement activities.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – <i>Leadership Development Opportunities</i>

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<p>Most Recent Date Received Supportive Services</p>	<p>Record the most recent date on which the participant received a supportive service which include but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134 (c)(3). Supporting service for youth participants include:</p> <ul style="list-style-type: none"> • Linkages to community services • Assistance with transportation • Assistance with child care and dependent care • Assistance with housing • Needs-related payments • Assistance with educational testing • Reasonable accommodations for youth with disabilities • Referrals to healthcare • Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear • Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; • And payments and fees for employment and training-related applications, tests, and certifications. 	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – <i>Supportive Services</i>
<p>Date Received Financial Literacy Services</p>	<p>Financial literacy education in which youth providers provide financial empowerment tools to equip financial principles, an understanding of consumer protection issues, and an understanding of financial stability.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – <i>Financial Literacy Education</i>

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<p>Most Recent Date Received Adult Mentoring Services</p>	<p>Adult mentoring service may last for at least twelve months and may occur both during and after program participation and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Adult mentoring
<p>Most Recent Date Received Comprehensive Guidance/ Counseling Services</p>	<p>Comprehensive guidance and counseling services which may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Comprehensive Guidance and Counseling
<p>Most Recent Date Received Youth Follow-up Services</p>	<p>Youth follow-up services are services the youth participant received after exiting the program. Follow-up services for youth participants are described as:</p> <p>a) Critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up may include regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise.</p> <p>b) Services for youth may also include the following program elements:</p> <ul style="list-style-type: none"> • Supportive services • Adult mentoring • Financial literacy education • Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and 	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Follow-up Services

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	<ul style="list-style-type: none"> • Activities that help youth prepare for and transition to postsecondary education and training. <p>c) Services that align with their Individual Service Strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.</p>	
<p>Most Recent Date Youth Received Entrepreneurial Skills Training</p>	<p>Entrepreneurial Skills Training provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship and may include, but are not limited to the ability to: take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Entrepreneurial Training
<p>Most Recent Date Youth Received Services that provide labor market information and employment information</p>	<p>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Labor Market Information <p>Or</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Career Guidance

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<p>Most Recent Date Youth Received Postsecondary transition and preparatory activities</p>	<p>Activities that helped them to prepare for and transition to postsecondary education and training. Services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include but are not limited to assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines, and connecting youth to postsecondary education programs.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry – Postsecondary Preparation and Transition Activities
<p>Date of Program Exit (WIOA)</p>	<p>The date of program exit is the last date the participant received services (excluding self-service, information-only service or activities, or follow-up services) for at least 90 days, and no future services are planned.</p> <p>The date of program exit is the actual end date of the last qualifying service.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service and Training Plan entry

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<p>Other Reasons for Exit (WIOA)</p>	<p>If the Participant exits the program and is unable to continue to receive program services due to any of the following reasons:</p> <ul style="list-style-type: none"> • The participant has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. • The participant must undergo medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. • The participant is deceased. • The participant is a member of the national Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. • YOUTH ONLY: The participant is in the foster care system and has moved from the area as part of such a program or system. • The participant is a criminal offender in a correctional institution under section 225 of WIOA 	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Detailed Program note • Court Documents • Physician’s Statement • Institution or facility Documentation • Death Certificate • Social Service Verification • Military Orders • Written Statement from State or Local Agency <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Questions section of OKJobMatch and provide detailed program note.</p>
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<p>Supplemental Wages</p>	<p>Supplemental wage information must be collected quarterly after exit, for the previous quarter, be reported in the participant’s applicable program enrollment in OKJobMatch under the program details wages section, and have support documentation uploaded. Information that must be included on source documentation:</p> <ul style="list-style-type: none"> • Quarter for which data is being collected • O*NET code • NAICS Code • Employer FEIN • Employer • Company City • Company State • Total Earnings for Quarter 	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Tax documents • Payroll records • Employer records • WIOA Participant Supplemental Wage Quarterly Exit Data Collection Form, Attachment L • WIOA Partner’s administrative records containing required employment and wage information • Self-Employment Worksheet, Attachment M <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Questions section of OKJobMatch and provide detailed program note.</p>
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<p>School Status at Exit</p>	<p>At program exit, school status must be recorded as follows:</p> <ul style="list-style-type: none"> • In-school, secondary school or less: If the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. • In-school, Alternative school: If the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time. • In-school, Postsecondary school: If the participant has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time, or is between school terms and intends to return to school). • Not attending school or Secondary School Dropout: If the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. • Not attending school: Secondary School Graduate or has a Recognized Equivalent: If the participant is not attending any school and has either graduated from secondary school or holds an equivalency. • Not attending school; within age of compulsory school attendance: If the participant is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent. 	<p>Required</p> <ul style="list-style-type: none"> • Completion of Exit Questions in applicable program enrollment <p>REQUIRED: Staff must ensure that school status at exit is entered into the applicable Program Outcomes in OKJobMatch as soon as they receive notification of attainment.</p>
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Data Element	Definitions and Requirements	Acceptable Source Document
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	<p>Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit.</p> <p>Leave blank if this data element does not apply to the participant.</p> <p>NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec. 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.</p>	<p>Required</p> <ul style="list-style-type: none"> Service and Training Plan entry – Post-Exit Education/Training leading to Credential
Youth 2nd and 4th Quarter Placement (Title I) (WIOA)	<p>Record if the participant was enrolled in the following for the 2nd and 4th Quarter after Exit:</p> <ul style="list-style-type: none"> Occupational Skills Training Postsecondary Education Secondary Education Was not placed in any of the above conditions 	<p>Required</p> <ul style="list-style-type: none"> OKJobMatch Outcomes 2nd Quarter OKJobMatch Outcomes 4th Quarter <p>REQUIRED: Staff must ensure that the placement information for the 2nd and 4th quarter are entered into the Youth Program Enrollment Outcomes in OKJobMatch during following up with the participant.</p>
Type of Employment Quarter After Exit (WIOA)	<p>Identify the type of employment status following exit:</p> <ul style="list-style-type: none"> Unsubsidized Employment Subsidized Employment Registered Apprenticeship Military Not employed <p>Requirement</p> <p>Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>	<p>SUPPORTING</p> <ul style="list-style-type: none"> Completion of Exit Questions in applicable program enrollment Supplemental Data <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>

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<p>Employment Related to Training (2nd Quarter After Exit) (WIOA)</p>	<p>Record if the participant received training services and obtained employment directly related to the training services they received.</p>	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Completion of Exit Questions in applicable program enrollment • Supplemental Data <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>
<p>Entered Non-Traditional Employment</p>	<p>Non-traditional employment is when the participant’s employment is an occupation or field of work for which individuals of the participant’s gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter.</p>	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Completion of Exit Questions in applicable program enrollment • Supplemental Data <p>REQUIRED: Staff must enter the reason for Exit in the applicable Program Exit Question section of OKJobMatch.</p>

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<p>Documentation of Pre-Test and Post-Test Assessments</p>	<p>Documentation of Assessment:</p> <p>h) Category of Assessment</p> <ul style="list-style-type: none"> i. Adult Basic Education (ABE); or ii. English-As-A-Second Language (ESL) <p>i) Date of Pre-assessment test</p> <p>j) Pre-Test Score:</p> <ul style="list-style-type: none"> i. Raw scale score <p>k) Pre-Test Educational Functioning Level (EFL)</p> <ul style="list-style-type: none"> i. Beginning ABE Literacy ii. Beginning Basic Education iii. Low Intermediate Basic Education iv. High Intermediate Basic Education v. Low Adult Secondary Education vi. High Adult Secondary Education vii. Beginning ESL Literacy viii. Low Beginning ESL ix. High Beginning ESL x. Low Intermediate ESL xi. High Intermediate ESL xii. Advanced ESL <p>l) Date of Post-Assessment Test</p> <p>m) Post-Test Score</p> <p>n) Post-Test Educational Functioning Level (EFL)</p>	<p>Required</p> <ul style="list-style-type: none"> • Applicable Program Enrollment Testing Section <ul style="list-style-type: none"> ○ Pre-Test Score ○ Post-Test Score <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Testing Scores <p>REQUIRED: Staff must ensure that participants Pre-test and Post-test scores are recorded in the Testing Section in the applicable Program Enrollment of OKJobMatch.</p>
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<p>Type of Recognized Credential / Date of Attainment (WIOA)</p>	<p>The type of recognized diploma, degree, or credential consisting of an industry-recognized certificate or certification that is attained either during participation or within one year of exit:</p> <ul style="list-style-type: none"> • Secondary School Diploma/or equivalent • AA or AS Diploma/Degree • BA or BS Diploma/Degree • Occupational Licensure • Occupational Certificate • Occupational Certification • Other Recognized Diploma, Degree, or Certificate 	<p>Required</p> <ul style="list-style-type: none"> • Applicable Program Outcome entry <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Transcript • Certificate • Diploma • Licensure <p>REQUIRED: Staff must ensure that attained recognized credentials are entered into the applicable Program Outcomes in OKJobMatch as soon as they receive notification of attainment. A detailed Program Note and/or an Update to the participants virtual or uploaded IEP/ISS must be entered in the applicable program enrollment.</p> <p>The date of attainment must match date on source documentation.</p>
<p>Date of Most Recent Measurable Skill Gains (MSG): Educational Functioning Level (EFL) (WIOA)</p>	<p>Title I Youth:</p> <ul style="list-style-type: none"> • In-School Youth: All in-school youth that achieves at least one documented educational functioning level measurable skill gain. • Out-of-School Youth: Out of school who are receiving instruction below the postsecondary education level, are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program, and achieves at least one documented educational functioning level measurable skill gain. 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Educational Functioning Level • Testing <ul style="list-style-type: none"> ○ Pre-Test Score ○ Post-Test Score <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Testing Scores

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	<p>An educational functioning level measurable skill gain may be achieved and documented in one of three ways:</p> <ol style="list-style-type: none"> 4. Comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or 5. For States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 6. States may report and EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. 	<p>Staff must ensure that demographic information (school status and English language learner or basic skills deficient/low levels of literacy) is entered correctly during the eligibility process and that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that participants Pre-test and Post-test scores are recorded in the Testing Section in applicable program enrollment of OKJobMatch.</p> <p>Staff must ensure that an Educational Functioning Level MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>
<p>Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)</p>	<p>Title I Youth:</p> <ul style="list-style-type: none"> • In-School Youth: All in-school youth that who achieve a documented postsecondary transcript/report card measurable skill gain. • Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program, and achieve a documented postsecondary transcript/report card measurable skill gain. <p>A postsecondary transcript/report card measurable skill gain may be achieved and documented by one of the following ways:</p> <ol style="list-style-type: none"> 3. The participant’s transcript or report card from a postsecondary education institution demonstrating a minimum of 12 hours per semester, that shows the participant is meeting Oklahoma’s academic standards, or 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Post-Secondary Transcript/Report Card <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Report Card (12 hours) • Transcript (12 hours) <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Post-Secondary Transcript/Report Card MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>

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	<p>4. For part time students, the participant’s transcript or report card from a postsecondary education institution demonstrating a total of at least 12 credit hours over the course of two completed semesters during the same 12-month period, that shows the participant is meeting Oklahoma’s academic standards.</p>	
<p>Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)</p>	<p>Title I Youth:</p> <ul style="list-style-type: none"> • In-School Youth: All in-school youth who achieve a documented secondary transcript/report card measurable skill gain. • Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program, and achieve a documented postsecondary transcript/report card measurable skill gain. <p>A secondary transcript/report card measurable skill gain may be achieved and documented by:</p> <p>2. The participant’s transcript or report card for secondary education for one semester showing that the participant is meeting Oklahoma’s academic standards.</p>	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Secondary Transcript/Report Card <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Report Card (semester) • Transcript (semester) <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Secondary Transcript/Report Card MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>

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<p>Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)</p>	<p>Title I Youth:</p> <ul style="list-style-type: none"> • In-School Youth: All in-school youth who achieve a documented training milestone measurable skill gain. • Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program and achieve a documented training milestone measurable skill gain. <p>A training milestone measurable skill gain may be achieved and documented by:</p> <ol style="list-style-type: none"> 2. The documentation of a participant’s satisfactory or better progress towards established milestones from and employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Training Milestone <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Training provider reports • Pay stubs (increase in pay must be from acquired skills or increased performance) • Employer progress report (substantive skill development) • OJT completion verification • Registered Apprenticeship completion verification <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Training Milestone MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p> <p>Source documentation must document newly acquired skills or increased performance as a result of the training received.</p>
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<p>Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)</p>	<p>Title I Youth:</p> <ul style="list-style-type: none"> • In-School Youth: All in-school youth who achieves a documented skills progression measurable skill gain. • Out-of-School Youth: Out of school who are receiving an Occupational Skills Training, Title II funded adult education service, Youthbuild service, or Job Corps service during participation in the Title I Youth program and achieves a documented skills progression measurable skill gain. <p>A skill progression measurable skill gain may be achieved and documented by:</p> <ol style="list-style-type: none"> 2. The documentation of a participant successfully completing an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. 	<p>Required</p> <ul style="list-style-type: none"> • Service & Training Plan <ul style="list-style-type: none"> ○ Training that leads to a credential • Measureable Skill Gain – Exam Passage/Skills Progression <p>SUPPORTING SOURCE DOCUMENTATION</p> <ul style="list-style-type: none"> • Exam completion verification <p>Staff must ensure that a program service that leads to a credential is entered into Service and Training Plan in the applicable program enrollment in OKJobMatch.</p> <p>Staff must ensure that a Skill Progression MSG is entered into the Measurable Skills Gain screen in the applicable program enrollment in OKJobMatch.</p>
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