

September 26, 2005

To: Program Managers, SETA-Funded WIA Service Providers,  
Site Supervisors, Sacramento Works Career Centers  
(SWCC's)

From: Kathy Kossick, SETA Executive Director

RE: Policy On Eligibility For SWCC Adult and Dislocated Worker  
Programs

Revised WIA DIRECTIVE #01-01, Revision #1

The WIA Directive #01-01 has been revised to incorporate changes required by the 2004 – 2005 Technical Assistance Guide and WIA Directive #WIAD04-18.

The changes are as follows:

1. Inclusion of priority of services to veterans.
2. Inclusion of procedure to verify expired legal right to work or work authorization documents.



Sacramento  
Employment and  
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June 3, 2005

**To: Program Managers, SETA-Funded WIA  
Service Providers Site Supervisors, Sacramento  
Works Career Centers (SWCCs)**

**From: Kathy Kossick**

**RE: POLICY ON ELIGIBILITY FOR SWCC ADULT  
AND DISLOCATED WORKER PROGRAMS  
WIA DIRECTIVE #01-01, Revision #1**

#### **I. WIA ELIGIBILITY FOR CORE SERVICES**

Core services are provided on a universal basis.

#### **II. WIA ELIGIBILITY FOR INTENSIVE SERVICES**

Before job seeking adults or dislocated workers can receive intensive services, they must be registered/enrolled for the Workforce Investment Act and must meet the following criteria:

**A. Adults and Dislocated Workers** must be:

1. At least 18 years of age.
2. Legal to work.
  - Customers must be informed at registration/enrollment if their legal right to work or work authorization documents are due to expire within six months of registration/enrollment.
3. Selective service registered for males, or have a determination of good cause by the Eligibility Supervisor for non-registration.

**B. Dislocated workers** must meet the definition of a “dislocated worker” in WIA, Section 101(9), which means an individual who meets any of the following criteria:

1. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; and
  - Is eligible for or has exhausted entitlement to unemployment compensation; or

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- Is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and
  - Is unlikely to return to a previous industry or occupation;
2. Has been terminated or laid off, or has received a notice of termination or Layoff, from employment as a result of any
  3. permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
  4. Was self-employed;
  5. Is a displaced homemaker

**In addition to the eligibility criteria listed above, adults and dislocated workers must meet the following criteria before being enrolled into intensive services:**

**a. Unemployed** adults and dislocated workers must:

1. Have received at least **one core service**.
2. Be **unable to obtain employment through core services**.
3. Be **determined by a One-Stop Operator to be in need of more intensive services to obtain employment** (determination is made by the case manager with approval of the site supervisor).

**b. Employed** adults and dislocated workers must:

1. Have received at least **one core service**.
2. Be **determined by a One-Stop Operator to be in need of intensive services to obtain or retain employment that leads to self-sufficiency** (this determination is made by the case manager with approval of the site supervisor).

### **III. POLICY DETERMINATION**

#### **A. SELF-SUFFICIENCY**

Self-sufficiency must be defined by the Local Workforce Investment Board. Self-sufficiency is the income level at which a family can be sustained without relying on income supports or public assistance.

**The Sacramento Works Executive Committee has approved the definition of Self-sufficiency for Adults in the local area as follows:**

#### **Sacramento Workforce Investment Area** **Self-sufficiency Standard**

<b>Self-Sufficiency Standard</b>	<b>One-Adult</b>	<b>One-Adult + 1 Child</b>	<b>One-Adult + 2 Children</b>	<b>One-Adult + 3 Children</b>
<b>Hourly Wage</b>	\$10.00	\$14.02	\$17.11	\$24.06
<b>Monthly Wage</b>	\$1,760	\$2,468	\$3,011	\$4,235
<b>Annual Wage</b>	\$21,120	\$29,616	\$36,132	\$50,820
	<b>Two-Adult</b>	<b>Two-Adult + 1 Child</b>	<b>Two-Adult + 2 Children</b>	<b>Two-Adult + 3 Children</b>

<b>Hourly Wage</b>	\$10.00*	\$10.00*	\$10.05*	\$13.30*
<b>Monthly Wage</b>	\$1,760*	\$1,760*	\$3,536	\$4,681
<b>Annual Wage</b>	\$21,120*	\$21,120*	\$42,432	\$56,172

\*Per Adult

+\$3.09/hr for each additional child (\$544/mo., \$6,528/yr.)

For additional information on the self-sufficiency standard developed for Sacramento County by the National Economic Development Law Center and Californians for Economic Self-Sufficiency, please visit [www.nedlc.org](http://www.nedlc.org).

## **B. PRIORITY SYSTEM**

The Workforce Investment Act states that if WIA Adult funds are limited, “**priority**” for intensive and training services must be given to low-income adults. (This “**priority**” **does not apply to dislocated workers.**) The State of California, therefore, requires that documentation and verification of customers’ income be obtained when customers are registered/enrolled into WIA Adult intensive or training services. It is important to remember that “**priority of service**” is different than **eligibility for services**. WIA specifically provides that **unemployed or employed** customers who have met the eligibility criteria listed on page 1 are eligible for intensive services, **without regard to income**. “Priority” means that if two or more customers are competing for the same intensive or training service, a choice (based on a priority for low-income public assistance recipients or veterans) must be made as to which customer will be served first. The Sacramento Works One Stop Evaluation Committee has determined that currently WIA Adult funds are not limited in Sacramento County and instituting a “priority of service” system is unnecessary because it would restrict an already limited customer pool. **The One Stop Evaluation Committee has approved a policy to implement a “priority of service” only when enrollments into intensive/training services have increased to a level where the demand for services exceeds the availability of services. The Committee will review enrollment reports on a monthly basis to determine when a priority of services will be implemented.**

## **C. UNABLE TO OBTAIN/RETAIN EMPLOYMENT, AND IN NEED OF ADDITIONAL SERVICES.**

Before Adults and Dislocated Workers become eligible for WIA intensive or training services, a determination must be made that they are “unable to obtain/retain employment...” Because this term has not been defined in the Act, a local definition that states minimum requirements is needed so that case managers will have a guideline or benchmark to apply when determining whether a customer is eligible for WIA intensive or training services.

The One Stop Evaluation Committee will be discussing setting standards for enrollment in core and intensive services at a future meeting. In the interim, **the Committee directs case managers (with approval of Site/Functional Supervisor) to determine that a customer is unable to obtain/retain employment without an intensive or training service by conducting an interview with the customer and developing an Individual Employment Plan (IEP). Indicators that a customer needs an intensive or training service include, but are not limited to, the following:**

- 1. Lack of high school diploma or basic reading, writing or math skills**
- 2. Lack of skills in demand in the local labor market**
- 3. Poor work history or long-term unemployment**
- 4. Lack of stable housing (including individuals residing in public housing), transportation, or child care, or is dealing with life situations that will make getting and keeping a job more difficult (alcohol/substance abuse, criminal record, domestic violence, etc).**

#### **D. VERIFICATION OF CUSTOMER DEMOGRAPHICS**

WIA is based on universal access to core services, streamlining systems and processes and customer focused services. In California, the registration/enrollment forms are based on the Act's predecessor, JTPA, and customers are expected to provide information on 92 different data elements prior to enrollment. State policy on data element verification has not been published; however the verbal guidance staff has received from the State is to require the best source/form of verification for each of the 92 data elements we collect. **The One Stop Evaluation Committee approved a policy directing staff to verify all data elements by applicant statement, with the exception of:**

**Authorization to Work**

**Age**

**Dislocated Worker status (if applicable)**

**Selected Service Registration (if applicable)**