



Washington Workforce Training and Education Coordinating Board

WA Health Care Worker Training Coalition

Participant Back-Up Documentation Requirements and Glossary

PARTICIPANT INTAKE:

In order to be eligible for the WA Health Care Worker Training Coalition training programs, applicants must provide documentation that proves that they meet at least one of the following three eligibility criteria below:

<u>Eligibility Criteria</u>	<u>Definition</u>	<u>Documentation</u> (program staff need to collect and file at least one of the following required documents)
1. Unemployed Workers	Individuals who are without a job and who want and are available to work.	<ul style="list-style-type: none"> ▪ Unemployment Rapid Response List ▪ Notice of Layoff ▪ Public Announcement with Follow-up Cross-Match with UI Records ▪ UI Records ▪ Public Assistance Records (indicating no employment income) ▪ Other “official” documentation (check with Workforce Board grant manager for approval) ▪ <i>Last resort documentation</i> – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)
2. Dislocated Workers	Individuals who have been terminated or laid-off or have received a notice or termination or lay-off from employment; or were self-employed but are now unemployed.	<ul style="list-style-type: none"> ▪ Written Employer Verification (letter, email, etc) ▪ Unemployment Rapid Response List ▪ Notice of Layoff ▪ Public Announcement with Follow-up Cross-Match with UI records ▪ Other “official” documentation (check with Workforce Board grant manager for approval) ▪ <i>Last resort documentation</i> – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)
3. Incumbent Workers	Individuals who are currently working in the health care industry who need training in order to secure full-time employment, advance in their careers, or retain their current occupations.	<ul style="list-style-type: none"> ▪ Pay Stub ▪ Written Employer Verification (letter, email, etc) ▪ State MIS ▪ Case Notes or SKIES records for Current WIA Participants ▪ Other “official” documentation (check with Workforce Board grant manager for approval)

If a training program applicant meets one of the eligibility criteria listed above (on page one) and identifies as a veteran or spouse of a veteran, program staff must verify that the person meets *priority of service* definitions by collecting and filing at least one of the documents listed in that section below. ****Remember, if enrollment eligibility and veteran priority of service eligibility is verified, those applicants meeting both criteria must be enrolled in the training program before any other qualifying applicant.***

	Definition	Documentation
Veteran or Spouse of Veteran Eligibility for Priority of Service	<ol style="list-style-type: none"> 1. An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time Federal service in the National Guard or a Reserve Component; OR 2. An individual who is: <ol style="list-style-type: none"> a. The spouse of any veteran who died 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 the priority, is listed in one of more of the following categories and has been so listed for a total of more than 90 days: i) missing in action; ii) captured in the line of duty by a hostile force; or iii) forcibly detained or interned in the line of duty by a foreign government or power; c. The spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or d. The spouse of a veteran who died while a disability so evaluated was in existence. 	<ul style="list-style-type: none"> ▪ DD-214 ▪ Veterans Data ▪ State MIS records ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
Individuals with Limited English Proficiency	Individuals who have limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who live in a family or community environment where a language other than English is the dominant language.	No Documentation Required
Individuals with a Disability	Individuals who have a physical or mental impairment that substantially limits one or more of the person’s major life activities.	No Documentation Required
Individuals with a Criminal Record	This includes individuals who are or have been subject to any stage of the juvenile or criminal justice process, for whom services may be beneficial; or who required assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	No Documentation Required

TRAINING, OTHER SERVICES, EMPLOYMENT AND PROGRAM COMPLETION

		Documentation (program staff need to collect and file at least one of the following required documents in each appropriate section)
	Definition	
Training Program	Grant-sponsored training, including Basic HCA, Advanced HCA, CNA, MA, LPN, ADN, and Nurse Educator programs. Training delivery includes on-the- job training, pre-apprenticeship, apprenticeship, face-to-face classroom training, and online “classroom” training.	(Documentation such as the following is required at both the start of a training program and completion of a training program.) <ul style="list-style-type: none"> ▪ Training Partner Registration Records ▪ Participant school transcript ▪ Other written Training Partner Verification (letter, email, etc.) ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
Other Services	Other Services include: <ol style="list-style-type: none"> a. <u>Basic Skills Training</u>: Training associated with improving skills in English reading, writing mathematics, computer skills, or other skills that are widely required in training and employment settings. b. <u>Assessment</u>: Services that identify an individual’s capabilities and limitations related to successful completion of education/job training activities and attainment and retention of unsubsidized employment. c. <u>Case Management</u>: The provision of a client-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement. d. <u>Retention and Follow-up</u>: Services provided after a participant’s completion and/or exit designed to ensure successful outcomes and reinforce and stabilize job placement. e. <u>Supportive</u>: Services such as transportation child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in grant activities. 	Back-up documentation and justification for the services and expenditures need to be kept on file. This may include case notes, receipts for paid services, assessment results, etc.

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Degree or Certificate Received	Participants who earn a training-related certificate or other credential.	<ul style="list-style-type: none"> ▪ Copy of certificate/credential or award letter ▪ Written Training Partner Verification (letter, email, etc) ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
Entered Employment or Started a New Job	Participants who enter employment or start a new job while enrolled in grant-funded services. This includes: <ul style="list-style-type: none"> • Unemployed or dislocated workers who enter into employment; and • Incumbent healthcare workers who start a new job, even if new position is with the same employer. 	<ul style="list-style-type: none"> ▪ Copy of “hire letter” ▪ Other written Employer Verification (letter, email, etc) ▪ 1st paystub ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
Employment Retention	Participants who enter employment or start a new job while enrolled in grant-funded services and retain employment in the <u>first quarter</u> AND <u>second quarter</u> after the new job started.	<ul style="list-style-type: none"> ▪ Paystub from first quarter <u>and</u> second quarter after placement ▪ Other written Employer Verification (letter, email, etc.) ▪ Telephone verification with employer noted in file/case notes ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
Completion of all Grant-funded Activities and Services	Participants who successfully complete all training programs and “other services” (see above for definition of Other Services). These participants will not access grant-funded services again.	No Documentation Required
Early Exit	Participants who exit all training programs and “other services” (see above for definition of Other Services) early , due to one of the following reasons: health or medical issues; death; family care; military duty; institutionalization; or transfer/relocation. These participants will not access grant-funded services again and will be manually exited out of the system. <i>All other participants will be automatically exited 90 days after the last grant activity/service ended.</i>	No Documentation Required