



Washington Workforce Training and Education Coordinating Board Washington State Energy Sector Partnership (SESP)

Participant Eligibility and Back-Up Documentation Requirements

Revised 8-8-2011

ENROLLMENT:

ALL Washington State SESP participants are categorized as Individuals in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries for U.S. Department of Labor (DOL) reporting purposes and must meet the following definition: *individuals who are currently employed; or were terminated or laid-off or have received a notice of termination or lay-off from employment; or were self-employed but are now unemployed; and can benefit from training that will help them enter or advance in the energy efficiency and renewable energy industries identified in WIA section 171(e)(1)(B)(ii), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the “growth, enhanced, and emerging” green industries.*

In addition to meeting the above definition, the Washington State SESP participants must be at least 18 years old and meet at least one eligibility criteria listed 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 for the eligibility criteria they meet)
1. Unemployed or Dislocated residential or commercial building and manufacturing industry workers.	<p><u>Unemployed</u>: Individuals who are without a job and who want and are available to work.</p> <hr/> <p><u>Dislocated</u>: workers 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.</p>	<ul style="list-style-type: none"> ▪ Unemployment Rapid Response List ▪ Notice of Layoff or Termination ▪ Public Announcement with Follow-up Cross-Match with UI Records ▪ UI Records ▪ Public Assistance Records (indicating no employment income) ▪ Case Notes or SKIES records for Current WIA Participants ▪ Certification of expected separation (Federal Civilian Employees) ▪ For BIS participants – completed and signed BIS enrollment form, including JATC staff verification ▪ Other “official” documentation (check with Workforce Board grant manager for approval) ▪ <u>Last resort documentation</u> – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)

<p>2. Incumbent residential or commercial building and manufacturing industry workers</p>	<p>Individuals who are currently working and need training in order to secure full-time employment, advance in their careers, or retain their current occupations.</p>	<ul style="list-style-type: none"> ▪ Pay Stub ▪ Written Employer Verification (letter, email, etc) ▪ Case Notes or SKIES records for Current WIA Participants ▪ For BIS participants – completed and signed BIS enrollment form, including JATC staff verification ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
<p>3. The applicant needs training related to energy efficiency and renewable energy in order to become more economically self-sufficient <u>and</u> is:</p> <ul style="list-style-type: none"> • an at-risk youth; or • a low-income adult who is unemployed or under-employed; or • an individual enrolled in a WIA Title 1-B program; or • an individual who lives in a high-poverty area 	<p><u>At-Risk Youth</u>: Individuals who are between 18-24 years old and fit within one or more of the following categories: deficient in basic literacy skills; high school dropout; homeless, runaway or foster child; pregnant or parenting; offender; or experiencing other significant barriers to employment.</p>	<ul style="list-style-type: none"> ▪ Basic skills assessment results (i.e. CASAS) ▪ School records ▪ Department of Social and Health Services (or other state agency) records ▪ Written Social Service or Criminal Justice staff verification ▪ Criminal background records ▪ Other “official” documentation (check with Workforce Board grant manager for approval) ▪ Case Notes or SKIES records for Current WIA participants ▪ <u>Last resort documentation</u> – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)
	<p><u>Low income adult who is unemployed</u>: Individuals who are without a job and who want and are available to work.</p>	<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) ▪ <u>Last resort documentation</u> – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)
	<p><u>Low income adult who is underemployed</u>: Individuals who earn no more than 50% of the average state wage. As of 10/2010 the average state wage is \$47,500/yr, which calculates to \$24/hr. Someone is eligible for the program if they make \$12/hr (or \$1,979 a month) or less. Eligibility is based on the individual applicant’s income, not their family income.</p>	<ul style="list-style-type: none"> ▪ Pay stub(s) for the most recent month ▪ Written Employer Verification (letter, email, etc) ▪ Public Assistance Records ▪ Other “official” documentation (check with Workforce Board grant manager for approval)

3. (cont. from p. 2)	<p><u>WIA enrollment</u>: Individuals who are currently enrolled in a WIA Title 1-B program.</p>	<ul style="list-style-type: none"> ▪ SKIES records ▪ Other “official” WIA program documentation
	<p><u>High-Poverty Area</u>: Individuals who live in an area where the poverty rate is 15% or greater.</p>	<ul style="list-style-type: none"> ▪ Census data or other “official” documentation proving poverty rate ▪ PUMA website verification
ALL participants must be adults	Individuals who are 18 years old or older.	<ul style="list-style-type: none"> ▪ Driver’s License, State ID, Passport, School ID card or Birth Certificate ▪ Build It Smart training provider statement/signature that they reviewed participant ID or other documentation proving age. ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
All Males born on or after January 1, 1960: Selective Service Registration	<p>Starting 4/26/2011, determination of Selective Service registration status for male applicants must be made prior to enrollment in a grant-funded activity or service. Only those male applicants who are in compliance with the registration requirements are eligible to participate in grant-funded activities and services. If a participant was enrolled in a grant-funded activity or service before this requirement went into effect and is still receiving services, verification of selective service registration status needs to take place immediately. WDC and/or their sub-grantee staff are also required to verify selective service registration status for male participants who completed grant-funded activities or services before this requirement went into effect. Verification effort needs to be documented. If male applicants, currently enrolled participants or completed participants are found not to be registered with selective service, WDC staff must follow their local policies and procedures to determine if they are/were eligible to receive grant funded training or services. WDC staff are required to inform the Workforce Board grant manager about all current and past participants who are found not to be in compliance with these requirements. See the US Department of Labor July 2011 <i>ARRA High Growth and Emerging Industries Grants Selective Service Policy</i> document posted on the grant resource website for more information.</p>	
	<p style="text-align: center;"><u>Required Documentation</u></p> <ul style="list-style-type: none"> ▪ Acknowledgement Letter ▪ Form DD-214 ▪ Screen printout of the Selective Service Verification website (this website allows individuals to look up and confirm a male individual’s Selective Service number as well as the date of registration. ▪ Selective Service Registration Card ▪ Selective Service Verification Form (Form 3A) ▪ Stamped Post Office Receipt of Registration ▪ Other “official” documentation (check with Workforce Board grant manager for approval) 	
ALL participants must be eligible to work in the United States	<p>Starting 7/8/2011, determination of eligibility to work in the U.S. must be made prior to applicant enrollment in a grant-funded activity or service. Only those applicants who are deemed eligible to work in the U.S may participate in grant-funded activities and services. If a participant was enrolled in a grant-funded activity or service before this requirement went into effect and is still receiving services, determination of eligibility to work in the U.S. needs to take place immediately. WDC and/or their sub-grantee staff are also required to verify eligibility to work in the U.S. for participants who completed grant-funded activities or services before this requirement went into effect. Verification effort needs to be documented. WDC staff are required to inform the Workforce Board grant manager about all current and past participants who are found to be not eligible to work in the United States.</p>	

ALL participants must be eligible to work in the United States (continued)

Required Documentation

Applicants must present unexpired documents that establish both their identity and employment authorization. Below are lists of acceptable documents. List A includes documents that establish both identity and employment authorization, List B includes documents that establish identity and List C includes documents that establish employment authorization. Program staff need to have proof that applicants possess either one document found in List A OR one document that is found in List B AND one document that is found in List C. Proof that applicants possess these documents is required to be kept in participant files in one of the following ways:

- Photocopies of the actual documents
- A photocopy of a completed I-9 form signed by both the employer and the applicant
- A signed and dated statement from a JATC, Union or Employer attesting that they have confirmed the applicant’s eligibility to work in the U.S. by reviewing the required documents and listing the individual documents they reviewed
- Other “official” documentation (check with Workforce Board grant manager for approval)

LIST A

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- Employment Authorization Document that contains a photograph (Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94-A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B

- Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority

LIST C

- Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the U.S.
- Certification of Birth Abroad issued by the Department of State (Form FS-545)
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment Authorization document issued by the Department of Homeland Security

If a training program applicant meets the eligibility criteria listed above 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 below:

	<u>Definition</u>	<u>Documentation</u>
<p>Veteran or Spouse of Veteran Eligibility for Priority of Service</p>	<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 ▪ Build It Smart training provider statement/signature that they reviewed documentation proving veteran status. ▪ Other “official” documentation (check with Workforce Board grant manager for approval)

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.

SERVICES/OUTCOMES:

<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 in each appropriate section)
1. Training Started	Participant started grant-sponsored training, including on the job training, apprenticeship, pre-apprenticeship and classroom training.	<ul style="list-style-type: none"> ▪ Training Partner Registration Records/Class Roster ▪ Other written Training Partner Verification (letter, email, etc) ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
2. Training Completed	Participant completed grant-sponsored training, including on the job training, apprenticeship, pre-apprenticeship and classroom training.	<ul style="list-style-type: none"> ▪ Participant school transcript ▪ Other written Training Partner Verification (letter, email, etc) ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
3. Certification or Credential Earned	Participant earned 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)
4. Other Services	Services offered to participants to increase their ability to successfully complete training programs and/or be placed in employment. These services include basic skills training, assessment, case management, retention and follow-up, and support services.	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.
5. Employment Placement	Participants who complete grant-sponsored training and obtain unsubsidized employment. This includes: <ul style="list-style-type: none"> • Individuals who are unemployed or dislocated when they begin training and are placed in employment; and • Individuals who are employed when they begin training and enter a new position of employment after training completion, 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) ▪ Paystub ▪ JATC/Hiring Hall verification ▪ Other “official” documentation (check with Workforce Board grant manager for approval)
6. Employment Retention	Participants who retained employment in the <u>first quarter</u> AND <u>second quarter</u> after initial placement.	<ul style="list-style-type: none"> ▪ Paystub from first quarter <u>and</u> second quarter after placement ▪ Other written Employer Verification (letter, email, etc) ▪ JATC/Hiring Hall verification ▪ Telephone verification with employer noted in file/case notes ▪ Case notes for current WIA customers ▪ Other “official” documentation (check with Workforce Board grant manager for approval)