



ANNE ARUNDEL  
WORKFORCE DEVELOPMENT  
CORPORATION

**Policy and Procedure Memorandum 2019-02**

**Title I Eligibility – Effective July 1, 2018**

**TO:** Anne Arundel Workforce Development Corporation (AAWDC) staff  
Vendors and Contractors for Service Provision under WIOA Title I

**FROM:** Kirkland Murray  
President and CEO  
Anne Arundel Workforce Development Corporation

**SUBJECT:** Title I Program Eligibility Requirements (Title I Adult, Dislocated Worker, and Youth)

**PURPOSE:** To provide guidance on AAWDC's expectations and requirements for Title I eligibility, documentation, and verification for staff, partners, and contractors under the Workforce Innovation and Opportunity Act (WIOA).

**ACTIONS:** Directors will ensure that all employees are educated on and have received copies of this policy. All AAWDC PPMs shall be posted on the Shared drive.

**EXPIRATION:** N/A

**QUESTIONS:** Jason W. Papanikolas, MBA  
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**CANCELLATIONS**

PPM 2017-AJC-02 – WIOA Title I Eligibility

AAWDC Approvals

MK Director, Research, Performance and Compliance  
MK Program Director  
KSM President and CEO

## **General Information**

The Workforce Opportunity and Innovation Act (WIOA) offers an integrated and comprehensive range of services for job seekers, including adults, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, and individuals with disabilities, and employers. WIOA's objective is to meet employers' needs by increasing employment, job retention, earnings, and occupational skills among all job seekers populations. While this Memorandum will lay out the eligibility guidelines for Title I services under WIOA, simply being determined eligible for service does not entitle a participant to receive said services. Decisions on program suitability are made on a case-by-case basis depending upon the needs of the individual and local economic circumstances.

The U.S. Department of Labor uses information that is collected during the eligibility and enrollment process to assess the performance of the state and local workforce development areas and assure that adequate data is provided and that local programs are monitored. Therefore, AAWDC and all vendors, contractors, and subgrantees must collect and timely report accurate information on all Title I participants as specified in this Memorandum.

## **Title I Program Eligibility Requirements**

Title I eligibility is established for three separate programs: Adult, Dislocated Workers, and Youth. In order to utilize Title I services, a participant must meet all of the eligibility criteria for at least one of the programs.

### **Adult Program Eligibility**

To participate in the WIOA Adult program, a participant must meet the following requirements:

- Be at least 18 years old at the time of enrollment;
- Be a U.S. citizen or non-citizen authorized to work in the U.S.;
- Meet all applicable Selective Service registration requirements; and
- Meet all priority of service requirements as communicated through AAWDC Policy and Procedure Memorandums.

### **Dislocated Worker Program Eligibility**

To participate in the WIOA Dislocated Worker program, a participant must meet the following requirements:

- Be a U.S. citizen or non-citizen authorized to work in the U.S.;
- Meet all applicable Selective Service registration requirements; and
- Meet the definition of a Dislocated Worker.

WIOA Section 3(15) provides several definitions of a Dislocated Worker. These definitions are included below as they appear on the Maryland Workforce Exchange (MWE) system.

<b>Category</b>	<b>Requirements</b>
General Dislocated Worker (Covered by Unemployment Insurance)	<ul style="list-style-type: none"><li>• Has been terminated or laid off, or has received a notice of termination or layoff;</li><li>• Is eligible for or has exhausted unemployment insurance benefits; AND</li><li>• Is unlikely to return to previous industry or occupation. Unlikely to return is defined in the <i>Title I Dislocated Worker Unlikely to Return Policy and Procedure Memorandum</i>.</li></ul>
General Dislocated Worker (Not Covered by Unemployment Insurance)	<ul style="list-style-type: none"><li>• Has been terminated or laid off, or has received notice of termination or layoff;</li><li>• Has been employed for at least two pay periods or one month (whichever is less), but is not eligible for unemployment insurance compensation due to insufficient earnings or because he/she worked for an employer not covered under the Maryland</li></ul>

	<ul style="list-style-type: none"> <li>unemployment insurance law; AND</li> <li>Is unlikely to return to previous occupation or industry.</li> </ul>
Facility Closure	<ul style="list-style-type: none"> <li>Has been terminated or laid off, or has received notice of termination or layoff, from employment as a result of the permanent closure of or substantial layoff at a plant, facility, or enterprise.</li> </ul>
General Announcement	<ul style="list-style-type: none"> <li>Is employed at a facility at which the employer has made a general announcement that the facility will close.</li> </ul>
Self-employed Dislocated Worker	<ul style="list-style-type: none"> <li>Was previously self-employed (including farmers, ranchers, and fishermen), but is unemployed due to general economic conditions in the community of residence or because of natural disaster.</li> </ul>
Displaced Homemaker	<ul style="list-style-type: none"> <li>Has been providing services to family members in the home; and</li> <li>Has been dependent on the income of another family member but is no longer supported by that income.</li> </ul>
Military Spouse (Permanent Change of Station)	<ul style="list-style-type: none"> <li>Is the spouse of a member of the Armed Forces on active duty; and</li> <li>Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change of duty station of such member.</li> </ul>
Military Spouse (All other cases)	<ul style="list-style-type: none"> <li>Is the spouse of a member of the Armed Forces on active duty;</li> <li>Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.</li> </ul>

### Youth Program Eligibility

To participate in the WIOA Youth program, a participant must meet the following requirements:

- Be a U.S. citizen or non-citizen authorized to work in the U.S.;
- Meet all applicable Selective Service registration requirements<sup>1</sup>; and
- Meet the requirements for WIOA In-School Youth or Out-of-School Youth eligibility.

WIOA Section 129(a)(1)(b) defines an out-of-school youth as a participant who is:

- Not attending any school;
- Between the ages of 16-24 at the time of enrollment; and
- Meet one of the barriers listed on the chart below.

WIOA Section 129(a)(1)(c) defines an in-school youth as a participant who is:

- Attending school;
- Between the ages of 14-21 at the time of enrollment;
- Low-income; and
- Meets one of the barriers listed on the chart on the next page.

<sup>1</sup> Under the WIOA Youth program, there are two points where Selective Service can affect service delivery. If a participant is 18 years or older at participation, then the individual must be registered with Selective Service.

Additionally, TEGL 11-11 states that males turning 18 while participating in WIOA Title I services must complete their Selective Service registration no later than 30 days after turning 18 in order to continue to receive these services. If a youth fails to provide verification of Selective Service registration or refuses to register, services must be suspended until the registration requirements are met.

Selective Service policies are covered in a separate Policy and Procedure Memorandum.

<b>Out-of-School Youth Barriers</b>	<b>In-School Youth Barriers</b>
School Dropout (Does not include GED or high school equivalency programs and drop-out reengagement programs)	
Youth within the age compulsory school attendance (currently 17; as of July 1, 2017, compulsory school attendance age will change to 18), but has not attended school for at least the most recent complete school year calendar quarter. <i>(NOTE: the participant must agree to return to school as a condition of providing Title I assistance.)</i>	
Recipient of a high school diploma or GED who is: <ul style="list-style-type: none"> <li>• Low-income; and either</li> <li>• Basic skills deficient; or</li> <li>• An English Language Learner (ELL)</li> </ul>	Basic skills deficient or an English Language Learner (ELL)
An individual subject to the juvenile or adult justice system	An offender
Homeless or runaway youth	Homeless or runaway youth
An individual who: <ul style="list-style-type: none"> <li>• Is in foster care or has aged out of the foster care system; or</li> <li>• Has attained 16 years of age and left foster care for kinship guardianship or adoption;</li> <li>• Is a child eligible for assistance under Section 477 of the Social Security Act; or</li> <li>• Is an out of home placement</li> </ul>	A youth in foster care or who has aged out of the foster care system
Pregnant or parenting youth, including non-custodial parents	Pregnant or parenting youth
Disabled individual	Disabled individual
A low-income individual who has had only low-wage employment, short-term employment, or an inability to secure a wage at a self-sufficiency level for a single adult (currently \$12.36 per hour)	An individual who has had only low-wage employment, short-term employment, or an inability to secure a wage at a self-sufficiency level for a single adult (currently \$12.36 per hour)

Additionally, not more 5% of youth participants may be persons who are not low-income individuals, but otherwise qualify as an In-School Youth (or an Out-of-School Youth where income is a requirement of the barrier). To enroll a participant as a 5% exclusion, case management staff must contact AAWDC compliance staff for approval *prior* to enrollment.

#### Anne Arundel County-specific Requirements

The Anne Arundel County Local Workforce Development Board (Board) has specified that all WIOA participants must meet one of the following criteria for enrollment:

- Living in Anne Arundel for at least 60 days prior to enrollment;
- Have a conditional job offer from an Anne Arundel County employer; or
- Have been accepted into a cohort training that leads to employment in Anne Arundel County.

Appropriate documentation can be used to validate this element is listed in the Documentation Sources section below.

### ***Performance Accountability***

The Research, Performance, and Compliance Office (RCP Office) has established the following standards for performance accountability:

1. The use of the Maryland Workforce Exchange (MWE) Application, Job Readiness Assessment, and Family Income Form will provide all information necessary to determine eligibility and service priority.
2. The maintenance of adequate documentation to ensure accuracy of eligibility and priority determination shall (at a minimum) include the above-mentioned forms, plus copies of documentation used to determine and verify eligibility.
3. Signature and dates of signatures for the applicant must be signed in ink.
4. All data related to eligibility must be entered into the MWE within fourteen (14) days of eligibility verification. A master file must be sent to the relevant Program Assistant at the same time.

### ***Reporting and Monitoring***

The Research, Performance, and Compliance Office will utilize the reporting capabilities of the MWE to monitor WIOA Youth eligibility. Additionally, the RPC Office may review eligibility determination during regularly scheduled and desk audits by compliance staff. The RPC Office shall analyze these audits for compliance with the procedures enumerated here and may require corrective action if found deficient.

Each Program Year, the RPC Office will conduct a risk management assessment of the various WIOA programs to determine what level of monitoring is necessary beyond the reporting noted above.

## Source Documentation for WIOA Title I Programs

When gathering documentation to verify the data elements below, staff should take care to ensure that all documentation is legible. Staff should be aware that all documentation collected below is potentially Personally Identifiable Information (PII) and is subject to confidentiality under the appropriate federal, state, and AAWDC regulations and policies.

NOTE: Self-certification should only occur when alternative documentation is unavailable. All self-certifications must be completed in accordance with TEGL 22-15. A self-certification requires that the participant identify his/her status for the particular data element, and sign and date a form attesting to that status. For self-certification purposes, AAWDC has indicated in parentheses which form should be utilized for the self-certification.

### General Program Eligibility

Data Element	Acceptable Documentation	Notes/Comments
U.S. Citizen or Authorized to Work in the U.S.	<ul style="list-style-type: none"> <li>• Alien Registration Card indicating Right to Work</li> <li>• Baptismal Certification (if place of birth is shown)</li> <li>• Birth Certificate</li> <li>• Consular Record of Birth Abroad</li> <li>• DD-214 (if place of birth is shown)</li> <li>• Foreign Passport Stamped Eligible to Work (Unexpired)</li> <li>• Hospital Record of Birth</li> <li>• Native American Tribal Document</li> <li>• Naturalization Certificate</li> <li>• Supplemental Nutrition Assistance Program (SNAP) records (if place of birth is shown)</li> <li>• U.S. Passport or Passport Card (Unexpired)</li> <li>• Voter Registration Card</li> </ul>	<ul style="list-style-type: none"> <li>• Per TEGL 02-14, Deferred Action for Childhood Arrivals (DACA) individuals are considered to be "immigrants authorized by the Attorney General to work in the United States." Therefore, DACA participants with valid work authorization may access any WIOA services for which they qualify.</li> <li>• The Anne Arundel County Local Workforce Development Board has elected to accept only those documents on this list. COMAR 07.03.03.07 allows individuals without legal immigration status to access certain public assistance benefits utilizing State funds.</li> </ul>
Selective Service Registration	<ul style="list-style-type: none"> <li>• DD-214</li> <li>• Screen printout of the Selective Service Verification site, showing registrant status</li> <li>• Selective Service Acknowledgement Letter</li> <li>• Selective Service Registration Card</li> <li>• Selective Service Verification Form (Form 3A)</li> <li>• Stamped Post Office Receipt of Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Certain limited exemptions exist. Please see the <i>Selective Service Verification Policy and Procedure Memorandum</i> for more information.</li> </ul>
Age/Birth Date	<ul style="list-style-type: none"> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• Cross-match with Department of Vital Statistics</li> <li>• DD-214</li> <li>• Driver's License</li> <li>• Government ID Card (showing birth date)</li> <li>• Hospital Record of Birth</li> <li>• Letter from DSS verifying age/birth date</li> </ul>	

	<ul style="list-style-type: none"> <li>• School records/ID card</li> <li>• Tribal Records</li> <li>• U.S. Passport or Passport Card (Unexpired)</li> <li>• Work permit</li> </ul>	
Social Security Number	<ul style="list-style-type: none"> <li>• Cross-match with UI records</li> <li>• DD-214</li> <li>• Employment records</li> <li>• IRS Letter 1722</li> <li>• Military ID</li> <li>• Other Federal or State ID with SSN</li> <li>• Passport</li> <li>• Pay stubs</li> <li>• Social Security Card</li> <li>• W-2 Form</li> </ul>	<ul style="list-style-type: none"> <li>• Per TEGL 05-08, local grantees should request a Social Security number from all applicants to aid in performance reporting, but services cannot be denied to anyone for refusing to furnish a Social Security number when their citizenship/alien status can be documented via other means.</li> <li>• In all cases, the documentation that verifies a participant's Social Security Number must show the full number (i.e., all 9 digits)</li> </ul>

### **Title I Adult Program – Priority Populations**

Displaced Homemaker	<ul style="list-style-type: none"> <li>• Bank records</li> <li>• Court records</li> <li>• Divorce papers</li> <li>• Public assistance records</li> <li>• Spouse's layoff notice</li> <li>• Spouse's death record</li> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	<ul style="list-style-type: none"> <li>• Must show sufficient proof that the client meets the definition of Displaced Homemaker: an individual who has been providing unpaid services to family members in the home and who: <ul style="list-style-type: none"> <li>◦ Has been dependent on the income of another family member but is no longer supported by that income; or</li> <li>◦ Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is impacted by deployment, a call to active duty, a permanent change of station, or disability or death of the service member.</li> </ul> </li> </ul>
Eligible Migrant and Seasonal Farmworker	<ul style="list-style-type: none"> <li>• Self-certification (See note)</li> </ul>	<ul style="list-style-type: none"> <li>• Please contact the RPC Office for any individual claiming status as an eligible migrant and seasonal farmworker.</li> </ul>
Ex-Offender	<ul style="list-style-type: none"> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Documented phone call with court or probation representative</li> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	
Homeless Individual	<ul style="list-style-type: none"> <li>• Written statement from individual providing residence, shelter, or social service agency</li> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	
Individual facing substantial cultural barriers	<ul style="list-style-type: none"> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	<ul style="list-style-type: none"> <li>• "Cultural barriers" are perceived by the client as attitudes, beliefs, customs, or practices that may hinder the ability of the client to be employed.</li> </ul>
Individuals with disabilities	<ul style="list-style-type: none"> <li>• Developmental Disabilities Administration (DDA) certificate for long-term supports</li> <li>• Letter from a Vocational Rehabilitation Agency (such as DORS) verifying disability</li> </ul>	

	<ul style="list-style-type: none"> <li>Letter from Maryland Department of Health (MDH) Behavioral Health Administration (BHA), Administrative Services Organization, or another Core Service Agency attesting that the individual receives specialty services within the Public Health System</li> <li>Public Assistance to Adults (PAA) approval letter</li> <li>School records (such as Individualized Education Plan, 504 Plan, exit documents or other documentation stating disability)</li> <li>Social Security Administration disability records</li> <li>Statement or Diagnosis from PhD, MD, Licensed Clinical Social Worker (LCSW) or other licensed clinical professional</li> <li>Temporary Disability Assistance Program approval letter</li> <li>Veterans' Administration letter/records</li> <li>Workers Compensation records</li> <li>Self-certification (Title I Enrollment Form)</li> </ul>	
Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act	<ul style="list-style-type: none"> <li>Letter from DSS verifying the number of months benefits have been received and/or a printout of payments received</li> </ul>	
Individuals who are English Language Learners/Individuals who have low levels of literacy	<ul style="list-style-type: none"> <li>School records</li> <li>TABE test scores</li> <li>Self-certification (Title I Enrollment Form)</li> </ul>	<ul style="list-style-type: none"> <li>Cannot self-certify to low levels of literacy; only to being an English Language Learner</li> </ul>
Individuals who are Unemployed	<ul style="list-style-type: none"> <li>DD-214 (if dislocation is based on discharge from the military)</li> <li>Layoff letter from employer</li> <li>Letter from employer noting not subject to UI law</li> <li>Maryland Automated Benefit System (MABS) F04 printout with a determination code of 50 or 99</li> <li>MABS Z03 printout with a payment code of 01, 03, 08, 15, 16, 19, or 39</li> <li>Rapid response list including employer name</li> <li>Reemployment Services and Eligibility Assessments (RESEA) Workshop letter</li> <li>Reemployment Opportunity Workshop (ROW) letter</li> <li>Unemployment Insurance (UI) documentation indicating not</li> </ul>	

	<ul style="list-style-type: none"> <li>eligible due to insufficient earnings</li> <li>UI compensation award letter</li> <li>UI Notice of Available Weekly Claim Certification</li> <li>UI Webcert Payment History printout including the client's name</li> <li>"Verification of MD UI Benefit Status" letter addressed to UI claimant</li> </ul>	
Individuals without a High School Diploma	<ul style="list-style-type: none"> <li>Applicable records from education institution (diploma, GED attendance record, transcripts, drop out letter, school documentation)</li> <li>Self-certification (Title I Enrollment Form)</li> </ul>	
Low income individuals	<ul style="list-style-type: none"> <li>Alimony Agreement</li> <li>Award letter from Veterans' Administration</li> <li>Bank statements</li> <li>Compensation award letter</li> <li>Court award letter</li> <li>Employer statement/contact</li> <li>Family or business financial records</li> <li>Housing Authority verification</li> <li>Pay stubs</li> <li>Pension statement</li> <li>Public assistance eligibility determination notice</li> <li>Quarterly estimated tax for self-employed persons</li> <li>Self-certification (Family Income Form)</li> <li>SNAP eligibility determination notice</li> <li>Supplemental Security Income (SSI) benefits</li> <li>UI documentation</li> </ul>	<ul style="list-style-type: none"> <li>The following documentation is considered acceptable when documenting family size in relation to low-income status: <ul style="list-style-type: none"> <li>Birth certificate</li> <li>Court/divorce decree</li> <li>Landlord statement</li> <li>Lease</li> <li>Marriage certificate</li> <li>Medical card</li> <li>Most recent tax return supported by IRS documents</li> <li>Public assistance/Social Service Agency records</li> <li>Public housing authority</li> <li>Self-certification (Family Income Form)</li> <li>Written statement from publicly supported 24-hour care facility or institution</li> </ul> </li> </ul>
Native American, Alaskan Natives, and Native Hawaiian	<ul style="list-style-type: none"> <li>Self-certification (Title I Enrollment Form)</li> </ul>	
Older Individuals (50 + years old)	<ul style="list-style-type: none"> <li>Baptismal Record</li> <li>Birth Certificate</li> <li>Cross-match with Department of Vital Statistics</li> <li>DD-214</li> <li>Driver's License</li> <li>Elderly Simplified Application Project approval</li> <li>Government ID Card</li> <li>Hospital Record of Birth</li> <li>Tribal Records</li> <li>U.S. Passport or Passport Card (Unexpired)</li> </ul>	
Single parents (including single	<ul style="list-style-type: none"> <li>Baptismal Record</li> </ul>	

pregnant women and non-custodial parents)	<ul style="list-style-type: none"> <li>• Child Support Enforcement Administration records</li> <li>• Copy of child's birth certificate</li> <li>• Doctor's note confirming pregnancy</li> <li>• Observation of pregnancy status</li> <li>• Self-certification (Title I Enrollment Form)</li> <li>• Temporary Cash Assistance (TCA) approval notice</li> </ul>	
Veterans	<ul style="list-style-type: none"> <li>• DD-214 Copy 4</li> <li>• Letter from the U.S. Department of Veterans' Affairs that certifies Veteran status</li> <li>• Military ID card (Unexpired)</li> </ul>	
Youth who are in or have aged out of the foster care system	<ul style="list-style-type: none"> <li>• Case notes</li> <li>• Written confirmation from social services agency</li> </ul>	

### **Title I Dislocated Worker Program**

Terminated or laid off or has received a notice of termination or layoff from employer	<ul style="list-style-type: none"> <li>• DD-214 if dislocation is based on the participant discharge from the military</li> <li>• Layoff letter from employer</li> <li>• Maryland Automated Benefit System (MABS) F04 printout with a determination code of 50 or 99</li> <li>• Rapid response list including employer name</li> </ul>	
Eligible for or has exhausted entitlement to UI or has been employed duration sufficient to demonstrate attachment to the workforce, but not eligible for UI	<ul style="list-style-type: none"> <li>• Letter from employer noting not subject to UI law</li> <li>• Maryland Automated Benefit System (MABS) Z03 printout with a payment code of 01, 03, 08, 15, 16, 19, or 39</li> <li>• Reemployment Services and Eligibility Assessments (RESEA) Workshop Letter</li> <li>• Reemployment Opportunity Workshop (ROW) Letter</li> <li>• Unemployment Insurance (UI) compensation award letter</li> <li>• UI documentation indicating not eligible due to insufficient earnings</li> <li>• UI Notice of Available Weekly Claim Certification</li> <li>• UI Webcert Payment History printout including participant's name</li> <li>• "Verification of MD UI Benefit Status" letter addressed to UI claimant</li> </ul>	NOTE: These items can also be used to prove that a participant meets the definition of terminated or laid off.
Unlikely to return to a previous industry or occupation	<ul style="list-style-type: none"> <li>• Case notes documenting "unlikely to return to a previous industry or occupation"</li> </ul>	<ul style="list-style-type: none"> <li>• The Board has defined "unlikely to return" in the broadest possible terms. For more information, see the <i>Title I Dislocated</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Current Labor Market Information (LMI) showing occupations and/or industries in decline</li> <li>• Printout from O*Net</li> <li>• Printout of state or local LMI data</li> </ul>	Worker Unlikely to Return Policy and Procedure Memorandum.
Terminated or laid off as the result of a permanent closure or substantial layoff at a plant, facility, or enterprise.	<ul style="list-style-type: none"> <li>• Layoff notice</li> <li>• Letter from employer</li> <li>• Media announcement with employment verification</li> <li>• UI compensation letter if both company and participant are stated</li> </ul>	
Employed at a facility at which the employer has made a general announcement that such facility will close within 180 days	<ul style="list-style-type: none"> <li>• Letter from employer</li> <li>• Media announcement with employment verification</li> </ul>	
For services other than training, career, or supportive services, employed at a facility at which the employer has made a general announcement that such facility will close (date undetermined)	<ul style="list-style-type: none"> <li>• Letter from employer</li> <li>• Media announcement with employment verification</li> </ul>	
Self-employed, but is unemployed as a result of general economic conditions in the community or because of natural disasters	<ul style="list-style-type: none"> <li>• Court documents</li> <li>• Disaster insurance claim</li> <li>• Evidence of failure of business supplier or business customer</li> <li>• Federal or state declaration of disaster</li> <li>• Insurance claims, or other proof of income loss</li> <li>• Proof of eligibility for Disaster Unemployment Assistance (DUA) from DLLR Division of Unemployment Insurance</li> </ul>	Please contact the RPC Office for any self-employed participants. The RPC Office will handle enrollment.
Displaced Homemaker	<ul style="list-style-type: none"> <li>• Bank records</li> <li>• Court records</li> <li>• Divorce papers</li> <li>• Public Assistance records</li> <li>• Spouse's death notice</li> <li>• Spouse's layoff notice</li> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	<ul style="list-style-type: none"> <li>• Must show sufficient proof that the client meets the definition of Displaced Homemaker: an individual who has been providing unpaid services to family members in the home and who: <ul style="list-style-type: none"> <li>○ Has been dependent on the income of another family member but is no longer supported by that income; or</li> <li>○ Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is impacted by deployment, a call to active duty, a permanent change of station, or disability or death of the service member.</li> </ul> </li> </ul>
Military spouse	<ul style="list-style-type: none"> <li>• DD-214 (if dislocation is based on military discharge)</li> <li>• Military orders (such as call to active duty status or Permanent Change of Station (PCS) orders)</li> </ul>	

## Title I Youth Program

School status at participation	<ul style="list-style-type: none"> <li>• Applicable records from education institution (including HS Diploma or GED, attendance records, transcripts, drop out letter, school documentation)</li> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	
Individual subject to the juvenile or adult justice system/Ex-offender	<ul style="list-style-type: none"> <li>• Documentation from juvenile or adult criminal justice system</li> <li>• Case note documenting phone call with court or probation representative</li> <li>• Self-certification (Title I Enrollment Form)</li> </ul>	
Homeless Youth or Runaway	<ul style="list-style-type: none"> <li>• Self-certification (Title I Enrollment Form)</li> <li>• Written statement from an individual providing residence, shelter, or social service agency</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness defined as: <ul style="list-style-type: none"> <li>◦ Sharing housing of other persons due to loss of housing, economic hardship, or similar reason ("Couch surfing")</li> <li>◦ Living in motel, hotel, trailer park or campground</li> <li>◦ Living in emergency or transitional shelter</li> <li>◦ Abandoned in hospitals</li> <li>◦ Awaiting foster care placement</li> <li>◦ Living in a place not intended for use as a regular sleeping accommodation</li> <li>◦ Living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings</li> </ul> </li> </ul>
Foster youth	<ul style="list-style-type: none"> <li>• Court documentation stating youth has been placed into care of the state</li> <li>• Written confirmation from social services agency</li> </ul>	
Pregnant or parenting youth	<ul style="list-style-type: none"> <li>• Baptismal record</li> <li>• Copy of child's birth certificate</li> <li>• Doctor's note confirming pregnancy</li> <li>• Observation of pregnancy status</li> <li>• Self-certification (WIOA Enrollment Form)</li> </ul>	
Individual with a disability	<ul style="list-style-type: none"> <li>• Developmental Disabilities Administration (DDA) certificate for long-term supports</li> <li>• Letter from a Vocational Rehabilitation Agency (such as DORS) verifying disability</li> <li>• Letter from Maryland Department of Health (MDH) Behavioral Health Administration (BHA), Administrative Services Organization, or another Core Service Agency attesting that the individual receives specialty services within the Public Health</li> </ul>	

	<ul style="list-style-type: none"> <li>System</li> <li>Public Assistance to Adults (PAA) approval letter</li> <li>School records (such as Individualized Education Plan, 504 Plan, exit documents or other documentation stating disability)</li> <li>Social Security Administration disability records</li> <li>Statement or Diagnosis from PhD, MD, Licensed Clinical Social Worker (LCSW) or other licensed clinical professional</li> <li>Temporary Disability Assistance Program approval letter</li> <li>Veterans' Administration letter/records</li> <li>Workers Compensation records</li> <li>Self-certification (Title I Enrollment Form)</li> </ul>	
Low-income individuals	<ul style="list-style-type: none"> <li>Alimony Agreement</li> <li>Award letter from Veterans' Administration</li> <li>Bank statements</li> <li>Compensation award letter</li> <li>Court award letter</li> <li>Eligible for free or reduced price lunch (FARMs) under the Richard B. Russell National School Lunch Act (for in-school youth only)</li> <li>Employer statement/contact</li> <li>Family or business financial records</li> <li>Housing Authority verification</li> <li>Pay stubs</li> <li>Pension statement</li> <li>Public assistance eligibility determination notice</li> <li>Quarterly estimated tax for self-employed persons</li> <li>Self-certification (Family Income Form)</li> <li>Social Security benefits</li> <li>UI documentation</li> </ul>	<ul style="list-style-type: none"> <li>The following documentation is considered acceptable when documenting family size in relation to low-income status: <ul style="list-style-type: none"> <li>Birth certificate</li> <li>Court/divorce decree</li> <li>Landlord statement</li> <li>Lease</li> <li>Marriage certificate</li> <li>Medical card</li> <li>Most recent tax return supported by IRS documents</li> <li>Public assistance/Social Service Agency records</li> <li>Public housing authority</li> <li>Self-certification (Family Income Form)</li> <li>Written statement from publically supported 24-hour care facility or institution</li> </ul> </li> </ul>
Requires additional assistance (A low-income individual who has had only low-wage employment, short-term employment, or an inability to secure a wage at a self-sufficiency level for a single adult (currently \$12.36 per hour))	<ul style="list-style-type: none"> <li>Alimony Agreement</li> <li>Award letter from Veterans' Administration</li> <li>Bank statements</li> <li>Compensation award letter</li> <li>Court award letter</li> <li>Employer statement/contact</li> <li>Family or business financial records</li> <li>Housing Authority verification</li> <li>Pay stubs</li> </ul>	<ul style="list-style-type: none"> <li>Whereas low-income status is established on family basis, the locally defined barrier will consider only the participant's income</li> </ul>

	<ul style="list-style-type: none"> <li>• Pension statement</li> <li>• Public assistance eligibility determination notice</li> <li>• Quarterly estimated tax for self-employed persons</li> <li>• Self-certification (Family Income Form)</li> <li>• SNAP eligibility determination notice</li> <li>• Supplemental Security Income (SSI) benefits</li> <li>• UI documentation</li> </ul>	
Basic skills deficient/Low levels of literacy	<ul style="list-style-type: none"> <li>• School records</li> <li>• TABE test scores</li> <li>• Self-certification (WIOA Enrollment Form)</li> </ul>	
English Language Learner	<ul style="list-style-type: none"> <li>• School records</li> <li>• TABE test scores</li> <li>• Self-certification (WIOA Enrollment Form)</li> </ul>	

#### **Anne Arundel County-specific Requirements**

Living in Anne Arundel County for at least 60 days prior to enrollment	<ul style="list-style-type: none"> <li>• Driver's License (if address matches the address on the WIOA Enrollment Form)</li> <li>• Lease or landlord statements</li> <li>• Postmarked Mail Addressed to Participant</li> <li>• Voter Registration Record (if address matches the address on the WIOA Enrollment Form)</li> <li>• Self-certification (Separate form)</li> </ul>	<ul style="list-style-type: none"> <li>• If utilizing a self-certification, such certification will require third-party verification.</li> </ul>
Has a conditional job offer from an Anne Arundel County employer	<ul style="list-style-type: none"> <li>• Bona fide job offer from an Anne Arundel County business</li> </ul>	<ul style="list-style-type: none"> <li>• Bona fide offer means that the case manager has verified the offer with the employer.</li> </ul>
Has been accepted into a cohort training that leads to employment in Anne Arundel County	<ul style="list-style-type: none"> <li>• Case note indicating the cohort that the participant will be joining and demonstrating linkage to employment upon successful completion</li> </ul>	