



Title: Eligibility Determination for WIOA Adult, Dislocated Worker, and Youth Programs	Date of Issue: 07/01/2021
Approved By: Heather Powell	Last Reviewed: 01/12/2026

BACKGROUND:

The [Workforce Innovation and Opportunity Act \(WIOA\) Title 1 Adult and Dislocated Worker Program Eligibility Policy Issuance 2021-13](#) provides comprehensive policy guidance that covers eligibility criteria and documentation for the WIOA Title 1 Adult and Dislocated Worker Programs. [The Workforce Innovation and Opportunity Act \(WIOA\) Title 1 Youth Program Eligibility Policy Issuance 2021-14](#) provides comprehensive policy guidance that covers eligibility criteria and documentation for the WIOA Title 1 Youth Program. These documents provide additional acceptable documentation for eligibility criterion not listed below.

There are circumstances that may warrant self-attestation, as detailed below. Self-attestations are not to be used as the primary method of verifying data elements. Self-attestation should only be used when the preferred options of paper documentation or third-party corroboration are not available. Self-attestation occurs when a participant states their status for a particular data element, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying their status for permitted criteria and (b) signing and dating a form attesting to this self-identification.

POLICY:

1. All interested new customers to the Carroll County Workforce Development (CCWD), will be provided an orientation to the available services provided here at the One Stop Center. At this time the Initial Assessment document is completed by the customer to aide staff with providing assistance and making recommendations and referrals to partners.
2. The orientation and eligibility determination can be provided as a scheduled appointment or on a walk-in basis. Orientations can be provided on-site or virtually per the customer's request. Customers will need to complete, or review and update the Wagner-Peyser (WP) application in the Maryland Workforce Exchange (MWE) either prior to orientation or while here at the CCWD center. Necessary eligibility documents are obtained from new customers who are interested in additional services provided by the Carroll County Workforce Development. Staff should also review documents that may have been previously collected and scanned into MWE.
 - Customers can provide original documents or copies of documents, in-person at the CCWD center, so that staff can make copies or scan directly into the customer's MWE account.
 - Customers can upload eligibility documentation via the MWE mobile application.
 - Customers may provide eligibility documentation via email to staff as requested.
3. WIOA staff will review the Initial Assessment (IA) form and will check for the following eligibility documents to determine eligibility for the following WIOA programs. When determining eligibility, staff are encouraged to document all barriers to employment that an individual discloses. This information is key to the determination of local performance metrics and ultimately the negotiation of

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local performance goals. It also helps to determine Priority of Service and provides an accurate understanding of the customers served through Maryland's workforce system. Acceptable Documentation can be in the appropriate Policy Issuance [2021-13](#) or [2021-14](#)

4. Per [TEGL 5-08](#), 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.
5. WIOA staff will scan all documents into the MWE data collection system. They will then complete the appropriate WIOA application to verify eligibility through the program. Eligibility documents will be linked to the appropriate data element in the WIOA application. The Initial Assessment and any paper eligibility documents will be forwarded to the Performance & Data Analyst for review.
6. The Performance & Data Analyst will review the submitted eligibility documents with the WIOA application in MWE for accuracy. Any errors will be corrected, and the customer will be referred to one of the Employment Consultants via email. This referral will be documented in the customer's MWE case notes and on the New Customer Log spreadsheet.
7. The assigned Employment Consultant will review the WIOA application with the customer during their first appointment including the provided documents for accuracy. The Employment Consultant will make any appropriate corrections before the customer and Employment Consultant sign the WIOA application.

WIOA Title 1 Dislocated Worker Program:

To be eligible for the WIOA Title 1 Dislocated Worker program:

- Male customers must have registered with selective service if they were born Jan. 1, 1960 or later or have an exception.
- Customer must be a citizen of the United States or permanent resident authorized to work in the U.S.
- A customer must be currently receiving UI or have recently exhausted UI and are not currently employed or a customer who is still employed must have a letter of layoff/closure notice or a severance agreement or have documented that they are a displaced homemaker. [See Policy Issuance 2021-13](#) for additional definitions.

WIOA DW Eligibility Documentation:

* Citizenship - birth certificate or valid U.S. Passport or voter registration card or DD214 or Certificate of Naturalization (Customers must be a citizen of the United States or permanent resident authorized to work in the U.S.



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* Selective Service Registrant - online selective service site or DD214 or other selective service verification or waiver letter signed by CCWD Manager if applicable

* Age/Birth Date - driver's license or birth certificate or valid US passport with date of birth

* Social Security number - social security card or DD214 or W-2 form

* Current Residence/Address - driver's license or postmarked bill or verification from an Agency or Lease Agreement (To receive intensive/training services from CCWD, customer must be a resident of Carroll County. There are exceptions based on CCWD Manager's discretion)

Disability - self-attestation

Veteran or Separated Vet - DD214

Dislocated military spouse - spouse's DD214

* Employment Status:

- Employed - paystub(s) for current employment or self-attestation
- Employed but received notice of termination of employment or military separation - Layoff/Closure notice from Employer
- Not Employed - UI benefit record or Separation letter from employer, self-attestation

* UC Eligibility Status:

- UI Claimant – UI benefit record
- UI Exhaustee - previous UI benefit record

* Dislocation Status – UI benefit record or Layoff/Closure notice from Employer

**Displaced homemaker - legal separation documentation or divorce documentation or spouse's unemployment documentation or other reason spouse lost income

**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

*Education Level - self-attestation based on Initial Assessment form

*School Status - self-attestation based on Initial Assessment form



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Ex-Offender - court records or other legal records or agency referral or MD Judiciary Case Search website

Homeless – Letter from supportive agency/shelter or letter from resident providing temporary housing.

Public Assistance- Food stamp Records, Social Services Records, social security records or other Departmental records that verifies specific assistance.

Pell Grant Recipient - Pell grant determination

Family Size - records from social service agency or Applicant Statement form

Yearly Family income - last 6 months of income x 2; self-employment or farm income (net-after business expenses/deductions), alimony, lifetime pensions, military retirement, SS Old Age/Survivor benefits, Workers' Comp, child support, Short Term Disability, Long Term Disability, Social Security Disability (SSDI), Unemployment compensation

*Required for determining DW eligibility

** Required for determining DW eligibility if applicable

WIOA Title 1 Adult Program:

For WIOA Title I Adult Program employment and training services, Local Areas must provide Priority of Service to individuals in the following target populations, in accordance with WIOA, Maryland's State Plan, and their approved Local Plan:

Target Populations: Individuals with Barriers to Employment

Displaced Homemakers

Eligible migrant and seasonal farmworkers

Ex-offenders

Homeless individuals

Individuals facing substantial cultural barriers

Individuals with disabilities, including youth with disabilities

Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act

Individuals who are English language learners

Individuals who are unemployed, including the long-term unemployed

Individuals who have low levels of literacy

Individuals without a High School Diploma



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Low-income individuals (including Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients)
 Native Americans, Alaskan Natives, and Native Hawaiians
 Older individuals
 Single parents (including single pregnant women and non-custodial parents)
 Veterans
 Youth who are in or have aged out of the foster care system

CCWD is committed to ensuring its target populations are able to access the WIOA system on a priority basis. According to Training and Employment Guidance Letter ([TEGL 7-20](#)), priority must be provided in the following order:

Priority of Service for the WIOA Title I Adult Program

- | | |
|------------------------|---|
| First Priority | Veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services with WIOA Adult formula funds for individualized career services and training services. |
| Second Priority | Non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds. |
| Third Priority | Veterans and eligible spouses who are not included in WIOA’s priority groups. |
| Fourth Priority | Priority populations established by the Governor’s Workforce Development Board and/or Local Workforce Development Board. |
| Fifth Priority | Non-covered persons outside the groups given priority under WIOA. |

In addition to veterans and their eligible spouses, [TEGL 7-20](#) specifies that at least 75 percent of participants receiving individualized career and training services in the Adult program are from at least one of the following priority groups: recipients of public assistance, individuals who are basic skills deficient, or those who are low income. [TEGL 7-20](#) specifies that at least 75 percent of participants receiving individualized career and training services in the Adult program are from the first and second priorities.

To be eligible for the WIOA Title 1 Adult program:

- Male customers must have registered with selective service if they were born Jan. 1, 1960, or later or have an exception.



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- Customer must be a citizen of the United States or permanent resident authorized to work in the U.S.
- Under the Adult Priority of Service, customer must meet income figures from the current Lower Living Standard Income Level (LLSIL) for Carroll County.

WIOA Adult Eligibility Documentation

* Social Security number - social security card or DD214 or W-2 form

* Current Residence/Address - driver's license or postmarked bill or verification from an Agency or Lease Agreement (To receive intensive/training services from CCWD, customer must be a resident of Carroll County. There are exceptions based on CCWD Manager's discretion)

* Age/Birth Date - driver's license or birth certificate or valid US passport with date of birth

* Citizenship - birth certificate or valid U.S. Passport or voter registration card or DD214 or Certificate of Naturalization (Customers must be a citizen of the United States or permanent resident authorized to work in the U.S.

* Selective Service Registrant - online selective service site or DD214 or other selective service verification or waiver letter signed by CCWD Manager if applicable

**Disability - self-attestation or school 504 records provided by customer
Veteran or Separated Vet - DD214

Dislocated military spouse - spouse's DD214

Employment Status - paystub(s) for current employment or self-attestation

**Education Level - self-attestation based on Initial Assessment form

*School Status - self-attestation based on Initial Assessment form

**English Language Learners— observation or self-attestation or evaluation

** Basic Skills Deficient/Low Levels of Literacy – Copy of generally accepted standardized test or school record from within the previous 12 months of application date

**Ex-Offender - court records or other legal records or agency referral or MD Judiciary Case Search website

**Homeless – Letter from supportive agency/shelter or letter from resident providing temporary housing



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****Public Assistance-** Food stamp Records, Social Services Records, social security records or other Departmental records that verifies specific assistance

Pell Grant Recipient - Pell grant determination

***Family Size** - records from social service agency or Applicant Statement form (An individual with a disability whose own income meets the income requirement can be considered as a family of 1).

***Yearly Family income** - last 6 months of income x 2; includes wages, self-employment or farm income (net-after business expenses/deductions), alimony, lifetime pensions, military retirement, SS Old Age/Survivor benefits, Workers' Comp, child support, Short Term Disability, Long Term Disability, Social Security Disability (SSDI), Unemployment compensation

Family means 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:

- (a) A husband, wife, and dependent children.
- (b) A parent or guardian and dependent children.
- (c) A husband and wife.

Income does not include the following: Supplemental Security Income (SSI), Public Assistance (TANF or SNAP), income earned while on active duty, educational financial assistance from Title IV, foster care payments, needs-based payments

* Required for determining Adult eligibility

** Required for determining Adult eligibility if applicable

WIOA Title 1 Youth Program:

The WIOA Title I Youth Program is designed to serve low-income youth who face barriers to continued education and employment. The program supports the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for program participants. Youth participants may continue to receive services beyond the age of 24 once they are enrolled in the program, because age eligibility is based on age at enrollment.

If a male Youth turns 18 while participating in a WIOA funded program, he must register for Selective Service within 30 calendar day of age change.

To be eligible for the WIOA Title I Out-of-School Youth Program (OSY is defined by [WIOA Section 129\(a\)\(1\)\(b\)](#) as an individual who is):

- Not attending any school

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- Between the ages of 16-24 at the time of enrollment
- Male customers must have registered with selective service if they are between the ages of 18-24
- Customer must be a citizen of the United States or permanent resident authorized to work in the U.S.
- One or more of the following:
 - (a) A school drop-out
 - (b) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters (Note: In line with WIOA, in providing assistance to an OSY who is required to attend school under Maryland law, the priority in providing such assistance shall be for the individual to attend school regularly)
 - (c) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner
 - (d) An individual who is subject to the juvenile or adult justice system
 - (e) A homeless individual or runaway
 - (f) An individual who is in foster care or 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 Section 477 of the Social Security Act ([42 U.S.C. 677](#)), or an individual who is in an out of home placement
 - (g) An individual who is pregnant or parenting (including non-custodial parents)
 - (h) An individual with a disability
 - (i) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment, as defined by the Local Area's Local Plan

The Local Workforce Development Board further defines" requires additional assistance" for Out-of-School youth as a youth who:

- Is or was in Foster Care;
- Has been referred to or treated by an agency for substance abuse;
- Is a victim of domestic abuse or violence;
- Has a currently incarcerated parent(s);
- Has no work history, poor work history, or has been fired from a job within the last six months prior to application;
- Has never held a full-time job for more than 13 consecutive weeks;
- Is 18 year of age or older and unable to complete FAFSA paperwork due to being estranged from parents/guardian

OSY That Do Require Low-Income Status:

- A recipient of a secondary school diploma or it's recognized equivalent who is a low-income individual and is either basic skills deficient or an ELL; and/or
- A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment.

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To be eligible for the WIOA Title I In-School Youth Program (ISY is defined by WIOA Section 129(a)(1)(c) as an individual who is):

- Attending school;
- Between the ages of 14-21 at the time of enrollment;
- Low-income;
- One or more of the following:
 - (a) Basic skills deficient;
 - (b) An English Language Learner (ELL);
 - (c) An offender;
 - (d) A homeless youth or a runaway, in foster care or has aged out of the foster care system and/or
 - (e) Pregnant or parenting;
 - (f) A youth who is an individual with a disability; and/or
 - (g) An individual who requires additional assistance to complete an educational program or to secure or hold employment, as defined by the Local Area's Local Plan.

ISY That Do Require Low-Income Status:

- A low-income individual who is either basic skills deficient or an ELL; and/or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

WIOA Youth Eligibility Documentation

- * Social Security number - social security card or DD214 or W-2 form
- * Current Residence/Address - driver's license or postmarked bill or verification from an Agency or Lease Agreement (To receive intensive/training services from CCWD, customer must be a resident of Carroll County. There are exceptions based on CCWD Manager's discretion)
- * Age/Birth Date - driver's license or birth certificate or valid US passport with date of birth
- * Citizenship - birth certificate or valid U.S. Passport or voter registration card or DD214 or Certificate of Naturalization (Customers must be a citizen of the United States or permanent resident authorized to work in the U.S.)
- * Selective Service Registrant - online selective service site or DD214 or other selective service verification or waiver letter signed by CCWD Manager if applicable

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*School status at participation - self-attestation based on Initial Assessment form or applicable records from education institution

*Education Level - self-attestation based on Initial Assessment form

**Subject to the juvenile or adult justice system - documentation from juvenile or adult criminal justice system or signed initial assessment form or self-attestation

**Homeless youth and/or runaway – Letter from supportive agency/shelter or signed Initial Assessment or Individual Service Strategy or self-attestation

**In foster care or has aged out of the foster care system - Letter from supportive agency/shelter or signed Initial Assessment or Individual Service Strategy or self-attestation

**Individual who is pregnant or parenting – WIC Eligibility Verification or TANF Single Parent Eligibility Verification or signed Initial Assessment or Individual Service Strategy or self-attestation

**Disability - self-attestation or school 504 records provided by customer

** Basic Skills Deficient/Low Levels of Literacy – Copy of generally accepted standardized test or applicable records from education institution

**English Language Learners– observation or self-attestation or evaluation

**Ex-Offender - court records or other legal records or agency referral or MD Judiciary Case Search website

**Public Assistance- Food stamp Records, Social Services Records, social security records or other Departmental records that verifies specific assistance

Pell Grant Recipient - Pell grant determination

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*Family Size - records from social service agency or Applicant Statement form (An individual with a disability whose own income meets the income requirement can be considered as a family of 1).

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SS Old Age/Survivor benefits, Workers' Comp, child support, Short Term Disability, Long Term Disability, Social Security Disability (SSDI), Unemployment compensation

*Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (limited to 5% of ISY) and does not meet other eligibility– Signed Initial Assessment form or needs assessment or signed individual service strategy or self-attestation

* Required for determining Youth eligibility

** Required for determining Youth eligibility if applicable

REFERENCES:

[Workforce Innovation and Opportunity Act \(WIOA\) Title 1 Adult and Dislocated Worker Program Eligibility Policy Issuance 2021-13](#)

[The Workforce Innovation and Opportunity Act \(WIOA\) Title 1 Youth Program Eligibility Policy Issuance 2021-14](#)

[TEGL 5-08](#)

[TEGL 7-20](#)

Social Security Act ([42 U.S.C. 677](#))

[WIOA Section 129\(a\)\(1\)\(b\)](#)