

**Eligibility Requirements and Checklist**  
*Use this form to determine eligibility for WIOA Services*



***Under WIOA, who are Adults, Dislocated Workers and Displaced Homemakers?***

**Adults** are individuals age 18 and older who are **unemployed** at time of application **OR** who are **under-employed** **OR** whose family meets adult low income guidelines (see Chart at bottom of page).

**Dislocated Workers** are individuals with significant attachment to the workforce but have lost their employment or income from employment for one or more of the following circumstances:

- Has been terminated through no fault of their own or laid off, or received a notice of no fault termination or layoff from employment **and** is eligible for or has exhausted U. I. **or** is not eligible for U. I. due to insufficient earnings or having performed work for a non-covered employer, but has been employed for duration to show attachment to the workforce (6 months) **and** is unlikely to return previous occupation without additional services or training
- Has been terminated through no fault of their own (determined by UI review) or laid off, or received a notice of no fault termination or layoff from employment as a result of any permanent closure of or any substantial layoff at a plant, facility or enterprise.
- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days
- Previously self-employed and unemployed due to natural disaster or general economic conditions
- After layoff, have become reemployed in an income maintenance position and meets the definition of a currently employed dislocated worker (underemployed, see below)
- Individuals who have been separated for cause and/or those who voluntarily left who are also eligible for UI.
- Being discharged (under honorable circumstances) either voluntarily or involuntarily from the military and unlikely to return to a previous industry or occupation. TEN 22-04

**Currently employed dislocated workers** may be determined eligible for services if the customer's current employment meets all of the following conditions:

- The individual is currently making less than 85% of former wages, and/or is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment, **and** the individual's current employment and job of dislocation is not in a field or occupation that is generally known for short term or contract work. In these instances, customers may be assessed for program eligibility at the time they are no longer working.

**Displaced Homemakers** (male or female)

- An individual who has been providing unpaid services to family members in the home and who
- Has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment (may include spouses of dislocated workers)

<b>Adult Low-Income WIOA Guidelines</b>		<b>Effective May 30, 2017</b>
<b>Family Size</b>	<b>Annual Income</b>	<b>Six-Month Eligibility Period Income</b>
One	\$12,585	\$6,293
Two	\$20,626	\$10,313
Three	\$28,324	\$14,162
Four	\$34,954	\$17,477
Five	\$41,251	\$20,626
Six	\$48,239	\$24,120
Additional family members	\$6,988 for each additional family member	\$3,494 for each additional family member

## ELIGIBILITY REQUIREMENT CHECKLIST

(Complete only one section – either Adult or Dislocated Worker)

### ADULT ELIGIBILITY (Check boxes if Yes)

- U.S. Citizen/or Legal Alien
- Social Security Number
- 18 years old or older
- Selective Service Registration (Males only, born on or after 1/1/1960) [www.sss.gov](http://www.sss.gov)
- Unemployed at time of application OR Under-employed OR** your family meets adult low income on the income guidelines shown on Pg. 1

### REQUIRED DOCUMENTATION

- Driver's License OR State I.D. **OR** Birth Certificate
- Social Security Card
- Selective Service Registration (Males only, born on or after 1/1/1960) [www.sss.gov](http://www.sss.gov)
- Resume (If not available, you will be required to attend a resume workshop)
- Proof of unemployed status** at time of application including information on last employment/employer, pay stubs for last employment period and/or tax forms (W-2)
- For under-employed or low-income:** Food Stamps within last 6 months **OR** Paycheck Stubs for 6 months prior to date of application **AND** Family Income and Composition Form

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### DISLOCATED WORKER & DISPLACED HOMEMAKER ELIGIBILITY (Check boxes if Yes)

- U.S. Citizen or Legal Alien
- Social Security Card
- 18 years old or older
- U. I. (Unemployment) Recipient
- Selective Service Registration (Males only, born on or after 1/1/1960) [www.sss.gov](http://www.sss.gov)
- Notice of no fault termination or layoff
- Previously Self Employed and Unemployed (due to general economic conditions or natural disaster)
- Displaced Homemaker (may include spouses of dislocated workers)
- Unlikely to Return to previous occupation without additional services
- Currently employed dislocated worker

### REQUIRED DOCUMENTATION

- Driver's License OR State I.D. **OR** Birth Certificate
- Social Security Card
- Notice of layoff or no fault termination notice  
(Displaced Homemakers: Bring copies of layoff of spouse )
- Selective Service Registration (Males only, born on or after 1/1/1960) [www.sss.gov](http://www.sss.gov)
- Verification of Unemployment Insurance Status (Claims Determination Letter)
- Job Search Records (can send copies of records submitted to U.I.)
- Resume (If not available, you will be required to attend a resume workshop)
- For Currently employed dislocated workers:** Eligibility documentation may include tax return information (up to 2 years) validating an income decrease. This will not be required if dislocation & WIOA application occur within the same year.