

Workforce Development Council of Seattle-King County
Technical Assistance Memorandum #12



SUBJECT: WIA Adult and Youth Eligibility Updates

REFERENCE: Policy # 02-2001 WIA Adult and Dislocated Worker Registration and Exit

DATE: April 23, 2007 REVISION 1: February 12, 2010

Eligibility Verification – WIA Adult and Youth

WIA intensive and training services are available for eligible participants. Eligibility factors for WIA Youth and Adults include family income for the 6 months prior to the date of registration.

Eligible WIA Youth and Adult applicants who have not been registered within 60 days of the initial eligibility determination should have all application elements updated in SKIES and staff should obtain the appropriate verification documents and signatures prior to registration.

Eligibility Verification – WIA Adult: priority groups I - III

For the purposes of complete and accurate data keeping, the WDC requires that household income be verified and documented for the 6 months prior to the date of registration for all WIA Adult participants, regardless of whether they are eligible under priority group I, II, or III.

Since priority group III participants are eligible based on their income being “at or above 175% of the federal poverty level with one or more barriers” listed in policy # 02-2001: WIA Adult and Dislocated Worker Registration and Exit, verification and documentation are required to reflect that the participant is both above the income threshold and has one or more barriers listed in policy # 02-2001.