




COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**The Virginia Community College System  
VIRGINIA WORKFORCE LETTER (VWL) No. 15-02 Change 2**

**TO:** Local Workforce Development Boards

**FROM:** George Taratsas   
Director, WIOA Administration and Compliance

**SUBJECT:** Eligibility Guidelines

**EFFECTIVE DATE:** December 21, 2021

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**PURPOSE:**

To provide eligibility guidelines for the Adult, Dislocated Worker, and Youth programs under the Workforce Innovation and Opportunity Act (WIOA) of 2014 -Title I.

**REFERENCES:**

- WIOA, Sections 129, 134, 166, 167 and 189
- Training and Employment Guidance Letter (TEGL) WIOA NO. 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA Title I and the Wagner-Peyser Act Employment Services (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.”
- Training and Employment Guidance Letter (TEGL) WIOA NO. 21-16: “Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance.”
- Training and Employment Guidance Letter (TEGL) NO. 11-11, Change 2 “Selective Service Registration Requirements for Employment and Training Administration Funded Programs”.
- Training and Employment Guidance Letter (TEGL) NO. 23-14, “WIOA Youth Program Transition”.

**RECESSIONS**

VWL 15-02 Change 1 is rescinded and VWL 15-02 Change 2 replaces this previous guidance.

Provides updated checklists for acceptable documentation on Right to Work/Citizenship by removing “SNAP Award Letter from Department of Social Services” and “Public Assistance Records,” as these may be obtained without citizenship or right to work eligibility.

Provides clarification on when Self Certification is acceptable on Attachment G.

**DEFINITIONS:**

**PARTICIPANT** – an individual who has registered and has been determined to be eligible to receive services under a program authorized by WIOA Title I. Participation commences on the first day following determination of eligibility, on which the individual begins receiving individualized career services or training or other services provided under WIOA Title I.

**REGISTRATION** – the process for collecting information to determine eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual’s application.

**BACKGROUND:**

The eligibility guidelines have been previously issued to provide an easy reference for Title I WIOA Program Eligibility Criteria for Registration along with Corresponding Act/Regulation Citations for adults, youth and dislocated workers. Additional information is provided on Selective Service Requirements, Dishonorable Discharge, WIOA Acceptable Eligibility Verification Listing, Youth Family Size/Family Income, Self-Certification Requirements and Telephone/Document Inspection Verification Requirements and WIOA Definitions for Eligibility.

**GUIDANCE:**

The WIOA offers a comprehensive mix of workforce development services benefiting businesses, incumbent workers, job seekers, laid-off workers, youth, veterans, new workforce entrants and persons with disabilities. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA has three funding streams serving the following three distinct customer populations:

- Adults
- Dislocated Workers
- Youth ages 14 through 24

While there are some similarities among funding streams, it is important to understand the differences. The WIOA law and regulations clearly define and set specific parameters for the three customer populations, which have different employment services and corresponding eligibility criteria.

**ADULTS AND DISLOCATED WORKERS**

WIOA provides the following services to adults and dislocated workers, these services are further defined in TEGL 19-16:

- Career Services:
  - Basic Career Services
  - Individualized Career Services

- Training Services
- Supportive Services
- Follow-Up Services

**Basic Career Services:**

These services are informational and are available to be provided through self-services. These services are designed to inform and educate individuals about the labor market, as well as their employment strengths and weaknesses. The range of services appropriate to their situation are considered informational in nature, and therefore do not require registration. Basic career services must be made available to all participants.

**Individualized Career Services:**

These services are WIOA staff-assisted job search and occupational development services. Individualized career services must be made available if deemed appropriate and needed in order for an individual to obtain or retain employment. WIOA Title I Program enrollment is required to receive individualized career services.

Training Services pay job-training costs associated with WIOA-approved training programs. WIOA funds should be coordinated with other resources, such as Trade Adjustment Assistance (TAA), federal Pell Grants and other available partner program funds. Training is made available to individuals after an evaluation through an interview and assessment leads to a determination that the individual requires training to obtain employment or remain employed.

**Follow-up Services:**

These services are provided, as appropriate, for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

**Youth**

WIOA Title I provides year-round employment and training services for economically disadvantaged youth. Eligible youth participants establish educational and career goals and work toward them via WIOA- funded activities. These services and activities are further defined in the WIOA Section 129 and TEGL 23-14.

**ELIGIBILITY DOCUMENTATION AND VERIFICATION**

WIOA distinguishes between two types of eligibility:

- General program eligibility, e.g., United States (U.S.) citizenship or right to work in the U.S., age, and selective service registration (when applicable); and
- Program specific eligibility for dislocated workers and youth.

LWDBs must ensure the eligibility determination for adult, dislocated worker, and youth participants, served with WIOA Title I funds, is documented. The WIOA Title I Eligibility Guidelines (located in Attachments A-K) explain each WIOA customer population, and provide information and procedures for documenting and verifying eligibility.

Note that the Adult Program eligibility section does not include Priority of Service criteria. These criteria are addressed in VWL 18-04: Priority of Service.

The WIOA Eligibility Guidelines are detailed in the attachments below. The attachments present information in varying formats—flowcharts, tables, and commentary—to enable readers to choose the particular format (or combination) that helps them best understand the information.

Attachment A: WIOA Adult Eligibility

Attachment B: WIOA Dislocated Worker Eligibility

Attachment C: WIOA Youth Eligibility

Attachment D: Verification and Documentation for WIOA Eligibility

Attachment E: Selective Service Requirements

Attachment F: Family Size/Family Income

Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements

Attachment H: WIOA Definitions for Title I Eligibility

Attachment I: WIOA Eligibility Checklist for Adults

Attachment J: WIOA Eligibility Checklist for Dislocated Workers

Attachment K: WIOA Eligibility Checklist for Out of School Youth

Attachment L: WIOA Eligibility Checklist for In-School Youth