



Workforce Issuance

100 DCS 18.101.4

Policy Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: November 26, 2019

Subject: **Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce development partners of Title I Eligibility Requirements under the Workforce Innovation and Opportunity Act (WIOA) and to add clarity regarding eligibility for individualized and training services.

Background: The Workforce Innovation and Opportunity Act (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.

Policy: All participant eligibility determinations must be made under the WIOA framework and must follow all WIOA requirements.

Effective: Immediately

Revisions: Attachment F – Eligibility Documentation:

Page 1-2, under General Eligibility / US Citizenship or Authorization:
Added ** - [Link](#) to the Department of Homeland Security, US Citizenship and Immigration Services, Instruction for Form I-9 (Employment Eligibility Verification)

Attachment F – Eligibility Documentation

- Clarification of Assessment Tools
- Added U.S. Passport Card (either current or unexpired)
- Removed letter from Commonwealth of Massachusetts EOHHS Agency as verification of US Citizenship or Work Authorization
- Added use of SAVE verification along with Government issued ID for verification of Work Authorization

Attachment J – Documentation Inspection Verification Form

- Instructions for intended use of the form.

References: Workforce Innovation and Opportunity Act of 2014
20 CFR Parts 676, 677, 678 & 680

Action

Required: Please ensure that all managers and appropriate staff are familiar with the content of this policy.

Inquiries: Inquiries should be directed to PolicyQ&A@MassMail.State.MA.US Please reference the MassWorkforce Issuance number and subject.

Attachments:

- A - Eligibility Criteria
- B - Access to WIOA Services
- C - Priority for Services
- D – Definitions
- E - Selective Service Registration Requirements
- F - Eligibility Documentation (*updated 11/26/19*)
- G - Alternate Forms of Documentation
- H - Telephone Verification Form
- I - Applicant Statement Form
- J - Documentation Inspection Verification Form (*updated 11/26/19*)
- K –Tools for Training Justification