



## DISLOCATED WORKER ELIGIBILITY GUIDE

This guide outlines the Career Connect WIOA Application selection options to successfully make a customer eligible in each of the 8 Dislocated Worker categories. This includes the verification documentation that must be selected with each field in order to correctly certify eligibility.

<b>CATEGORY 1</b>			
Terminated or laid off, or has received notice of termination or layoff, <b>and is eligible for or has exhausted entitlements to Unemployment Compensation (UC), and is unlikely to return to previous industry or occupation.</b>			
<b>Career Connect Steps</b>			
<b>Employment Tab</b>			
	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>
1	Employment Status:	<input type="checkbox"/> Not Employed <input type="checkbox"/> Employed, but received notice of termination or military separation <input type="checkbox"/> Employed (select only if the current employment is <b>not</b> the dislocated job)	<p><b><u>Employment Status Verification if Not Employed:</u></b></p> <input type="checkbox"/> DW Cat 1, 2 or 3: IDES UI Record showing Termination or Layoff <input type="checkbox"/> DW Cat 1, 2 or 3: Work History showing Termination or Layoff
			<p><b><u>Employment Status Verification if Employed, but received notice:</u></b></p> <input type="checkbox"/> DW Cat 1, 2 or 3: Certification of Expected Separation <input type="checkbox"/> DW Cat 1, 2, 3 or 4: Individual Notice of Layoff
2	If <b>Employed</b> , Individual is Under-Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	UC Eligibility Status  <b>NOTE:</b> If customer is eligible for UC, but not drawing down benefits or will be in future, set Unemployment Eligibility Status to "Claimant" and case note that customer is eligible, but not drawing down benefits.	<input type="checkbox"/> Claimant <input type="checkbox"/> Exhaustee  If Claimant, answer the following: <ul style="list-style-type: none"> <li>▪ UI Referred by Status</li> <li>▪ Claimant has been exempted from work search</li> </ul>	<input type="checkbox"/> DW Cat 1: IDES UI Records showing Eligible for Benefits (Claimant or Exhaustee) <input type="checkbox"/> DW Cat 1: Other State's UI Records showing Eligible for Benefits (Claimant or Exhaustee)
4	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes (if eligibility is based on long-term unemployment) <input type="checkbox"/> No	
5	Current or Most Recent Hourly Rate of Pay and Occupational Code	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
6	Employment Status at Dislocated Worker Eligibility & If <b>Employed</b> , Individual is Under-Employed	<b>Select same Employment Status &amp; Under-employment status as in #1 &amp; 2 above.</b>	



	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>
7	Dislocated Worker Category	<ul style="list-style-type: none"> <li>▪ <b>Category 1</b></li> </ul>	<p><b><u>If eligible because of declining industry or low-growth occupation:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cat 1 or 2: Item 1. Work history or other documentation of O*NET <b>OR</b> NAICS Code for Dislocation Employment</li> </ul> <p><b><u>If eligible because of long-term unemployment:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cat 1 or 2: Item 2A. Work History showing long term unemployment; <b>OR</b></li> <li><input type="checkbox"/> Cat 1 or 2: Item 2A. UI Documents showing long term unemployment <b>AND</b></li> <li><input type="checkbox"/> Cat 1 or 2: Item 2B. Job services documents showing completed 1 month of Job Search</li> </ul> <p><b><u>If eligible because requires Additional Assistance:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cat 1 or 2: Item C. Case Note documenting the customer needs additional assistance to obtain employment</li> </ul>
8	Fill in relevant Dislocated information	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Projected Layoff Date</b> (if still employed in the Dislocation Job)</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Actual Layoff Date</b> (if already laid off)</li> <li><input type="checkbox"/> <b>Rapid Response Information.</b> If dislocation company is not attached to a Rapid Response (DETS) event, check the list of Industry-related DETS Events at the end of this guide. Attach the client to one of those events, if his/her dislocation job was in one of those industries.</li> <li><input type="checkbox"/> <b>Dislocation Employer, Address, Wages</b></li> <li><input type="checkbox"/> <b>Search O*Net</b>-Occupation code of the dislocation job is required to determine if the layoff occupation is low-growth (Results display in Miscellaneous Tab)</li> <li><input type="checkbox"/> <b>Search NAICS</b>-code of the Dislocation job must be selected to determine if the layoff industry is declining (Results display in Miscellaneous Tab)</li> </ul>	



9	Click Next	<input type="checkbox"/> Complete all relevant tabs and continue to <b>Miscellaneous Tab</b>													
<b>Miscellaneous Tab</b>															
10	Complete one month of work search	<input type="checkbox"/> Yes (required if DW is due to long-term unemployment) <input type="checkbox"/> No													
11	Low-growth Occupation & Declining Industry	System displays Yes or No based on dislocation job ONET & NAICS codes entered on Employment Tab. ▪ If <b>both</b> are “No”, the customer must be long-term unemployed or in need of additional assistance to be qualified under Dislocated Worker Category 1.													
12	Click Next	▪ Continue to <b>State Specific Tab</b>													
<b>State Specific Tab</b>															
	<b>Question</b>	<b>Action or Selection needed</b>	<b>Verification Needed</b>												
13	<b>Additional Dislocation Employment Information</b> Dislocation Job-Employment Status	<input type="checkbox"/> Laid off (if employment status is Not Employed or if customer is employed in a job other than the Dislocation Job) <input type="checkbox"/> Still employed, layoff pending (if customer is still employed, but received notice)													
14	Employer Layoff Reason	▪ Select appropriate reason													
15	Tenure	<input type="checkbox"/> No													
16	Requires Additional Assistance	<input type="checkbox"/> Yes (required if DW is eligible due to needing additional assistance) <input type="checkbox"/> No													
17	Months Received TANF in prior 60 months	▪ Required to answer, if customer is not receiving TANF, enter 0													
18	If selections are correct, message will appear	<b>Category 1: Congratulations! This record meets all State Specific edit requirements.</b> ▪ Continue to <b>Eligibility and Grant Tab</b>													
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Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action										
Dislocated Worker	Yes				<input type="checkbox"/> Inactive										



**CATEGORY 2**

Terminated or laid off, or has received notice of termination or layoff, **and** has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but **is not eligible for Unemployment Compensation (UC) due to insufficient earnings, or the employer is not covered under the state UC law, and** is unlikely to return to previous industry or occupation.

**Career Connect Steps**

**Employment Tab**

	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>
1	Employment Status:	<input type="checkbox"/> Not Employed <input type="checkbox"/> Employed, but received notice of termination or military separation <input type="checkbox"/> Employed (Select this option only if the current employment is <b>not</b> the dislocated job)	<p><b><u>Employment Status Verification if Not Employed:</u></b></p> <input type="checkbox"/> DW Cat 1, 2 or 3: IDES UI Record showing Termination or Layoff <input type="checkbox"/> DW Cat 1, 2 or 3: Work History showing Termination or Layoff
			<p><b><u>Employment Status Verification if Employed, but received notice:</u></b></p> <input type="checkbox"/> DW Cat 1, 2 or 3: Certification of Expected Separation <input type="checkbox"/> DW Cat 1, 2, 3 or 4: Individual Notice of Layoff
2	If <b>Employed</b> , Individual is Under-Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Unemployment Eligibility Status	<input type="checkbox"/> Neither Claimant nor Exhaustee	<input type="checkbox"/> DW Cat 2: Work History showing meets Tenure Requirements for WIOA (Neither Claimant nor Exhaustee)  <input type="checkbox"/> DW Cat 2: IDES UI Records showing meets Tenure Requirements for WIOA (Neither Claimant nor Exhaustee)
4	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes (if eligibility is based on long-term unemployment) <input type="checkbox"/> No	
5	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
6	Employment Status at Dislocated Worker Eligibility & If <b>Employed</b> , Individual is Under-Employed	<b>Select same Employment Status &amp; Under-employment status as in #1 &amp; 2 above.</b>	



	Question to Answer	Action or Selection needed	Verification Needed
7	Dislocated Worker Category	<ul style="list-style-type: none"> <li>▪ <b>Category 2</b></li> </ul>	<p><b><u>If eligible because of declining industry or low-growth occupation:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cat 1 or 2: Item 1. Work history or other documentation of O*NET <b>OR</b> NAICS Code for Dislocation Employment</li> </ul> <p><b><u>If eligible because of long-term unemployment:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cat 1 or 2: Item 2A. Work History showing long term unemployment; <b>OR</b></li> <li><input type="checkbox"/> Cat 1 or 2: Item 2A. UI Documents showing long term unemployment <b>AND</b></li> <li><input type="checkbox"/> Cat 1 or 2: Item 2B. Job services documents showing completed 1 month of Job Search</li> </ul> <p><b><u>If eligible because requires Additional Assistance:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cat 1 or 2: Item C. Case Note documenting the customer needs additional assistance to obtain employment</li> </ul>
8	Fill in relevant Dislocated information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Projected Layoff Date</b> (if still employed in the Dislocation Job)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Actual Layoff Date</b> (if already laid off)</li> <li><input type="checkbox"/> <b>Rapid Response Information.</b> If dislocation company is not attached to a Rapid Response (DETS) event, check the list of Industry-related DETS Events at the end of this guide. Attach the client to one of those events, if his/her dislocation job was in one of those industries.</li> <li><input type="checkbox"/> <b>Dislocation Employer, Address, Wages</b></li> <li><input type="checkbox"/> <b>Search O*Net</b>-Occupation code of the dislocation job is required to determine if the layoff occupation is low-growth (Results display in Miscellaneous Tab)</li> <li><input type="checkbox"/> <b>Search NAICS</b>-code of the Dislocation job must be selected to determine if the layoff industry is declining (Results display in Miscellaneous Tab)</li> </ul>	



	Question to Answer	Action or Selection needed	Verification Needed												
9	Click Next	<input type="checkbox"/> Complete all relevant tabs and continue to <b>Miscellaneous Tab</b>													
<b>Miscellaneous Tab</b>															
10	Complete one month of work search	<input type="checkbox"/> Yes (required if DW is due to long-term unemployment) <input type="checkbox"/> No													
11	Low-growth Occupation & Declining Industry	System displays Yes or No based on dislocation job ONET & NAICS codes entered on Employment Tab. If <b>both</b> are " <b>No</b> ", the customer must be long-term unemployed or in need of additional assistance to be qualified under Dislocated Worker Category 1.													
12	Click Next	<ul style="list-style-type: none"> <li>Continue to <b>State Specific Tab</b></li> </ul>													
<b>State Specific Tab</b>															
13	<b>Additional Dislocation Employment Information</b> Dislocation Job-Employment Status	<input type="checkbox"/> Laid off (if employment status is Not Employed or if customer is employed in a job other than the Dislocation Job) <input type="checkbox"/> Still employed, layoff pending (if customer is still employed, but received notice)													
13	Employer Layoff Reason	<ul style="list-style-type: none"> <li>Select appropriate reason for Layoff</li> </ul>													
14	Tenure	<input type="checkbox"/> Yes													
15	Requires Additional Assistance	<input type="checkbox"/> Yes (required ff DW is eligible due to needing additional assistance) <input type="checkbox"/> No													
16	Months Received TANF in prior 60 months	<ul style="list-style-type: none"> <li>Required to answer, if customer is not receiving TANF, enter 0</li> </ul>													
17	If selections are correct, message will appear	<p><b>Category 2: Congratulations! This record meets all State Specific edit requirements.</b></p> <ul style="list-style-type: none"> <li>Continue to <b>Eligibility and Grant Tab</b></li> </ul>													
<b>Eligibility and Grant Tab</b>															
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Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action										
Dislocated Worker	Yes				<input type="checkbox"/> Inactive										



**CATEGORY 3**

Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the Permanent closure of or **substantial layoff** at a plant, facility or enterprise.

**Career Connect Steps**

**Employment Tab**

	Question	Action or Selection Needed	Verifications Needed
1	Employment Status:	<input type="checkbox"/> Not Employed <input type="checkbox"/> Employed, but received notice of termination or military separation <input type="checkbox"/> Employed (Select this option only if the current employment is not the dislocated job)	<p><b><u>Employment Status Verification if Not Employed:</u></b></p> <input type="checkbox"/> DW Cat 1, 2 or 3: IDES UI Record showing Termination or Layoff <input type="checkbox"/> DW Cat 1, 2 or 3: Work History showing Termination or Layoff
			<p><b><u>Employment Status Verification if Employed, but received notice:</u></b></p> <input type="checkbox"/> DW Cat 1, 2 or 3: Certification of Expected Separation <input type="checkbox"/> DW Cat 1, 2, 3 or 4: Individual Notice of Layoff
2	If <b>Employed</b> , Individual is Under-Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Unemployment Eligibility Status	<input type="checkbox"/> Claimant <input type="checkbox"/> Exhaustee <input type="checkbox"/> Neither Claimant nor Exhaustee	<input type="checkbox"/> UI Records (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)  <input type="checkbox"/> Signed & Dated WIOA Application (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)
4	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
6	Employment Status at Dislocated Worker Eligibility & If <b>Employed</b> , Individual is Under-Employed	<b>Select same Employment Status &amp; Under-employment status as in #1 &amp; 2 above.</b>	
7	Dislocated Worker Category	<ul style="list-style-type: none"> <li>▪ Category 3</li> </ul>	<input type="checkbox"/> Cat 3: Dislocation Event Tracking System shows Laid Off Due to Plant Closure <input type="checkbox"/> Cat 3: Employer Information shows Laid Off Due to Plant Closure <input type="checkbox"/> Cat 3: Dislocation Event Tracking System shows Laid Off Due to Substantial Layoff



Question	Action or Selection Needed	Verifications Needed
8 Fill in relevant Dislocated information.	<input type="checkbox"/> <b>Projected Layoff Date</b> (if still employed in the Dislocation Job) <b>OR</b> <input type="checkbox"/> <b>Actual Layoff Date</b> (if already laid off) <input type="checkbox"/> <b>Rapid Response Information.</b> If dislocation company is not attached to a Rapid Response (DETS) event, check the list of Industry-related DETS Events at the end of this guide. Attach the client to one of those events, if his/her dislocation job was in one of those industries. <input type="checkbox"/> <b>Dislocation Employer, Address, Wages</b> <input type="checkbox"/> <b>Search O*Net</b> -Occupation code of the dislocation job is required to determine if the layoff occupation is low-growth (Results display in Miscellaneous Tab) <input type="checkbox"/> <b>Search NAICS</b> -code of the Dislocation job must be selected to determine if the layoff industry is declining (Results display in Miscellaneous Tab)	
9 Click Next	<input type="checkbox"/> Complete all relevant tabs and continue to <b>Miscellaneous Tab</b>	

**Miscellaneous Tab**

10 Complete one month of work search	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11 Click Next	<input checked="" type="checkbox"/> Continue to <b>State Specific Tab</b>	

**State Specific Tab**

12 <b>Additional Dislocation Employment Information</b> Dislocation Job-Employment Status	<input type="checkbox"/> Laid off (if employment status is Not Employed or if customer is employed in a job other than the Dislocation Job) <input type="checkbox"/> Still employed, layoff pending (if customer is still employed, but received notice)	
13 Employer Layoff Reason	<input checked="" type="checkbox"/> Plant Closure <input type="checkbox"/> Substantial Layoff	
14 Tenure	<input type="checkbox"/> No	
15 Requires Additional Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16 Months Received TANF in prior 60 months	<input type="checkbox"/> Required to answer, if customer is not receiving TANF, enter 0	
17 If selections are correct, message will appear	<b>Category 3: Congratulations! This record meets all State Specific edit requirements.</b>	

**Eligibility and Grant Tab**

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Dislocated Worker	Yes				<input type="checkbox"/> Inactive





**CATEGORY 4**

Individual is **employed** at a facility at which the employer has made a **general announcement that the facility will close**. Enter the date the facility will close (if known) in the Projected Layoff Date below.

**Career Connect Steps**

**Employment Tab**

	Question	Action or Selection Needed	Verifications Needed
1	Employment Status:	<input type="checkbox"/> Employed	<input type="checkbox"/> DW Cat 1, 2, 3 or 4: Individual Notice of Layoff
2	If <b>Employed</b> , Individual is Under-Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Unemployment Eligibility Status	<input type="checkbox"/> Neither Claimant nor Exhaustee	<input type="checkbox"/> UI Records (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8) <input type="checkbox"/> Signed & Dated WIOA Application (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)
5	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
6	Employment Status at Dislocated Worker Eligibility & If <b>Employed</b> , Individual is Under-Employed	<b>Select same Employment Status &amp; Under-employment status as in #1 &amp; 2 above.</b>	
7	Dislocated Worker Category	<ul style="list-style-type: none"> <li>▪ Category 4</li> </ul>	<input type="checkbox"/> Cat 4: Public Notice of Plant Closure w/in 180 days  <input type="checkbox"/> Cat 4: Public Notice of Substantial Layoff w/in 180 days
8	Fill in relevant Dislocated information.	<input type="checkbox"/> <b>Projected Layoff Date</b> (since customer is still employed) <input type="checkbox"/> <b>Rapid Response Information.</b> If dislocation company is not attached to a Rapid Response (DETS) event, check the list of Industry-related DETS Events at the end of this guide. Attach the client to one of those events, if his/her dislocation job was in one of those industries. <input type="checkbox"/> <b>Dislocation Employer, Address, Wages</b> <input type="checkbox"/> <b>Search O*Net</b> -Occupation code of the dislocation job is required to determine if the layoff occupation is low-growth (Results display in Miscellaneous Tab) <input type="checkbox"/> <b>Search NAICS</b> -code of the Dislocation job must be selected to determine if the layoff industry is declining (Results display in Miscellaneous Tab)	



	Question	Action or Selection Needed	Verifications Needed												
9	Click Next	<input type="checkbox"/> Complete all relevant tabs and continue to <b>Miscellaneous Tab</b>													
<b>Miscellaneous Tab</b>															
10	Complete one month of work search	<input type="checkbox"/> Yes <input type="checkbox"/> No													
11	Click Next	▪ Continue to <b>State Specific Tab</b>													
<b>State Specific Tab</b>															
12	<b>Additional Employment Information Dislocation</b> Employment Status	<input type="checkbox"/> Still employed, layoff pending													
13	Employer Layoff Reason	▪ Plant Closure <input type="checkbox"/> Substantial Layoff													
14	Tenure	<input type="checkbox"/> No													
15	Requires Additional Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No													
16	Months Received TANF in prior 60 months	<input type="checkbox"/> Required to answer, if customer is not receiving TANF, enter 0													
17	If selections are correct, message will appear	<b>Category 4: Congratulations! This record meets all State Specific edit requirements.</b>  ▪ Continue to <b>Eligibility and Grant Tab</b>													
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Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action										
Dislocated Worker	Yes				<input type="checkbox"/> Inactive										



**CATEGORY 5**

Individual was **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**. Record the last date of self-employment in the Actual Layoff Date.

**Career Connect Steps**

**Employment Tab**

	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>
1	Employment Status:	<input type="checkbox"/> Not Employed	<input type="checkbox"/> DW 5: Business Records Showing Laid Off Due to General Economic conditions <input type="checkbox"/> DW 5: Sales Receipts showing Laid Off Due to General Economic Conditions <input type="checkbox"/> DW 5: Tax Records showing Laid Off Due to General Economic Conditions <input type="checkbox"/> DW 5: Applicant Statement showing Laid Off Due to Flood/Natural Disaster <input type="checkbox"/> DW 5: Letter from company showing Laid Off Due to Flood/Natural Disaster <input type="checkbox"/> DW 5: Going Out of Business-Bankruptcy Proceedings <input type="checkbox"/> DW 5: Going Out of Business-Debt to Asset Ratio <input type="checkbox"/> DW 5: Going Out of Business-Inability of the Applicant to make payments on loans <input type="checkbox"/> DW 5: Going Out of Business-Inability to Obtain Capital <input type="checkbox"/> DW 5: Going Out of Business-Notice of Foreclosure <input type="checkbox"/> DW 5: Going Out of Business-Other Events Indicative of Likely Insolvency
2	Unemployment Eligibility Status	<input type="checkbox"/> Neither Claimant nor Exhaustee	<input type="checkbox"/> UI Records (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)  <input type="checkbox"/> Signed & Dated WIOA Application (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)
3	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>
4	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
5	Employment Status at Dislocated Worker Eligibility	<input type="checkbox"/> Not Employed	
6	Dislocated Worker Category	<input type="checkbox"/> <b>Category 5</b>	<input type="checkbox"/> Cat 5: Business Records showing Self-Employed <input type="checkbox"/> Cat 5: Legal Papers showing Self-Employed <input type="checkbox"/> Cat 5: Sales Receipts showing Self-Employed <input type="checkbox"/> Cat 5: Tax Records showing Self-Employed
7	Fill in relevant Dislocated information.	<input type="checkbox"/> <b>Actual Layoff Date</b> (since client is not employed) <input type="checkbox"/> <b>Rapid Response Information.</b> If dislocation company is not attached to a Rapid Response (DETS) event, check the list of Industry-related DETS Events at the end of this guide. Attach the client to one of those events, if his/her dislocation job was in one of those industries. <input type="checkbox"/> <b>Dislocation Employer, Address, Wages</b> <input type="checkbox"/> <b>Search O*Net</b> -Occupation code of the dislocation job is required to determine if the layoff occupation is low-growth (Results display in Miscellaneous Tab) <input type="checkbox"/> <b>Search NAICS</b> -code of the Dislocation job must be selected to determine if the layoff industry is declining (Results display in Miscellaneous Tab)	
8	Click Next	<input type="checkbox"/> Complete all relevant tabs and continue to <b>Miscellaneous Tab</b>	
<b>Miscellaneous Tab</b>			
9	Complete one month of work search	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Click Next	▪ Continue to <b>State Specific Tab</b>	
<b>State Specific Tab</b>			
11	<b>Additional Employment Information Dislocation</b> Employment Status	<input type="checkbox"/> Laid Off	
12	Employer Layoff Reason	<ul style="list-style-type: none"> <li>▪ Flood or Other Natural Disaster</li> <li><input type="checkbox"/> In Process of Going Out of Business</li> <li><input type="checkbox"/> General Economic Conditions</li> </ul>	



13	Tenure	<input type="checkbox"/> No													
14	Requires Additional Assistance	<input type="checkbox"/> Yes (If DW is eligible due to needing additional assistance, required) <input type="checkbox"/> No													
15	Months Received TANF in prior 60 months	<ul style="list-style-type: none"> <li>Required to answer, if customer is not receiving TANF, enter 0</li> </ul>													
<b>Question</b>		<b>Action or Selection Needed</b>	<b>Verifications Needed</b>												
16	If selections are correct, message will appear	<p><b>Category 5: Congratulations! This record meets all State Specific edit requirements.</b></p> <ul style="list-style-type: none"> <li>Continue to <b>Eligibility and Grant Tab</b></li> </ul>													
<b>Eligibility and Grant Tab</b>															
<table border="1"> <thead> <tr> <th>Program</th> <th>Eligible</th> <th>Priority</th> <th>Calculated Exception/Limitation</th> <th>Reason(s) Not Eligible</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Dislocated Worker</td> <td>Yes</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Inactive</td> </tr> </tbody> </table>				Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action	Dislocated Worker	Yes				<input type="checkbox"/> Inactive
Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action										
Dislocated Worker	Yes				<input type="checkbox"/> Inactive										



**CATEGORY 6**

Displaced Homemaker-An individual who has been providing **unpaid services to family members** in the home **and** has been dependent on the income of another family member but is **no longer supported by that income; or** is the **dependent spouse** of a member of the Armed Forces on active duty and whose **family income is significantly reduced** because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; **and is unemployed or underemployed** and is experiencing difficulty in obtaining or upgrading employment.

**Career Connect Steps**

**Employment Tab**

	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>
1	Employment Status:	<input type="checkbox"/> Not Employed <input type="checkbox"/> Employed	<input type="checkbox"/> Adult, Youth & DW Cat 6, 7, or 8-Signed & Dated WIOA Application
2	If <b>Employed</b> , Individual is Under-Employed	<input type="checkbox"/> Yes	
3	UC Eligibility Status	<input type="checkbox"/> Claimant <input type="checkbox"/> Exhaustee <input type="checkbox"/> Neither Claimant nor Exhaustee  <i>If Claimant or Exhaustee, complete the following:</i> <ul style="list-style-type: none"> <li>▪ Claimant was referred by:</li> <li>▪ Claimant has been exempted from work search</li> </ul>	<input type="checkbox"/> UI Records (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)  <input type="checkbox"/> Signed & Dated WIOA Application (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)
4	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job, if applicable <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
6	Employment Status at Dislocated Worker Eligibility & If <b>Employed</b> , Individual is Under-Employed	<b>Select same Employment Status &amp; Under-employment status as in #1 &amp; 2 above.</b>	
7	Dislocated Worker Category	<input type="checkbox"/> <b>Category 6</b>	<input type="checkbox"/> Cat 6: Is verified in Barriers-Displaced Homemaker
8	Fill in relevant Dislocated information.	Not required since there is no dislocation job.	



9	Click Next	<ul style="list-style-type: none"> <li>Complete all relevant tabs and continue to <b>Barriers Tab</b></li> </ul>													
<b>Barriers Tab</b>															
	<b>Question</b>	<b>Action or Selection Needed</b>	<b>Verifications Needed</b>												
10	<b>Barriers to Employment</b> Displaced Homemaker	<input type="checkbox"/> Yes	<input type="checkbox"/> Court records verifying death, divorce, or legal separation <input type="checkbox"/> Layoff Notice/Business Closure documentation for family member <input type="checkbox"/> Signed self-attestation of marital status												
11	Click Next	<ul style="list-style-type: none"> <li>Continue to <b>Miscellaneous Tab</b></li> </ul>													
<b>Miscellaneous Tab</b>															
12	Complete one month of work search	<input type="checkbox"/> Yes <input type="checkbox"/> No													
13	Click Next	<ul style="list-style-type: none"> <li>Continue to <b>State Specific Tab</b></li> </ul>													
<b>State Specific Tab</b>															
12	<b>Additional Employment Information Dislocation</b> Employment Status	<input type="checkbox"/> None Selected													
13	Employer Layoff Reason	<ul style="list-style-type: none"> <li>None Selected</li> </ul>													
14	Tenure	<ul style="list-style-type: none"> <li>No</li> </ul>													
15	Requires Additional Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No													
16	Months Received TANF in prior 60 months	<ul style="list-style-type: none"> <li>Required to answer, if customer is not receiving TANF, enter 0</li> </ul>													
17	If selections are correct, message will appear	<p><b>Category 6: Congratulations! This record meets all State Specific edit requirements.</b></p> <ul style="list-style-type: none"> <li>Continue to <b>Eligibility and Grant Tab</b></li> </ul>													
<b>Eligibility and Grant Tab</b>															
<table border="1"> <thead> <tr> <th>Program</th> <th>Eligible</th> <th>Priority</th> <th>Calculated Exception/Limitation</th> <th>Reason(s) Not Eligible</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Dislocated Worker</td> <td>Yes</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Inactive</td> </tr> </tbody> </table>				Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action	Dislocated Worker	Yes				<input type="checkbox"/> Inactive
Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action										
Dislocated Worker	Yes				<input type="checkbox"/> Inactive										



**CATEGORY 7**

The **spouse of a member of the Armed Forces** on active duty, **and** who has experienced a **loss of employment as a direct result of relocation to accommodate a permanent change in duty station** of such member.

**Career Connect Steps**

**Veteran Tab**

	Question	Action or Selection Needed	Verifications Needed
1	<b>General Veteran Info Section</b> Are you the spouse of a member of the armed forces who is on active duty?	<input type="checkbox"/> Yes	

**Employment Tab**

	Question	Action or Selection Needed	Verifications Needed
1	Employment Status:	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Adult, Youth & DW Cat 6, 7, or 8-Signed & Dated WIOA Application
2	UC Eligibility Status	<input type="checkbox"/> Claimant <input type="checkbox"/> Exhaustee <input type="checkbox"/> Neither Claimant nor Exhaustee  <i>If Claimant or Exhaustee, complete the following:</i> <ul style="list-style-type: none"> <li>▪ Claimant was referred by:</li> <li>▪ Claimant has been exempted from work search</li> </ul>	<input type="checkbox"/> UI Records (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8) <input type="checkbox"/> Signed & Dated WIOA Application (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)
3	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
5	Employment Status at Dislocated Worker Eligibility	<input type="checkbox"/> Not Employed	
6	Dislocated Worker Category	<input type="checkbox"/> <b>Category 7</b>	<input type="checkbox"/> Cat 7 or 8: Is verified in State Specific Tab-Spouse of Active Duty Service Member Action
7	Fill in relevant Dislocated information.	<input type="checkbox"/> <b>Actual Layoff Date</b> (if already laid off) <input type="checkbox"/> <b>Dislocation Employer, Address, Wages</b> <input type="checkbox"/> <b>Search O*Net</b> -Occupation code of the dislocation job is required to determine if the layoff occupation is low-growth (Results display in Miscellaneous Tab) <input type="checkbox"/> <b>Search NAICS</b> -code of the Dislocation job must be selected to determine if the layoff industry is declining (Results display in Miscellaneous Tab)	
8	Click Next	<ul style="list-style-type: none"> <li>▪ Complete all relevant tabs and continue to <b>Miscellaneous Tab</b></li> </ul>	





Miscellaneous Tab					
	Question	Action or Selection Needed	Verifications Needed		
9	Complete one month of work search	<input type="checkbox"/> Yes <input type="checkbox"/> No			
10	Click Next	<input checked="" type="checkbox"/> Continue to <b>State Specific Tab</b>			
State Specific Tab					
	Question	Action or Selection Needed	Verifications Needed		
11	<b>Spouse of an active duty service member</b> Spouse of an active duty service member:	<input type="checkbox"/> Yes	<input type="checkbox"/> Armed Forces Issued Dependent ID Card-showing is the spouse of Active Duty Service member		
12	Employment loss due to relocation	<input type="checkbox"/> Yes	<input type="checkbox"/> DD 214/Report of Transfer or Discharge <input type="checkbox"/> Service members permanent change of station (PCS) orders <input type="checkbox"/> IDES records <input type="checkbox"/> Other State's UI Records		
13	Spouse is underemployed or underemployed and is having a difficult obtaining or upgrading employment	<input type="checkbox"/> No			
14	<b>Additional Employment Information Dislocation</b> Employment Status	<input type="checkbox"/> Select relevant reason for job dislocation			
15	Employer Layoff Reason	<input type="checkbox"/> Qualifying Federal Dislocation Event			
16	Tenure	<input type="checkbox"/> No			
17	Requires Additional Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No			
18	Months Received TANF in prior 60 months	<input checked="" type="checkbox"/> Required to answer, if customer is not receiving TANF, enter 0			
19	If selections are correct, message will appear	<b>Category 7: Congratulations! This record meets all State Specific edit requirements.</b>  <input type="checkbox"/> Continue to <b>Eligibility and Grant Tab</b>			
Eligibility and Grant Tab					
Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Dislocated Worker	Yes				<input type="checkbox"/> Inactive



**CATEGORY 8**

The **spouse of a member of the Armed Forces** on active duty and who is **unemployed** or **underemployed** and is experiencing difficulty in obtaining or upgrading employment.

**Career Connect Steps**

**Veteran Tab**

	Question	Action or Selection Needed	Verifications Needed
1	<b>General Veteran Info Section</b> Are you the spouse of a member of the armed forces who is on active duty?	<input type="checkbox"/> Yes	

**Employment Tab**

	Question	Action or Selection Needed	Verifications Needed
1	Employment Status:	<input type="checkbox"/> Employed <input type="checkbox"/> Not Employed	<input type="checkbox"/> Adult, Youth & DW Cat 6, 7, or 8-Signed & Dated WIOA Application
2	If <b>Employed</b> , Individual is Under-Employed	<input type="checkbox"/> Yes	
3	Unemployment Eligibility Status	<input type="checkbox"/> Claimant <input type="checkbox"/> Exhaustee <input type="checkbox"/> Neither Claimant nor Exhaustee	<input type="checkbox"/> UI Records (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8) <input type="checkbox"/> Signed & Dated WIOA Application (Adult, Youth, or DW Category 3, 4, 5, 6, 7, or 8)
4	Long-term Unemployed (27 or more consecutive weeks)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Current or Most Recent Hourly Rate of Pay	Enter the following information for the client's <b>current</b> or <b>most recent</b> job. <ul style="list-style-type: none"> <li>▪ Hourly wages</li> <li>▪ Occupational (ONET) Code</li> </ul>	
6	Employment Status at Dislocated Worker Eligibility & If <b>Employed</b> , Individual is Under-Employed	<b>Select same Employment Status &amp; Under-employment status as in #1 &amp; 2 above.</b>	
7	Dislocated Worker Category	<input type="checkbox"/> <b>Category 8</b>	<input type="checkbox"/> Cat 7 or 8: Is verified in State Specific Tab-Spouse of Active Duty Service Member Action
8	Fill in relevant Dislocated information.	Not required.	
9	Click Next	<ul style="list-style-type: none"> <li>▪ Complete all relevant tabs and continue to <b>Miscellaneous Tab</b></li> </ul>	



Miscellaneous Tab					
	Question	Action or Selection Needed	Verifications Needed		
10	Complete one month of work search	<input type="checkbox"/> Yes <input type="checkbox"/> No			
11	Click Next	<ul style="list-style-type: none"> <li>Continue to <b>State Specific Tab</b></li> </ul>			
State Specific Tab					
12	<b>Spouse of an active duty service member</b> Spouse of an active duty service member:	<input type="checkbox"/> Yes	<input type="checkbox"/> Armed Forces Issued Dependent ID Card-showing is the spouse of Active Duty Service member		
13	Employment loss due to relocation	<input type="checkbox"/> No			
14	Spouse is underemployed or underemployed and is having a difficult obtaining or upgrading employment	<input type="checkbox"/> Yes	<input type="checkbox"/> IDES records <input type="checkbox"/> Other State's UI records <input type="checkbox"/> Work history of client <input type="checkbox"/> Case notes specific to difficulties obtaining or upgrading employment		
15	<b>Additional Employment Information Dislocation</b> Employment Status	<input type="checkbox"/> None selected			
16	Employer Layoff Reason	<input type="checkbox"/> None selected			
17	Tenure	<input type="checkbox"/> No			
18	Requires Additional Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No			
19	Months Received TANF in prior 60 months	<ul style="list-style-type: none"> <li>Required to answer, if customer is not receiving TANF, enter 0</li> </ul>			
20	If selections are correct, message will appear	<p><b>Category 8: Congratulations! This record meets all State Specific edit requirements.</b></p> <ul style="list-style-type: none"> <li>Continue to <b>Eligibility and Grant Tab</b></li> </ul>			
Eligibility and Grant Tab					
Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Dislocated Worker	Yes				<input type="checkbox"/> Inactive



<b>INDUSTRY-SPECIFIC RAPID RESPONSE (DETS) EVENTS</b>	
<b>Industry</b> <i>(type industry in Company Name field to search)</i>	<b>DETS#</b>
Finance	20150218L03
Government and Education	20150715L01
Health Science	20150127L03
Information Technology	20150127L04
Manufacturing	20150127L05
Service Industry & Hospitality	20150715L02
Transportation, Distribution & Logistics	20150127L06