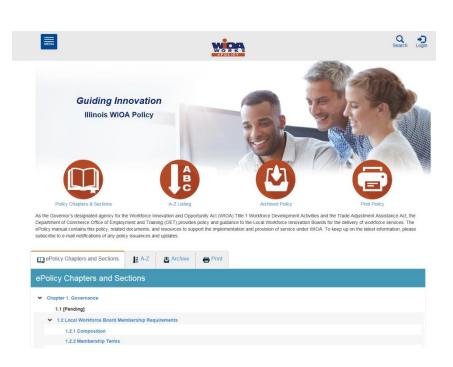


Workforce Innovation and Opportunity Act Eligibility





WIOA Title 1 Authorization



 Workforce Innovation and Opportunity Act of 2014



Understanding the ePolicy Manual

The Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) utilizes a WIOA ePolicy portal where all current and new guidance issued by the Illinois Workforce Innovation Board (IWIB) and OET will be maintained

Homepage: www.illinoisworknet.com/DCEOPolicies





Training * Connecting * Developing Illinois' Workforce

WIOA Title 1 Authorization

State of Illinois:

<u>Department of Commerce and Economic</u> Opportunity (DCEO) Policy Letters

- WIOA Policy 5.1 General Eligibility
 - WIOA Policy 5.1.1 Selective Service
- WIOA Policy 5.2 Adult Eligibility
- WIOA Policy 5.3 Dislocated Worker Eligibility
- WIOA Policy 5.4 General Youth Eligibility
 - WIOA Policy 5.4.1 Out of School Youth
 - WIOA Policy 5.4.2 In School Youth
- WIOA Policy 5.5 Low-Income Individual

State of Illinois:

<u>Department of Commerce and Economic</u> Opportunity (DCEO) Policy Letters

- WIOA Policy 5.6 Service Priorities
- WIOA Policy 5.7 Veterans Priority of Service Requirements
 - WIOA Policy 5.7.1 Identification of Veterans and Eligible Spouses
 - WIOA Policy 5.7.2 Required Information for Veterans and Eligible Spouses
 - WIOA Policy 5.7.3 Veteran's Priority of Service in Local Plans



Before we get into Eligibility

 U.S. Department of Labor put out guidance on Handling and Protection of Personally Identifiable Information (PII) in TEGL No. 39-11



Protection of PII

 DOL TEGL No. 39-11- Dated June 28th, 2012 states, Federal law, OMB Guidance, and Departmental and ETA policies require that PII and other sensitive information be protected



Protection of PII

- Illinois State Laws
 - Identity Protection Act (5 ILCS 179)
 - Personal Information Protection Act (815 ILCS 530)
 - Illinois Data Security on State Computers Act (20 ILCS 450/25)
- WIOA Final Rule at 20 CFR 683.220 Recipients and Subrecipients of WIOA title I funds must have an internal control structure and written policies in place to protect PII and sensitive information



Definition of PII

- DOL definition of PII
 - PII is Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Note: There is a similar definition of PII in the Uniform Guidance at 2 CFR 200.79



DOL Requirements - TEGL 39-11

- Protected PII
 - Information that if disclosed could result in harm to the individual. According to the Uniform Guidance at 2 CFR 200.82, this does not include PII that is required by law to be disclosed
- Non-Sensitive PII
 - Information that if disclosed, by itself, could not reasonably be expected to result in personal harm

Note: Non-sensitive PII linked to protected PII (name linked to a social security number) could result in harm to an individual



DOL Requirements - TEGL 39-11, Cont'd

- PII and other sensitive information must be protected.
- Don't email sensitive PII unless it is encrypted.
- Don't store sensitive PII on portable drives or media unless it is encrypted.
- Don't access or store PII data on personally owned equipment at off-site locations.
- Access to any PII created by the ETA grant must be restricted to only those employees who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.



DOL Requirements - TEGL 39-11, Cont'd

- If SSNs are used, they must be stored or displayed in a way that is not attributable to a particular individual.
- PII data must be stored in an area that is physically safe from access by unauthorized personnel.
- PII may not be downloaded to, or maintained on, mobile or portable devices unless it is encrypted. In addition, wage data may only be accessed from secure locations.



Common Sense Measures

- Mask PII on documents before emailing.
- Do not leave records containing PII unattended on your desk.
- Don't leave PII at the copier/printer or fax machine.
- Don't put PII in the trash. Use shredders or locked recycling bins.
- Store records with PII in secured cabinets/areas.



Common Sense Measures, Cont'd

- Return participant files to their proper area or keep in a secure place (i.e., locked file cabinet).
- Redact PII before making copies or upload/storing documents with sensitive information.
- Do not write the password to your laptop on your laptop.



Data Security Measures

- Do not share user name and password.
- Do not share access to system accounts (Career Connect, GRS, IWDS, JobLink, Illinois workNet, IBIS, IES, etc.).
- Do not link unauthorized hardware to state network (example: hooking up a wireless router to state LAN line).
- Notify Network Administrator when employees are separated or suspended.



Data Security Measures, Cont'd

- Only use system accounts for authorized business purposes.
- Do not download and install programs or software from the internet.
- Do not open suspicious emails or solicitous emails.
- Always lock your workstation when away from your desk.
- Do not store PII on zip drives, CDs, etc.



Penalties

- According to TEGL 39-11, there are civil and criminal sanctions for noncompliance with safeguards contained in Federal and state laws.
- Employees may be subject to disciplinary action, up to an including discharge, from their employers.



Protection of PII

 Bottom line - you must keep all clients personnel information protected from unauthorized personnel



General WIOA Eligibility Requirements

 All clients must be authorized to Work in the U.S.



Authorized to Work in U.S.

 Participation in programs and activities WIOA is limited to United States citizens, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other persons authorized by the Attorney General to work in the United States



TEGL 2-14

- Eligibility of Deferred Action for Childhood Arrivals (DACA) Participants for Workforce Investment Act and Wagner-Peyser Act Programs dated July 14, 2014 is still current and active
- I like to say, "you will not need this TEGL"
 until you need this TEGL"



TEGL 2-14, Cont'd

• Paragraph 3. Background speaks of the following items:

- I was under the age of 31 as June 15, 2012:
- I came to the United States before reaching my 16th birthday;
- I have continuously resided in the United States since June 15, 2007, up to the present time;
- I was physically present in the United States on June 15, 2012, and at the time of making my request for consideration of deferred action with U.S. Citizenship and Immigration Services (USCIS);
- I entered without inspection before June 15, 2012, or my lawful immigration status expired as of June 15, 2012;
- I am currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent State-authorized exam in the United States, or are an honorably other equivalent State-authorized exam in the United States, or are an honorably discharged veteran of the Coast Guard or Armed Forces of the United States; and
- I have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.



TEGL 2-14, Cont'd

 If there are additional questions, the following URL has a Q&A on DACA:

https://www.uscis.gov/archive/frequently-asked-questions



 All male clients born on or after January 1st, 1960 must be compliant with Selective Service before they can receive WIOA Services



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- DCEO E-Policy Selective Service Policy
 5.1.1



 Selective Service Compliant is documented on the application of every male client who is at least 18 years of age and was born on or after January 1st, 1960



 Again, all male clients born on or after January 1st, 1960 must be compliant with Selective Service before they can receive WIOA Services OR if not compliant they must have a Locally Approved Selective Service Waiver



• If the client is a female or a male born prior to January 1st, 1960 you would just select "Not Applicable" for "Selective Service Compliant" question



 If compliant with Selective Service it is simple, just document the question of Selective Service Compliant with a 'Yes'



SELECTIVE SERVICE SYSTEM



OFFICIAL SITE OF THE UNITED STATES GOVERNMENT

HOME

REGISTRATION

VOLUNTEERS

PUBLIC AFFAIRS

REPORTS

FAQS

ABOUT

Registration > Check a Registration > Check a Registration Form

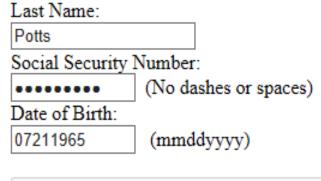
Selective Service Online Registration Search

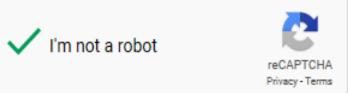
Social Security Number:	
(No dashes	or spaces)
Date of Birth:	
(mmddyyy	y)
I'm not a robot	2
THI HOLD TODOL	reCAPTCHA
	Privacy - Terms

Submit

Reset

Selective Service Online Registration Search





Submit Reset

Selective Service Online Registration Search

Search Criteria

Last Name: Potts

Social Security Number: *** - ** - 3164

Date of Birth: 07/21/1965

Matched Record

Selective Service Number:

65-0733117-8

Name

JAMES DONALD POTTS

Date of Registration:

8/4/1983

To print an official letter of verification from Selective Service, click here Print Letter

New Search?

Rectangular Sni



- Print out the previous page or the letter and put in the file to support selective service compliance
- Then transcribe the selective service number from the website over into the application "Private Information" screen in the block for "Selective Service Number"



 The real issue comes to play when a male client who was born on or after 1/1/1960 who is not compliant with selective service



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- What happens then?



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- What happens then?
 - If the client is under age 26, he must simply register with selective service before you could enroll him in WIOA Services



- The real issue comes to play when a male client who was born on or after 1/1/1960 who is not compliant with selective service
- What happens then?
 - If the client is under age 26, he must simply register with selective service before you could enroll him in WIOA Services
 - If the client was over the age of 26 and not compliant with Selective Service, the only way for him to receive WIOA services is to have a Locally Approved Selective Service Waiver



Selective Service Compliant

- DCEO E-Policy Selective Service Policy 5.1.3 which requires each LWIA establish Local Selective Service Requirements
- Really your Local Policy addresses who would approve "Locally Approved Selective Service Waivers" on a male client over age 26 who is not compliant with Selective Service



Selective Service Compliant

 What are the steps needed for a Locally Approved Selective Service Waiver?



- What are the steps needed for a Locally Approved Selective Service Waiver?
- Who approves a Locally Approved Selective Service Waiver?



 In all instances, if you have a male client born on or after 1/1/1960 who did not register for Selective Service you would have your client complete the Selective Service Verification Form (DCEO/SS Form #001)



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- The client must prove he did not willingly and knowingly fail to register



- In all instances, if you have a male client born on or after 1/1/1960 who did not register for Selective Service you would have your client complete the Selective Service Verification Form (DCEO/SS Form #001)
- The client must prove he did not willingly and knowingly fail to register
- Must obtain a Status Information Letter (SIL) from Selective Service - Unless?



Status Letters

- For Locally Approved Selective Service
 Waivers you must obtain a Status Letter
 from Selective Service unless the
 individual meets one of these criteria:
 - Veterans are not required to obtain a status letter before the waiver can be approved
 - If an individual first came into the U.S. after the age of 26, they are not required to obtain a status letter before the waiver can be approved



- Whomever according to your local policy is the approval authority for the locally approved selective service waiver must take the following into consideration:
 - Circumstances of why the man did not register (This should be documented on the DCEO/SS Form #001)
 - If required, the approval authority would review the DCEO/SS Form #001 and the SIL and then the grantee must determine if the client did not knowingly and willfully fail to register for Selective Service



 If Waiver is approved, then the IWDS record would be populated with "Locally Approved Selective Service Waiver in the Selective Service Compliance block on Private Information Screen (see next slide)



If Locally Approved Selective Service
Waiver is approved, all documentation
supporting the approved waiver needs to
be placed in the clients record so when
the file is monitored all information is
present to support the waiver



 Guidance on Locally Approved Selective Service Waiver - "if the failure is deemed knowing and willful then he must be denied WIOA services"



 Decisions are to be made on a caseby-case basis meaning there should never be a cart blanc approval process



Selective Service Compliant

• Ok, that is about it for Selective Service, any questions about Selective Service?



- Talking paper on "Priority of Service" for Veterans and Eligible Spouses has been included in your folder of papers
- Ensure your Career Planners are capturing the D.D. 214 or a letter from Veterans
 Administration supporting veterans status prior to loading the veteran in IWDS (This has been an item that has had a significant high state-wide failure rate during data validation)



 What does "Veterans Priority of Service" mean?



- What does "Veterans Priority of Service" mean?
 - If you have an individual who meets the criteria for "Veterans Priority of Service" (see talking paper for definition of Veteran and Qualified Spouse)
 - Must still meet the eligibility for the particular program, but if meets qualifications the "Covered Person" must receive "Priority of Service"



- What does "Veterans Priority of Service" mean?
 - Must still meet the eligibility for the particular program, but if meets qualifications the "Covered Person" must receive "Priority of Service"
 - If meets qualifications the individual gets front of line service, first opportunity, and if opportunities are limited due to funding, must ensure the "Covered Person" receives services before an individual who does not meet "Veteran's Priority of Service" requirements



 Veterans Priority of Service will come into play especially for the Adult Funding Stream criteria, more on this when we get into Adult Eligibility



WIOA Eligibility

- In conclusion for all titles of WIOA Eligibility it is important to realize Protection of Personally Identifiable Information (PII) is of the utmost importance
- Understanding the intricacies of Selective Service is necessary for each WIOA title
- Veterans Priority of Service are needed for every Department of Labor funded program including but not limited to WIOA



Questions?