

Workforce Innovation and Opportunity Act Eligibility



WIOA Title 1 Authorization



The screenshot shows the homepage of the WIOA Illinois Policy website. At the top, there is a navigation bar with a menu icon, the WIOA logo, and search and login options. The main content area features a large image of three people looking at a computer screen, with the text "Guiding Innovation Illinois WIOA Policy" overlaid. Below this image are four circular icons: "Policy Chapters & Sections" (book icon), "A-Z Listing" (alphabet icon), "Archived Policy" (archive icon), and "Print Policy" (printer icon). A paragraph of text explains the role of the Department of Commerce Office of Employment and Training (OET) in providing policy and guidance to Local Workforce Innovation Boards. At the bottom, there is a sidebar with a search bar and a list of navigation options: "ePolicy Chapters and Sections", "A-Z", "Archive", and "Print". The main content area displays a tree view of the policy structure, starting with "Chapter 1. Governance", followed by "1.1 [Pending]", and then "1.2 Local Workforce Board Membership Requirements", which includes sub-sections "1.2.1 Composition" and "1.2.2 Membership Terms".

- 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



The screenshot shows the WIOA ePolicy portal homepage. At the top, there is a navigation bar with a menu icon, the WIOA logo, and search and login options. The main content area features a large image of three people looking at a computer screen, with the text "Guiding Innovation Illinois WIOA Policy" overlaid. Below this image are four circular icons: "Policy Chapters & Sections" (book icon), "A-Z Listing" (downward arrow with letters A, B, C), "Archived Policy" (archive icon), and "Print Policy" (printer icon). A small text block below the icons states: "As the Governor's designated agency for the Workforce Innovation and Opportunity Act (WIOA) Title 1 Workforce Development Activities and the Trade Adjustment Assistance Act, the Department of Commerce Office of Employment and Training (OET) provides policy and guidance to the Local Workforce Innovation Boards for the delivery of workforce services. The ePolicy manual contains this policy, related documents, and resources to support the implementation and provision of service under WIOA. To keep up on the latest information, please subscribe to e-mail notifications of any policy issuances and updates." Below the icons is a navigation bar with "ePolicy Chapters and Sections", "A-Z", "Archive", and "Print" buttons. The main content area is titled "ePolicy Chapters and Sections" and shows a tree view of the policy manual structure:

- ▼ Chapter 1. Governance
 - 1.1 [Pending]
 - ▼ 1.2 Local Workforce Board Membership Requirements
 - 1.2.1 Composition
 - 1.2.2 Membership Terms



WIOA Title 1 Authorization

State of Illinois:

Department of Commerce and Economic 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:

Department of Commerce and Economic 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
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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.
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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 and including discharge, from their employers.
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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.
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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>

Selective Service Compliant

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

Selective Service Compliant

- All male clients born on or after January 1st, 1960 must be compliant with Selective Service before they can receive WIOA Services
 - DCEO E-Policy - Selective Service Policy 5.1.1
-

Selective Service Compliant

- 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

Selective Service Compliant

- 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

Selective Service Compliant

- 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

Selective Service Compliant

- 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](#)

[Regular Step](#)

Selective Service Online Registration Search

Last Name:

Social Security Number:

(No dashes or spaces)

Date of Birth:

(mmddyyyy)

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

[Registration](#) ▶ [Check a Registration](#) ▶ [Check a Registration Form](#)

Selective Service Online Registration Search

Last Name:

Social Security Number:

(No dashes or spaces)

Date of Birth:

(mmddyyyy)

Rectangular Snip



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Registration ▶ Check a Registration ▶ Check a Registration Form

Selective Service Online Registration Search

Search Criteria

Last Name: Potts

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

Date of Birth: 07/21/1965

Rectangular Snip

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 ?

Selective Service Compliant

- 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”
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Selective Service Compliant

- 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

Selective Service Compliant

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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
-

Selective Service Compliant

- 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
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Selective Service Compliant

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



Locally Approved Waiver

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

Locally Approved 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)
-

Locally Approved Waiver

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

Locally Approved 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)
 - 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
-

Locally Approved Waiver

- 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
-

Locally Approved Waiver

- 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)
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Locally Approved Waiver

- 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
-

Locally Approved Waiver

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

Locally Approved Waiver

- Decisions are to be made on a case-by-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?

Veterans Priority of 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)
-

Veterans Priority of Service

- What does “Veterans Priority of Service” mean?



Veterans Priority of Service

- 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”
-

Veterans 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
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Veterans Priority of Service

- 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
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Questions ?
