

National Emergency Grant Manual

Background:

National Emergency Grants (NEGs) are discretionary grants awarded by the Secretary of Labor. Funds are reserved and made available for obligation by the Secretary. The purpose of the grant is to expand service capacity at the state and local levels by providing time-limited funding assistance in response to significant dislocation events. NEG funds are available for significant dislocation events that arise from the effects of economic globalization, business fluctuations and unexpected events (e.g., disasters).

Types of dislocations that are considered for funding:

- 1. A single company layoff:** Priority in funding is given to applications that document the participation of a large enough group (50 or more workers) to sustain a separate funding project. Generally, less than 50 workers should be funded with formula funds, but there are also circumstances where the grant officer might make exceptions.
- 2. Multiple company layoffs:** These are dislocations from one Company that consists of more than 50 workers. Priority will be given to applications that demonstrate a substantial project size.
- 3. Industry wide layoffs:** Layoffs from industries that have the same classification. (e.g. manufacturing, auto industries etc.) Each layoff in an industry wide application must have 50 or more workers affected. Priority will be given to applications that document the planned participation of 50 or more workers from each company when affected workers are not in the same or geographically contiguous local workforce investment area(s).
- 4. Community impact projects:** These are project that assist workers in local workforce investment areas (primarily rural) where the employer base is small and multiple dislocation take place over six-months period; and these dislocation have significant impact on the local workforce economy as determined by the state.
- 5. Trade dual-enrollment projects:** These are identified with single or multi-company layoffs of more than 50 workers (where U. S. Department of Labor has determined that workers; are trade impacted.) The primary purpose of the trade-dual enrollment projects is to provide trade eligible dislocated workers with wrap-around services that are not available through the trade program. These services can range from case management, individual re-employment plan, comprehensive assessment and WIA core, intensive, and support services.

- 6. Disaster applications:** These applications require verifications that the Federal Emergency Management Agency (FEMA) has declared a disaster area eligible for public assistance. The purpose of this project is to create temporary employment to assist with clean-up activities. The clean-up period is restricted to six months from the grant award. For a longer clean-up period states must submit a justification.
- 7. Assistance to military personnel:** Assisting military personnel to private workforce is a priority with the U. S. Department of Labor and Department of Defense. With the exception of direct closure or realignments of military installations, military personnel leaving the military are expected to seek and receive transitional assistance through such programs using formula funds.
- 8. Assistance to military spouses:** These funds may be requested to serve military spouses who qualify as dislocated workers, including those who were required to leave jobs to accompany military spouse members for the convenience of the government.
- 9. Re-programming of NEG funds:** Federal appropriation law prohibits the redirection or reprogramming of funds to serve target population not identified as part of an original grant award.
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- 11. Incremental Funding:** To minimize under expenditures at the end of the project year, NEG awards will be funded incrementally. The initial increment will be for six months to enable the project to achieve full enrollment. The release of subsequent funding will be based on a demonstrated need for funds evidenced by enrollment and accrued expenditures.
- 12. Cost per participant:** Part of the evaluation process is the “reasonableness of costs.” A comparison of the average cost per participant in the state’s formula dislocated worker program with the proposed cost in the NEG application.
- 13. Health Insurance Premiums:** The Trade Act and appropriated funds permit the use of NEGs to provide appropriate qualified health coverage for eligible TAA (TRA) recipients who have not exhausted UI benefits.

Steps Local Investment Areas must take before submitting NEG Application to the state

Provide Rapid Response assistance
Collect Needs Surveys

Provide immediate re-employment assistance through the WIA formula or Job services. If funds are not available at the local level, application for additional assistance can be submitted to the state.

Integrated service delivery approach: Integrated service delivery is a mandate of the WIA program approach. Therefore, NEG projects should take advantage of the pre-layoff eligibility of dislocated workers to plan and design a program to support the employment and wage replacement strategies to return dislocated workers to employment.

Enhanced service strategies: A plan must be built for participants requiring longer term assistance (such as for limited, English speaking populations or severely impacted communities).

General Requirements when administering NEG projects

Cost limitations: For administrative and related project management expenditures (e.g. monitoring, technical assistance **will apply** to all NEG grants awards.) A limit of 10% for administrative costs and the definition of these costs as defined in WIA shall be used in determining compliance with a cost limit to all NEG grants. Any costs, associated with administering a system of Needs Related Payments or health insurance coverage, **must be** separated and identified in the application budget and also must be justified in the narrative.

Indirect cost: If an indirect cost rate is applied to calculate some of the costs at the grantee or sub-grantee level, the applicant **must include** information from the most recently approved document that identifies; the approved indirect cost rate and base, the approval process of the cognizant agency and the date of the approval.

Reasonableness of costs: The planned per participant cost is expected to be within reasonable range of the actual end-of-year average cost per participant. The benchmark for reasonableness of cost will be determined by evaluating formula-funded dislocated worker activities in the planned service area during the most recently completed year.

Support services and Needs Related Payments: Policies regarding receipt of support services and needs related payments will be consistent with the policies and procedures established by the local board(s) in the area where the project is to operate. Additionally, if the Local board makes a decision to offer needs related payment under the NEG this will also apply to all funds provided to dislocated workers (formula, rapid response funds or statewide funds) specified for dislocated workers. A copy of the policy developed **must be** submitted to the state.

Follow-Up Services: Once a customer has “exited” NEG-funded programs, the career counselor will follow-up the progress of the participant for a minimum of 12 months (following

the first day of employment.) Follow-up services are intended to ensure job retention wage gains and career progress; it is a requirement that the counselor contacts the participant and assists him/her in adjusting to the new employment environment if it prevents the individual from participating in the work force. Follow-up services must be documented in e-CMATs on a quarterly basis. Counselors or case managers will verify employment of the participant during the first, second and third quarters, following exit. Verification of follow-up contact will be maintained in the participants file. Since the intensity of follow-up services provided vary depending on the needs, the state will depend upon the local boards to define, expand or limit services under follow-up as long as the policies and guidance provided are within the limits of the WIA regulation.

Technical Assistance (TA): The state will provide comprehensive overview of the process that entails the request for NEG. These processes will include requirements such as record keeping, quarterly reports, and follow-up services. In addition the state will continue TA regarding various program design, issues, implications, and potential of unintended consequences. The state is prepared to provide TA upon requests from program operators.

Over-site and Monitoring: State program and fiscal monitors will review all NEG recipients 90 days after program implementation and on an annual basis after full plan implementation. Monitors will ensure that established policies relating to the provision of services, and both relating to the planned expenditures and participants services level are in compliance with the plans submitted. They will also ensure that reports are provided on a timely basis; and, verification of eligibility for the NEG participants is in compliance. In addition monitors will provide reports and recommendations to correct deficiencies detected in the review process.

Needs Related Payments: Needs Related Payments are cash assistance provided to participants in training services as authorized by WIA. The state will not issue a policy on whether LWIAs must or must not provide needs related payments to participants in their programs. However, the state advises LWIAs, which want to make this service available, to assess available resources as part of the assessment and other factor (such as costs of administering Needs Related payments.) For LWIAs wanting to implement this service, local boards must develop a policy as to how needs related payments would be delivered and the amounts to be provided.

Veteran's Priority National Emergency Grants: These are subject to the provisions of the "Jobs for Veteran's Act" which provides priority services to veterans and in certain circumstance their spouses in all Department of Labor funded jobs training programs.

State Requirements When Administering NEG Projects

Individual Employment Plan (IEP): All participants must sign the individual employment plan (jointly agreed upon by the case manager and the participant). A participant's signature on the IEP verifies that the participant is a party to the development of the IEP and that the participant also agrees with the strategy and services. WIA Regulation 663.245 indicates that the IEP is to be developed jointly by the participant and the case manager. Please refer to the

Employment Guidance letter, issued January 26, 2004, for additional information on NEG policy. See attachment.

Demand Occupation: Project Operators of NEG must include a demand occupation list that demonstrates that the participant is enrolled in a demand occupation. This is to be placed in the participants file.

Data Entry: It is a requirement that NEG participants will be identified in e-CMATS through entry on the Detail Intake page. Also, the name of the dislocating employer must be identified in the Eligibility page.

Verifications and Documentation Needed When Implementing a program under NEG in e-CMATS

- A. Field refers to a single word such as the “Name” of the participant, etc.
- B. Instruction for the WIA Title I staff portion provides an explanation of what staff will do at each point of a particular process.
- C. Verification/Documentation refers to what customers will provide to become eligible for WIA Title I programs.
- D. References to WIA, federal regulations, and/or state policies indicate the relation of the field to these items.

This manual is developed to ensure the program is managed according to federal regulations and state policies.

QUICK REFERENCES TO ELIGIBILITY DOCUMENTATION

This section is a quick reference page listing the types of documentation required to verify eligibility under the adult, youth, and dislocated worker programs.

Program	Minimum Verification
Adults	<p>If an adult is referred to the WIA Title I program by Job Service/Career Center, the ESCOT APIQ form should be used to verify the items listed for each program. If the applicant is not referred by Job Service/Career Center, the LWIA or contractor should verify if the individual has permission to work in the United States and one other of the listed documents below.</p> <p>Date of Birth</p> <p>Social Security Number (Social Security Card),</p> <p>Citizenship,</p> <p>Work permit/Permanent residency,</p> <p>Program wages (for the under-employed), and</p> <p>Income verification when the 75% priority system is in effect.</p>
Dislocated Workers	Displaced homemaker (Example: divorce papers).

SUMMARY OF CMATS SCREENS/FORMS RELATED TO STATE POLICIES OR PROCESS THAT NEED VERIFICATIONS.

Name of Screen/Forms	Description of Screens/Forms
Registration	<p>The registration process serves two types of WIA applicants, self-registered or self-serve and staff assisted.</p> <p>Self-registered or self-serve applicants are individuals who do not need staff assistance and who are looking for work or information in the resource room. They will not be considered registered for the WIA Title I program or counted in performance measures.</p> <p>Staff-assisted applicants must receive additional assistance to accomplish career goals. A staff member determines eligibility for the WIA Title I program and enrolls the applicant in a WIA Title I funded activity.</p> <p>For the purpose of performance measures, an adult or a dislocated worker who is determined eligible for WIA services and who receives staff-assisted core, intensive, and training services will be considered when calculating performance outcomes for the area.</p>
Intake	<p>This process is used to collect detailed enrollment information to determine “general” and “program specific” eligibility for WIA Title I program services.</p> <p>A participant who is determined eligible but has not participated in an activity for 90 days will be automatically exited unless there is evidence in case management notes showing continued contact with the participant to arrange for a program activity.</p> <p>The signature page must be printed after eligibility determination and signed by the participant and staff of the WIA Title I program. If the participant is a youth, the guardian must sign and indicate he/she is the guardian.</p>
Assessment	<p>This process is used to assess a participant’s needs after test results for basic math, reading, and communication skills. The signature page must be printed after the assessment is completed, and it must be signed by the participant and appropriate staff of the WIA Title I program.</p>
Planning	<p>This process should be used to develop a plan for the participant and to approve the plan before setting up the activities in Service Delivery.</p>

Data Entry	NEG participants will be identified in eCMATs through entry on the Detail Intake page. Also, the name of the dislocating employer must be identified in the Eligibility page.
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Names of Screens/Forms	Descriptions of Screens/Forms
Service Delivery	This process is used to schedule or setup activities such as workshops, assign service providers and authorize payments for approved activities, etc.
Case Management	Within this area, a participant's program activities are updated; contact logs for the participant and the employer may be created; case notes may be entered; and/or a case may be transferred to another worker.
Exit	This process allows staff to record results of completed activities, to follow participant's employment status, and to maintain contact with the employer.

Field	Instruction for WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Social Security Number (SSN)	SSN of the participant--a pseudo SSN is not acceptable unless entered by state staff.	Copy of a valid SSN (on card) issued to the participant by the Social Security Administration (SSA) or a copy of a driver's license with the SSN inscribed	
Registration Date	Indicate the date the participant registered for the program (mandatory field). Enter month, date and year (00/00/0000).	None	
Title	The participant's title: "Mr., Mrs., or Ms. etc."		
First name	Participant's first name (Mandatory field)	Participant's statement, or valid SSN on SSA card, or valid driver's license, or birth certificate	
Last name	Participant's last name (Mandatory field)	Participant's statement or valid SSN on SSA card, or valid driver's license, or birth	

		certificate	
Middle name	Participant's middle name	Participant's statement	
Suffix name	Participant title (e.g. Jr.; Sr., III. etc.)	Driver's license and any identification card with the name of the participant	
Date of Birth	Date on which the participant was born, insert as month-date-and-year (00-00-0000)	Copy of ID Baptismal Record; Birth Certificate; DD214, Report of Transfer or Discharge Paper; Driver's License; Federal, State, or Local Government Identification Card	
Gender	Indicate whether the participant is male or female.	Participant's statement	
Veteran Indicator	A veteran can either be: an individual who served in the U. S. military, naval, or air service for a period less than or equal to 180 days, or who was discharged or under conditions other than discharged or released from such service under such service other than dishonorable; or an individual who met the above conditions for more than 180 days.	Copy of DD214; or other identification confirming the individual is a veteran. Cross match with the Veteran section of Job service.	
Address type	Indicate whether the.	Participant's statement	
Field	Instruction for WIA Title I Staff	Instruction for WIA Title I Staff	References to WIA, federal regulations, and/or state policies
Address Type (cont)	Participant's address is permanent or temporary.		
Participant's address	The address of the participant	Participant's statement or the address indicated on the driver's license	
City	Participant's city of residence	Participant's statement	
State	The name of the state the participant resides.	Participant's state of residence. If the participant is a resident of Tennessee, he/she should not be denied services within any	

		LWIA. It also is advisable to inquire if the resident is receiving services in another LWIA. If the participant is a resident of a neighboring state, contact the nearest LWIA in that state to seek services.	
County	Participant's county of residences	Participant's statements or voter registration card	
Phone	Participant's phone number	Participant's statement	
Secondary contact details	A second contact address or phone number the participants provides	Participant's statement	
Participant's—e-mail	Participant's e-mail address	Participant's statement	
Zip code	Participant's zip code	Participant's Statement	

INTAKE MODULE/APPLICATION

Field	Instruction for WIA Title I Staff	Verification/Documentation	References to WIA, federal regulations, and/or state policies
Basic information such as Social Security number (SSN), name, gender and address is transmitted to other screens to continue the registration process.			
Ethnicity - Hispanic or Latino	Select Hispanic/Latino Yes or No. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.	Participant's statement	
Race	Select all that apply	Participant's statement	
United States citizen	A participant born in the U.S. However, for eligibility	Copy of U.S. birth certificate or U.S.	

	purposes, a permanent resident or a participant issued a work permit by U.S. Immigration and Naturalization Service (INS) should not be denied WIA Title I services.	passport for citizens and/or work permit or Alien registration card for non-citizens	
Highest grade completed	The highest grade the individual completed at time of WIA registration.	Participant's statement; copy of school record; school verification; transcript	
Completion year	The year the participant completed his/ her education	Participant's statement	
Limited English proficient	A participant who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.	Participant's statement	
Employed	Participant is currently working as a paid employee or who works in his or her own business or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.	Pay stub	
U.I. recipient Unemployment Compensation	An individual who has been Federal unemployment compensation programs and whose benefit year or	U.I. Cross-Match Participants statement	

	compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.		
Dislocated worker	An individual who lost employment due to no fault of his/her own	Lay-off slip, or statement from previous employer, or Unemployment Insurance records	
Pay rate	The hourly, weekly, or monthly earnings of a participant	Check stubs or documentation from the employer	
Dislocated date	The last day of employment at the dislocation job.	Self-certification; copy of verification from Employer; Notice of Lay-off; Rapid Response List; Public announcement with follow-up cross-match with UI system	
Field	Instructions to WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Previous earnings	<p>The previous earnings of the worker prior to dislocation</p> <p>This information was added to the screen at the request of several LWIAs. Therefore, the local staff may collect this information based on the hourly, yearly, semi-yearly basis prior to a participant's request for WIA Title I services.</p>	The decision on what type of documentation is needed is left to the local board of each area.	
Worker Adjustment and Retraining Notification Identification number (WARN ID)	The number assigned to the company, plant, or factory that laid-off the worker. Some companies that permanently close or lay-off workers may not meet the required number of workers under the federal WARN to notify the TDOLWFD Dislocated Worker Unit. Please check	If you wish to verify the WARN ID of the dislocation dates see the WARN section of e-CMATS	

	with the Rapid Response coordinator in your area or check the WARN number assigned for the establishment in the WARN section on e-CMATS.		
Annual family income	<p>Income actually received from all sources by all members of the family for six months prior to an application for WIA Title I services.</p> <p>Family size is the maximum number of family members during a six months period prior to application. Calculate the annualized income by multiplying the prior six months by two.</p>	Earnings of family members for the prior six months is acceptable	
Field	Instructions to WIA Title I Staff	Verification/Documentation	References to WIA, federal regulations, and/or state policies
Annual family income	<p>to an application for WIA Title I services.</p> <p>Exclude: Non-cash awards such as food stamps, welfare payments, workers compensation settlements or insurance payments, certain social security benefits, monthly allowance received by persons serving in the National Guard or military services, payments made under Title V of the Older American Act, VA pensions paid to the widow of veterans</p> <p>All capital gains and losses, disability and death payments, child support payments, terminal health and casualty</p>	<p>: employee check stubs, employer wage records if available, W-2 forms, notarized or witnessed statements, self-employment income, active duty military pay, or incomes from rental property, or alimony, etc.</p> <p>If the individual worked only one or six months to calculate the yearly income, multiply the monthly income by 12 or by two respectively.</p>	

	insurance proceeds		
Funding source	The funding streams for the WIA Title I program (Adult, Youth, or Dislocated Worker funds)		
<i>Primary Dot Code</i>	The code number assigned to the occupation of the participant at the time of registration for WIA Title I services	Participant's statement or statement from the employer	
Secondary Dot Cod	The second occupation DOT code if the participant has two jobs	Participant's statement or statement from the employer	

Field	Instructions to WIA title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Individual disability	<p>An individual who has a physical, motion or mental (learning or developmental) impairment which substantially limits one or more of his/her life activities, has a record of such impairment; or is regarded as having such an impairment that results in a substantial barrier to employment.</p>	<p>If the disability is observable no documentation is needed. The only time documentation will be necessary is if the participant willingly provides this information. The documentation may include papers vocational rehabilitation; drug or alcohol treatment center , SSI records; VA related records etc</p>	WIA Section 101 (17)
Pell Grant	<p>Drop down Screen will ask for selection of “yes,” “no,” or “pending.”</p> <p>YES= A participant has been notified he or she will receive a Pell Grant. This information may be updated at anytime while the participant is receiving WIA services, with the exception of follow-up services.</p> <p>NO= A participant has not applied for a Pell Grant.</p> <p>If a participant is eligible to receive training services, WIA staff should also provide</p>	Copies of information should be collected from the educational agencies or institutions where the Pell Grant application was made.	For Pell grant information and coordination see Section 134(d) (40 (B) of the WIA and Section 663.320 (c)

	<p>information to the participant about Pell Grants.</p> <p>Several LWIAs have requested adding “Pending” to the options listed to identify participants who are waiting for Pell grant approval. If the participant receives a Pell Grant, staff should update the information.</p>		
<p>Worker Profiling and Retraining Services referral</p>	<p>A system that assesses a participant’s employment history to determine if the current skills of a participant can be transferred to other jobs requiring the same type of skill.</p>		

Field	Instructions to WIA Title I staff	Verification Documentation	References to WIA federal regulations, and /or state policies
Staff signature	LWIA staff signature	The signature dates on paper and the date of signature inserted in e-CMATs must match.	
Participant's signature	Participant's signature	The signature dates on paper and the date of signature inserted in e-CMATs must match	
Date certified	Indicate the date of certification by the LWIA staff.	The signature dates on paper and the date of signature inserted in e-CMATs must match	
Selective Service Number	<p>Federal law requires that males born on or after January 1960 and are at least 18 years of age must register as required by Section 3 of the Military Selective Service Act (50 U.S. C. APP.453)</p> <p>If an applicant has not registered, WIA staff should provide the "Registration Form" and assurance that items 1 through 8 on SSS Form 1 are completed by the applicant. Attach a copy of the registration form to the file of the applicant, and send the original Selective Service System (WIA), Post Office Box 4638, and North Suburban Illinois 60198.</p> <p>Participants, who must register but refuse to do so, cannot be certified eligible to participate in WIA Title I services. If the participant is registered answer "yes". If the participant has not registered, answer "no."</p> <p>Applicants not required to</p>	Copy of Selective Service Registration Number	Section 3 of the Military Selective Service Act (50 U.S. C. APP.453)

<p>Selective Service Number</p> <p>Field</p>	<p>register include: male applicants who are 26 years and older and who have received an honorable, Instructions to the WIA Title I staff</p>	<p>Selective Service Registration Number</p> <p>Verification and Documentation</p>	<p>References to WIA federal regulations, and /or state policies</p>
<p>Selective Service</p>	<p>Discharged applicants or applicants who have a visible permanent disability, disqualifying them from military service. The registration number a participant is given when he is register with Selective Service.</p> <p>If the participant states he has registered, but does not have proof and is also unable to locate his acknowledgement letter from Selective Service,</p> <p>Please call the following number to verify registration 1-888-655-1825 or visit www.sss.gov.</p> <p>A youth who turns 18, while participating in an activity under the youth program, will not be required under this program to fulfill the Selective Service requirement as long as he remains in the youth program and completes his program services under the youth program.</p>	<p>Selective Service Registration Number</p>	
<p>Disabled Veteran</p>	<p>The individual is a veteran entitled to compensation regardless of rate (includes those rated 0%) for a disability under the laws administered by the U.S. Department of Veteran's Affairs (DVA) or who was discharged or</p>	<p>Veterans rated at 0%-to 30% or more as disabled by DVA</p> <p>Copy of VA Approval letter.</p>	<p>Training and Employment Guidance Letter (TEGL) NO.5-03</p>

	released from active duty		
Field	Instructions to WIA Title I Staff	Verification Documentation	References to WIA federal regulations, and /or state policies
Disabled Veteran	Service connected disability. Or, if the participant is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability		
Campaign Veteran	A participant who served on active duty in the U.S. military during a war	Copy of DD214 form	
Recently Separated Veteran	A participant who applied for participation under Title I of WIA within 48 months after discharge or release from active U.S. military duty	Copy of DD214 form	
Referral ID	The date of referral to Title I services		
Referral source	Name of the agency or program that referred the participant. Example: Department of Human Services (DHS), Worker Profiling (WRPF), Adult Basic Education (ABE), Job Service or other partners		
Referral date	The date of referral to WIA Title I programs		
External referral source	The participant was referred to WIA by a program that is not a WIA partner.		
Signature of certifying Staff	LWIA staff signature		
Participant's Signature	Participant signature	Required for all participants receiving or determined to receive WIA services	

ELIGIBILITY

Insert the social security number of the participant and proceed with the eligibility process.

Field	Instructions to WIA Title I Staff	Verifications/ Documentation	References to WIA, federal regulations, and/or state policies
General Eligibility	<p>General Eligibility has two sections- the eligibility determination for benefits and the eligibility determination with specific criteria for the WIA funding streams (youth, adult or dislocated worker programs).</p> <p>Once an individual is made eligible for WIA Title I program services, there is no reason to delay staff assisted core and intensive services. Title I services, such as core and intensive services, should be provided to the participant no more than two or three days after service is requested, unless the participant chooses to delay services.</p> <p>The inactive 90-day status will be used when the participant is in need of training services and there is a waiting period to be accepted into a training institute, or the participant decides to arrange his/her own training.</p> <p>Please note: A participant who completes his/her program design and is waiting for placement services will not be held over the 90 days after the end date of the last service. The last service may be core, intensive or training services.</p>	<p>Case notes must reflect that the participant does not want to begin services after eligibility determination has been made or has delayed receiving core, intensive, or training services.</p> <p>Case notes must reflect that the participant is being held or will be without activity for 90 days, and must give the reasons for the delay.</p> <p>The “holding for activity status” of a participant before services are provided is 90 days.</p>	

Field	Instructions to WIA Title I Staff	Verification/ Documentation
Displaced homemaker	<p>An individual who has been providing unpaid services to family members in the home and who – (1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment</p> <p>Displaced homemakers can be served under dislocated worker criteria or under the adult program. The decision is left to the LWIA.</p>	Copy of self-attestation form; Public Assistance Records; Divorce Paper; Court Records; Bank Records; Spouse’s Layoff Notice; Spouse’s Death Record.
Offender	An individual: (1) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	Copy of documentation from Juvenile Justice/Criminal Justice System; Documented Phone Call with Juvenile Justice/Criminal Justice Representative; Self-attestation; WIA registration form.
Single parent	A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.	Participant’s statement
Pregnant or parenting	A participant who is under the age of 22 and who is pregnant, or a youth (male or female) who is providing custodian care for one or more dependents under the age of 18	Copy of Child’s Birth Certificate; Baptismal Record; Doctor’s Note Confirming Pregnancy; Applicant Statement of Pregnancy; observation.

Field	Instructions to WIA title I Staff	Verification/ <i>Documentation</i>
Pell Grant	<p>Drop down Screen will ask for selection of “yes,” “no,” or “pending.”</p> <p>YES= A participant has been notified he or she will receive a Pell Grant. This information may be updated at anytime while the participant is receiving WIA services, with the exception of follow-up services.</p> <p>NO= A participant has not applied for a Pell Grant.</p> <p>If a participant is eligible to receive training services, WIA staff should also provide information to the participant about Pell Grants.</p> <p>Several LWIAs have requested adding “Pending” to the options listed to identify participants who are waiting for Pell grant approval. If the participant receives a Pell Grant, staff should update the information.</p>	Copies of information should be collected from the educational agencies or institutions where the Pell Grant application was made.
Worker Profiling and Retraining Services referral	A system that assesses a participant’s employment history to determine if the current skills of a participant can be transferred to other jobs requiring the same type of skill.	

Field	Instructions to WIA Title I staff	Verification Documentation	References to WIA federal regulations, and /or state policies
Staff signature	<i>LWIA staff signature</i>	The signature dates on paper and the date of signature inserted in e-CMATs must match.	
Participant's signature	<i>Participant's signature</i>	The signature dates on paper and the date of signature inserted in e-CMATs must match	
Date certified	Indicate the date of certification by the LWIA staff.	The signature dates on paper and the date of signature inserted in e-CMATs must match	
Selective Service Number	<p>Federal law requires that males born on or after January 1960 and are at least 18 years of age must register as required by Section 3 of the Military Selective Service Act (50 U.S. C. APP.453)</p> <p>If an applicant has not registered, WIA staff should provide the "Registration Form" and assurance that items 1 through 8 on SSS Form 1 are completed by the applicant. Attach a copy of the registration form to the file of the applicant, and send the original Selective Service System (WIA), Post Office Box 4638, and North Suburban Illinois 60198.</p> <p>Participants, who must register but refuse to do so, cannot be certified eligible to participate in WIA Title I services. If the participant is registered answer "yes". If the participant has not registered, answer "no."</p> <p>Applicants not required to</p>	Copy of Selective Service Registration Number	Section 3 of the Military Selective Service Act (50 U.S. C. APP.453)

<p>Selective Service Number</p> <p>Field</p>	<p>register include: male applicants who are 26 years and older and who have received an honorable, Instructions to the WIA Title I staff</p>	<p>Selective Service Registration Number</p> <p>Verification and Documentation</p>	<p>References to WIA federal regulations, and /or state policies</p>
<p>Selective Service</p>	<p>Discharged applicants or applicants who have a visible permanent disability, disqualifying them from military service. The registration number a participant is given when he is register with Selective Service.</p> <p>If the participant states he has registered, but does not have proof and is also unable to locate his acknowledgement letter from Selective Service,</p> <p>Please call the following number to verify registration 1-888-655-1825 or visit www.sss.gov.</p> <p>A youth who turns 18, while participating in an activity under the youth program, will not be required under this program to fulfill the Selective Service requirement as long as he remains in the youth program and completes his program services under the youth program.</p>	<p>Selective Service Registration Number</p>	
<p>Disabled Veteran</p>	<p>The individual is a veteran entitled to compensation regardless of rate (includes those rated 0%) for a disability under the laws administered by the U.S. Department of Veteran's Affairs (DVA) or who was discharged or</p>	<p>Veterans rated at 0%-to 30% or more as disabled by DVA</p> <p>Copy of VA Approval letter.</p>	<p>Training and Employment Guidance Letter (TEGL) NO.5-03</p>

	released from active duty		
Field	Instructions to WIA Title I Staff	Verification Documentation	References to WIA federal regulations, and /or state policies
Disabled Veteran	Disabled due to a service connected disability. Or, if the participant is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability		
Campaign Veteran	A participant who served on active duty in the U.S. military during a war	Copy of DD214 form	
Recently Separated Veteran	A participant who applied for participation under Title I of WIA within 48 months after discharge or release from active U.S. military duty	Copy of DD214 form	
Referral ID	The date of referral to Title I services		
Referral source	Name of the agency or program that referred the participant. Example: Department of Human Services (DHS), Worker Profiling (WRPF), Adult Basic Education (ABE), Job Service or other partners		
Referral date	The date of referral to WIA Title I programs		
External referral source	The participant was referred to WIA by a program that is not a WIA partner.		
Signature of certifying Staff	LWIA staff signature		
Participant's Signature	Participant signature	Required for all participants receiving or determined to	

		receive WIA services	
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ELIGIBILITY

Insert the social security number of the participant and proceed with the eligibility process.

Field	Instructions to WIA Title I Staff	Verifications/ Documentation	References to WIA, federal regulations, and/or state policies
<p>General Eligibility</p>	<p>General Eligibility has two sections- the eligibility determination for benefits and the eligibility determination with specific criteria for the WIA funding streams (youth, adult or dislocated worker programs).</p> <p>Once an individual is made eligible for WIA Title I program services, there is no reason to delay staff assisted core and intensive services. Title I services, such as core and intensive services, should be provided to the participant no more than two or three days after service is requested, unless the participant chooses to delay services.</p> <p>The inactive 90-day status will be used when the participant is in need of training services and there is a waiting period to be accepted into a training institute, or the participant decides to arrange his/her own training.</p> <p>Please note: A participant who completes his/her program design and is waiting for placement services will not be held over the 90 days after the end date of the last service. The last service may be core, intensive or training services.</p>	<p>Case notes must reflect that the participant does not want to begin services after eligibility determination has been made or has delayed receiving core, intensive, or training services.</p> <p>Case notes must reflect that the participant is being held or will be without activity for 90 days, and must give the reasons for the delay.</p> <p>The “holding for activity status” of a participant before services are provided is 90 days.</p>	

Field	Instructions to WIA Title I Staff	Verification Documentation	References to WIA, federal regulations, and/or state policies
Carryover	<p>Participants who are carried over from one program year to the next year due to incompleteness of service design</p> <p>All carryover participants, from the previous program year who were in an activity or who have planned activities, should continue their service design as determined in the previous program year unless it is changed by the case manager.</p>	Records kept on participants carried over from one program year to the next program year	
Unemployed	Participants who are 16 years old or older, who have no job, but are available and actively seeking work; or adults who are not working but are seeking employment		WIA Section 101 (47)
Non Self-sufficient	The applicant to the program is below the established self-sufficiency policy established by the local board.	Established local self sufficiency policy will determine eligibility	
Age 18 or older	<p>The age requirement for a participant to be considered for services under the adult program.</p> <p>Each LWIA should develop a policy on what constitutes self-sufficiency in the local area by taking into account the economic condition and the LLSIL established for the family for the area. The policy established can be revisited anytime during the program year if the LWIA finds that the policy established will limit access to a significant number of the adult population.</p>	Local policy regarding self sufficiency must be available when state monitors require documentation to show how it was used in the LWIA.	

Field	Instruction to LWIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Dislocated Worker Eligibility Criteria	<p>There are several criteria for determining eligibility for dislocated workers:</p> <ul style="list-style-type: none"> - terminated or laid off, - received notice of termination or layoff due to a permanent closure or substantial layoff, - is eligible for or has exhausted Unemployment Compensation (UI) benefits, - has demonstrated attachment to the workforce but is not eligible for UI, - is unlikely to return to the previous industry or occupation, - is employed where the employer has made a general announcement that a facility will close within 180 days; or the employer has made a general announcement that the facility will close - is a displaced home-maker, or 	Copy of lay-off slips from the employer, or U.I. eligibility determination letter, proof of U.I. receipt or proof that the participant was provided worker profiling program services at the Job Service office for the unlikely return to the same or similar industry of dislocation criterion	WIA Section 101 (9)
Worker Eligibility Criteria	-was self-employed		
Core services	Core services include: Determination of eligibility and assistance under WIA Title I funding stream; out reach and intake, including		WIA Section 134 (d) (2) 20CFR 663.110 20CFR 663.115

	<p>information of available services in the career center; worker profiling services; initial assessment of skills and support services; job search and placement assistance; career counseling; labor market information such as job vacancy listings; information on job skills to obtain the jobs; information on area occupations in demand in and the earnings for such area occupations; performance and cost information on eligible service providers; information on local area performance measures, including the career center performance measures; information regarding filing claims for unemployment insurance; and follow-up services. For additional information please refer to Section 134 of WIA</p>		
Intensive Services	<p>Comprehensive and specialized assessment of the skills level and service needs of the participant; diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers and goals; development of an</p>		<p>WIA Section 134 (d) (3) 20 CFR 663.200 20 CFR 663.210 20 CFR 663.220</p>
Intensive Services	<p>individual employment plan; group counseling and career planning; case management for participants seeking training services; short term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal</p>		<p>WIA Section 134 (d) (3) 20 CFR 663.200 20 CFR 663.210 20 CFR 663.220</p>

	<p>maintenance skills, and professional conduct to prepare for unsubsidized employment or training</p>		
<p>Training Services</p>	<p>Training services include: Occupational skills training, including training for non traditional employment; on-the-job training; programs that combine training with related instruction, which may include the cooperative education program; training programs operated by the private sector; skills upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities combined with other training services; customized training conducted with commitment by an employer or group of employers to employ the participant upon successful completion of the training</p>		<p>WIA Section 134 (d) (4) 20 CFR 663.300 20 CFR 663.310</p>
<p>Support Services</p>	<p>Support services include transportation, childcare, dependent care, housing, and needs-based payments that are necessary to enable an individual to participate in activities.</p>		<p>LWIBs will develop policies regarding the amount or types of support services allowed for participants assisted in their area. WIA Section 101(46) WIA Regulation 20 CFR 663.880.840 20 CFR 664.440</p>

PLANNING

Field	Instructions for WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
The planning process is used mainly for activities for adults and dislocated workers and developing goals for youth.	Use the planning phase to set up ITAs for training and payment for benefits (support services) for adult dislocated workers and older out-of-school youth		ETA waiver approved for older youth on March 9, 2004
Program	The specific program funding streams (youth, adult, or dislocated worker)	WIA Eligibility process has been identified before plan is developed	
Plan Date	The date the plan was developed plan is created, updated, or changed before the plan is approved. (See e-CMATS Users Manual.)		
Plan Status	The status of the plan developed - the plan is not final until it is approved.		
Program	The specific program funding streams (youth, adult, or dislocated worker)	WIA Eligibility process	
On-the-Job-Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that (A) provides knowledge or skills essential to the full and adequate performance of the job:	Vendor training Documentation; case notes; OJT master contract Copy of form I-9, or copy of letters form employer that I-9 is on file.	

	(B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and		
(cont) On-the Job-Training	(C is limited to the period of time required for a participant to become proficient in the occupation for which the training is required	Vendor training documentation of certificate of achievement of training; or the process negotiated with the trainer for documenting that the training has been conducted	
Individual Training Account (ITA) Amount	The amount of funds set up with an institution to pay for training or benefits rendered to a WIA Title I participants		WIA Regulations Section 663.410
ITA expended amount	The amount of funds that paid for the training services		
ITA balance amount	Funds remaining after payments are made for training services		
ITA obligated amount	The amount of funds earmarked to pay for the services provided		
Benefit type	Direct–Refers to the support services directly payable to a participant.		
Workplace training	Incumbent worker training or upgrade of skills by employers	Vendor Training documentation; certificate of achievement or credential or the process negotiated with the trainer for documenting that the training has been conducted. (See contract if any process is documented.)	
Daily benefit amount	The amount of support services / benefits provided to a participant on a daily		

Field	Instructions to WIA Title I Staff	Verification/Documentation	Reference to WIA federal regulations and/or state policies
Daily benefit amount (cont)	basis (bus voucher, transportation ticket, or amount of cash given on a daily basis) Example: bus voucher or transportation tickets, daily allowance or other benefits		
Total benefit amount	The total amount of support services/benefits issued		
Eligibility date	The date the participant is eligible for the benefit		
Amount	Services benefit issued		
Plan Date	The date the plan was developed plan is created, updated, or changed before the plan is approved. (See e-CMATS Users Manual.)		
Plan notes	The notes of the case manager or staff assisting the participant		
Individual Training Account (ITA) amount	The estimated costs of training and benefits provided		
Activity	Type of training activity or service type developed for the participant (Example: on-the-job training customized training, etc.)		

Field	Instructions to WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Eligibility date	The date the participant is eligible for the benefit		
Amount	Services benefit issued		
Eligibility date	The date the participant is eligible for the benefit		
Training justification	Reasons for providing the training		
Justification date	Date the justification for providing training assistance was made		
Plan status	The status of the planned activities (approved or draft)		
Plan approval	<p>The approval of planned training activities and benefits that require payment.</p> <p>Note: It is very important to approve the plan before proceeding to the next step.</p>		

SERVICE DELIVERY

Field	Instructions to WIA title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Service Delivery screens should be used to assign participants to service providers, authorize payments for planned training services, enroll participants to workshops, update participant services or activity outcomes, and to provide certificates of continuing eligibility for dislocated workers.	Use Service Delivery to assign participants to service providers, authorize payments for planned training services, enroll participants to workshops, update participant services or activity outcomes, and to provide certificates of continuing eligibility for dislocated workers.		

Field	Instructions to WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Enrollment	Enroll participants into workshops conducted at the career centers such as interviewing, resume writing, counseling and other eligible training services		
Assign Service Provider (New Screen)	This section will allow staff to key information regarding Service Providers who have contracts with the LWIA to provide services to participants		
Service Provider ID	The unique ID number associated with a certain service provider		
Number of hours	The number of hours services will be provided to the participant		
Name of service provider	The name of the service provider associated with the ID number selected		
Address	The address of the service provider		
Authorization type	Identifying whether the authorization for payment for the services was ITA or Non-ITA based		
City, county, state, zip	The city, county, state, and zip code of the service provider		
Service provider status	Status of the service provider at the time of a participant's enrollment with the provider (active, suspended, never active)		
Program contract number	The contract number assigned for the program provided		
Budget code	The description of the budget code		
Effective from	The date from which the authorization will be effective month/date/year (00/00/000)		

Field	Instructions to WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Cost category	Cost category refers to the type of service (training or non-training)		
Class enrollment	To be used to enroll the participant in class or in activity		
Activity create update	May be used to create or add new activities that are ITA based as long as the case manager or staff assisting the participant updates the planned activities.		
Participant benefits	Use this screen to issue new benefits, update benefit records, or to view all benefits issued as well as delete benefits issued to participants.		
Authorization	Allows for authorizing payments for training services, cash benefits, or services to service providers (This screen will be used after planning for the training or benefit payments for participants after the plan is approved.)		

<i>CASE MANAGEMENT MODULE</i>			
<i>Field</i>	Instructions to WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
<i>Program status</i>	Refers to the status of the participant. A case can be active, followed, or closed using this screen.		
<i>Attained Goals</i>	Status of youth in his or her attempt to attain a secondary diploma or equivalent	Copy of test records; Transcripts school or employer notification; case notes	
<i>Date of high school diploma or GED attainment</i>	The date of attainment should be the date on the diploma or equivalency certificate, if available. Other wise the date may be estimated	Copy of school Records. Transcripts; Diploma; GED; Test results	
<i>Youth placement information</i> 1-Entered post secondary education 2.Entered advanced training 3.entered military service 4.Entered unsubsidized employment 6. Did not enter 1-5	1 and 2 should be entered if the youth if the youth started to attend classes. 3. the youth entered military service(reported for active duty) 4. The individual entered a qualified apprenticeship program 5. Entered unsubsidized employment which also include entry Peace Corps, VISTA and other national service programs under the Community Trust Act of 1993		
<i>Closure</i>	Refers to exiting a participant from WIA programs after the completion of planned activities		

Field	Instructions to WIA Title I Staff	Verification/ Documentation	References to WIA, federal regulations, and/or state policies
Closure details	Details regarding closure of cases begins at this point		
<i>Closed completed</i>	The participant completed the program.		
Case closed training services	The participant is placed on a job directly related to the training received.		
Case closed terminated	The participant left the program before completing the program.		

<i>Field</i>	Instructions to WIA Title I staff	Verification/ Documentation	References to WIA, federal regulations, and/or state polices
<i>Entered training related employment</i>	Employment in which the individual uses a substantial portion of the skills taught in the training received by the individual.	Employer contact (call, mail or e-mail)	
<i>Source of Supplemental data</i>	Non-wage record data source	Copy of case management notes with written documentation	TEGL 7-99
<i>Type of recognized educational/occupational certificate/credential/diploma/degree attained</i>	The type of credential obtained either during participation or by the end of the third quarter after exit (other than follow up services).	Case notes; transcripts certificates ; diplomas; license (hard copy) in file	
<i>In post secondary education or advanced training in the quarters after exit</i>	The individual was enrolled in advanced training or post second training education in the first or third quarter	Follow up services after exit; surveys recording sharing with post secondary education (hard copy in file)	
<i>Closed employment</i>	Refers to employment status of the participant at closure		
<i>Contact log</i>	Refers to contacts established with the employer, the participant and the service provider		
<i>Follow-up</i>	<p>Refers to follow-up with participants after exit and to the employer, who hired the participant</p> <p>Participants who have completed WIA Title I services should be followed-up for at least six months with the exception of youth, who are required to be followed-up for 12 months. Additionally,</p>		

<p>Follow-up(cont)</p>	<p>Once a customer has “exited” NEG-funded programs, the career counselor will follow-up the progress of the participant for a minimum of 12 months (following the first day of employment.) Follow-up services are intended to ensure job retention wage gains and career progress; it is a requirement that the counsel or contact the participant and assist him/her in adjusting to the new employment environment if it prevents the individual from participating in the work force. Follow-up services must be documented in e-CMATs on a quarterly basis. Counselors or case managers will verify employment of the participant during the 1st, 2nd, and 3rd quarters, following exit. Verification of follow-up contact will be maintained in the participants file. Since the intensity of follow-up services provided vary depending on the needs, the state will depend upon the local boards to define, expand or limit services under follow-up as long as the policies and guidance provided are within the limits of the WIA</p>		
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	regulation. employers who have hired WIA program completers will be contacted for follow-up information.		
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