INVEST	INNOVATE	IMPACT
○ Focus on data to prioritize investments. ○ Optimize ROI through resource management. ○ Increase resources for workforce development.	○ Pursue practices & programs that can be scaled up. ○ Develop strategic partnerships. ○ Lead efforts that result in employment and advancement.	○ Mobilize opportunities that support industry sectors. ○ Foster development of career pathways. ○ Educate communities about workforce services available.

AGENDA

BOARD OF DIRECTORS

Zoom

Meeting ID: 885 1276 2079

Passcode: 126633

Computer: https://us02web.zoom.us/j/88512762079?pwd=g9qYuV4XR97ptnIrtEuL1ePHE7EQZb.1

June 28, 2024 – 10:00a and 12pm

This meeting has been properly noticed and posted to the Northwest Oregon Works website for public posting in accordance with the Oregon Public Posting Laws.

This Agenda is also available at www.nworegonworks.org.

Those wishing to speak should sign the "Public Comment" sign-in sheet

A quorum of the Local Elected Officials Consortium Board may be in attendance. No actions or decisions will be taken and will be reflected in the minutes of this meeting.

1. **CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**

2. **REVIEW and APPROVE AGENDA**
   Inclusion of any emergency items, or deletion of any items

3. **PUBLIC COMMENT SESSION**
   Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair's discretion.

4. **CONSENT CALENDAR**
   - Accept Staff's recommendation to approve the Minutes of the April 26, 2024 Board Meeting.
   - Accept Staff's recommendation to approve the changes to policy P01 – Adult DW Eligibility.
   - Accept Staff's recommendation to approve the Board Meeting dates for Plan Year 2024-2025.
   - Accept Staff's recommendation to adopt and add Construction and Transportation as a combined sector addition to Northwest Oregon Works.

5. **DISCUSSION and POSSIBLE ACTION** – Kirstin Salmi, NOW Board Treasurer, and Jason Swain, NOW CFO
   - Accept the Staff and Board Treasurer's recommendation to approve the forecasted PY2024-25 Annual Budget (15 minutes)

6. **INFORMATION** – Jessica Newhall, Director, Center for Business, Community & Workforce Development, Clatsop Community College
   College and Small Business Development Center Cohort Updates (15 minutes)

7. **INFORMATION** – Misty Bateman, Program Manager Clatsop WORKS Program

WORKS and CWE Program Update (15 minutes)

8. **INFORMATION** – Pamela Wev, Clatsop County Commissioner
   Conference Updates (10 minutes)

9. **INFORMATION** – Kirstin Salmi, WCT Marine, and Tina Willis, Equus
   Clatsop County Update (15 minutes)

10. **INFORMATION** – Shaun Barrick, OED
    Oregon Employment Department Economic Update (20 minutes)

11. **BOARD CHAIR REPORT** – Tony Erickson, Chair

12. **EXECUTIVE DIRECTOR'S REPORT** – Heather DeSart, NOW Executive Director

13. **BOARD MEMBER COMMENTS** – Roundtable

14. **SECOND PUBLIC COMMENT SECTION**
    Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair's discretion.

15. **ADJOURN**

Northwest Oregon Works meetings are open to the public and conform to Oregon Public Meetings Laws. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities, should be made at least 72 hours in advance of the meeting to our to our EO officer, Jason Swain at 541-921-7270 or jasons@nworegonworks.org. TTY is available at 711 or (800) 735-2900.

MINUTES

NORTHWEST OREGON WORKS
BOARD OF DIRECTORS
MEETING

April 26, 2024

Tillamook Bay Community College

Present:

Board:
Tony Erickson, Oregon AERO, Chair; **Linda Dugan**, Linda Dugan Insurance; **Todd Simmons**, Tillamook Peoples' Utility District; **Whitey Forsman**, Pacific Oyster; **Angeline Chan-Pepper**, Oregon Employment Dept.; **Eric Sherman**, IBEW Local 932; **Kirstin Salmi**, WCT Marine; **Lauren Smith**, DHS, Vocational Rehabilitation; **Lisa Avery,** Linn-Benton Community College; **John Hawkins**, Service Employees International Union; **Gabe Gurule**, Corvallis Fire Department; **Greg Morill,** Bergson Construction Inc.; **Than Tussing**, Fast Lube and Oil;

Excused:
Ann Buchele, Linn-Benton Community College; **Carrie Norris,** Samaritan Health Service; **Heather Taksdal,** Zwald Transport Inc.; **Jordan Meier**, Driftwood Restaurant; **Mario Calderon**, Local 737; **Paul Davis**, JBT Lektro; **Terre Cooper,** Tillamook County Economic Development; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary;

Consortium:
Pat Malone, Benton County Commissioner; **Pamela Wev,** Clatsop County Commissioner; **Casey Garrett**, Columbia County Commissioner; **Casey Miller**, Lincoln County Commissioner; **Doug Olson**, Tillamook County Commissioner;

Staff:
Jason Swain, NOW CCO; **Adrienne Peters**, Project Manager; **Logan Garner**, Youth Programs Manager; **Emily Schwartz**, Accounting Technician; **Brittney Lane**, Executive Assistant; **Aylee Rhea,** Program Manager; **Heather DeSart**, Executive Director; **Kortnie Williams**, Behavioral Health Program Coordinator; **Katrina Sturgeon**, Workforce Benefit Navigator;

1. **CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**
   Chairman Erickson called the Meeting to order at 10:05am.
   Chairman Erickson asked for confirmation of the public posting of the meeting; Ms. Lane confirmed; Roll Call taken, quorum was established.

2. **REVIEW and APPROVE AGENDA**
   Agenda was approved with no corrections, additions, or removals.
   MOTION: John Hawkins **SECOND: Eric Sherman** **MOTION CARRIED.**

3. **PUBLIC COMMENT SESSION**
   No public comment was made.

4. **CONSENT CALENDAR**
   - Accept staff's recommendation to approve minutes from January 26, 2024 Board Meeting

   MOTION: Eric Sherman SECOND: John Hawkins MOTION CARRIED.

5. **DISCUSSION and POSSIBLE ACTION** – Nadia Costa, Jones and Roth
   - Accept Staff's recommendation to approve PY 22-23 Audit Report

   Nadia gave an in-depth report of the audit report for PY22-23. She stated that NOW was great during compliance and the audit happened with no issues or finding. She also talked about NOW's money stewardship and how NOW was in compliance with all the rules and regulations.
   MOTION: John Hawkins SECOND: Eric Sherman MOTION CARRIED.

6. **INFORMATION** – Heather DeSart, Executive Director, NOW
   New Board Member Introductions (10 minutes)
   Heather introduced the new board members that had been appointed in during the last consortium meeting. The new board members are Than Tussing, Lisa Avery, and Angeline Chan-Pepper. Each board member was given a couple of minutes to introduce themselves. After introductions were finished, Heather also explained that a new County Commissioner had joined the Consortium Board and that Pamela Wev had been "promoted" to the CLEO position on the Consortium Board.

7. **INFORMATION** – Jason Swain, CCO, NOW
   Executive Committee Updates (10 minutes)
   Jason notified the board that there was an executive committee meeting and that the meeting approved NOW's use of a Money Market account for the funds that we are receiving and that the money that was earned as interest would be put right back into the unrestricted funds and used for programming. No questions were brought up during the discussion.

8. **INFORMATION** –Diana Nish, Equus
   Tillamook Highlights PY 23 (10 minutes)
   Diana Nish and Carla Lyman gave a presentation on Equus and their participants and how their program is doing in Tillamook county. They also went over a couple of success stories and impacts that their program is having on participants' lives.

9. **INFORMATION** – Logan Garner, Youth Program Manager, NOW
   Youth and Tillamook County Updates (15 minutes)
   Logan updated the Board about the Youth Program. He talked about the Maritime Boat Project that he wants to get underway and buy the kits to have welding participants build the boats. Logan also explained that NOW is going to be able to keep the profits from the boats to put into the program funding to keep the program sustainable.

10. **INFORMATION –** Kortnie Williams, Behavioral Health Program Coordinator, NOW
    Behavioral Health Funding Updates (15 minutes)
    Kortnie gave a brief presentation on the Behavioral Health programs that she is heading and explained the expansion that she's been able to accomplish within her programs. She also talked about ideas to keep the program self-sustaining.

11. **INFORMATION** – Shaun Barrick, OED
    Oregon Employment Department Economic Update (20 minutes)
    Shaun presented about NOW's region of Oregon's Economic and Employment updates. He talked about the steady decline of unemployment and how Oregon has reached a steady plateau since the pandemic.

12. **BOARD CHAIR REPORT** – Tony Erickson, Chair
    Tony said he had only a small report and informed the Board of his family status and how he's taking care of his mother now and his siblings are helping. He talked about how he appreciates the Board and NOW staff for helping cover while he's been in turmoil and that he's excited about attending more board meetings in person and looking forward to a new "normal."

13. **EXECUTIVE DIRECTOR'S REPORT** – Heather DeSart, NOW Executive Director
    Heather made a lengthy statement about the Rendezvous Event her and two other staff members attended. She also presented Tony's award as well as an award for Birgitte due to her retirement and leaving the Board. Heather gave Katrina a minute to introduce herself and the WBN position. Heather also spoke for a minute about the Maritime Grant and that the Local Plan has been received by the state and that we should hear that it's approved sometime in June.

14. **BOARD MEMBER COMMENTS** – Roundtable
    No Board Member comment was made.

15. **SECOND PUBLIC COMMENT SECTION**
    Doug Hunt was in attendance of the meeting. He stood up to make a couple of comments about how he really loved the NOW board and how he was one of the founding members and that the NOW board is one of the things he's most proud of. He explained that he was happy to see it thriving and hoped that NOW continued on this path and helped the community and stayed self-sufficient. Doug also made congratulations to Tony and commended him for his service and his capabilities.

16. **ADJOURN**
    The meeting was adjourned at 12:05pm.

Northwest Oregon Works
PY 2024-25 Meeting Schedule

Every effort is made to focus one meeting on each of NOW's five-county areas for the 2024-2025 program year, which runs from July 1 to June 30. Meetings are held from 10:00 a.m. to 12:00 noon, Pacific Time, unless otherwise noted. Meeting times may be adjusted to accommodate tours or space availability. Northwest Oregon Works board meetings are open to the public and will conform to Oregon public meetings laws.

Date	Meeting	Location
Friday, August 23, 2024	Regular Board	Columbia County
Friday, October 25, 2024*	Annual Meeting	Benton County
Friday, January 24, 2025	Regular Board	Lincoln County
Friday, April 25, 2025	Regular Board	Tillamook County
Friday, June 27, 2025*	Regular Board *(budget approval)*	Clatsop County

Dates marked with an asterisk (*) have scheduled Consortium meetings combined or to follow.
Dates marked with double asterisks (**) indicate the scheduled meeting date was changed.

Last revised: June 2024

NOW Annual Budget
Program Year 24-25

Line #		Program Year 24-25 PY23-24 Carry Over	PY24-25 Awarded	ADJ	Total Funding	%	REF	PY23-24 Carry Over/ Awarded	%	PY22-23 Carry Over/ Awarded	%
	Federal Funding										
1	DOL WIOA Youth *(Program)*	46,000	588,581		634,581	9.4%		663,455	13%	630,016	10%
2	DOL WIOA Adult *(Program)*	110,000	490,829		600,829	8.9%		581,738	11%	580,734	9%
3	HHS American Rescue Plan Act *(Program)*	547,320	-		547,320	8.1%		906,500	18%	920,165	15%
4	DOL/HECC Apprenticeship Expansion *(Program)*	525,000	-		525,000	7.8%		111,400	2%	140,540	2%
5	DOL WIOA Dislocated Worker *(Program)*	44,200	337,568		381,768	5.6%		397,572	8%	532,248	8.6%
6	DOL WIOA DWG Quest *(Program)*	-	218,500		218,500	3.2%		-	0%	-	0.0%
7	DOL Reentry Employment *(Program)*	168,000	-		168,000	2.5%		-	0%	-	0.0%
8	DOL WIOA Rapid Response *(Program)*	-	68,000		68,000	1.0%		69,563	1%	-	0.0%
9	DHS Summer Youth Employment *(Program)*	53,000	-		53,000	0.8%		61,223	1%	47,306	0.8%
10	DOL WIOA High Concentration Youth *(Program)*	2,111	9,800		11,911	0.2%		8,380	0%	22,215	0.4%
11	DOL WIOA *(Admin)*	152,029	157,442		309,471	4.6%		303,759	6%	326,405	5%
12	HHS American Rescue Plan Act *(Admin)*	53,760	-		53,760	0.8%		100,500	2%	102,241	2%
13	DOL WIOA DWG Quest *(Admin)*	27,312	-		27,312	0.4%		-	0%	-	0%
14	DOL Reentry Employment *(Admin)*	16,800	-		16,800	0.2%		-	0%	-	0.0%
15	DOL/HECC Apprenticeship Expansion *(Admin)*	8,400	-		8,400	0.1%		3,600	0%	6,000	0%
16	DOL WIOA Wildfire Recovery	-	-		-	0.0%		-	0%	31,439	1%
17	**Total Federal Funding**	1,753,932	1,870,719	-	**3,624,651**	54%	R-1	3,207,689	63%	3,339,309	54%
	State Funding										
18	Future Ready Navigator *(Program)*	786,980			786,980	11.6%		722,000	14%	-	0%
19	HECC Maritime Workforce *(Program)*	743,800			743,800	11.0%		-	0%	-	0%
20	ODE Youth Development Future Ready *(Program)*	235,000			235,000	3.5%		-	0%	-	0%
21	HECC Oregon Youth Employment *(Program)*	202,000			202,000	3.0%		-	0%	-	0%
22	HECC Work Experience *(Program)*	149,000			149,000	2.2%		161,000	3%	87,958	1%
23	ODE Youth Development Reengagement *(Program)*	100,000			100,000	1.5%		-	0%	-	0%
24	HECC Industry Engagement *(Program)*	63,700			63,700	0.9%		122,400	2%	110,376	2%
25	HECC Board Support *(Admin)*	216,840			216,840	3.2%		338,000	7%	231,071	4%
26	Future Ready Navigator *(Admin)*	82,790			82,790	1.2%		-	0%	-	0%
27	HECC Maritime Workforce *(Admin)*	82,000			82,000	1.2%		-	0%	-	0%
28	HECC Unrestricted *(General)*	30,000			30,000	0.4%		18,496	0%	19,945	0%
29	HECC Work Experience *(Admin)*	18,000			18,000	0.3%		18,000	0%	9,226	0%
30	HECC Oregon Youth Employment *(Admin)*	17,900			17,900	0.3%		-	0%	-	0%
31	ODE Youth Development Future Ready *(Admin)*	15,000			15,000	0.2%		-	0%	-	0%
32	ODE Youth Development Reengagement *(Admin)*	8,000			8,000	0.1%		-	0%	-	0%
33	HECC Industry Engagement *(Admin)*	7,078			7,078	0.1%		13,600	0%	13,415	0%
34	OHA Healthy Oregon				-	0.0%		205,500	4%	509,857	8%
35	Future Ready Prosperity 10k				-	0.0%		-	0%	858,797	14%
36	ODE Youth Development				-	0.0%		-	0%	263,083	4%
37	HECC Oregon Youth Employment				-	0.0%		-	0%	368,978	6%
	Total State Funding	2,758,088	-	-	**2,758,088**	41%	R-2	1,598,996	31%	2,472,706	40%
	Local Funding										
38	IHN-COO HealthCare Supplement *(Program)*	334,640			334,640	5.0%		185,500	3.6%	373,534	6%
39	Col-Pac Behavioral Heath *(Program)*	20,000			20,000	0.3%		112,000	2.2%	-	0%
40	Lincoln County Economic *(Program)*	15,000			15,000	0.2%		-	0.0%	-	0%
41	Columbia River PUD *(Program)*	3,200			3,200	0.0%		3,200	0.1%	3,208	0%
42	IHN-COO HealthCare Supplement *(Admin)*	3,500			3,500	0.1%		-	0.0%	7,130	0%
43	Col-Pac Behavioral Heath *(Admin)*	-			-	0.0%		6,200	0.1%	-	0%
44	Oregon Community Foundation	-			-	0%		-	0.0%	23,957	0.4%
45	**Total Local Funding**	376,340	-	-	**376,340**	6%	R-3	306,900	6.0%	407,829	6.6%
46	**Total Funding**	**$ 4,888,360**	**$ 1,870,719**	**$ -**	**$ 6,759,079**	100%		**5,113,585**	100%	**6,219,844**	100%
			Budgeted Expenses	**ADJ**	**Total Expenses**	**%**	**REF**	**Budgeted**	**%**	**Budgeted**	**%**
	Operating Payroll Expenses										
47	Wages		226,978	-	226,978	3.9%		208,341	6%	193,249	4%
48	Employee Health Insurance		25,648	-	25,648	0.4%		25,648	1%	25,382	1%
49	Payroll Taxes		21,483	-	21,483	0.4%		19,720	1%	18,291	0%
50	PTO		15,410	-	15,410	0.3%		11,310	0%	9,849	0%
51	Employee Retirement Plan		6,270	-	6,270	0.1%		5,985	0%	10,116	0%
52	**Total Operating Payroll Expenses**		295,789	-	**295,789**	5.1%	E-1	271,004	8%	256,887	6%
	Operating General Expenses										
53	Travel		35,000		35,000	0.6%		16,000	0%	15,500	0%
54	Audit & Legal Services		33,500		33,500	0.6%		26,000	1%	24,000	1%
55	Memberships		26,000		26,000	0.4%		14,600	0%	14,050	0%
56	Staff Training/Development		26,000		26,000	0.4%		7,000	0.2%	9,000	0%
57	Phone & Internet		25,500		25,500	0.4%		21,500	0.6%	22,900	0.5%
58	Professional Services *(Other)*		20,700		20,700	0.4%		26,100	1%	37,310	1%
59	Processing Fees		17,900		17,900	0.3%		12,250	0.4%	8,060	0.2%
60	Office Lease		13,000		13,000	0.2%		6,350	0%	6,070	0%
61	Insurance		11,000		11,000	0.2%		7,700	0.2%	6,930	0.2%
62	Supplies/Postage/Meetings		9,000		9,000	0.2%		3,500	0.1%	6,000	0.1%
63	Office Equipment/Software		8,100		8,100	0.1%		6,600	0.2%	9,550	0.2%
64	Depreciation		-		-	0.0%		-	0%	-	0%
65	**Total Operating General Expenses**		225,700	-	**225,700**	4%	E-2	147,600	4%	159,370	4%
66	**Total Operating Expenses**		521,489	-	**521,489**	**9%**		418,604	12%	416,257	9%
	Program Payroll Expenses										

67	Wages	551,535		551,535	9.5%		305,917	8.9%	455,079	10.3%
68	Employee Health Insurance	62,314		62,314	1.1%		38,730	1.1%	72,236	1.6%
69	Payroll Taxes	52,203		52,203	0.9%		28,955	0.8%	43,073	1.0%
70	PTO	26,152		26,152	0.5%		7,480	0.2%	16,572	0.4%
71	Employee Retirement Plan	25,236		25,236	0.4%		9,417	0.3%	27,305	0.6%
72	**Total Program Payroll Expenses**	717,441	-	**717,441**	12%	E-1	390,499	11%	614,265	14%
	Program General Expenses									
73	Outreach Program	2,115,066		2,115,066	36.5%	E-7	669,189	20%	798,968	18%
74	Outreach Professional Services	115,000		115,000	2.0%	E-6	44,050	1%	87,422	2%
75	I-Trac Database	49,000		49,000	0.8%	E-5	40,493	1%	33,500	1%
76	WSO Leases	38,022		38,022	0.7%	E-4	32,900	1%	47,040	1%
77	WSO Phone & Internet	17,730		17,730	0.3%	E-3	17,420	1%	19,590	0%
78	**Total Program General Expenses**	2,334,818	-	**2,334,818**	40%		804,052	23%	986,520	22%
	Program Subrecipient Expenses									
79	WIOA *(Equus)/(CSC)*	1,297,000		1,297,000	22.4%		1,254,000	37%	1,543,000	35%
80	WORKEX *(Equus)*	143,000		143,000	2.5%		71,000	2%	81,971	2%
81	FRO AARP *(TBD)*	283,160		283,160	4.9%		405,500	12%	682,000	15%
82	SYEP *(Equus)/(CSC)*	53,000		53,000	0.9%		61,223	0%	47,305	1%
83	WIOA *(OMEP)*	20,000		20,000	0.3%		16,000	0%	25,000	1%
84	WIOA QUEST *(TBD)*	197,000		197,000	3.4%		-	0%	28,276	1%
85	WIOA Reentry *(Equus)*	151,000		151,000	2.6%		-	0%	-	0%
86	WIOA Maritime *(Equus)*	80,000		80,000	1.4%		-	0%	-	0%
87	HCY *(TBD)*	-		-	0.0%		8,380	0%	-	0%
88	**Total Subrecipient Expenses**	2,224,160	-	**2,224,160**	38%	E-8	1,816,103	53%	2,407,552	54%
89	**Total Program Expenses**	5,276,419	-	**5,276,419**	**91%**		3,010,654	88%	4,008,337	91%
90	**TOTAL EXPENSES**	**$ 5,797,908**	**$** -	**$ 5,797,908**			**$3,429,258**		**$4,424,594**	
91	***NET FUNDING & EXPENSES***			**$ 961,171**			**$1,684,327**		**$1,795,250**	

NORTHWEST OREGON WORKS	**POLICY P01: WIOA ADULT AND DISLOCATED WORKER ELIGIBILITY**
	APPROVED: 1/26/24 **REVISION: 6/24/2024** **APPROVED BOARD REVISION:** **INTERNAL REVIEW CONDUCTED: 06/24/2024**
	☐ **NEW** ☒ **REVISED**

Purpose and Policy for WIOA Title 1 Adult and Dislocated Worker Programs

Purpose: This policy aims to provide clear guidance on determining participant eligibility for enrollment in the Workforce Innovation and Opportunity Act (WIOA) Title 1 Adult and Dislocated Worker (DW) Program. The guidance is anchored in WIOA legislation, U.S. Department of Labor (DOL) regulations, and State of Oregon policies.

Policy: Northwest Oregon Works establishes the policy that contracted WIOA Adult and DW Service Provider(s) must ascertain the eligibility of applicants before offering WIOA-funded individualized or training services. Service Providers are obligated to adhere to the criteria outlined in this eligibility policy. It is incumbent upon the Service Provider to maintain a robust eligibility certification system, ensuring that ineligible individuals are not served to avoid disallowed costs. Additionally, the WIOA Service Provider must implement the priority of service, as mandated by Northwest Oregon Works.

ELIGIBILITY PROCESS

Applicants in need of WIOA funded Individualized Career or Training Services must be determined eligible *prior* to the provision of such services. The eligibility process includes:

1) Conduct eligibility determination based on one or more of the criteria defined above;
2) Collect required eligibility documentation at the time of eligibility determination (see Attachment B - Documentation Requirements Table);
3) Provide applicant with a copy of Northwest Oregon Works' Grievance Policy and Form;
4) Have applicant sign the Media Release Form;
5) Complete the i-Trac application as required by the funding source for which the applicant will be enrolled and follow all required i-Trac data entry protocols (established in the i-Trac Management Information Data System);
6) Documents may also be uploaded to i-Trac following the document management protocols.

Documentation: Mandatory documentation will be collected during the eligibility determination process and recorded in I-trac. In cases of co-enrollment, where eligibility has been verified by another local area, NOW and its Service Provider(s) will accept the documentation secured by the other local area for co-enrollment purposes. Any responsibility or consequences arising from documentation issues or findings by State or Federal monitors will remain with the local area that collected the eligibility documents.

ELIGIBLE PARTICIPANTS

WIOA Adult

Adults must meet the following WIOA eligibility criteria to move from Basic Career Services to Individualized Career Services and/or Training Services.

Adult eligibility criteria:

- Age 18 Years or older;
- Meets Selective Service registration requirements (if applicable);
- Must be assessed for priority of service:
    - **Priority of Service:**
      Services are to be provided to eligible participants in the following priority order:
    - Veterans and eligible spouses receive statutory priority for WIOA Adult formula funding.
    - Non-veterans or eligible spouses meeting statutory priorities for WIOA Adult formula funding: a. Recipients of public assistance, including Temporary Aid for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), General Assistance or Refugee Cash Assistance, or Supplemental Security Income (SSI).
    - Low-income individuals, defined as those receiving or having received public assistance through SNAP, or having a family income below the Federal Poverty Line or 70% of the Lower Living Standard Income Level (LLSI). An individual with a disability, even if the family doesn't meet income criteria, may be considered low-income for priority of services.
    - Basic skills deficient: An individual who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

WIOA Dislocated Worker

The following categories outline the requirements within which an applicant may be defined as a Dislocated Worker. Dislocated Workers must meet the eligibility criteria to move from Basic Career Services to Individualized Career Services and/or Training Services if funded through the WIOA Dislocated Worker Formula Fund.

Dislocated Worker Categories:

- Terminated or Laid-off Worker
- Laid off due to Business Closure or Substantial Lay-Off
- Self-Employed Business Closure
- Displaced Homemaker
- Displaced Military Spouse
- Separating Service Member

ELIGIBILITY DETERMINATION PROCESS

Adult Eligibility Determination

1) Verify date of birth of the applicant. Applicant must be age 18 or over to be eligible for WIOA Adult funded services.
2) Verify applicant is in compliance with Selective Service Registration requirement.
3) Assess for the applicant's Priority of Service status.

Dislocated Worker Eligibility Determination

1) Verify date of birth of the applicant.
2) Verify applicant is in compliance with Selective Service Registration requirement.
3) Assess for the applicant's dislocated worker status.

Policy definitions for each of the Dislocated Worker eligibility elements are:
To determination eligibility under the Terminated or Laid-Off Worker category, an individual must meet **each** of the follow categories:

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment, including a separation notice from active military service (refer to Separating Service Member for additional information); and
- Is either eligible for or has exhausted their unemployment insurance compensation or has been employed for a period of at least three months to show attachment to the workforce, but is not eligible for unemployment insurance compensation due to insufficient earnings or having worked for an employer that is not covered under the State unemployment compensation law; and
- Is unlikely to return to their previous industry or occupation. This can be due to any of the following circumstances:
    - Because of negative economic conditions or sudden economic impact on industries or occupations (such as the pandemic).
    - Because there is a decline in the previous occupations in the local market.
    - Because of circumstances that cause significant barriers to employment, such as criminal background, lack of high school diploma or GED, disability, homelessness, cultural or language barriers, older worker (55+) or deficient in basic skills.
    - Because their previous industry or occupation has been eliminated or the applicant has been unable to secure a position at a compensation level comparable to their previous occupation.
    - Because they exhausted their unemployment benefits and have been unable to find a job in their previous industry or occupation.
    - Because they were seasonally employed and unlikely to return because of mechanization or significant variance to normal seasonal employment patterns, resulting in uncertain return-to-work duties.

Determination by a Service Provider staff that an individual's likelihood of returning to their previous industry or occupation is unlikely due to circumstances that cause significant barriers to employment. Barriers to employment include:

- Offender
- High school dropout
- Homeless
- Cultural or language barrier
- Older worker (55+)
- Basic skills deficient
- Lack of necessary skills to become reemployed due to the current requirements of the industry or occupation (to be identified by an assessment of the individual's current skills and abilities and compared to current labor market demands, or rejection letters from employers for lack of necessary skills)
    - Because a WIOA-funded assessment cannot be conducted until after WIOA Dislocated Worker eligibility has been established, a self-assessment by the individual, or a prior assessment of the individual's skills, abilities and experiences by another qualified entity must be used.

Laid off due to Business Closure or Substantial Lay-Off

The applicant must meet one of the following requirements:

- Has been terminated or laid off from employment, or has received notice of termination or layoff, because of the permanent closure of, or any substantial layoff (defined as 10 or more affected workers) at the company (includes a plant, facility, military installation, or business enterprise); or
- Is employed at a company where the employer has made a general announcement that the company or location will close within 180 days. A general announcement may include media coverage, filing of a Worker Adjustment and Retraining Notification (WARN) with the State, corporate written notice of intent to close within 180 days (written notice includes email communication, employer website and/or social media postings).

Self-employed Business Closure

The applicant must meet the following requirement:

- Was self-employed (including employment as a farmer, rancher, fisherman, or an independent contractor or consultant not technically an employee of a firm or agency) but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters.

Additional Guidance for Determining Self-Employed Business Closure:
To assist an applicant in determining if they meet this Dislocated Worker definition, consider the following.

A person is self-employed when they meet one of the following conditions:

- Files taxes as self-employed for their business on their personal taxes:
- Is considered an independent contractor by the business:
- Meets all the following criteria:
    - Is not required by the business to complete an IRS W-4 form:
    - Is not required to pay federal income tax or FICA payments from their paycheck(s):
    - Liability or workers' compensation insurance for the individual is not paid by the business:
    - Either creates or provides the products or services they sell, or sets the price for the products or services they sell:
    - Is responsible for the business expenses and losses: and
    - Receives profits from the business.

Economic condition is defined as the present situation in the overall economy of the area where the individual resides. When a local economy contracts or is weakened, it may impact self-employed individuals. Examples include recession, impacts of pandemic, impacts of major employers that support a high percent of employment and local purchasing power, such as:

- Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services;
- Failure of one or more businesses from which the self-employed individual obtained substantial portion of products or services;
- Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the local economy;
- Unemployment rate for the county exceeds the State overall unemployment rate; or
- Depressed prices or markets for articles produced by the self-employed individual.

Displaced Homemaker Eligibility: An individual qualifies as a WIOA Displaced Homemaker, a status synonymous with Dislocated Worker eligibility, under the following circumstances:

- The applicant has been contributing unpaid services to their family at home and was previously reliant on another family member's income, which they no longer receive support from.

OR

- The applicant, providing unpaid services to their family at home, is the dependent spouse of an Armed Forces member on active duty. Their family income has significantly diminished due to deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member.

OR

- The applicant, engaged in unpaid family services at home, is unemployed or underemployed and encounters challenges securing or advancing in employment.

Moreover, an applicant may also satisfy the criteria for other Dislocated Worker eligibility types, indicating that Displaced Homemaker status is not mutually exclusive.

Displaced Military Spouse Eligibility: An applicant qualifies under the WIOA Displaced Military Spouse category by meeting one of the following requirements:

- The individual is the spouse of an Armed Forces member on active duty and has experienced job loss directly resulting from relocation to accommodate a permanent change in the duty station of the service member.

OR

- The individual is the spouse of an Armed Forces member on active duty, currently unemployed or underemployed, and faces challenges in obtaining or advancing employment.

Separating Service Member Eligibility: To qualify as a Separating Service Member, the applicant must meet the following requirement, and documentation with a DD-214 is mandatory:

- The individual is a member of the Armed Forces separating from service to enter or re-enter the civilian labor force (being discharged). The discharge is for any reason other than dishonorable.

This delineation provides clarity on the eligibility criteria for Displaced Homemakers, Displaced Military Spouses, and Separating Service Members, facilitating a smoother application process for individuals seeking assistance under the Workforce Innovation and Opportunity Act.

MANDATORY PROCEDURE

Service providers funded by Northwest Oregon Works must adhere to this policy when assessing participant eligibility for enrollment in a WIOA funded service. This policy remains in effect from the date of issuance until a revision becomes necessary.

Other Eligibility Criteria Definitions

Priority of Service

WIOA Individualized Career and Training services shall be provided to eligible participants in the following priority order:

1. Veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding (see 2.).
2. Individuals who are not veterans or eligible spouses and who meet one of the statutory priorities for WIOA Adult formula funding:
    a. Individuals who are recipients of public assistance
    b. Individuals who are low income
    c. Individuals who are basic skills deficient
    d. English language learners
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Priority populations established by the Governor and/or the local workforce development board.
5. Non-covered persons outside the groups given priority under WIOA.

The characteristics for Veteran Status, Public Assistance Recipient and Basic Skills Deficient must be documented to report as a characteristic and to receive priority of service benefits. *Lack of documentation does not preclude participants from receiving Individualized Career or Training services* but does eliminate the priority of service benefit. Documentation may come after enrollment.

Selective Service Registration Requirements

Compliance with the Selective Service registration requirements must be documented for participants who are required to register – defined as:

- Sex-assigned male at birth;
- AND a US Citizen OR immigrant residing in the US between the ages of 18 and 25;
- AND are age 18 or older;
- AND were born on or after January 1, 1960.

If documentation under one of the categories outlined below cannot be collected, the participant is not eligible to enroll. Participants who would like additional information regarding Selective Service registration may be referred to this website: https://www.sss.gov/Registration-Info.

Selective Service Exempt
Participants exempt from Selective Service registration:

- Sex-assigned female at birth;
- OR born before 1960;
- OR currently under the age of 18 (will be required to register within 30 days of 18th birthday);
- OR are a seasonal agricultural worker on a H-2A visa;
- OR are a lawful non-immigrant on a current non-immigrant visa;
- OR were incarcerated/hospitalized/institutionalized continuously between 18th and 26th birthdays;
- OR were not living in the United States between 18th and 26th birthdays;
- OR was on active US Military, Coast Guard duty or a student in an Officer Procurement Program continuously between 18th and 26th birthdays.

Not Required/Exempt Documentation Requirements
Sex assigned female at birth; participant currently under age 18; participant born before 1960 – Customer attestation.

Non-Immigrant/Immigrant Status – Regardless of current U.S. Citizenship status, some immigrants may be exempt from registration:

- Participants sex-assigned male at birth and holding a valid seasonal agricultural worker H-2A visa must provide a copy of the visa.

- Participants sex-assigned male at birth who are between the ages of 18 and 26 may be exempt if they are on a current non-immigrant visa. Acceptable forms of supporting documentation can be found at this website Non-Immigrant/Immigrant Allowable Documents.

- Participants who are sex-assigned male at birth and came into this country for the first time after their 26th birthday are not required to register for Selective Service. Acceptable forms of supporting documentation that establish first date of entry into the United States can be found at this website Non-Immigrant/Immigrant Allowable Documents. The appropriate supporting document must show an entry date after the participant's 26th birthday.

Incarceration, Hospitalization, Institutionalization:
Participants obligated to register but able to furnish documentation proving their incarceration, hospitalization, and/or institutionalization from their 18th to 26th birthday are exempt from registration. It's essential to emphasize that if, at any point between their 18th and 26th birthdays, the participant was not incarcerated, hospitalized, or institutionalized, registration was obligatory, and the exemption does not apply. Non-registration requires adherence to the documentation guidelines outlined under "Required to Register and Did Not."

Military Service:
Participants engaged in US Military, Coast Guard, or Officer Training between their 18th and 26th birthday are exempt from registration, with their DD-214 Military Separation Record serving as documentation. However, it is crucial to note that if, at any juncture between their 18th and 26th birthdays, the participant was not involved in the US Military, Coast Guard, or Officer Training, registration was mandatory, and the exemption is not applicable. Failure to register necessitates adherence to the documentation requirements specified under "Required to Register and Did Not."

Required to Register and Did Not
Participants who are required to be registered, who are over age 26, and cannot document that they are registered through one of the means listed above must complete the Selective Service System's *Request for Status Information Letter* and attach copies of the documentation required for their reason for non-registration.

Subrecipients receiving WIOA funding are empowered to assess cases labeled as "not knowing and willful." A duplicate of the letter and accompanying documents may be forwarded to NOW and stored in I-Trac. Following scrutiny, the Director of Workforce Programs holds the authority to ascertain, based on a preponderance of evidence, whether the participant's failure to register was not knowing and willful. Upon such a determination, the Request for Status Information Letter, and accompanying documents, along with other eligibility documentation, should be archived with the Director of Workforce Programs' approval signature.

Participants are to be directed to submit the letter and documents according to the form's instructions for an official assessment by the Selective Service System. It is important to note that there is no obligation for staff to follow up to ensure submission or to return and file the Selective Service System's response. The WIOA program is duly authorized to make the determination during the WIOA documentation process.

Request Submitted/Selective Service Response Received – If the participant already completed the Request for Status Information Letter process with the Selective Service and has their Status Information Letter determination returned from Selective Service which says that they are found to be exempt from the requirement, a copy of the Response Letter is to be maintained as documentation.

Self-Sufficiency Definition

20 CFR 680.210 supports training services being made available to employed Adults and Dislocated Workers where staff determine that all these elements apply:

- The participant is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- They need training services to obtain or retain employment leading to self-sufficiency or wages comparable to or higher than wages from previous employment; and
- They have the skills and qualifications to participate successfully in training services.

Under-Employed Definition

TEGL 19-16 (section 11 Employment Status Clarification) encourages local policy development to define under-employed for purposes of supporting the provision of training services to employed participants. The TEGL provides under-employed examples as follows:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA section 3 (36); or
- Individuals who are employed, but show their current earnings are not sufficient compared to their previous earnings from their previous employment.

Determining Low Income

Concerning individualized career services and training services funded through WIOA adult funds, the establishment of priority of service is imperative during eligibility determination for recipients of public assistance, other low-income individuals, and those who are identified as basic skills deficient. The assignment to a priority of service category remains constant throughout the participation period. It's crucial to note that the Adult priority of service does not extend to the Dislocated Worker population.

Veterans and eligible spouses meeting the WIOA Adult program eligibility criteria are granted priority of service among all eligible individuals. However, they must still satisfy the specific criteria outlined in the WIOA adult program eligibility.

Low-Income status is defined by meeting one of the following criteria:

- Receiving, or in the past six months has received, assistance through SNAP, TANF, supplemental security income program, or state or local income-based public assistance.
- In a family with a total income not exceeding the higher of the poverty line or 70 percent of the Lower Living Standard Income Level (LLSIL).
- A homeless individual.
- An individual with a disability whose own income doesn't surpass the income requirement but is part of a family whose total income does.

The low-income and poverty guidelines serve to establish low-income status for WIOA Title I programs. Northwest Oregon Works utilizes the LLSIL to ascertain priority of service eligibility for WIOA Adult applicants. Income received in the six months preceding the individual's application for WIOA-funded services is considered for income determination. A comparison is made between the applicant's actual family income during this period and the figures on the Oregon Workforce Innovation and Opportunity Act Income Eligibility Table to determine eligibility (Exhibit A – Oregon Income Eligibility Table).

National Dislocated Worker Grant

- Refer to Dislocated Worker Grant eligibility –National Dislocated Worker Grant (DWG) Eligibility Policy.

HOUSEHOLD INCOME CALCULATION METHODOLOGY

Calculating household income methodology includes the following:

1) Establish Household Size:
    - To determine total family income, intake staff must calculate income received by all members of the individual's family for the previous six months prior to WIOA participation. (Household members include all individuals in the household related by blood or marriage as defined by WIOA.)
    - To determine total income for an individual with a disability, an intake staff must calculate income received by the individual (only) for the previous six months prior to WIOA participation, regardless of the income level of his/her family.

2) Computing and Documenting Family Income:
    - Documentation should be provided for each applicable included and excluded income source received by the applicant, and each family member, for the six-month income period immediately preceding the application and eligibility determination date.
    - An applicant or family member who claims little or no income must submit an applicant statement that attests that little or no income was received during the past six months, and/or that they were unemployed for that period.
        a. In this situation, they should be included as a family member and $0 income may be listed.

- The following items should be documented, verified, computed, and included with the eligibility documentation:
    a. Eligibility determination period: Enter dates of the six-month period.
    b. Family Members: List all family members (as defined by WIOA) and the income they have received within the last six months prior to application. In addition to documentation of family size, additional documentation may be required to establish that the family is living in a single residence.
    c. Dates: List the dates of receipt of the income. The whole determination period should be covered. During periods when no income was received, means of support must be explained and verified (e.g., applicant has been supported by parent(s) or friend(s) or living on savings from previous earnings, etc.).
    d. Source of Income: Indicate how the income was earned, and/or the source that generated the income.
    e. Amount of Income: Indicate the dollar amount received during the six-month period. This may require adding up several pay stubs submitted for that period to arrive at the six-month amount;
    f. Documents Inspected: Indicate the document(s) submitted to verify the source of income. The document(s) must be photocopied, and a copy retained in the individual's file.

Sources of includable income are:

- Child Support Payments
- Monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions, and including overtime pay, bonuses, etc.
- Net receipts from non-farm self-employment (receipts from a person's own un-incorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., California Conservation Corp)
- Alimony, active military family allotments directly received, or other regular support from an absent family member or someone not living in the household, but included in the family size
- Private pensions, government employee pensions (including military retirement pay)
- Regular insurance or annuity payments (including state disability insurance)
- College or university scholarships grants, fellowships, and assistantships (not needs-based)
- Net gambling or lottery winnings
- Severance payments

- Terminal leave pay
- Social Security Disability insurance payments
- WIOA Title I – OJT Wages
- Generally, if an income source is not listed in the “Excluded Income” categories below, then it must be considered as “Included Income.”

Sources of excluded income are:

- Unemployment Insurance
- Foster care payments
- Need-based Public Assistance payments (including TANF, Supplemental Security Income Emergency Assistance, and non-federally funded general assistance or general relief money payments)
- Social Security Old Age and Survivors' Insurance benefit payments
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, federal Supplemental Educational Opportunity Grants and Federal Work Study (needs-based)
- Needs-based scholarship assistance
- Loans
- Veterans Benefits
- Income earned while the veteran was on active military duty and certain other Veterans benefits, i.e., compensation for service-connected disability, compensation for service- connected death, vocational rehabilitation, and education assistance
- Capital gains
- Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or insurance compensation for injury
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages
- The value of food and fuel produced and consumed on farms
- The imputed value of rent from owner occupied non-farm or farm housing
- Medicare, Medicaid, food stamps, school meals, and housing assistance
- Allowances, earnings, and payments to individuals participating in programs under this Act.

Methods of Calculating Income:
When calculating income, any one of the following methods may be used as appropriate. (These examples are illustrative only.)

Straight Pay or Salary Method Under the Straight Pay Method

Under the straight pay method:

- The participant supplies a sample of pay stubs covering the most recent three to four months (out of the six months) of family income.
- Upon reviewing the pay stubs, the eligibility worker determines that the wages on the pay stubs are the same, with no variations.
- The worker will calculate the income based upon the wages indicated on one of the pay stubs, since there are no variations in the gross income on any of the pay stubs.
- Based upon the length of the pay period represented by the pay stubs, (weekly, bi-weekly, or monthly) the gross income is multiplied by the number of pay periods in a year. That is 52 x gross wages, 26 x gross wages, or 12 x gross wages, respectively.
- The result will be the annual income.
- Divide the annual income by 2 to determine the six-month income used to determine WIOA low-income eligibility.

Example: Five (5) pay stubs are provided indicating gross wages of $548.00 each. The pay stubs are sporadic and cover a period of (3) months. The pay frequency is bi-weekly (13 pay periods in 6 months). An eligibility staff would multiply the gross wages indicated on the pay stubs by the frequency occurrence.
Multiply: 13 x $548 = $7,124. This is the six-month income used to determine WIOA low-income eligibility.

Average Pay Method Under the Average Pay Method

Under the average pay method:

- A sample of six pay stubs are submitted which show variations in the gross earnings.
- The variations may result from overtime, lost time, or working for different employers.
- In calculating the six-month income, the eligibility staff must determine the average gross earnings based upon the number of pay stubs provided.
- To determine the average gross earnings, the eligibility staff must total the gross earnings of all the pay stubs provided and divide the result by the number of pay stubs.
- The result will be the average gross earnings per pay period.
- After determining average gross earnings per pay period, the eligibility staff will then determine the pay frequency and multiply the gross average earnings by the number of pay periods in the six-months.

Example:

- Participant provides eligibility staff with six (6) pay stubs with gross earnings of $534, $475, $398, $534, $498, and $534.

- The pay frequency is weekly.
- The eligibility staff should do the following:
    - Add: $534 + $475 + $398 + $534 + $498 + $534 = $2973.00.
    - Divide: $2973/6 (6 is the number of pay stubs provided) = $495.50 – This is the average gross earnings per weekly pay period.
    - Multiply: $495.50 x 26 (there are 26 weekly pay days in a six-month period) = $12,883. This is the six-month income amount used to determine WIOA low-income eligibility.

Year-To-Date Method

Under the Year-To-Date Method of calculating six-month gross income:

- The participant provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub.
- The cumulative year- to-date gross earnings indicate the gross earnings up to the date of the pay period ending date, on the pay stub.
- To compute the six-month income, the eligibility staff counts the number of pay periods that have occurred in the year-to-date period and divides that number into the gross year-to-date earnings indicated on the pay stub to get the amount of each paycheck.
- The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in a six-month period to determine the six-month gross earnings.

  Example:
    - Participant provides the eligibility staff with a recent pay stub showing the year-to-date earnings were $25,200 for the 14 pay-periods so far that year.
    - The date of the pay stub provided was July 3 for $1800. The gross earnings each pay period is the same. The pay frequency is bi-weekly, every other Friday.
    - There are 13 pay periods for the six (6)-month period counting back from July 3.
    - Calculation of the gross annualized income would be done as follows:
        - Multiply: $1800 by 13 (No. of pay periods in 6 months) = $23,400. $23,400 is the 6-month income figure for this individual or family member.

Intermittent Employment Verification Approach

In instances where an applicant has experienced irregular employment with one or more employers, they are encouraged to provide as many pay stubs as possible. Additionally, they should complete an Applicant Statement detailing any missing pay stubs and periods of non-employment within the preceding six months. In such cases, the eligibility worker computes the total wages over the six-month period. If the applicant reports minimal or no includable income, they are requested to specify the resources relied upon to support expenses during the same period in the Applicant Statement. These resources may encompass unpaid debts, gifts, loans, unemployment compensation, among others.

References:

- Code of Federal Regulations 20 CFR 680-681, Code of Federal Regulations 1010.200-250
- Training and Employment Guidance Letter 10-09; 19-16; 14-18; 26-13
- WIOA Sec. 3 (5); (50); (53); (36)(a), WIOA Sec. 134 (c)(3)(E)
- Policy P11 Selective Service Policy, P13 Self-Sufficiency
- Policy P15 Natural Disaster Eligibility

EXHIBIT A
2023 Oregon Income Eligibility Table
Combined 70% LLSIL and HHS Poverty Income Guidelines

Applicable Federal Register notices, LLSIL tables, and HHS poverty levels are available at:

https://www.dol.gov/agencies/eta/llsil

Bureau of Labor Statistics:
May 2022 OEWS Metropolitan and Nonmetropolitan Area Definitions (bls.gov)

Attachment B

DOCUMENTATION REQUIREMENTS

Category	Element	Allowable Documents
WIOA Adult Eligibility and Enrollment	Date of Birth	Baptismal Record Birth Certificate DD-214/Report of Transfer or Discharge Paper Driver's License Family Bible Government Issue ID, including Tribal ID Hospital Record of Birth Passport Public Assistance/Social Service Records School Records or ID Card Self-Attestation
	Selective Service Registration	See below
WIOA Dislocated Worker Eligibility and Enrollment	Date of Birth	Baptismal Record Birth Certificate DD-214/Report of Transfer or Discharge Paper Driver's License Family Bible Government Issue ID, including Tribal ID Hospital Record of Birth Passport Public Assistance/Social Service Records School Records or ID Card
	Selective Service Registration	See below
	Separating Service Member	DD-214
Priority of Service	Veteran Status	DD-214 Crossmatch with Dept. of Defense Records Crossmatch with Veterans Service database A letter from the Veterans' Administration
	Public Assistance Recipient TANF SNAP SSI/SSDI Other Public Assistance	Verification letter Crossmatch with public assistance records
	Deficient in Basic Skills	Assessment by staff Assessment test results Education institution records
Selective Service Required to Register	Registered	Selective Service Registration Acknowledgement Letter

		Selective Service Registration Card Stamped Post Office Receipt of Registration
	Not Registered – Not willful	Request for Status Information Letter and Supporting documentation Selective Service Status Information Letter
	Not Registered – Chose not to register	Not eligible
Selective Service Not Required/Exempt	Not Required to Register	Applicant Attestation (Age/Sex at Birth) DD-214 Military Separation Record Immigrant/Non-Immigrant Allowable Documents Records of Incarceration, hospitalization or institutionalization

PROCEDURE

This policy is for the provision of information as to the types of WIOA funded services available to adults and dislocated workers seeking services through the local workforce service delivery system. Staff shall ensure that participants meet the eligibility requirements for enrollment in Individualized Career Services and/or Training Services prior to the provision of such services.

REFERENCES

Northwest Oregon Work's eligibility certification process is based on the Department of Labor and State of Oregon official source documents.

- DOL Final Rules and Resources: Laws | U.S. Department of Labor (dol.gov)
- https://www.dol.gov/agencies/eta/llsil
- DOL Notices of Proposed Rule-Making (NPRMS): Federal Register :: Workforce Innovation and Opportunity Act
- DOL Training and Employment Guidance Letters (TEGLs): ETA Advisories, Employment & Training Administration (ETA) - U.S. Department of Labor (doleta.gov)
- State of Oregon Policies: https://www.wioainoregon.org/policies-and-guidance.html