



## **ADULT/DISLOCATED WORKER BASIC ELIGIBILITY AND REGISTRATION PROCEDURE**

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**Procedure:** 2020

**Effective Date:** May 1, 2017

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Sub-recipients, contractors and partners must use the state management information system, WIT to determine and record eligibility and complete registration of job seekers for Basic Career Services funded with WIOA Title I Adult and/or Dislocated Worker resources. *Procedure C: Procedure C: Recording Case Notes and WIOA Title I Funded Services* provides a list of Basic Career Services which may be delivered individually or in group settings to job seekers who complete registration. Job seekers who could benefit from Individualize Career, Support or Training Services outlined in *Procedure C* must complete the enrollment process described in *Procedure B: Adult/Dislocated Worker Full Eligibility and Enrollment*.

### **Process**

- Job seekers must create a profile in WorkSourceWA.com to initiate the registration process.
- Sub-recipients, contractors and partners will ask job seekers who have created profiles to complete the process by answering a few additional questions.
- Sub-recipients, contractors and partners will retrieve the job seeker record in ETO, take the “Basic Career Services Only” touchpoint and complete the procedure described below.
- Job seekers self-attest to their date of birth and authorization to work in the U.S. in their profiles. This information transfers to the client management system (ETO) and appears in the Basic Career Services Only Eligibility touchpoint, and will be used to determine eligibility. Verification is not required.
- Sub-recipients, contractors and partners will ask males over the age of 18 who were born after 1960 or male immigrants who came to the U.S. before they were 26 years old to self-attest whether they have registered for selective services. Verification is not required. Please refer to section 5.2 of [ESD Workforce Policy 1019 Rev2](#) for specific information regarding selective service registration and

exceptions.

- Job seekers who self-attest to meeting all three WIOA Title I Adult criteria – 18 years or older, eligible to work in the U.S. and registered with selective service, if applicable – will be registered as WIOA Title I Adults using the enrollment touchpoint in ETO.
- Job seekers will be asked whether they have been recently or anticipate becoming laid off in the near future, and whether they think they will be able to return to the same job or industry. For those who state that they are or will be laid off and do not think they will be able to return to the same job or industry or who do not know if they can return to the same job or industry, staff will click on the “1. General Dislocation” radio button. These job seekers should also be registered as Dislocated Workers using the Enrollment touchpoint. Verification is not required.
- If job seeker answers to the question above indicated that they are not likely to be a dislocated worker in the “general dislocation category” as described above, sub-recipients, contractors and partners may determine whether to ask any of the additional Dislocated Worker questions. The appropriate radio button should be selected when a job seeker responds affirmatively to the remaining questions. Verification is not required.
- Once sub-recipients, contractors and partners complete the Dislocated Worker question(s) there is no need to ask any additional questions in the “Basic Career Services Only” eligibility touchpoint.
- Job seekers who meet the eligibility criteria for both Adult and Dislocated Worker should complete registration for both, using the Enrollment touchpoint.
- Job seekers should be encouraged to take a qualifying service as soon as possible after completing the registration to become part of the performance pool.
- Job seekers who do not meet the eligibility criteria will still be served but will not have access to those services that require eligibility.

The following pages illustrate the steps to be taken by sub-recipients, contractors and partners to complete a Basic Career Service Only eligibility determination and a registration in ETO, the state client management system.

# Complete Registration Desk Aid

1. On customer's dashboard in ETO, review **Program Enrollments** section to determine if customer has a complete registration OR is enrolled in WIOA. If registration is already complete or customer is enrolled in WIOA, no need to go further.

Most Recent (5) Program Enrollments

Take Action	Recorded By	Identifier	Office Name	Program of Enrollment	Enrollment Start Date	Enrollment End Date
	JULIE BAUN	PE76556330214 -1	Worksource Everett	WIOA Adult	10/3/2016	

Registration is already complete.

## TO COMPLETE REGISTRATION

2. Click **Review Seeker/Participant Touchpoints** → Click **Take New TouchPoint** → Select **WIOA Eligibility Application**

3. On **Application Type** tab, select **Basic Career Services Only** and complete the required fields on each subsequent tab. Move from tab to tab by clicking on **Next Page** or by clicking the tab header.

- a. On **Basic Services Eligibility** tab, Complete Selective Service & Applicant's Dislocated Worker Status (Do not upload Selective Service documentation) (Do not need date of actual dislocation)

Is the Applicant registered for the Selective Service?

Yes

No - determined that failure to register was not knowing and willful per local policy

No (ineligible for WIOA)

Not Applicable

Applicant's dislocated worker status, if applicable

- 1. **General Dislocation** - (1.1) an individual who was terminated, unlikely to return to previous industry or occupation (defined by LWDE compensation OR (1.3.2) is not eligible for unemployment compensation)
- 2. **Dislocation from Facility Closure / Substantial Layoff** - (2.1) employment at a plant, facility, or enterprise as a result of: Permanent

- b. On **Notes** tab, type "Basic"

### Eligibility Case Note

Basic

- c. On **Complaint, Grievance, and Equal Opportunity** tab, scroll to bottom of page and select **Yes**.  
*\*Customer MUST read, electronic or hard copy.*

Applicant attests to reading and understanding the EEO and Compla

Yes  
 No

- d. On **Data Collection Signatures** tab, both customer and staff sign in designated space.  
 Click **Save**.

Application Type | Basic Services Eligibility | Notes | Complaint, Grievance, and Equal Opportunity | **Data Collection Signatures**

I certify that the information provided on this document is true and accurate to the best of my knowledge and verification and further understand that the above information, if misrepresented or incomplete, may be penalized as specified by law.

**Applicant Signature**

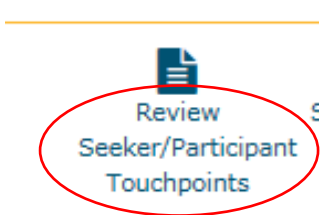
Signature: \_\_\_\_\_  
 Evans, Philip

I certify that the individual whose signature appears above provided the information recorded on this form.

**Staff Signature**

Signature: \_\_\_\_\_  
 MICHELLE D WILSON (Site: WorkSource)

4. Click **Review Seeker/Participant Touchpoints** → Click **Take New Touchpoint** → Select **Program Enrollment**



**Review TouchPoints**

Review TouchPoints for **Evans, Philip**

Name

Basic Service **Take New**

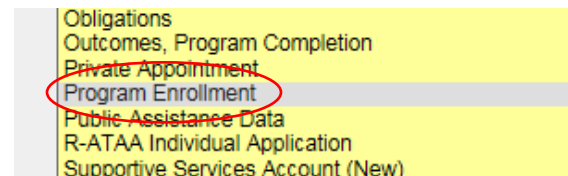
Demographic Details

Non-Federal Activity **Take New**

Program Enrollment **Take New**

Resume

WIOA Eligibility Application **Take New**



5. Complete necessary fields
- Program Enrollment** = WIOA Adult
  - Status** = Enrolled
  - Enrollment Start Date** = Date of complete registration

Click **Save**

NOTE: It is not necessary to collect an additional signature

6. If customer is a **Dislocated Worker** (meets any criteria in step 3a.) repeat steps 4-5 and enroll into WIOA Dislocated Worker.

**NOTE:** A qualifying service must be recorded and linked to an Active Program Enrollment. In the Basic Services TouchPoint, select WIOA Adult or WIOA Dislocated Worker from the Active Program Enrollments drop down menu. Then enter the Service Provided and Activity Date. Click Save. The service is now linked to an active program enrollment. Every subsequent basic career service provided will also need to be linked to an Active Program Enrollment.

Quick Search | To Do List | Messages | My Favorites | My Dashboard

Enter Search Term(s) within Participant in Worksource Everett

**Enrollment** | Demographics at Enrollment

**Office Name**  
 Worksource Everett

**Legacy Office**

**Program of Enrollment**  
 WIOA Adult

**Local Program**

**Contract (if applicable)**

**Status**  
 Enrolled

**Enrollment Start Date \*** 10/25/2016

**Enrollment End Date** mm/dd/yyyy