



**Division of Workforce
Development and Adult Learning
(DWDAL)**
Policy Issuance



**PI 2026-14 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I ADULT
AND DISLOCATED WORKER PROGRAM ELIGIBILITY | October 28, 2026**

TO Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area (Local Area) Directors.

FROM DWDAL, Maryland Department of Labor (MD Labor)

SUBJECT Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Eligibility

PURPOSE To provide policy guidance on the Workforce Innovation and Opportunity Act (WIOA) Title I Program Eligibility

ACTION The following entities will ensure that all employees are aware of and receive copies of this policy: Local Area Directors; American Job Center Labor Exchange Administrators; DWDAL and central office managers. WIOA policies are available on the [MD Labor website](#).

EXPIRATION Until Cancelled.

QUESTIONS Melissa Volpe, Acting Director
Office of Workforce Development
DWDAL
410.767.2995
melissa.volpe@maryland.gov

Lauren Gilwee
Director, Policy
DWDAL
410.746.2124
laurene.gilwee@maryland.gov

PREPARED BY Jenna Bachman, Policy Analyst, DWDAL, MD Labor

TABLE OF CONTENTS

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I ADULT AND DISLOCATED WORKER PROGRAM ELIGIBILITY

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I ADULT AND DISLOCATED WORKER PROGRAM ELIGIBILITY	1
TABLE OF CONTENTS	2
EXECUTIVE SUMMARY	3
CANCELLATIONS	4
GENERAL INFORMATION	5
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)	5
WIOA TITLE I PROGRAM IN MARYLAND	5
PARTICIPANT ELIGIBILITY CRITERIA FOR WIOA TITLE I ADULT AND DISLOCATED WORKER PROGRAMS	6
ADULT PROGRAM	6
WIOA Target Populations & Priority of Service	6
DISLOCATED WORKER PROGRAM	7
SOURCE DOCUMENTATION FOR WIOA TITLE I PROGRAMS	9
SELF-ATTESTATION	9
PARTICIPANT FILE CASE RECORDS FOR WIOA TITLE I PROGRAMS	9
GENERAL PROGRAM ELIGIBILITY	10
WIOA TITLE I ADULT PROGRAM – PRIORITY POPULATIONS	11
WIOA TITLE I DISLOCATED WORKER PROGRAM	17
MONITORING AND TECHNICAL ASSISTANCE	19
FAIR PRACTICES AND ACCESSIBILITY	20
REFERENCES	21
LAW	21
REGULATION	21
FEDERAL GUIDANCE	21
OTHER REFERENCES	21

EXECUTIVE SUMMARY

The Maryland Department of Labor (MD Labor)'s Division of Workforce Development and Adult Learning (DWDAL) oversees Maryland's implementation of workforce development programs authorized by the Federal Workforce Innovation and Opportunity Act (WIOA). Title I of WIOA authorizes workforce development programs for Adults, Dislocated Workers, and Youth.

This policy issuance provides an overview of the eligibility criteria for the Adult and Dislocated Worker participants who will be served under Maryland's WIOA Title I programs, including the target populations who must receive Priority of Service from Local Area staff. At least 50.1%, but ideally 75% of, individuals receiving services must fall into at least one of the following categories: Veterans and eligible spouses, recipients of public assistance, individuals who are basic skills deficient, or those who are low income.

Participants' inclusion in these specific groups must be documented for monitoring purposes; this policy issuance overviews each participant category and the specific source documentation required for enrollment.

CANCELLATIONS

The following are hereby **cancelled and replaced** by this policy issuance:

- Policy Issuance 2021-13, “Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Eligibility,” dated October 4, 2021.

Archived policies are available at: <http://www.labor.maryland.gov/employment/wifi/>.

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers, through meaningful partnerships among workforce, education, human services, and economic development entities which ensure optimum results and leveraging of resources. The law addresses the needs of job seekers through establishing a workforce system that helps them access employment, education, training, and supportive services to succeed in the labor market. Through American Job Centers,¹ WIOA works to address employer needs by matching them to the necessary skilled workers to compete in the global economy. This policy outlines the eligibility requirements for the WIOA Title I: Adult and Dislocated Worker Programs.

WIOA TITLE I PROGRAM IN MARYLAND

The Maryland Department of Labor Division of Workforce Development and Adult Learning (MD Labor DWDAL) oversees the WIOA Title I program, and the program is administered by the Local Workforce Development Areas (Local Areas). WIOA Title I includes workforce development activities and authorizes job training and related services to unemployed and underemployed individuals.

WIOA Title I program offerings include the:

1. Adult Program,
2. Dislocated Worker Program, and
3. Youth Program.

This policy issuance covers eligibility criteria and documentation for the WIOA Title I Adult and Dislocated Worker Programs. DWDAL's WIOA Title I Youth Program policy can be found at:

<http://www.labor.maryland.gov/employment/mpi/>.

¹ 20 CFR 678.900 designates the name "American Job Center" as the common identifier for the one-stop delivery system.

PARTICIPANT ELIGIBILITY CRITERIA FOR WIOA TITLE I ADULT AND DISLOCATED WORKER PROGRAMS

The following sections outline the participant eligibility requirements for each WIOA Title I Adult and Dislocated Worker programs.

ADULT PROGRAM

To participate in the WIOA Adult Program, an individual must meet the following eligibility requirements:

1. 18 years of age or older;
2. United States (U.S.) citizen or non-citizen authorized to work in the U.S.; and
3. Meet Military Selective Service registration, if applicable.²

WIOA Target Populations & Priority of Service

For WIOA Title I Adult Program employment and training services, Local Areas must provide Priority of Service to individuals in the following target populations, in accordance with WIOA, Maryland's State Plan,³ and their approved Local Plan:

Target Populations: Individuals with Barriers to Employment
Displaced Homemakers
Eligible migrant and seasonal farmworkers
Ex-offenders
Homeless individuals
Individuals facing substantial cultural barriers
Individuals with disabilities, including youth with disabilities
Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act
Individuals who are English language learners
Individuals who are unemployed, including the long-term unemployed
Individuals who have low levels of literacy
Individuals without a High School Diploma
Low income individuals (including Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients)
Native Americans, Alaskan Natives, and Native Hawaiians
Older individuals
Single parents (including single pregnant women and non-custodial parents)
Veterans
Youth who are in or have aged out of the foster care system

² Certain individuals may be exempt from Selective Service. Local Areas must have a process in place for documenting exceptions.

³ The State Plan can be found here: <http://www.labor.maryland.gov/wdplan/wdstateplan.pdf>.

Maryland is committed to ensuring its target populations are able to access the WIOA system on a priority basis. According to [Training and Employment Guidance Letter \(TEGL\) 7-20](#), priority must be provided in the following order:

Priority of Service for the WIOA Title I Adult Program	
First Priority	Veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding. ⁴ This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
Second Priority	Non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
Third Priority	Veterans and eligible spouses who are not included in WIOA's priority groups.
Fourth Priority	Priority populations established by the Governor and/or the Governor's Workforce Development Board (GWDB).
Fifth Priority	Non-covered persons outside the groups given priority under WIOA.

In addition to veterans and their eligible spouses identified in the first and second priorities, TEGL 7-20 specifies that a minimum of 50.1 percent, but ideally 75%, of a State's participants receiving individualized career and training services in the Adult program are from at least one of the following priority groups: recipients of public assistance, individuals who are basic skills deficient, or those who are low income.

DISLOCATED WORKER PROGRAM

To participate in the WIOA Dislocated Worker Program, an individual must meet the definition of a Dislocated Worker. According to WIOA, a Dislocated Worker must:

1. Be a U.S. citizen or authorized to work in the U.S.;
2. Meet Military Selective Service Registration, if applicable;⁵ and
3. Meet the definition in WIOA Section 3(15):
 - a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment;
 - b. Is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and

⁴ For more information on Priority of Service for these populations, please refer to Maryland's *Employment Services for Veterans* Policy, available at: <https://labor.maryland.gov/employment/mpi/>.

⁵ Certain individuals may be exempt from Selective Service. Local Areas must have a process in place for documenting exceptions.

- c. Is unlikely to return to a previous industry or occupation;
- d. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- e. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - i. For purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
 - ii. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or,
 - iii. Is a displaced homemaker; or
 - iv. Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - v. is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

SOURCE DOCUMENTATION FOR WIOA TITLE I PROGRAMS

SELF-ATTESTATION

There are circumstances that may warrant self-attestation, as detailed below. Self-attestations are not to be used as the primary method of verifying data elements. Self-attestation should only be used when the preferred options of paper documentation or third-party corroboration are not available. Local Areas should assist the participant in obtaining the documentation to support the self-attestation for Data Validation. Self-attestation occurs when a participant states their status for a particular data element, such as “pregnant or parenting youth,” and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying their status for permitted criteria and (b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the State management information system, with an electronic signature. Local Areas’ policies should indicate whether self-attestation is conducted on physical forms or electronically.⁶

PARTICIPANT FILE CASE RECORDS FOR WIOA TITLE I PROGRAMS

Local Area and other grantee staff must develop an adequate organization system to ensure that the information contained in participant⁷ records is well-documented, protected, consistent, accessible, and accurate from the point of program registration through the point of exit⁸ and follow-up services.⁹ Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information. Case notes must tell a story regarding all services that are received. Supervisors and directors must ensure that all staff document case notes in both the Maryland Workforce Exchange (MWE) and individual participant files. Examples of a needs assessment could be an intake form or an objective assessment. Local Areas must upload documentation or include images of the documentation in the MWE if they use electronic record management. Local Areas that use only electronic records, and no physical case files, should note that within their local policy and procedures. All records, both electronic and physical, must be maintained in accordance with [TEGL 39-11](#) and DWDAL’s policy concerning privacy and data security¹⁰ to maintain confidentiality and protect Personally Identifiable Information (PII). PII is participant-level and employee data that either by itself, or when combined with other data, can link to a specific individual or identity.

Adults’ eligibility to participate in Title I services is *not* determined by barriers to employment. Relevant staff should document participants’ barriers to employment during the assessment process. This information is key to the determination of local performance metrics and ultimately the negotiation of local performance goals. It also helps to

⁶ Local Areas that use a Self-Attestation Form will need to translate the form into the languages indicated as applicable to that Local Area in the DWDAL Language Access Plan. The Self-Attestation Form is a “vital document.” The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

⁷ A “participant” is an individual engaged in a core program beyond self-service or information-only services. A “youth participant” is a reportable individual when they have satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received 1 of the 14 WIOA youth program elements identified in sec. 129(c)(2) of WIOA.

⁸ The “point of exit” refers to the last date a participant received services, not including self-service, information only, or follow-up services, where no future services are scheduled. These services are not counted in the measurement of 90 calendar days of “no service.” An exiter may access the system and receive services assigned by the system.

⁹ For more information on follow-up services, please refer to [TEGL 10-16, Change 3](#).

¹⁰ DWDAL’s current policies can be found at the following link: <https://labor.maryland.gov/employment/mpi/>. DWDAL’s archived policies can be found at the following link: <https://labor.maryland.gov/employment/wifi/>.

determine Priority of Service and provides an accurate understanding of the customers served through Maryland's workforce system.

The following chart details the acceptable source documentation for each eligibility criterion.

GENERAL PROGRAM ELIGIBILITY

Criteria	Acceptable Source Documentation
<p>Citizen or Authorized to Work in the U.S.¹¹</p> <p>Per TEGL 02-14, Deferred Action for Childhood Arrivals (DACA) individuals are considered to be "immigrants authorized by the Attorney General to work in the United States." Therefore, DACA participants with employment authorization may access any WIOA services for which they otherwise would qualify.</p>	<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card (Unexpired); 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 7. U.S. Social Security Card 8. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 9. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 10. Native American tribal document 11. U.S. Citizen ID Card (Form I-197) 12. Identification Card for Use of Resident Citizen in the United States (Form I-179) 13. Employment authorization document issued by the Department of Homeland Security (DHS)

¹¹ WIOA requires individuals who are served with Title I dollars to be either U.S. citizens or noncitizens with valid work authorization and there is an ongoing obligation to ensure that individuals served under WIOA Title I meet these criteria. However, under 29 CFR Part 38, no individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

Selective Service Registrant¹²	1. Verification from Selective Service Administration
Age/Birth Date	1. Driver's License 2. Baptismal Record 3. Birth Certificate 4. DD-214 5. Report of Transfer or Discharge Paper 6. Federal, State, Local or Tribal Identification Card 7. Passport 8. Hospital Record of Birth 9. Public Assistance/Social Service Records 10. School Records or ID Cards 11. Work Permit 12. Family Bible 13. Cross-Match with State Agency Records 14. Justice System Records 15. Selective Service Registration 16. Signed Letter from a parent or guardian 17. Medical Records
Social Security Number (SSN)¹³	1. SSN Card 2. Other Federal or State ID with SSN

WIOA TITLE I ADULT PROGRAM – PRIORITY POPULATIONS

Criteria	Acceptable Documentation ¹⁴
Displaced Homemaker 1. An individual who has been providing unpaid services to family members in the home and who: <ul style="list-style-type: none"> a. has been dependent on the income of another family member but is no longer supported by that income; or b. is the dependent spouse of a member of the Armed Forces on active duty (as defined in 10 U.S.C. 101(d)(1)) and whose family income is significantly reduced because of a deployment (as defined in 10 U.S.C. 991(b), or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a 	1. Intake Application or Enrollment Form 2. Cross-Match with Public Assistance Records 3. Copy of Spouse's Layoff Notice 4. Copy of Spouse's Death Record 5. Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) 6. Copy of Divorce Records 7. Copy of Applicable Court Records 8. Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) 9. Needs Assessment

¹² The law requires virtually all male U.S. citizens and male immigrants residing in the U.S. to register within 30 calendar days of their 18th birthday. Therefore, to be in compliance with the law, a man turning 18 is required to register during the period of time beginning 30 days before, until 30 days after his 18th birthday. Selective Service can accept a late registration, but not after a man has reached his 26th birthday. Certain limited exemptions exist and, in those instances, documentation for selective service exemption would suffice. See the [Select Service System for more information](#).

¹³ Per [TEGL 5-08](#), local grantees should request a Social Security number from all applicants to aid in performance reporting, but services cannot be denied to anyone for refusing to furnish a Social Security number when their citizenship/alien status can be documented via other means.

¹⁴ For more information, please refer to [TEGL 23-19, Change 3](#), Attachment 2.

<p>provision of law referred to in 10 U.S.C. 101(a)(13)(B), a permanent change of station, or the service-connected (as defined in 38 U.S.C. 101(16)) death or disability of the member; and</p> <p>2. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>10. Individual Employment Plan</p> <p>11. Self-Attestation</p>
<p>Eligible Migrant and Seasonal Farmworker</p> <p>Eligible Migrant Farmworkers – The term “eligible migrant farmworker” means:</p> <ol style="list-style-type: none"> 1. an eligible seasonal farmworker whose agricultural labor requires travel to a job site such the farmworker is unable to return to a permanent place of residence within the same day; and 2. a dependent of the farmworker. <p>Eligible Seasonal Farmworker – The term “eligible seasonal farmworker” means:</p> <ol style="list-style-type: none"> 1. a low-income individual who (i) for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; and 2. a dependent of the person. 	<ol style="list-style-type: none"> 1. Cross-Match with Public Assistance Records 2. NFJP Eligibility Documents used to determine low-income status 3. Employer Contract/Letter 4. Program application 5. Cross-Match with State MIS Database 6. Cross-Match with H-1B Records 7. Case notes 8. Self-Attestation
<p>Ex-Offender</p> <p>A person who either:</p> <ol style="list-style-type: none"> 1. has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or; 2. requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. 	<ol style="list-style-type: none"> 1. Documentation from the Juvenile or Adult Criminal Justice System 2. Written Statement or Referral Document from a Court or Probation Officer 3. Referral Transmittal from a Reintegration Agency 4. Intake Application or Enrollment Form 5. Case notes 6. Needs Assessment 7. Individual Service Strategy 8. Federal Bonding Program Application 9. Self-Attestation

<p>Homeless Individual</p> <p>An individual who lacks a fixed, regular, and adequate nighttime residence; and includes an individual who—</p> <ol style="list-style-type: none"> 1. Is: <ol style="list-style-type: none"> a. sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; b. is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; c. is living in an emergency or transitional shelter; d. is abandoned in a hospital; or e. is awaiting foster care placement; 2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; 3. Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work; or 4. Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include a participant imprisoned or detained under an Act of Congress or State law. <p>A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p>	<ol style="list-style-type: none"> 1. Intake Application or Enrollment Form 2. Written Statement or Referral Transmittal from a Shelter or Social Service Agency 3. Needs Assessment 4. Case notes 5. Individual Service Strategy 6. A letter from caseworker or support provider 7. Self-Attestation
<p>Individual facing substantial cultural barriers</p> <p>“Cultural barriers” are barriers that exist when a participant perceives themselves as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.</p>	<ol style="list-style-type: none"> 1. Signed Intake Application or Enrollment Form or 2. Self-Attestation.
<p>Individual with a disability</p> <p>An individual with:</p> <ol style="list-style-type: none"> 1. a physical or mental impairment that substantially limits one or more major life activities of such individual; 	<ol style="list-style-type: none"> 1. School 504¹⁵ Records Provided by Student 2. Assessment Test Results 3. School Individualized Education Program (IEP) record 4. Self-Attestation

¹⁵ “504” refers to Section 504 of the Rehabilitation Act of 1973.

<ol style="list-style-type: none"> 2. a record of such an impairment; or 3. being regarded as having such an impairment (as described in the Americans with Disabilities Act § 12102 (3)). 	
<p>Individual within two years of exhausting lifetime eligibility under Part A of the Social Security Act</p> <p>This refers to the Temporary Assistance for Needy Families (TANF) program. Each State defines lifetime eligibility for TANF. In Maryland, individuals can receive TANF benefits for up to five years. If individuals reach year four and five of receipt of TANF benefits, these individuals become a targeted population according to WIOA, irrespective of the fact that after year five, individuals may continue to receive TANF benefits due to hardship.</p>	<ol style="list-style-type: none"> 1. TANF Eligibility Verification 2. TANF Period of Benefit Receipt Verification 3. Referral Transmittal from TANF 4. Cross-Match with TANF Public Assistance Records
<p>Individual who is an English Language Learner</p> <p>An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and:</p> <ol style="list-style-type: none"> 1. whose native language is a language other than English; or 2. who lives in a family or community environment where a language other than English is the dominant language. 	<ol style="list-style-type: none"> 1. Assessment Test Results 2. Applicable Records from Education Institution (transcripts, or other school documentation) 3. Intake Application or Enrollment Form 4. Individual Service Strategy 5. Case notes 6. Self-Attestation
<p>Individual who is long-term unemployed</p> <p>An individual who has been unemployed for 27 or more consecutive weeks.</p>	<ol style="list-style-type: none"> 1. Public Assistance Records; 2. Refugee Assistance Records; 3. Cross-Match with Public Assistance Database; 4. Cross-match to State UI Database;¹⁶ or 5. Self-Attestation.
<p>Individual who has low levels of literacy</p> <p>Basic Skills Deficient/ Low Levels of Literacy- With respect to an individual:</p> <ol style="list-style-type: none"> 1. Who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or, 2. Who is a youth or adult, that the individual 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. 	<ol style="list-style-type: none"> 1. Assessment Test Results¹⁷ 2. Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) 3. Case notes

¹⁶ Local Areas may refer to MD Labor Division of Unemployment Insurance's handbook "Claimant Services 101: Account Maintenance" for more information on where to find relevant eligibility data in the BEACON platform.

¹⁷ See DWDAL's policy on assessments for more information at: <http://www.labor.maryland.gov/employment/mpi/>.

Individual without a High School Diploma or its Recognized Equivalent	<ol style="list-style-type: none"> 1. Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) 2. Intake Application or Enrollment Form 3. Electronic Records¹⁸ 4. Case notes 5. Self-Attestation
<p>Low income individual</p> <p>An individual who—</p> <ol style="list-style-type: none"> 1. Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: <ol style="list-style-type: none"> a. Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); b. Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); c. Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or d. State or local income-based public assistance. 2. Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; 3. Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); 4. Is a foster child on behalf of whom State or local government payments are made; 5. Is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; 	<ol style="list-style-type: none"> 1. Award Letter From Veteran's Administration 2. Bank Statements 3. Pay Stubs 4. Compensation Award Letter 5. Court Award Letter 6. Pension Statement 7. Employer Statement/Contact 8. Family or Business Financial Records 9. Housing Authority Verification 10. Quarterly Estimated Tax for Self-Employed Persons 11. Social Security Benefits 12. UI Claim Documents 13. Copy of Authorization to Receive Cash Public Assistance 14. Copy of Public Assistance Check 15. Public Assistance Eligibility Verification 16. Cross-Match with Refugee Assistance Records 17. Cross-Match with Public Assistance Records 18. Cross-Match with UI Wage Records 19. Self-Attestation <p>The following documentation is considered acceptable when documenting family size in relation to low-income status: Applicant statement; birth certificate; court/divorce decree; landlord statement; lease; marriage certificate; medical card; most recent tax return supported by IRS Documents (i.e., Form Letter 1722); Public assistance/Social Service Agency records; Public housing authority (if resident of or on waiting list); Written statement from publicly supported 24 hour care facility or institution.</p>

¹⁸ Electronic records are participant records created, stored or transferred in a form that only a computer can process and maintained in the State's management information system. Records can be numeric, graphic, or text. They can also include magnetic storage media such as tapes or disks.

<p>6. Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or;</p> <p>7. Is a youth living in a high-poverty area.</p>	
<p>Older Individual</p> <p>An individual age 55 or older.¹⁹</p>	<p>Official government record that verifies the participant's date of birth, including but not limited to:</p> <ol style="list-style-type: none"> 1. Birth certificate; 2. DD-214; 3. Report of Separation; 4. Driver's license; 5. Marriage license or divorce decree; 6. Federal, state or local identification card; 7. Passport; 8. Hospital record of birth; 9. Public assistance/social service records; 10. School records or ID card; 11. Work permit; 12. Cross match with Department of Vital Statistics; 13. Tribal records; 14. Social Security award letter; 15. Baptismal record.
<p>Single parent (including single pregnant women and non-custodial parents)</p> <p>An individual who is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).</p>	<ol style="list-style-type: none"> 1. Needs Assessment 2. TANF Single Parent Eligibility Verification 3. Intake Application or Enrollment Form 4. Individual Service Strategy or Employment Plan 5. Case notes 6. Self-Attestation
<p>Veteran</p> <p>A person who served in any branch of the armed forces and who was discharged or released therefrom under conditions other than dishonorable.</p> <p>Note: Contact the DWDAL Veterans Program Manager, LeRoy Thomas, at leroy.thomas@maryland.gov for any questions related to veterans and eligible spouses.</p>	<ol style="list-style-type: none"> 1. DD-214; 2. Cross-Match with Department of Defense Records; 3. Cross-Match with Veterans Service Database; 4. A Letter from the Veterans' Administration; 5. NGB- 22 documenting Title 10 federal active duty service; or 6. Self-attestation.
<p>Youth who is in or who has aged out of the foster care system</p> <p>An individual aged 24 or under who is currently in foster care or has aged out of the foster care system</p>	<ol style="list-style-type: none"> 1. Written Confirmation from Social Services Agency 2. Case notes 3. Foster Care Agency Referral Transmittal 4. Intake Application or Enrollment Form 5. Needs Assessment 6. Individual Service Strategy 7. Self-Attestation

¹⁹ Individuals who are 55 and older, unemployed, and low-income are eligible for the Senior Community Service Employment Program (SCSEP), whose provisions are governed by [20 CFR Part 641](#).

WIOA TITLE I DISLOCATED WORKER PROGRAM

Criteria	Acceptable Documentation
Terminated or laid off or has received a notice of termination or layoff from employment	<ol style="list-style-type: none"> 1. Verification from Employer; 2. Rapid Response List; 3. Notice of Layoff; 4. Public Announcement with Follow-Up Cross-Match with UI Database; or 5. Self-Attestation.
Is eligible for or has exhausted entitlement to UI; OR has been employed for a duration sufficient to demonstrate to the appropriate entity at a one-stop center referred to in WIOA section 121(e), attachment to the workforce, but is not eligible for UI due to insufficient earning or having performed services for an employer that were not covered under a State UI law	<ol style="list-style-type: none"> 1. Cross-Match to State UI Database; 2. Cross-Match to State MIS Database; 3. Referral Transmittal by the Reemployment Services and Eligibility Assessment (RESEA) program or Worker Profiling and Reemployment Services (WPRS); or 4. Self-Attestation.²⁰
Is unlikely to return to a previous industry or occupation	<ol style="list-style-type: none"> 1. Current Labor Market Information (LMI) showing occupations and/or industries in decline; 2. Printout of State or local LMI data; 3. Printout from O*Net; 4. Case notes documenting “unlikely to return to a previous industry or occupation”.
<ol style="list-style-type: none"> 1. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise; 2. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or, 3. For purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close 	<ol style="list-style-type: none"> 1. Verification from Employer; 2. Rapid Response List; 3. Notice of Layoff; 4. Public Announcement with Follow-Up Cross-Match with UI Database; or 5. Self-Attestation.
Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters	<ol style="list-style-type: none"> 1. Evidence of failure of business supplier or business customer; 2. Court documents;

²⁰ Self-Attestation may only be used for this criterion if the participant is a person who meets condition: filed a claim and has been determined eligible for benefit payments under one or more State or Federal UI programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted their benefit rights, AND (1) but was not referred to service through the state's WPRS system or the RESEA program; OR (2) but has exhausted all UI benefit rights for which they have been determined eligible, including extended supplemental benefit rights.

	<ol style="list-style-type: none"> 3. Self-Attestation with a Letter from the U.S. Department of Health and Human Services for Refugees/Asylees;²¹ 4. Insurance claims, or other proof of income loss 5. Disaster insurance claim; 6. Federal or State Declaration of Disaster or Emergency; 7. Proof of Eligibility for Disaster Unemployment Assistance (DUA) from MD Labor Division of Unemployment Insurance; or 8. Cross-match to State UI Database²²
Is a displaced homemaker	<ol style="list-style-type: none"> 1. Signed Intake Application or Enrollment Form; 2. Cross-Match with Public Assistance Records; 3. Copy of Spouse's Layoff Notice; 4. Copy of Spouse's Death Certificate; 5. Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment); 6. Copy of Divorce Records; 7. Copy of Applicable Court Records; 8. Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned); 9. Needs Assessment; 10. Signed Individual Employment Plan; or 11. Self-Attestation.
Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member OR is the spouse of member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment	<p>Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a noncovered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.)</p> <ol style="list-style-type: none"> 1. DD-214; 2. Cross-Match with Department of Defense Records; 3. Cross-Match with Veterans Service Database; 4. A Letter from the Veterans' Administration; 5. NGB- 22 documenting Title 10 federal active duty service; or 6. Self-attestation.

²¹ Refugees and asylees, who may not be able to verify their dislocation event using the typical documentation procedures, due to extenuating circumstances, may elect to use Self-Attestation. At a minimum, those who self-attest shall provide the following: (1) Letter of Self-Attestation and (2) A letter from the refugee/asylee service organization approved by the Department of Human Services as a refugee assistance vendor.

²² Local Areas may refer to MD Labor Division of Unemployment Insurance's [BEACON Frequently Asked Questions](#) page for more information on where to find relevant eligibility data in the BEACON platform.

MONITORING AND TECHNICAL ASSISTANCE

MD Labor acknowledges the U.S. Department of Labor (USDOL) has the authority to conduct performance and eligibility verification monitoring to ensure that federal awards are used for authorized purposes in compliance with law, regulations, and State policies, and that those laws, regulations, and policies are enforced properly. To ensure that policies are being followed and expectations are being met, Local Areas and all grantees should also expect MD Labor to conduct monitoring as appropriate.²³ Failure of MD Labor to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with any applicable laws, regulations, policies, or terms and conditions.

²³ See DWDAL's policy on monitoring for more information at: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Interested parties may refer to MD Labor's Nondiscrimination Plan²⁴ and Language Access Plan²⁵ for more information on accommodations and services.

²⁴ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

²⁵ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 *et. seq* (2015); and,
- [Section 504 of the Rehabilitation Act of 1973](#), 29 U.S.C. § 794.

REGULATION

- 20 CFR Parts 603, 651, 652, 678 *et al.*, "[Workforce Innovation and Opportunity Act; Final Rule](#);
- 29 CFR Part 38, "[Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act](#)," and
- 20 CFR Part 641, "[Provisions Governing the Senior Community Service Employment Program](#)."

FEDERAL GUIDANCE

- Training and Employment Guidance Letter (TEGL) 23-19, Change 3, "[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)," dated December 1, 2025;
- TEGL 10-16, Change 3, "[Performance Accountability Guidance for Workforce Innovation and Opportunity Act \(WIOA\) Core Programs](#)," dated June 11, 2024;
- TEGL 07-20, "[Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act \(WIOA\) Adult Program](#)," dated November 24, 2020;
- TEGL 19-16, "[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules](#)," dated March 1, 2017;
- TEGL 2-14, "[Eligibility of Deferred Action for Childhood Arrivals Participants for Workforce Investment Act and Wagner-Peyser Act Programs](#)," dated July 14, 2014;
- TEGL 39-11, "[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#)," dated June 28, 2012;
- TEGL 11-11, Change 2, "[Selective Service Registration Requirements for Employment and Training Administration Funded Programs](#)," dated May 16, 2012; and
- TEGL 5-08, "[Policy for Collection and Use of Workforce System Participants' Social Security Numbers](#)," dated November 13, 2008.

OTHER REFERENCES

- [Maryland WIOA State Plan](#);
- [Maryland Local Plans](#);
- [MD Labor DWDAL Policy Issuances](#);
- [MD Labor's Nondiscrimination Plan](#);
- [DWDAL and Division of Unemployment Insurance Language Access Plan](#);
- [Division of Unemployment Insurance FAQ Page](#); and
- [Select Service System](#).