**WIOA Adult & DLW Enrollment Checklist**

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adult\_\_\_\_\_ DLW\_\_\_\_\_

\*(ECM Index)

**Before 1st Appointment:**
\_\_\_\_\_ NEworks Registration

**1st Appointment:**

\_\_\_\_\_ General Profile update address/phone/e-mail address

\_\_\_\_\_ Start WIOA app immediately

\_\_\_\_\_ Add up 6 month income (double) Adult only

\_\_\_\_\_ Adult priority case note

\_\_\_\_\_ WIOA Orientation/ Initial Assessment (case note)

\_\_\_\_\_ Overall Budget in NEworks

\_\_\_\_\_ NEworks Assessments: Job Skills, Personal Skills, Work Values

\_\_\_\_\_ Scan documents into ECM– start by creating new participant info sheet

\_\_\_\_\_ Plan of Action (case note)

**2nd Appointment:**

\_\_\_\_\_ Manager Approval (case note)

\_\_\_\_\_ Participation date

\_\_\_\_\_ Core services in enrollment table (102, 103, 107 etc.) typically only open for a couple days at a time, document any you provide, must provide at least one

\_\_\_\_\_ WIOA App - print, sign, scan (WIA Application)

\_\_\_\_\_ DON Individualized Career Services – case note the day you complete the objective assessment summary. Use template

\_\_\_\_\_ Objective Assessment Summary (203) - print, sign, scan and close activity before starting a training activity or when participant signs (Assessments)

\_\_\_\_\_ IEP (205)– start on DON intensive date- print, sign, scan and close activity before starting a training activity or when participant signs (Individual Employment Plan)

**Required E-forms before participation:**

**Paper forms can be used in place of E-forms- Provide a case note justification if paper is used**

\_\_\_\_\_ Self-Attestation if needing proof without documentation (Self Attestation Statement)

\_\_\_\_\_ Release of UI information (Release of UI Information)

\_\_\_\_\_ US Citizen Attestation (US Citizenship Attestation Form)

\_\_\_\_\_ Equal Opportunity is the Law (EO is the Law)

\_\_\_\_\_ Release of Confidential Information (Release of Confidential Information) Not required only sign when needed
\_\_\_\_\_ Disability Self-Disclosure Statement & Reasonable Accommodation Request (Self Attestation) Paper only

**Before enrolling in OST:**

\_\_\_\_\_ FAFSA (Student Financial Aid)

\_\_\_\_\_ Casas or another approved test (add in assessment folder in NEworks and upload to ECM) (Assessments)

\_\_\_\_\_ COA (Training Budget Worksheet)

\_\_\_\_\_ Training Justification Tab in NEworks (Before opening a training activity)

**Required forms before enrolling into OST (after DON Training):**

\_\_\_\_\_ Student Orientation Agreement (Student Orientation Agreement) Paper only

\_\_\_\_\_ Release of Information (FERPA) (Release of Information FERPA) Paper only

\_\_\_\_\_ Memorandum for the Record (ITA Funds Agreement Memorandum for the Record)

\_\_\_\_\_ Approved Training Program in ECM (from ETPL list) (School Records)

\_\_\_\_\_ Demand Occupation in ECM (From H3 website) (Demand Occupation)

\_\_\_\_\_ Individual Training Account (signed soon after OST begins) (WIOA Individual Training Account Voucher)

**NEworks Verification Documents**

Verify Social Security #: \_\_\_\_\_ Letter/Printout from Social Security Office (Selective Service Records)

 \_\_\_\_\_ Social Security Card (Social Security Card)

Verify Address: \_\_\_\_\_ Driver’s License (Driver’s License)

 \_\_\_\_\_ Food Stamp Award Letter (DHHS Documentation)

 \_\_\_\_\_ Lease / Landlord Statement (Lease/Rental Documents)

\_\_\_\_\_ Postmarked Mail Addressed to Applicant (Postmarked Mail)

\_\_\_\_\_ Utility Bill (Public/Private Agency Record)

Verify Date of Birth: \_\_\_\_\_ Birth Certificate (Birth Record)

 \_\_\_\_\_ Driver’s License (Driver’s License)

 \_\_\_\_\_ DD214 (DD-214)

 \_\_\_\_\_ Passport (Passport)

 \_\_\_\_\_ Federal, State or Local Government ID Card (Federal/State/Local Government ID)

Verify Selective Service: \_\_\_\_\_ [www.sss.gov](http://www.sss.gov) (Selective Service Records)

Verify Citizenship: \_\_\_\_\_ Birth Certificate (Birth Record)

 \_\_\_\_\_ Passport (Passport)

 \_\_\_\_\_ Driver’s License & SS Card (Driver’s License, Social Security Card)

 \_\_\_\_\_ Alien Registration Card- Must run SAVE (Alien Registration Documents)

Verify Disability: \_\_\_\_\_ Medical Records (Medical Documents)

(if applicable) \_\_\_\_\_ Vocational Rehab Letter (Public/Private Agency Records)

 \_\_\_\_\_ Social Security Administration Letter/Records (Social Security Benefits Doc)

 \_\_\_\_\_ Physician’s Statement (Medical Documents)

 \_\_\_\_\_ Veterans Administration Letter/Records (Military Documents)

Verify Military Service: \_\_\_\_\_ DD214 (DD-214)

(if applicable)

Verify Employment Info: \_\_\_\_\_ UI Records (UI Records)

 \_\_\_\_\_ Self-Attestation (Self Attestation Statement)

 \_\_\_\_\_ Pay Stubs (Employment Records)

Verify Layoff: \_\_\_\_\_ See DLW Categories Below

(if applicable)

Verify UI: \_\_\_\_\_ UI Records (UI Records)

(if applicable)

Verify Education: \_\_\_\_\_ Self –Attestation (Self Attestation Statement)

 \_\_\_\_\_ School Record (School Records)

Displaced Homemaker: \_\_\_\_\_ Applicant Statement (Self Attestation Statement)

(if applicable) \_\_\_\_\_ Court Records (Court Documents)

 \_\_\_\_\_ Divorce Decree or Legal Separation (Court Documents)

Verify Homeless: \_\_\_\_\_ Written Statement from Shelter (Public/Private Agency Records)

(if applicable) \_\_\_\_\_ Written statement from Social Service Agency (Public/Private Agency Records)

Verify Offender: \_\_\_\_\_ Court Documents (Court Documents)

(if applicable) \_\_\_\_\_ Letter From Probation Officer (NDCS (Corrections) Documentation)

 \_\_\_\_\_ Police Records (Public/Private Agency Records)

 \_\_\_\_\_ Letter of Parole (NDCS (Corrections) Documentation)

Verify TANF: \_\_\_\_\_ Copy of Public Assistance Record (Public Assistance Records)

(if applicable) \_\_\_\_\_ Copy of Medicaid Card showing Grant Status (Medical Documents)

 \_\_\_\_\_ Statement from Social Services Agency (Public/Private Agency Records)

Verify SSI: \_\_\_\_\_ Statement from Social Security (Social Security Benefits Document)

(if applicable)

Verify Refugee: \_\_\_\_\_ Statement from Social Services (Public/Private Agency Records)

(if applicable) \_\_\_\_\_ Medicaid Card showing Grant Status (Medical Documents)

 \_\_\_\_\_ Public Assistance Records/Printout (Public Assistance Records)

Verify General Assistance: \_\_\_\_\_ Statement from Social Services Agency (Public/Private Agency Records)

(if applicable) \_\_\_\_\_ Medicaid Card showing Grant Status (Medical Documents)

 \_\_\_\_\_ Public Assistance Records/Printout (Public Assistance Records)

Verify SSDI: \_\_\_\_\_ Statement from Social Services Agency (Public/Private Agency Records)

(if applicable) \_\_\_\_\_ Public Assistance Records/Printout (Public Assistance Records)

Verify Food Stamps (SNAP):\_\_\_\_ Current Food Stamp (SNAP) Receipt (DHHS Documentation)

(if applicable) \_\_\_\_\_ Food Stamp (SNAP) Letter (DHHS Documentation)

Basic Skills Deficient: \_\_\_\_\_ Copy of any generally accepted standardized test (Assessments)

(If applicable)

Verify Family Size: \_\_\_\_\_ Social Security Cards of each family member (Social Security Card)

 \_\_\_\_\_ Public Assistance/ Social Service Agency records (Public Assistance Records)

Verify Annual Family Income:\_\_\_ Pay Stubs {If receiving SNAP disregard} (Paystubs)

\*Adult only

\*Self-Attestation may be used in limited cases if you cannot acquire required documents.

**Dislocated Worker Eligibility (NEworks Categories)**

**Category 1- Ordinary Layoff- UI Eligible**

\_\_\_\_\_ Employer statement; and (Employment Records)
\_\_\_\_\_ UI eligibility approval; and (UI Documents)
\_\_\_\_\_ Unlikely to return (Employment Records)

**Category 2- Ordinary Layoff- Not UI Eligible**

\_\_\_\_\_ Employer statement; and (Employment Records)
\_\_\_\_\_ UI denial; and (UI Documents)

\_\_\_\_\_ Demonstrate attachment to the workforce in not eligible for UI due to: insufficient earnings or performed services for an employer not covered under state UI laws; and (Employment Records)
\_\_\_\_\_ Unlikely to return (Employment Records)

**Category 3- Permanent Closure/ Mass Layoff**

\_\_\_\_\_ Employer statement; and (Employment Records)
\_\_\_\_\_ Proof of permanent closure or substantial layoff (Employment Records)

**Category 4- Permanent Closure/ Mass Layoff**

\_\_\_\_\_ Paystub showing current employment; and (Employment Records)
\_\_\_\_\_ General announcement (Cannot provide career, training or supportive services enrolling participants in this category) (Employment Records)

**Category 5- Previously Self-Employed
One of the following:**

\_\_\_\_\_ Proof of natural disaster or proof of general economic conditions in the community (Employment Records)
\_\_\_\_\_ Notice of foreclosure (Financial Records)
\_\_\_\_\_ Proof of failure to profit in preceding 12 months (Financial Records)
\_\_\_\_\_ Bankruptcy proceedings (Financial Records)
\_\_\_\_\_ Admin Entity can approve additional documentation if needed

**Category 6- Displaced Homemaker**

\_\_\_\_\_ Proof of unemployed or underemployed (Self-Attest or Employment Records)

**And one of the following:**

\_\_\_\_\_ Death certificate (Public/ Private Agency Document)

\_\_\_\_\_ Court Records (Court Documents)

\_\_\_\_\_ Divorce Decree or Legal Separation (Court Documents)

\_\_\_\_\_ Copy of official military orders (Military Documents)
\_\_\_\_\_ Admin Entity can approve additional documentation if needed

**Category 7- Spouse of a member of the Armed Forces**

\_\_\_\_\_ Copy of official military orders; and (Military Documents)
\_\_\_\_\_ Proof of unemployed or underemployed (self-Attest or Employment Records)

**Category 8- Recently Separated Member of the Armed Forces**

\_\_\_\_\_ DD214 (service members automatically qualify as unlikely to return); and (DD-214)

\_\_\_\_\_ UI eligibility approval (UI Documents)

\*\*Employer statement/ separation notice can be a written letter on letterhead, an email from the company email address, or a collection of documentation including UI verification (showing date of layoff, ‘lack of work’ reason), and if possible, newspaper article.

**Unlikely to return to a previous occupation or industry**

1. Official assessments of market demand for products or services in the occupation or industry;

**Verification:** Onet Online- Wage & Employment Trends section. If declining, print results, write unlikely to return on them (Employment Records)

1. Local labor market conditions for the industry or occupation;

**Verification:** Neworks job search for the individual‘s job title in their local area, if two or fewer results come back, print results, write unlikely to return on them (Employment Records)

1. Evolution of skill requirements in the occupation or industry and whether an individual’s skills have kept pace over time based on a current skills assessment;

**Verification:** Onet Online- Education section (print results, write unlikely to return on them) and self-attest of current education/skill level (Employment Records & Self-Attestation Statement)

1. Impact of technology or trade on the industry or occupation.

**Verification:** Self-Attestation Statement (Self-Attestation Statement)

1. A separating service member meets the) standard of unlikely to return to a previous industry or occupation.

**Verification:** DD214 (DD-214)

**General economic conditions**

1. A business lost due to the closure or substantial layoff of a primary supplier or primary customer affecting the self-employed individual’s products or services;

**Verification:** Announcement of primary supplier; **and**
Order form indicating primary product or services (Employment Records)

1. A business lost because the product/occupation has little demand within the community or has been declining;

**Verification:** Onet Online- Wage & Employment Trends section. (Employment Records)

1. A business lost because of increased non-labor production costs which are out of the control of management (i.e., energy costs); or

**Verification:** Statement(s) showing increase of non-labor costs (Employment Records)

1. A business lost because of natural disasters as defined by State or Federal declaration.

**Verification:** Newspaper article or other form of public notification (Employment Records)

**Attachment to the workforce
Verification:** Paystubs or employer statement (Employment Records)

**General announcement**

**Verification:** Newspaper article, proof the announcement was aired on the radio or news (a statement from the newspaper, radio station, or employer) (Employment Records)