

South Central Iowa Workforce Area Local Workforce Development Board Workforce Innovation and Opportunity Act Policy Assurances

Approved Date: July 28, 2022

Effective Date: July 28, 2022

Purpose

The purpose of this policy is to provide guidance on assurances for enrollment and continued case management. The Workforce Innovation and Opportunity Act (WIOA) Title I program is designed to provide employment and training opportunities to those who can benefit from, and who need such opportunities. Meeting the eligibility criteria for a Title I funded program does not entitle an Adult or Dislocated Worker to receive certain employment and training services. This policy covers WIOA participants under the funding streams of Adult, Dislocated Workers and Youth.

Responsibilities

Service providers are responsible for understanding the eligibility criteria for WIOA funded programs and for following the eligibility guidance contained in this policy, the WIOA legislation, the WIOA Rules, Iowa policy and any other local board policies. The South Central Iowa Workforce Board (SCIWB) is responsible for oversight and revision of this policy

Geographical Preference for Enrollment

The Geographical Preference for the South Central Iowa Workforce Area is that the participant must be a resident within the following counties: Appanoose, Davis, Hardin, Jefferson, Keokuk, Lucas, Mahaska, Marshall, Monroe, Tama, Poweshiek, Van Buren, Wapello, Wayne. Preference is also given to those living outside of the Local Area where the One Stop or satellite offices are the closest location to access America's Job Center services. For individuals living outside of these boundaries who request assistance from SCIWA, approval must be requested from the WIOA Local Area of residency and documented in the IowaWORKS case management system.

Economic Self-Sufficiency

Individuals who are employed, but are not receiving self-sufficiency wages, may be eligible for WIOA Career and Training services. The South Central Iowa Workforce Development Board (SCIWDB) establishes self-sufficiency wage levels that will be used to determine eligibility for services. Economic self-sufficiency is the minimum level of income an individual must earn in order to meet the most basic expenses without public or private assistance. Self-sufficiency wage is defined as employment that provides a wage equal to or greater than the following:

- 150% LLSIL for Adult and Dislocated Worker participant

Poverty Guideline Chart

Family Size	Poverty Guideline	150% of LLSIL Non-Metro	150% of LLSIL Metro
1	\$12,880	\$20,688	\$21,597
2	\$17,420	\$33,875	\$35,402
3	\$21,960	\$46,509	\$48,591
4	\$26,500	\$57,411	\$59,987
5	\$31,040	\$67,766	\$70,785
6	\$35,580	\$79,248	\$82,799
7	\$40,120	\$90,731	\$94,812
8	\$44,660	\$102,213	\$106,826
For each additional family member	\$4,540	\$11,483	\$12,014

Based on the current income limits for public assistance in Iowa, these are the minimum wages needed to remain off public assistance. These figures also allow us to provide training services to more single parent families, which is a large part of our demographic. The self-sufficiency wage standard is updated annually based on the most recent LLSIL data.

Eligibility Determination Policy for Participation of Minors

The South Central Iowa Workforce Board does not authorize any other responsible adult outside of the individuals listed in the State Policy Chapter 8 Title IB Policy to authorize program participation for minors. Those listed in the state policy are listed below.

Another responsible adult may include:

- A relative with whom the individual resides,
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency,
- An agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing participation), for example, a clergy person, a schoolteacher, or other school official, a probation or other officer of the court, a foster parent,
- A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation), for example, a social worker, a homeless shelter official, a child protective worker, a health clinic official

Electronic Signatures

Electronic signatures are allowable on the application in the IowaWORKS case management system, or may be on paper and uploaded to the data management system, as applicable. Additional paper forms and signatures verifying self-certification for eligibility criteria must be uploaded to the IowaWORKS case management system. Acceptable electronic signatures include but are not limited to IowaWORKS electronic signature feature, HelloSign, DocuSign and Adobe sign.

Ineligibility

If a participant is determined to be ineligible at any time, the individual must be informed of the determination in writing and given 30 days to respond. The Service Provider will mail a hard copy letter to the last known mailing address on file on the date they are found to be ineligible. The letter will include the applicant's name, date, location of center, program, reason for ineligibility and next steps if applicable. A final determination letter will be mailed within 5 business days after the 30 days have expired stating the final determination to receive services.

The reason for the ineligibility, the date of final determination of ineligibility, and the date of discontinuation of services must be documented in the data management system.

Closing services Due to Fraud

If at any time it is found that a participant has committed fraud to receive WIOA Title I assistance or has attempted to defraud a WIOA Title I program, the individual must be informed of the determination in writing and given 30 days to respond. The Service Provider will mail a hard copy letter to the last known mailing address on file on the date of the fraudulent finding. The letter will include the participant's name, date, location of center, program, reason for closing services due to fraud, and next steps if applicable. A final determination will be made after the 30 days have expired and the individual will be mailed a final determination letter within 5 business days stating the final determination of services.

If it is found the individual did commit fraud to receive services, the participant's activities must be immediately closed. All circumstances related to the fraudulent act or attempt to defraud, along with the last date of services, must be documented and maintained in the data management system.

Non-Eligible Individuals

Any costs associated with providing WIOA Title I service to non-eligible individuals may be disallowed.

Eligibility Criteria for Underemployed Individuals

South Central Iowa Workforce Board outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:

1. Currently employed on a less than full-time basis and is seeking full-time employment.
2. Currently in a position that is below their level of skills and training.
3. Currently meets the definition of a low-income individual, but their current job's earnings are not sufficient compared to their previous job's earnings from their previous employment. Must be 80% or below on previous earnings.

Eligibility Criteria for Youth Additional Assistance Barrier

South Central Iowa Workforce Board does not identify any additional categories outside of those outlined in the State Policy Title IB Chapter 8 Section 8.2.3.4. The following categories are:

- Migrant youth
- Incarcerated parent
- Behavior problems at school
- Family literacy problems
- Domestic violence
- Substance abuse
- Chronic health conditions
- One or more grade levels below appropriate for age
- Cultural barriers that may be a hindrance to employment
- American Indian, Alaska Native or Native Hawaiian
- Refugee

Objective Assessment

South Central Iowa will utilize one or a combination of the following assessments as part of the Objective Assessment Service: TABE 9/10, CASAS, O*NET Interest Profiler, Accuplacer, National CareerReadiness Certificate (NCRC), and the South Central Iowa Basic Skills Screening Form.

Eligibility to Receive Individualized Career Services

South Central Iowa Workforce Area will utilize the following Assessments to determine eligibility:

- TABE 9/10
- CASAS
- Accuplacer
- South Central Iowa Basic Skills Screening Form

CASAS is approved for use by the National Reporting System. For Youth in Secondary education, we will utilize CASAS only.

Eligibility for Follow-Up Services

South Central Iowa Workforce Board provides the following policy to document when a Youth Participant cannot be located or contacted for Follow-up Services:

1. The participant has attempted to contact by mail, phone, and email. If an alternative contact method was provided previously by the participant, that contact must be attempted as well.
2. If all three attempted contacts have failed twice, the participant will be deemed ineligible for follow-up services. If the phone number provided has been disconnected and the mail has been returned as undeliverable, you only need to attempt the email a second time

All attempts will be documented in Case Notes in the Data Management System and the first and second contact attempts must be at least 30 days apart. If all attempts are unsuccessful, document the participant as a Failure to Locate in case notes.

South Central Iowa Workforce Board defines the criteria for Youth participants eligible to receive Follow-up Services beyond the 12 months for up to an additional 6 months for a total of 18 months maximum with the approval of the South Central Iowa Workforce Board. The Youth Participant must meet one of the following criteria:

1. Have a documented disability
2. Needs additional support to facilitate sustained employment

The types of services offered will be the same as during the initial 12 months and the duration of services will be based on the needs of the participant.

Adult Mentoring

South Central Iowa Workforce Area will partner with other Partner Agencies for Adult Mentoring Services. The agency must have a way to background check Adult Mentors.

Dislocated Worker Program Eligibility - The LWDB (Local Workforce Development Board) must define unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters,

- Was previously self-employed and is now unemployed because of General Economic conditions in the community in which the individual resides is defined as:
 - General Economic Factors must include one of the following:
 1. Individual resides in an area of substantial unemployment of a rate of 6.5% or higher.
 2. Individual resides in a High Poverty area of 25% or higher based on US Census data.
- Was previously self-employed and is now unemployed because of natural disasters in the community in which the individual resides is defined as:
 - The area in which the individual resides must have a disaster proclamation issued by the Governor of Iowa.

DocuSigned by:

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Natalie McGee

South Central Iowa LWDB Chair

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities