



**Special  
Executive Standing Committee**

**AGENDA**

Monday, November 24, 2025

10:30 am

**Zoom Only**

<https://us06web.zoom.us/j/86801973671?pwd=M22kKrNID514tPK1b4a60rdFLut3VB.1>

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**Stacy Sacco, Chair**

**Vaadra Chavez, Chair-Elect**

**AGENDA**

- Call to Order**
- Roll Call - Determination of Quorum**
  - **Karla Causey**, Treasurer, Finance Standing Committee Chair
  - **Vaadra Chavez**, Chair-Elect, Operations Standing Committee Chair
  - **Gabriel Esparza**, Youth Standing Committee Chair
  - **Antoinette Holmes**, Disability Standing Committee Chair
  - **Honorable Gregg Hull**, WCCNM Chief Elected Official
  - **Justin Hilliard** - Bernalillo County Rep
  - **Kristopher Johnson**, Sandoval County Rep.
  - **John Mierzwa** – Past Chair
  - **Debbie Ortiz-**, Torrance County Rep.
  - **Stacy Sacco** – Chair
  - **Susan Yasenka** – Valencia County Rep.

**Approval of Monday, November 24, 2025, Agenda**

Motion

Second

Action

**ACTION ITEMS**

Tab 1 **Approval of General Program Policy NO. GP-107, Change 3 - Requirements and Eligibility for WIOA Adult and Dislocated Worker Program (Revisions)**

Motion

Second

Action

Tab 2 **Approval of Operational Policy NO. OP – 435, Change 4 - Work Experience — Internship Policy — Adult, Dislocated Worker & Youth**

Motion

Second

Action

**PUBLIC COMMENT/ADJOURNMENT**

- Public Comments** - Anyone who wishes to address the Executive Standing Committee must register with the secretary of the WCCNM Board

□ **Adjournment**

**NOTES**

**Next Meeting: Executive Standing Committee, January 26, 2026, 1:30 pm**

*Anyone requiring special accommodations please notify the MRCOG office at  
247-1750 seven (7) days prior to the meeting.  
"Equal Opportunity Program"*

## Workforce Connection of Central New Mexico Requirements and Eligibility for WIOA Adult/Dislocated Worker Programs

### Action Requested:

Request of approval of the GP-107, Requirements and Eligibility for WIOA Adult and Dislocated Worker Programs, Change 3, Policy, effective PY 2025, on November 24<sup>th</sup>, 2025

### **PURPOSE**

To provide guidance to the Workforce Connection of Central New Mexico (WCCNM) Adult and Dislocated Worker Provider on local policies and procedures to determine participant eligibility for Adult and Dislocated Workers under WIOA Title 1, Adult and Dislocated Worker (including the New Mexico Dislocated worker Grant) training programs.

### **BACKGROUND**

Local boards are required to establish and formally approve a local policy for making eligibility determinations for the WIOA Adult/Dislocated Worker funding stream. This policy also includes guidance on the use of self-attestation, as a last resort, when other documentation cannot be found or accessed.

Eligibility determination must be made prior to enrollment in WIOA and must include an initial determination of need for services to ensure that employment and training opportunities are being provided to those who can benefit from, and are in need of, such opportunities to obtain or retain employment. WIOA is not an entitlement program, and eligibility alone does not entitle an individual to receive services.

**OBJECTIVE:** This policy change ensures effective use of limited WIOA resources directed toward eligible individuals that reside within the state, by requiring the demonstration of New Mexico Residency. This supports efforts to develop a trained NM workforce to contribute and strengthen the regional labor force and supporting long term economic development.

### Financial Impact:

None

Do Pass: \_\_\_\_\_

Do not Pass: \_\_\_\_\_



General Program Policies No. GP – 107, Change 23

Subject: Requirements and Eligibility for WIOA Adult and Dislocated Worker Program

Effective: PY254, 03/28/202211/24/2025

#### **PURPOSE**

To provide guidance to the Local Workforce Development Boards' (LWDBs) Adult and Dislocated Worker Provider on local policies and procedures to determine participant eligibility for Adult and Dislocated Workers under WIOA Title 1, Adult and Dislocated Worker training programs.

#### **REFERENCE(S)**

- [Workforce Innovation and Opportunity Act of 2014](#), Section 1-134.
- Workforce Innovation and Opportunity Final Rule August 19, 2016, 20 CFR 680.120, 680.130, and 680.210-220.
- USDOL TEGLs 19-01 Change 1, 19-16
- USDOL TEGL 23-19
- USDOL TEGL 02-14
- USDOL TEGL 11-11 Change 2
- USDOL TEGL 7-20

#### **BACKGROUND**

Local boards are required to establish and formally approve a local policy for making eligibility determinations for the WIOA Adult/Dislocated Worker funding stream. This policy also includes guidance on the use of self-attestation, as a last resort, when other documentation cannot be found or accessed.

Eligibility determination must be made prior to enrollment in WIOA and must include an initial determination of need for services to ensure that employment and training opportunities are being provided to those who can benefit from, and are in need of, such opportunities to obtain or retain employment. WIOA is not an entitlement program and eligibility alone does not entitle an individual to receive services.

In addition, eligibility criteria vary according to each type of career or training service, in accordance with sections 20 CFR 680.120, 680.130, and 680.200-220.

1. To be eligible to receive career services as an adult, in the adult and dislocated worker programs, an individual must be 18 years of age or older, and meet the criteria of section

20 CFR 680.210

2. To be eligible for any dislocated worker program services, an eligible adult must meet the criteria of section 20 CFR 680.130.
3. Eligibility criteria for training services are found in sections 20 CFR 680.210.

### ADULT ELIGIBILITY CRITERIA

Documentation verifying the eligibility of participants in WIOA, is mandatory. Each of the following eligibility elements must be documented for each participant **prior to the receipt of individualized /career services**. Workforce Connection of Central New Mexico's (WCCNM) Adult and Dislocated Worker Service Provider must obtain required documentation for each eligibility data element, as outlined in the comprehensive checklist of allowable forms of eligibility documentation, contained in this **attachment**.

Photocopies of documentation kept on file, or scanned documents stored in electronic document management systems, must be legible.

- A. Citizenship/Alien Status/Right to Work– Participation shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General, to work in the United States as required in WIOA section 188 (a)(5). (Exception: Per TEGL 09-12, The Role of the Workforce Investment System in the Delivery of Services for Victims of Trafficking, operators may not deny WIOA-funded services to victims of severe forms of human trafficking based on their immigration status.) Additional types of documentation that can be used to demonstrate Citizenship/Alien Status/Right to Work are listed in **Attachment B**.

*Note: WIOA can pay for a picture ID or Driver's License as a supportive service if the client is enrolled in the program.*

A-1. To safeguard the effective use of limited WIOA resources, the Central Region requires that participants demonstrate New Mexico residency. This requirement ensures that program funds support eligible individuals who live within the state and are positioned to contribute to the regional labor force and economic development.

Note: Documentation of Residency for ALL Adults, Dislocated Workers will also be required as part of the eligibility intake process and must be maintained in a complete case file documented within the NMJobs system.

- B. Selective Service/Military Status – All participants must be in compliance with the Selective Service Act requirements, as required by WIOA section 189(h). See the Selective Service section of this Guidance Letter and **Attachment B**.
- C. Age at application must be 18 or older.
- D. Lawful Presence-Applicants shall also prove lawful presence in the United States in accordance with the 18.19.5.12 and 18.19.5.14 NMAC: Proof of Identification Number, Identity, Age, and Lawful Status for Lawful United States Residents. They shall possess one

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of the acceptable forms of identification (ID) listed in the Documentation Checklist. If the applicant does not possess one of the forms of ID listed and does not provide the requested information, application to the program must be denied.

**Note:** *TEGL 2-14 (former WIA program, applicable to WIOA according to NMDWS Workforce Guidance Letter: DWS 20-001 Change 2), states: WIA programs are limited to those Deferred Action for Childhood Arrivals (DACA) participants who have employment authorization. Appropriate documentation of employment authorization must include self- attestation at a minimum.*

- E. Unemployed or employed and in need of services, in order to obtain or retain employment.

#### Eligibility of Employed Workers

- A. An employed worker is an individual currently working and who has been determined to be in need of services, in order to obtain or retain employment that leads to self-sufficiency, in accordance with the state and local definition of that term.
- B. Staff is required to complete a WIOA application utilizing the state MIS and verify that the worker meets all program eligibility criteria including right to work, selective service, and age.
- C. Employed workers must be given the same customer choice options as other WIOA participants (except for eligible employed workers, who are enrolled in customized or incumbent worker training with their employers).
- D. Individual Training Account trainings must be in programs that are in compliance with the Eligible Training Provider List.
- E. WIOA employed worker services, primarily, are provided for the benefit of the employed worker but it is recognized that these services may also benefit the employer.

#### **DISLOCATED WORKER ELIGIBILITY CRITERIA**

Documentation verifying the eligibility of participants in WIOA is mandatory. Eligibility determination must be made prior to enrollment in WIOA and must include an initial determination of need for services to ensure that employment and training opportunities are being provided to those who can benefit from, and are in need of, such opportunities to obtain or retain employment. WIOA is not an entitlement program and eligibility alone does not entitle an individual to receive services.

Each of the following eligibility elements must be documented for each participant **prior to the receipt of a staff-assisted career service with significant staff involvement or individualized customized service**. WCCNM's Adult and Dislocated Worker Service Provider must obtain required documentation for each eligibility data element, as outlined in the comprehensive checklist of allowable forms of eligibility documentation contained in this Policy. Scanned documents stored in electronic document management systems, must be legible.

- A. **Citizenship/Alien Status/Right to Work** – Participation shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States as required in WIOA section 188 (a)(5).

*(Exception: Per TEGL 09-12, The Role of the Workforce Investment System, in the Delivery of Services for Victims of Trafficking, operators may not deny*

*WIOA-funded services to victims of severe forms of human trafficking based on their immigration status.)*

A-1. To safeguard the effective use of limited WIOA resources, the Central Region requires that participants demonstrate New Mexico residency. This requirement ensures that program funds support eligible individuals who live within the state and are positioned to contribute to the regional labor force and economic development.

*Note: Documentation of Residency for ALL Adults, Dislocated Workers will also be required as part of the eligibility intake process and must be maintained in a complete case file documented within the NM Jobs System.*

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- B. **Selective Service/Military Status** – All participants must be in compliance with the Selective Service Act requirements as required by WIOA section 189(h). See the Selective Service section of this Policy.
- C. **Age** - The Dislocated Worker program does-not have an age requirement. An individual must meet the eligibility of WIOA section 3(15), which does not include age among its criteria.
- D. **Lawful Presence**-Applicants shall also prove lawful presence in the United States in accordance with the 18.19.5.12 and 18.19.5.14 NMAC: Proof of Identification Number, Identity, Age, and Lawful Status for Lawful United States Residents. They shall possess one of the acceptable forms of identification (ID) listed in the Documentation Checklist. If the applicant does not possess one of the forms of ID listed and does not provide the requested information, application to the program must be denied.
- E. In addition to the basic WIOA eligibility criteria, staff making eligibility determinations must verify that the applicant qualifies under **one** of the following categories:
  - Category 1.** (i) Has been terminated or laid off, or has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);
    - (ii) is eligible for, or has exhausted entitlement to unemployment compensation; or 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 State unemployment compensation law; and,
    - (iii) Is unlikely to return to a previous industry or occupation;
  - Category 2.** (i) 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, military installation or enterprise; or
  - (ii) Is employed at a facility where the employer has made a general announcement that such facility will close within 180 days; or

(iii) For purposes of eligibility to receive services other than training services, career 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;

**Category 3.** 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.

**Category 4.** Is a displaced homemaker; or

**Category 5.** (i) 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  
(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria describe in paragraph *Serving Separating Members and Military Spouses with Dislocated Worker Funds*.

#### **SERVING SEPARATING MEMBERS AND MILITARY SPOUSES WITH DISLOCATED WORKER FUNDS**

Under 20 CFR 608.660, service members exiting the military, including, but not limited to, those who receive or are eligible for Unemployment Compensation for Ex-service members (UCX), generally qualify as dislocated workers. Dislocated Worker funds under title I can help separating service members to enter or reenter the civilian labor force. Generally, a separating service member needs a notice of separation, wither a DD-214 from the Department of Defense, or other appropriate documentation that shows a separation or imminent separation from the Armed Forces, for reasons other than dishonorable. These documents meet the requirement that the individual has received a notice of termination or layoff, to meet the required dislocated worker definition. In the case of separating service members, because they may be on a stop gap leave from the military, it may make sense to begin providing career services while the service member may still be part of the Active-Duty military, but has an imminent separation date. It is appropriate to provide career services to separating veteran's service members who will be imminently separating form the military, provided that their discharge will be anything other than dishonorable. Lastly, ETA policy generally dictates that a separating service member meets the dislocated worker requirement that an individual is unlikely to return to his or her previous industry or occupation in the military.

WIOA expands the definition of dislocated workers to allow military spouses who meet any of the following criteria to be eligible for WIOA-funded dislocated worker services. Military spouses are eligible who:

- Lost their job as a direct result of moving with their spouses to a new permanent duty location; or
- Area dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the state or local area, because of a 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
- Are unemployed or underemployed and are experiencing difficulties in obtaining or upgrading employment.

### Eligibility of Employed Workers

- A. Dislocated workers who have become re-employed in "income maintenance" jobs (a job with a lower rate of pay than the job of dislocation; Referenced as Stop-Gap Employment, may also be served as long as the wage earned does not exceed the local criteria for self-sufficiency.
- B. Employed workers may be enrolled in the Dislocated Worker Program for career or supportive services (not training services) up to 180 days prior to the date of layoff if the worker can provide a copy (or the workforce region is able to obtain a copy) of the notice of layoff or the announcement of plant closure made by the employer that contains the date of the layoff or closure.

### **DISLOCATED WORKER GRANT ELIGIBILITY CRITERIA**

Guidance provided from DOLETA indicates that states are responsible for setting appropriate policies and procedures for determining participant eligibility. All DWGs awarded to NMDWS operate and provide guidance to staff through various means. The DWG specifically allows New Mexico and its Workforce Development Boards to serve long-term unemployed individuals as dislocated workers. NMDWS has committed to utilizing one standard definition to apply to all Disaster Recovery DWGs, unless a specific grant's terms and conditions mandate specific eligibility criterion.

### **LONG-TERM UNEMPLOYED DEFINITION**

NMDWS long-term unemployed definition seeks to include individuals who have had a significant history of unemployment as defined by long term unemployment and/or underemployment, even though the individual may be employed at time of eligibility that are underemployed. This definition also requires NMDWS to define underemployed for the purposes of its DWG's.

The definition of long-term unemployed is a person who is:

- Unemployed at the time of eligibility determination; and
- Has been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; and
- Has made an effort to find a job; or
- Is an incarcerated individual within 6 months of release OR
- Is underemployed at time of eligibility determination; and
- Has been unemployed for 15 or more nonconsecutive weeks of the last 26 weeks; and
- Has made an effort to find a job with self-sustaining wages/hours.

30 hours or more constitutes a week and does not include individuals who have held part-time jobs on a regular basis during the last 26 weeks. An individual being determined as significantly underemployed must meet one of the below categories:

- Individual employed less than full-time who is seeking full-time employment;
- Individual who is employed in a position that is inadequate with respect to their skills and training;
- Individual who is employed but meets the definition of a low-income individual in WIOA sec. 3(36); and
- Individual who is employed but whose current job earnings are below self-sufficiency. Individual who is employed but whose current earnings are less than 90% of previous job earnings. Eligibility documentation must be collected at time of enrollment and must be maintained in the participant's file.

### **PRIORITY OF SERVICE**

### Adult Priority

With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of WIOA section 133(b), priority shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career services described in WIOA Section 134(b)(2)(A)(xii) and training services.

WIOA emphasizes providing services to individuals with barriers to employment, as defined in WIOA sec. 3(24), including some of the same populations that are to receive priority in the WIOA Adult program.

Recipients of public assistance, individuals who are basic skills deficient, or those identified as being low-income, represent some of the workforce system's most in need participants, and are the three priority groups that WIOA specifically mandates, are entitled to receive priority of service (in addition to veterans and eligible spouses) for individualized career or training services under the WIOA Adult program.

WCCNM is strongly encouraged to ensure that at least 75 percent of the local area participants receiving individualized career and training services in the adult program are from at least one of the priority groups (recipients of public assistance, individuals who are deficient in basic skills, or those who are low-income can receive priority for these services (in addition to veterans and eligible spouses), and expects this rate will be no lower than 50.1 percent in any state.

Priority of Service must always be given to covered persons (i.e., veterans and eligible spouses, including widows and widowers) regardless of whether or not the priority of service is in place.

Priority of service is required for the provision of career services and training services, including individual training accounts, a veterans' priority as well as priority to public assistance recipients and low-income individuals required in WIOA regulations will be established as follows:

- First priority will be provided to recipients of public assistance, low-income or individuals who are basic skills deficient *who are also* veterans or eligible spouses of veterans.
- Second priority will be provided to recipients of public assistance, low-income, or individuals who are basic skills deficient *who are not* veterans or spouses of veterans.
- Third priority will be provided to veterans or eligible spouses of veterans who are not recipients of public assistance, low-income or basic skills deficient.
- Last priority will be provided to Adults in need of service who are not recipients of public assistance, not low-income or basic skills deficient.

### Veteran Priority

Veterans and eligible spouses covered by Public Law 107-288, who otherwise meet the eligibility requirements for enrollment and for whom WIOA services are deemed appropriate, are to be given priority over non-veterans for the receipt of employment, training, and placement services provided under the program.

Veterans' priority of service for enrollment should be implemented in the following order:

1. Veterans, and other non-veterans eligible for Veteran's Preference, who are eligible for the program and meet Adult priority of service requirements
2. Non-veterans who are eligible for the program and meet Adult priority of service requirements
3. Veterans, and other non-veterans eligible for Veteran's Preference, who are eligible for the program, but do NOT meet Adult priority of service requirements

4. Non-veterans who are eligible for the program, but do NOT meet Adult priority of service requirements

A veteran, or the qualifying spouse of a veteran, is entitled to, and must be given priority over, a non-veteran when the veteran or qualifying spouse meets WIOA eligibility requirements. Priority extends from selection to enrollment to funding decisions after enrollment. This means that a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of, or before the non-covered person.

Although veteran priority should not be confused with eligibility, case managers must verify veteran status when enrolling a veteran or qualifying spouse. Verification documents will be submitted as part of the applicant's enrollment packet.

A veteran is defined as a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

Active service includes full-time Federal service in the National Guard or a Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes which is often referred to as "weekend" or "annual" training. Nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities.

A qualifying spouse is the spouse of any of the following:

- Any veteran who died of a service-connected disability; or,
- Any member of the Armed Forces who is listed in one of the following categories for at least 90 days: missing in action, captured in the line of duty, forcibly detained by a foreign government; or,
- Any veteran who has a total disability resulting from a service-connected disability; or,
- Any veteran who died while a disability was in existence.

#### **SELF-SUFFICIENCY**

An employed individual may receive Individualized Career Services and/or Training Services if it is determined that such service is needed "in order to obtain or retain employment that leads to economic self-sufficiency" USDOL TEGLs 19-01 Change 1, 19-16

The State will annually calculate a self-sufficiency standard for each local area using a living wage model that draws upon geographically specific expenditure data that incorporates the income need of individuals, families and sub-state geographical considerations. The self-sufficiency wage will be included in the NMDWS Workforce Guidance Letter Updated State WIOA Self-Sufficiency Wage Standard.

- (a) *For additional information and guidance on Self Sufficiency, please refer to WCCNM's Operational Policy NO. OP – 430 (most recent version)*

#### **SELECTIVE SERVICE**

Males born on or after January 1, 1960, are required to register with Selective Service within 30

days of their 18<sup>th</sup> birthday (i.e., 30 days before or 30 days after their birthday.) This includes males who are:

- A. Citizens of the U.S.;
- B. Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; and/or
- C. Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- A. Men who are serving in the military on full-time active duty;
- B. Men attending the service academies;
- C. Disabled men who were continually confined to a residence, hospital or institution; and/or
- D. Men who are/were hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- A. Non-U.S. male who came into this country for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
  - 1. Date of entry stamp in his passport;
  - 2. I-94 with date of entry stamp on it; or
  - 3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.
- A. Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- B. Non-U.S. male on a valid non-immigrant visa.

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This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirements at [www.sss.gov](http://www.sss.gov). The Selective Service System also provides a quick reference chart showing who must register located at <https://www.sss.gov/register/who-needs-to-register/>

#### Registration Requirements for Males Under 26

Before being enrolled in WIOA Title I-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). If a male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA Title I-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIOA Title I- funded services must be suspended until he registers.

#### Registration Requirements for Males 26 Years and Over

Before enrolling in WIOA Title I-funded services, all males, 26 years of age or older, must provide documentation of compliance with the Selective Service registration requirement. Individuals who did not register for the Selective Service or who cannot provide any of the documentation listed in Section 3 must obtain a Status Information Letter from Selective Service indicating whether he was required to register. The Request for Status Information Letter form can be accessed at <http://www.sss.gov/PDFs/infoform.pdf> and the instructions can be accessed at <http://www.sss.gov/PDFs/instructions.pdf>. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the *Status Information Letter* indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in services authorized or funded by Title I of WIOA. **If the Status Information Letter indicates that the individual was required to register and now cannot because he is 26 or older, he is presumed to be disqualified from participation in WIOA Title I-funded activities and services until it can be determined that his failure to register was not knowing and willful.** All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

#### Determining Knowing and Willful Failure to Register

If the individual was required but failed to register with the Selective Service, the individual may only receive services if they establish by a preponderance of the evidence that the failure to register was not knowing and willful. The local board, sub grantee, or contractor that enrolls individuals in WIOA Title I-funded activities, and is thereby authorized to approve the use of WIOA Title I grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was a knowing and willful failure.

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

1. Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to local boards in making determinations in cases regarding willful and knowing failure to register.

In order to establish consistency regarding the implementation of the requirement, local boards should consider the following questions when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," the authorized organization should consider:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)

- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful”, the authorized organization should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

If an authorized organization determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. If the authorized organization determines that evidence shows that the individual’s failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of available WIOA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations related to Selective Service.

#### **ELIGIBILITY DOCUMENTATION REQUIREMENTS**

Physical evidence must be obtained during the verification process and maintained in participant files. Such evidence would be copies of documents, completed telephone verification/document inspection forms, and signed self-attestation forms. Eligibility documents and case notes must be stored electronically in the states Management Information System (MIS). WCCNM must ensure they follow local policies regarding the storage of non-eligibility documents.

#### Documentation with Self-Attestation

Self-attestation occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging this status.

The key elements for self-attestation are:

The participant identifying his or her status for permitted elements; and 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 online signature. Self-attestation cannot be used to document the basic WIOA eligibility data elements of right to work, selective service, and age for services provided beyond staff assisted service with significant staff assistance. Documenting eligibility with self-attestation is a method of last resort when no other source of documentation can be found or accessed. Self-attestation can also be used to clarify documentation that is considered insufficient by itself. Please review the most current or relevant Data Validation TEGl 7-18 to assist in determining when it is appropriate to use self- attestation; or consult with your local Management Information System (MIS) coordinator if the data element in question is not addressed in this guidance letter. WCCNM may create their own self-attestation form; however, it must include all elements of the self- attestation form included in this guidance letter.

#### **ACTION REQUIRED**

Effective immediately a copy of a new or updated local policy following criteria set forth in this guidance must be submitted by email to your board liaison with 90 days of receipt of this guidance.

Procedures must also be developed by the Adult/Dislocated Worker Provider to include such items as:

1. WCCNM's Adult/Dislocated Worker Provider is strongly encouraged to ensure that at least 75 percent of the local area participants receiving individual career and training services in the adult program are from at least one of the priority groups mentioned and expects this rate will be no lower than 50.1 percent.
2. Stop-Gap Employment- Establish "rules of thumb" to determine if employment can be considered "stop gap"
3. Stop-Gap Employment-Determine guidelines that shows employment does not constitute a new primary occupation
4. Unlikely to Return- Address LWDB No Jobs Offered criteria and Declining Occupations

**ATTACHMENTS**

**Attachment A- Glossary**

**Attachment B- Adult Eligibility, Dislocated Worker Eligibility and NEG Dislocated Worker Grant Documentation, New Mexico Dislocated Worker Emergency Grant Self-Attestation Form**

**Applicability:**

All providers of WIOA Adult/Dislocated Worker programs. References: Title 1, 2015 Workforce Innovation and Opportunity Act (WIOA). NMDWS Guidance Letter: DWS 20-001, Change 2.

**INQUIRES:**

WIOA Program Manager at 505-724-3629

This policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect (if applicable)

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Board Chair

Date

## ATTACHMENT A -GLOSSARY

**ACTIVE DUTY**- means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance while in the active military service, at a school designated as service school by law or by the Secretary of the Military Department concerned. Such term does not include full-time National Guard duty.

**ADULT** - Except as otherwise specified in WIOA section 132, the term “adult” means an individual who is age 18 or older.

**ATTACHMENT TO THE WORKFORCE**-Can be demonstrated by the period of the first four quarters of the most recent five calendar quarters immediately preceding the WIOA application. Verification of workforce attachment is only necessary when an applicant worked for an employer who was not covered under Unemployment Insurance or the applicant was not eligible for UI due to insufficient earnings.

**APPLICANT** - An individual who applies for training and/or services provided under WIOA through a WIOA grant recipient or sub-recipient.

**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. This may also include lack of computer “literacy”.

Document basic skills deficient with one of the following:

- Basic skills assessment questions or test results
- School records
- Referral or records from a Title II Adult Basic Education program
- Referral or records from an English Language Learner program

A youth 18 or older, who was determined basic skills deficient for the WIOA Youth Program, may be co-enrolled in the Adult Program without an eligibility redetermination, and be counted as an individual who meets Adult priority of service, if the original determination was made no more than six months prior to the date of co-enrollment.

Local policy may further define the criteria that will be used to identify and document basic skills deficient individuals.

**Note on Standardized Tests:** When using formal assessment tests to determine basic skills deficient, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. In addition, if a standardized test is used to assess basic skills, the test should include reading, writing, or computing skills. Lacking soft skills or specific skills needed for a particular job may not be used to assess otherwise high-functioning individuals as basic skills deficient. As a result, tests such as Prove-It are generally not appropriate for determining basic skills deficient or computer literacy as they are focused on occupational skills rather than basic skills.

**CASE NOTES** - Electronic statements by the case manager that identifies, at a minimum, the following: a

participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

**CITIZENSHIP** – Designation of an applicant as a citizen of the United States or a lawfully admitted permanent resident alien, lawfully admitted refugee or parolee, and other individuals authorized by the Attorney General to work in the United States. If the applicant indicates that he/she is not a citizen or an “eligible non-citizen,” the applicant is ineligible for WIOA. (Per state statute, an Affidavit of Immigration Status shall be completed as part of the enrollment process for applicants 18 years or older, effective August 1, 2006).

**DEPENDENT CHILD** – A child, related by blood, marriage, or decree of court, living in a single residence with his/her parent(s) or guardian. When determining up to what age an out-of-school youth could be considered a dependent child of a parent or guardian, use the IRS definition of dependent. (See IRS Publication 501 – Exemption for Dependent)

**Note:** If a college student is not claimed as a dependent on anyone else’s tax return, they are NOT a dependent child

**DISLOCATED WORKER- ELIGIBLE SPOUSE/VETERAN**

- A. 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
- B. is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in the Displaced Homemaker Eligible Spouse definition below; **OR**
- C. Dislocated members of the Armed Forces (service members who are transitioning to the civilian workforce, are within 12 months of separating or 24 months of retirement, expect to be discharged with other than a dishonorable discharge, and are unlikely to return to a previous industry or occupation) as defined in TEGL 22-04: Serving Military Service Members. For this category the DD214 or separation orders may document both the layoff and UI eligible; **OR**
- D. Recently separated veterans who are within 48 months of discharge (other than dishonorable) or release from active military, naval, or air service. For this category, the DD214 may document both the layoff and UI eligible.

**DISPLACED HOMEMAKER AND DISPLACED HOMEMAKER- ELIGIBLE SPOUSE** – an individual who has been providing unpaid services to family members in the home and who—

- A. (i) has been dependent on the income of another family member but is no longer supported by that income; or  
(ii) is the dependent 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 whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such sections), a call order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station or the service-connected

- (as defined in section 101(160) of title 38, United States Code) death of disability of the member; and
- B. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Note:** alimony is not considered replacement for lost income

**EARLY/FORCED RETIREMENT** - Individuals who accept early or forced retirement as part of a reduction in force may be considered to have been terminated or laid off, or received notice of termination or layoff as appropriate. These individuals would be eligible for the WIOA Dislocated Worker program if they retire as a result of a permanent closure of, or any substantial layoff at a plant, facility or enterprise.

**ELIGIBLE FOR UNEMPLOYMENT INSURANCE (UI) COMPENSATION** - Any individual who:  
(A) Is eligible for or has exhausted entitlement to unemployment compensation; or  
(B) Has been employed for a duration sufficient to demonstrate attachment to the workforce (has a history of working), 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.

**ELIGIBLE MIGRANT FARMWORKER** - the term “eligible migrant farmworker” means—  
(A) an eligible seasonal farmworker described below whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; and  
(B) a dependent of the migrant farmworker described in (A).

**ELIGIBLE SEASONAL FARMWORKER** - the term “eligible seasonal farmworker” means—  
(A) 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  
(B) a dependent of the person described in (A).

**ENGLISH LANGUAGE LEARNER** - The term “English language learner” means an individual who has limited ability in reading, writing, speaking, or comprehending the English language, **and**—  
A. Whose native language is a language other than English; or  
B. Who lives in a family or community environment where a language other than English is the dominant language.

**Note:** Individuals who are English language learners meet the criteria for basic skills deficient.

**EXHAUSTED UI COMPENSATION** - Has received all of the unemployment compensation benefits for which an individual has been determined eligible.

**EX-OFFENDER** – Any adult or juvenile who has been subject to any stage of the criminal justice process, for whom services may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. An Out-of-School Youth may have been subject to either the juvenile or adult justice system.

**FAMILY** – Two or more persons related by blood, marriage (common law or ceremonial), civil union, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. A married couple and dependent children.
- B. A parent or guardian and dependent children.
- C. A married couple, meaning:
  - A husband and wife; or
  - Two individuals of the same sex, who are legally married, or in a civil union;

**FAMILY INCOME** – Family income includes total 6 months cash receipts before taxes (i.e. Gross wages) from all sources as defined in “Family” above, except:

- A. If the applicant reports little or no includable income, s/he shall indicate other resources relied upon for life support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.
- B. In addition, when a Federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for and the level of benefits received under any other federal statute, such income or payments shall be excluded in WIOA eligibility determinations.

**INCOME (Includable):**

- Money wages and salaries (gross wages) before any deductions;
- Net receipts from non-farm self-employment (receipts from a person’s own unincorporated 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 Social Security, including SSDI (Social Security Disability Insurance), railroad retirement, strike benefits from union funds, worker’s compensation, training stipend, and death benefits
- Alimony;
- Military family allotments (including Hazardous Duty Incentive Pay) or other regular support from an absent family member or someone not living in the household;
- Pensions (retirements) whether private, government employee (including military retirement pay);
- Regular insurance or annuity payments;
- College or university grants, fellowships and assistantships;
- Dividends, interest, net rental income or royalties, periodic receipts from estates or trusts;
- Net gambling or lottery winnings.
- Unemployment compensation;
- Child support payments, including foster care child payments;
- Old-age survivors’ insurance benefits

**INCOME (Excludable):**

- Welfare payments (including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA). (Note: General Assistance (GA) became obsolete with welfare reform, and is not an eligible category);
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Education Opportunity Grants and Federal Work Study. PLUS, Stafford and Perkins loans like any other kind of loan are debt and not income;
- Needs-based scholarship assistance; state & private grant aid;
- Military pay or allowances while the veteran or transitioning military member was on active

military duty; and certain other veteran's 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, sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, USDA Food Stamps, school meals, and housing assistance;
- ALL WIOA payments, excluding OJT wages.

**FARM/RANCH WORKER** (applies to self-employed category) - A person who is self-employed or employed by another, on a farm or ranch which produces agricultural products and who receives at least 50% of their family or individual income from agricultural production.

**FOSTER CARE YOUTH** – A youth 14-18 years of age on whose behalf state or local government payments (excluding OASI) are made. This may include youth who have been made a ward of the state by a court, including those in the following categories:

- Youth in State institutions
- Youth in Community Group Homes
- Youth in Foster Homes

WIOA also defines a foster care youth as an individual in foster care, or who has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship, guardianship or adoption; a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677); or in an out-of-home placement. This definition encompasses youth who were formerly in foster care, but may have returned to their families before turning 18.

**For Adults:** an individual who was previously in foster care or aged out of foster care.

**GENERAL ECONOMIC CONDITIONS** - Conditions that cause an individual to lose a business include, but are not limited to:

- Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services; or
- Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services; or
- Substantial layoffs, or permanent closure(s) of one or more plants or facilities that support a significant portion of the State or local economy; or
- Depressed price(s) or market(s) for the article(s) produced by the self-employed individual.

**HOMELESS PERSON** – An individual who meets any of the following criteria:

(A) lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:

- Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
- Is living in an emergency or transitional shelter;

- Is abandoned in a hospital; or
- Is awaiting foster care placement;

(B) 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;

(C) 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

(D) 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)

**EXCLUSION** – The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law.

A homeless individual who meets the above criteria is presumed to be low income for purposes of eligibility under the WIOA unless demonstrated otherwise. Refer to the Steward B. McKinney Assistance Act (PL100-77).

**INDIVIDUAL** – (Family of one) – A person not meeting the definition of family is considered to be an individual. Youth aged 18 years and older living with parents or other family member(s) shall document individual status by completing the Applicant Statement form verifying that status.

**INDIVIDUAL WITH A BARRIER TO EMPLOYMENT** - An individual who is a member of 1 or more of the following populations:

- Displaced homemakers; Low-income, Indians, Alaska Natives, and Native Hawaiians (as defined in section 166); Individuals with disabilities, including youth who are individuals with disabilities;
- Older individuals, Ex- offenders, Homeless (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e- 2(6))), or homeless children and youths (as defined in section 725(2) of the McKinley-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers (as defined in section 167 (i));
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq);
- Long-term unemployed individuals; and other groups the Governor involved determines to have barriers to employment.

**INDIVIDUAL WITH A DISABILITY** – the term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102), as follows:

- A. **Disability:** The term “disability” means, with respect to an individual—
1. a physical or mental impairment that substantially limits one or more major life activities of such individual;
  2. a record of such an impairment; or

3. being regarded as having such an impairment (as described in paragraph (3)).

**B. Major life activities**

1. **In general:** For purposes of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
2. **Major bodily functions:** For purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**C. Regarded as having such an impairment:** For purposes of paragraph (1)(C):

1. An individual meets the requirement of “being regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
2. Paragraph (1)(C) shall not apply to impairments that are transitory & minor. A transitory impairment has an actual or expected duration of 6 months or less.

**Note:** An Individual with a Disability may be eligible based on the family of one income guideline. New Mexico Workforce Connection On-line System (NMWCOS) data entry shall still include the accurate dollar amounts for individual 6 month and (estimated) family 6 month as well as the accurate number of family members. Do **not** leave the family 6-month income field blank and do not enter 01 for number in family unless the Individual with a Disability meets the criteria of an “Individual” as shown above. NMWCOS will use the fields necessary to figure the individual income for the Individual with a Disability.

**JOB OF DISLOCATION** - The economic dislocation of an individual as described in the WIOA Dislocated Worker program implies the existence of a job of dislocation. The job of dislocation is the job that qualifies the individual under one of the eligibility categories.

- Under the categories for Plant Closing/Substantial Layoff and Layoff/UI/Unlikely to Return, the job of dislocation is the job from which the applicant has been laid off. The general guideline for classifying the job of dislocation is interim jobs are considered to be temporary.
- For a self-employed individual, evidence that the business has been lost verifies a job of dislocation. The general guideline is to identify the job or pattern of jobs that defines the true job of dislocation. The job of dislocation should include the job title and the name of the business (or industry). Often, the variance in wages can help to distinguish the job of dislocation from other temporary employment. For a self-employed individual, evidence that the business has closed (or is in the process of closing) or business financial records show a major decline in profits can help verify the job of dislocation.

**LIVING IN A SINGLE RESIDENCE**

- A. Temporary, voluntary residence elsewhere – an individual is included in a single residence if they are temporarily and voluntarily living outside of the residence. This may include individuals attending school or college, or visiting relatives. It does not include involuntary temporary residence elsewhere (i.e., incarceration or placement as a result of a court order).

- B. Temporary, involuntary residence elsewhere – an individual is NOT included in a single residence if they are temporarily and involuntarily living outside of the residence. This may include individuals who are incarcerated or placed as a result of a court order.

**Note:** A person not meeting the definition of family is considered to be an individual (family of one). Individuals ordinarily included in the definition of family, but no longer claiming to be dependent shall complete an applicant statement attesting to individual status. Such statements should be corroborated by the head of household in which the individual resides. (S)He shall also show source of his/her support. The individual shall provide over 50% of his/her support to be considered a family of one. Income tax records are also a good source of documentation to support that the youth is not claimed by the parents. Youth aged 18 years and more, see “Individual” definition.

**LOW-INCOME INDIVIDUAL** — The term “low-income individual” means an individual who—

1. (a)Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP – food stamps) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or other federal, state or local income-based public assistance; or  
  
(b)Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received Refugee Cash Assistance, LEAP, Section 8 Housing, or CCAP (Child Care Assistance Program) payments;
2. Is in a family with total family income that does not exceed the higher of—
  - a. the poverty line; or
  - b. 70 percent of the lower living standard income level; or
3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))); or
4. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
5. For Adults: Was previously a foster child (or aged out of the foster care system) on behalf of whom State or local government payments were made; or
6. Is an individual with a disability whose own income meets the income requirement of #2, but who is a member of a family whose income does not meet this requirement; or For the Adult Program, this can be an individual 18-21 years old and still attending secondary school or the parent of an in-school youth who is eligible for the lunch program. (The Community/School/School District Eligibility Provision of the Act may not be utilized; only the individual eligibility provision may be used.)
- 7.

NOTE: Use of item 7 for Adult Priority of Service is now approved. Per the USDOL ETA Only Final PIRL

(Participant Individual Record Layout)

**PIRL 802 – Low Income (WIOA)**

The Department has determined that the parents of youth who are eligible to receive free and reduced-price lunch are eligible to be served under the low-income priority provisions in the Adult program. However, the Department has determined that the parents of a youth living in a high poverty area are NOT eligible to be served under the Adult low-income priority.

8. Underemployed individuals who are employed full- or part-time may also be eligible for the Adult priority if they also meet the definition of a low-income individual.

Local boards may adopt a more stringent definition for “low-income” or include additional criteria (specifically for the purposes of determining Adult program priority) that may be applied to one or more of the low-income categories listed above and is consistent with local economic conditions and other criteria determined by the board.

A youth 18 or older, who was determined low-income for the WIOA Title I Youth Program, may be co-enrolled in the Title I Adult Program without an eligibility redetermination, and be counted as an individual who meets Adult priority of service, if the original determination was made no more than 6 months prior to the date of co-enrollment.

**LOWER LIVING STANDARD INCOME LEVEL** —The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary of Labor in the Federal Register. (DWS issues annual memo)

**NATURAL DISASTERS** - Natural disasters that cause the unemployment of a self-employed individual include: hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, avalanche, drought, fire, explosion, snow storm or other catastrophe.

**OLDER INDIVIDUAL** — The term “older individual” means an individual age 55 or older.

**PARTICIPANT** - (20 CFR 677.150)- is a reportable individual who has received services other than the services described in paragraph (a)(3) of this section, after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination.

**PLANT CLOSING** - The permanent shutdown of a plant, business or facility.

**POVERTY LINE**-The term “poverty line” means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved

**PREVIOUS OCCUPATION/INDUSTRY** - For the purposes of WIOA Dislocated Worker program eligibility, previous occupation or industry relates directly to the job of dislocation.

**PRIMARY OCCUPATION**-Occupation in which an individual has had most experience; and/or most training; and/or which the individual prefers; and/or one in which the individual has remained for an extended period without seeking more appropriate employment (new primary occupation).

**PUBLIC ANNOUNCEMENT-** The process by which a plant, facility, or enterprise makes the general public aware of its permanent closure. The announcement must include a projected closure date and be verifiable.

**PUBLIC ASSISTANCE-**The term “public assistance” means federal, state, or local government cash payments for which eligibility is determined by a needs or income test. (i.e., TANF, Refugee Cash Assistance, Supplemental Security Income, LEAP, Title 8 Housing, or CCAP – Child Care Assistance Program). **Note:** Supplemental Security Disability Income (SSDI) is not considered cash welfare and does not make a person automatically eligible for WIOA.

**RESIDENCY-** *To safeguard the effective use of limited WIOA resources, the Central Region requires that participants demonstrate New Mexico residency. This requirement ensures that program funds support eligible individuals who live within the state and are positioned to contribute to the regional labor force and economic development.*

**SELF-EMPLOYED-** Any professional, independent trades person, or other business person who works for him/herself. Such a person may or may not be incorporated or in a limited partnership. A family member who provides professional services in the affected business of at least 15 hours per week and receives a salary or wage from the self-employed individual may also be considered to be a self-employed individual. Self-employed may also include employment as a farmer, rancher or fisherman.

**SELF-ATTESTATION-**Self-attestation occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging this status. The key elements for self-attestation are:

- (a) the participant identifying his or her status for permitted elements; 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 online signature **and may only be used as a last resort.**

**SERVICE CONNECTED DISABILITY-**means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval or air service

**SINGLE PARENT** – a single, separated, divorced or widowed individual who has responsibility for one or more dependent children under age 18, or a single pregnant woman

**STOP – GAP EMPLOYED** - The WIOA dislocated worker program regulations specify that an eligible dislocated worker remains eligible if, either prior to or during participation in a training program he/she accepts temporary employment for the purpose of **income maintenance** and with the intention of ending the temporary employment and entering permanent employment at the completion of training. The concept of "stop-gap" employment is intended to help define and clarify this type of temporary employment, and to help prevent arbitrary decisions of eligibility/ineligibility.

**First**, stop-gap employment may be applied to all dislocated workers, whatever their category of eligibility, whether plant closure/ substantial layoff, individual layoff, or other.

**Second**, it is clear that dislocated workers may accept stop-gap employment for a variety of reasons other than the maintenance of income during training; for example, many do not know at that point that training

is available. However, when learning that training is available, the applicant for WIOA dislocated worker retraining may then consider his/her employment temporary. In such cases, it is best to use the "rules of thumb" to determine if employment can be considered "stop-gap" when such an individual applies for the

WIOA dislocated worker retraining: for example, does it pay less than 80% of the earnings at dislocation, and/or does it require a far lesser skill level than the job of dislocation or is it out of the "primary" occupation, and/or does it offer less than 80% of the weekly hours of the job of dislocation (e.g., less than 32 hours compared to a previous 40 hours per week)?

Individuals who are **Underemployed** can be considered as having stop-gap employment.

**Third**, the employment should not constitute a new primary occupation for the dislocated worker. Some guidelines that may be helpful in determining this are:

- 1) Is there a demand in the area for the individual's previous occupation (making it likely that he/she would have returned to it if not interested in starting a new primary occupation);
- 2) Has the individual made verifiable efforts to seek more permanent and appropriate employment;
- 3) Does the individual need retraining in order to gain appropriate employment that is comparable to the job of dislocation in terms of skill level and earnings; and,
- 4) How long has the individual held the stop-gap employment (suggesting that a year or more in an occupation that is comparable in hours, skill, and pay to the job of dislocation is probably a new primary occupation, particularly if the individual has conducted no serious job search)? (See definition of Primary Occupation)

**SUBSTANTIAL LAYOFF:** A substantial layoff is any reduction-in-force which is not the result of a plant closing and which results in an employment loss at a single site of employment for at least 25 percent of the employees (excluding employees regularly working less than 20 hours per week).

**NOTE:** Permission to use a copy of the State Rapid Response report should be obtained from the local Rapid Response coordinator and/or a local supervisor to ensure the confidentiality of this document.

**TEMPORARY EMPLOYEES:** An applicant cannot be automatically disqualified for WIOA Dislocated Worker program enrollment because the job of dislocation was not considered a permanent position. An employee under a temporary contract, or placed by a temporary employment agency with an employer may be made eligible under the same category as regular employees of the company (substantial layoff, plant closing). Temporary employees directly under contract with the company are considered eligible as are regular employees if their dislocation was caused by a layoff or closing. If the dislocation was not caused by a closing or substantial layoff, the applicant must be shown to be unlikely to return (UI or the temporary agency can confirm). However, temporary employees who are unemployed because the project or undertaking for which they were hired has been completed are not considered Dislocated Workers.

**CONTRACTED EMPLOYEES** - Employees working within a set contract (not through a temporary agency) that ends on schedule, are not eligible for the WIOA Dislocated Worker program. If the job ends prior to the set contract end date and the applicant is not at fault for the separation, they are considered to have a job of dislocation.

#### **UC ELIGIBLE STATUS-**

1. A person who:

- (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and
- (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program.
2. A person who:
- (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and
- (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.
3. A person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or the RESEA program.
4. The person meets condition 2(a), but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights.
5. The person is a claimant who is exempt from normal work search requirements according state law, and does not have to perform work search activities.
6. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce (has a history of working), but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law (mainly used for employees of the agricultural industry). Such individuals may document wages paid by submitting pay stubs or bank statements, or providing letters from their employers or other proof of their work history. The period of time documented may match the UI monetarily eligible period of the first four of the last five calendar quarters

**UI MONETARY ELIGIBILITY** – Individual earned at least \$2,500 during the first four out of the last five calendar quarters (UI base period)

**UNLIKELY TO RETURN TO PREVIOUS INDUSTRY OR OCCUPATION -**

- Skill Oversupply - State or local supply of persons with the specific skills of the applicant exceeds current demand for those skills; or
- Obsolete Skills - Applicants can no longer meet the minimum requirements of jobs available in their occupation (e.g., clerical worker without word processing skills, etc.). Limited number of employers in the state in a certain occupation; or
- Only Stop-Gap Available - Jobs available to applicant would be temporary or substantially below applicant's accustomed skill, hour, or wage level (see stop-gap); or
- No Job Offers Received - Applicant has been available and looking for work for a number of weeks and has not received an offer for work; "number of weeks" might range from 6 to 12 weeks, depending upon the occupation, economy, and/or applicant's verified job search efforts.; or
- Local Layoff Impact - A local plant or business closing or layoff has had a significant negative impact on the availability of jobs in the applicant's primary occupation and accustomed wage/hour/skill level; or

- Declining Occupation-Unemployed and their most recent job is on a declining occupation list as defined by the local board; or
- Physical Limitations or Disabilities - Newly acquired physical limitations or injuries occurring which limit the individual's ability to perform the job from which they were dislocated may make an individual unlikely to return to the previous occupation. Such individuals are eligible if they fit one of the categories of the WIOA Dislocated Worker program eligibility, but must have a doctor's release to work; or

**UNDEREMPLOYED** - is an individual who is:

- Employed less than full-time but is seeking full-time employment; or
- Employed in a position that is inadequate with respect to their skills and training; or
- Employed and meets the definition of low income; or
- Employed, but whose current job's earnings are not sufficient compared to their earnings from their job of dislocation.

## Attachment B- Adult Eligibility, Dislocated Worker Eligibility, NEG Dislocated Worker Grant Documentation and NEG Dislocated Worker Emergency Grant Self-Attestation Form

### ADULT ELIGIBILITY DOCUMENTATION...

Eligibility	Required Documentation
<p><b>Citizenship/Alien Status/Right to work in the US</b></p> <p>(1 is required)</p> <p><b>Note:</b> A Document Inspection Form may be used for any of these required documents for this eligibility element</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social Security Card AND Real ID compliant Driver's License or other government issued picture ID containing a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li><input type="checkbox"/> I-9 complete including signature by authorized employer or designee</li> <li><input type="checkbox"/> U.S. Passport (unexpired or expired)</li> <li><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li><input type="checkbox"/> An unexpired foreign passport with a temporary I-551 stamp</li> <li><input type="checkbox"/> An unexpired Employment Authorization Document that contains a photograph (Form I-766)</li> <li><input type="checkbox"/> An unexpired foreign passport with Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> <li><input type="checkbox"/> Original or certified copy of a Birth Certificate issued by a state, county, municipal authority or territory of the US bearing an official seal (Document Inspection Form is allowed.)</li> <li><input type="checkbox"/> Certification of Birth Abroad (Form DS-1350) issued by the Department of state</li> <li><input type="checkbox"/> Public Assistance/Social Service Records</li> <li><input type="checkbox"/> DD-214, Report of Transfer or Discharge (if place of birth is shown)</li> <li><input type="checkbox"/> Hospital Record of Birth</li> <li><input type="checkbox"/> T-visa issued to victims of human trafficking (See Attachment 9: TEGL 09-12)</li> <li><input type="checkbox"/> Naturalization Certification</li> <li><input type="checkbox"/> Certificate of Degree of Indian Blood</li> <li><input type="checkbox"/> Unexpired US Citizen ID card (Form I-197)</li> <li><input type="checkbox"/> Native American Tribal Document</li> </ul>

<p><b><u>New Mexico Residency</u></b>  <b><u>(Note: Documents issued within the previous 12 months)</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Utility bills: Examples include bills for electricity, gas, or phone service that show your name and current address.</u></li> <li><input type="checkbox"/> <u>Government-issued IDs: A valid driver's license or state-issued ID card that contains your name and address can be used.</u></li> <li><input type="checkbox"/> <u>Employment and income records:</u> <ul style="list-style-type: none"> <li>• <u>W-2 form</u></li> <li>• <u>Pay stubs</u></li> <li>• <u>Letter from your employer</u></li> </ul> </li> <li><input type="checkbox"/> <u>School records: School records or transcripts that include your address are often acceptable.</u></li> <li><input type="checkbox"/> <u>Other documents:</u> <ul style="list-style-type: none"> <li>• <u>Lease agreement or mortgage statement</u></li> <li>• <u>Social Security benefit documents</u></li> <li>• <u>Welfare or childcare records</u></li> </ul> </li> </ul>
<p><b>Selective Service</b>  (1 is required for those required to register)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Screen printout of the On-line verification at <a href="http://www.sss.gov">www.sss.gov</a></li> <li><input type="checkbox"/> Acknowledgement Letter from Selective Service</li> <li><input type="checkbox"/> Selective Service Verification Form (For 3A)</li> <li><input type="checkbox"/> Selective Service Registration Card</li> <li><input type="checkbox"/> Stamped Post Office Receipt of Registration</li> <li><input type="checkbox"/> DD-214 - Certificate of Release or Discharge from Active Duty</li> </ul>
<p><b>Social Security Number</b>  (Not required for eligibility, but must be requested and validated. A Document Inspection Form may be used for any of these required documents for this element.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DD-214</li> <li><input type="checkbox"/> Letter from Social Security Agency</li> <li><input type="checkbox"/> Pay Stub</li> <li><input type="checkbox"/> Employment Records</li> <li><input type="checkbox"/> Social Security Benefits</li> <li><input type="checkbox"/> Social Security Card</li> <li><input type="checkbox"/> W-2 Form</li> <li><input type="checkbox"/> Letter/Printout from Social Security Office</li> <li><input type="checkbox"/> Public Assistance Record/Printout</li> <li><input type="checkbox"/> UI Wage Records</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Other Federal or State ID with SSN</li> <li><input type="checkbox"/> Signed Copy of State or Federal Tax Documents</li> </ul>
<p><b>Eligibility</b></p>	<p><b>Required Documentation</b></p>

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<b>Age</b> (1 is required)	<input type="checkbox"/> Baptismal Record <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State or Local photo ID <input type="checkbox"/> DD 214 – Certification of Discharge or from Active Duty <input type="checkbox"/> Passport <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> Public Assistance/Social Service Record <input type="checkbox"/> School Records or ID Card <input type="checkbox"/> Work Permit <input type="checkbox"/> Tribal Records
<b>Adult Priority of Service</b> Low Income – Public Assistance	<input type="checkbox"/> Pay stubs <input type="checkbox"/> Employer statement: written or telephone verification <input type="checkbox"/> Alimony agreement <input type="checkbox"/> Award letter from Veteran's Administration <input type="checkbox"/> Bank statements <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Court award letter <input type="checkbox"/> Pension statement <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Housing authority verification <input type="checkbox"/> Social Security benefits verification/records <input type="checkbox"/> Public assistance records <input type="checkbox"/> UI documents <input type="checkbox"/> Quarterly estimated tax (self-employed persons)
<b>Basic Skills Deficient</b>	<input type="checkbox"/> Basic skills assessment questions or test results <input type="checkbox"/> Referral/records from Title II Adult Basic Ed Program <input type="checkbox"/> Referral/records from English Language Learner Program
<b>Self-Sufficiency</b> (employed workers only)	<input type="checkbox"/> Copy of a recent paycheck or paystub <input type="checkbox"/> Employer letter or other document describing the customer's current wage rate

## DISLOCATED WORKER ELIGIBILITY DOCUMENTATION...

Eligibility	Required Documentation
<p><b>Citizenship/Alien Status/Right to Work in the US</b></p> <p><b><u>ONE DOCUMENT IS REQUIRED</u></b></p> <p>NOTE: a Document Inspection form may be used for any of these required documents for this eligibility element</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social Security Card AND Real ID compliant Driver's License or other government issued picture ID containing a photograph or information such as name, date of birth, gender, height, eye color and address.</li> <li><input type="checkbox"/> I-9 complete including signature by authorized employer or designee</li> <li><input type="checkbox"/> U.S. Passport (unexpired or expired)</li> <li><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li><input type="checkbox"/> An unexpired foreign passport with a temporary I-551 stamp</li> <li><input type="checkbox"/> An unexpired Employment Authorization Document that contains a Photograph (Form I-766)</li> <li><input type="checkbox"/> An unexpired foreign passport with Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> <li><input type="checkbox"/> Original or certified copy of a Birth Certificate issued by a state, county, municipal authority or territory of the US bearing an official seal (Document Inspection Form is allowed.)</li> <li><input type="checkbox"/> Certification of Birth Abroad (Form DS-1350) issued by the Department of State</li> <li><input type="checkbox"/> Public Assistance/Social Service Records</li> <li><input type="checkbox"/> DD-214, Report of Transfer or Discharge (if place of birth is shown)</li> <li><input type="checkbox"/> Hospital Record of Birth</li> <li><input type="checkbox"/> T-visa issued to victims of human trafficking (See Attachment 9: TEGL 09-12)</li> <li><input type="checkbox"/> Naturalization Certification</li> <li><input type="checkbox"/> Certificate of Degree of Indian Blood</li> <li><input type="checkbox"/> Unexpired US Citizen ID card (Form I-197)</li> <li><input type="checkbox"/> Native American Tribal Document</li> </ul>

<p><b><u>New Mexico Residency</u></b>  <b>(Note: Documents issued within the previous 12 months)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Utility bills: Examples include bills for electricity, gas, or phone service that show your name and current address.</u></li> <li><input type="checkbox"/> <u>Government-issued IDs: A valid driver's license or state-issued ID card that contains your name and address can be used.</u></li> <li><input type="checkbox"/> <u>Employment and income records:</u> <ul style="list-style-type: none"> <li>• <u>W-2 form</u></li> <li>• <u>Pay stubs</u></li> <li>• <u>Letter from your employer</u></li> </ul> </li> <li><input type="checkbox"/> <u>School records: School records or transcripts that include your address are often acceptable.</u></li> <li><input type="checkbox"/> <u>Other documents:</u> <ul style="list-style-type: none"> <li>• <u>Lease agreement or mortgage statement</u></li> <li>• <u>Social Security benefit documents</u></li> <li>• <u>Welfare or childcare records.</u></li> </ul> </li> </ul>
<p><b>Selective Service</b></p> <p><b><u>ONE DOCUMENT IS REQUIRED</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Screen printout of the On-line verification at <a href="http://www.sss.gov">www.sss.gov</a></li> <li><input type="checkbox"/> Acknowledgement Letter from Selective Service</li> <li><input type="checkbox"/> Selective Service Verification Form (For 3A)</li> <li><input type="checkbox"/> Selective Service Registration Card</li> <li><input type="checkbox"/> Stamped Post Office Receipt of Registration</li> <li><input type="checkbox"/> DD-214 - Certificate of Release or Discharge from Active Duty</li> </ul>
<p><b>Social Security Number</b>  (Not required for eligibility, but must be requested and validated. A Document Inspection Form may be used for any of these required documents for this element)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DD-214</li> <li><input type="checkbox"/> Letter from Social Security Agency</li> <li><input type="checkbox"/> Pay Stub</li> <li><input type="checkbox"/> Employment Records</li> <li><input type="checkbox"/> Social Security Benefits</li> <li><input type="checkbox"/> Social Security Card</li> <li><input type="checkbox"/> W-2 Form</li> <li><input type="checkbox"/> Letter/Printout from Social Security Office</li> <li><input type="checkbox"/> Public Assistance Record/Printout</li> <li><input type="checkbox"/> UI Wage Records</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Other Federal or State ID with SSN</li> <li><input type="checkbox"/> Signed Copy of State or Federal Tax Documents</li> </ul>

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<p><b>Age</b></p> <p><b><u>ONE DOCUMENT IS REQUIRED</u></b></p> <p>NOTE: Individual does not have to be 18 years or older</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Baptismal Record</li> <li><input type="checkbox"/> Birth Certificate</li> <li><input type="checkbox"/> Driver's License</li> <li><input type="checkbox"/> Federal, State or Local photo ID</li> <li><input type="checkbox"/> DD 214 – Certification of Discharge or from Active Duty</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Hospital Record of Birth</li> <li><input type="checkbox"/> Public Assistance/Social Service Record</li> <li><input type="checkbox"/> School Records or ID Card</li> <li><input type="checkbox"/> Work Permit</li> <li><input type="checkbox"/> Tribal Records</li> </ul>
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**CATEGORY 1**

<p><b>Laid off/terminated (or received notice of Layoff/termination), eligible/exhausted unemployment, and unlikely to return to previous industry/occupation</b></p> <p><b><u>ALL THREE CIRCUMSTANCES MUST BE DOCUMENTED</u></b></p> <p><b>Note:</b> Job of dislocation-the economic dislocation of an individual as describe in WIOA Dislocated Worker program implies the existence of a job dislocation. The job of dislocation is the job that qualifies the individual under one the eligibility categories</p>	<p>Terminated or laid off or received notice of termination or layoff from employment</p> <p><b>AND</b></p> <p>Is eligible for or exhausted entitlement to Unemployment Compensation; or 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 of unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law;</p> <p><b>AND</b></p>	<p><b><u>Terminated or laid off –</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Layoff letter from the employer or union with date of dislocation</li> <li><input type="checkbox"/> Layoff of closure notice with date of dislocation</li> <li><input type="checkbox"/> State Rapid Response Report or Early Intervention e-mail</li> <li><input type="checkbox"/> Public layoff notice with state UI data cross-match and</li> <li><input type="checkbox"/> Paystub with date of dislocation</li> <li><input type="checkbox"/> DD-214 with other than dishonorable discharge</li> <li><input type="checkbox"/> UI Notice of Decision</li> <li><input type="checkbox"/> Out- of- State UI benefits monetarily eligible document</li> <li><input type="checkbox"/> UI Wage Claim Screen</li> </ul> <p><b><u>Eligible for or exhausted -</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant's Unemployment Notices</li> <li><input type="checkbox"/> UI Monetary Eligibility</li> <li><input type="checkbox"/> UI Notice of Decision</li> <li><input type="checkbox"/> Out- of- State UI benefits monetarily eligible document</li> </ul> <p><b><u>Unlikely to return to previous industry or occupation-</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Skill Oversupply-</li> <li><input type="checkbox"/> 2. Obsolete Skills-</li> <li><input type="checkbox"/> 3. Only Stop-Gap Available-</li> <li><input type="checkbox"/> 4. No Jobs Offers Received-</li> <li><input type="checkbox"/> 5. Local Layoff Impact-</li> <li><input type="checkbox"/> 6. Declining Occupation-</li> <li><input type="checkbox"/> 7. Physical Limitations or Disabilities-</li> </ul>
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	Is unlikely to return to a previous industry or occupation	
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<b>CATEGORY 2</b>		
<p><b>Plant Closing/ Substantial layoff</b></p> <p><b><u>TWO CIRCUMSTANCES MUST BE DOCUMENTED-</u></b></p> <p>1. The fact that the business closed or</p> <p>2. A substantial layoff occurred and the applicant worked there.)</p>	<p>Has been terminated or laid off, or has received notice of termination or layoff, from employment as a result of any permanent closure of, or substantial layoff at a plant, facility or enterprise; <b>OR</b></p> <p>Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; <b>OR</b></p> <p>For purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.</p>	<p><b><u>Business closure -</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> WARN notice that meets the definition of a closing or substantial layoff at a plant, facility, or enterprise</li> <li><input type="checkbox"/> Letter from employer or union that indicates a closing or substantial layoff.</li> <li><input type="checkbox"/> Rapid Response Unit Early Intervention Notice or Fact Sheet that indicates closing or substantial layoff</li> <li><input type="checkbox"/> Unemployment Notice which lists closing as the reason for separation</li> <li><input type="checkbox"/> Media announcement in which company officials state that a plant, facility, or enterprise will close within 180 days or more</li> </ul> <p><b><u>Worksite attachment -</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from Employer</li> <li><input type="checkbox"/> Telephone verification (staff)</li> <li><input type="checkbox"/> Payroll documents</li> <li><input type="checkbox"/> UI Wage Data Screen</li> </ul>
<b>CATEGORY 3</b>		

<p><b>Previously self-employed, but unemployed due to economic conditions or natural disasters.</b></p> <p><b><u>TWO CIRCUMSTANCES MUST BE DOCUMENTED</u></b></p>	<p>Was self-employed (including employed as a farmer, rancher, or fisherman)</p> <p style="text-align: center;"><b><u>BUT</u></b></p> <p>Is unemployed as a result of general economic conditions in the community in which the individual resides, or because of natural disasters.</p>	<p><b><u>Self-employed -</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Quarterly or Annual Tax Return</li> <li><input type="checkbox"/> State Tax Identification Number</li> <li><input type="checkbox"/> Business License/Permit</li> <li><input type="checkbox"/> IRS documentation for the business</li> <li><input type="checkbox"/> Business ledgers showing expenses exceeding income/financial statements</li> <li><input type="checkbox"/> Chapter 7 or 11 bankruptcy published in newspaper</li> <li><input type="checkbox"/> Business Closure Notice</li> <li><input type="checkbox"/> Lending Institution documentation</li> </ul> <p><b><u>General economic conditions -</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter or documentation of the failure of a business supplier or customer</li> <li><input type="checkbox"/> Depressed price(s) or market(s) for the article (s) produced by self-employed individual.</li> <li><input type="checkbox"/> State/Local Economic Development or Chamber of Commerce data which indicates less than favorable economic conditions</li> <li><input type="checkbox"/> Federal/state declaration of disaster</li> <li><input type="checkbox"/> Media reports of general economic conditions</li> <li><input type="checkbox"/> Substantial layoffs, or permanent closure(s) of one or more plants or facilities that support a significant portion of the State or local economy.</li> </ul>
<b><u>CATEGORY 4</u></b>		
<p><b>Displaced Homemaker</b></p> <p><b><u>MUST QUALIFY UNDER 1 or 1a AND MEET CONDITIONS UNDER 2</u></b></p>	<p><b><u>Qualifications under 1-</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tax returns (of then married couple or domiciled family members)</li> <li><input type="checkbox"/> Divorce decree/court records</li> <li><input type="checkbox"/> Family member's death certificate</li> <li><input type="checkbox"/> UI records of the displaced homemaker</li> <li><input type="checkbox"/> Copy of spouse's UI records/layoff notice</li> <li><input type="checkbox"/> Pay stubs (if applicable)</li> <li><input type="checkbox"/> Copy of bank records (showing financial dependence on spouse, or no employment income earned)</li> <li><input type="checkbox"/> Marriage license or joint tax return</li> <li><input type="checkbox"/> Self-Attestation- Last Resort form- in which the individual attests that he/she resided with the family member(s), provided unpaid in-home services to family members, was dependent on another family member of the household income, but is no longer supported by that income due to death, divorce, etc.</li> </ul> <p><b><u>Qualifications under 1a-</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Military Orders</li> <li><input type="checkbox"/> DD-214 or other documentation certifying a service-connected death or disability</li> <li><input type="checkbox"/> Pay stubs of Armed Forces Member and spouse (or underemployment wage records) before and after deployment, call to duty, change in duty station, or the service-connected death or disability of the member</li> </ul>	

Qualifications under 2-

- Records showing previous wages that are higher than current wages
- Documentation showing current annualized wage rate, in relation to family size, is 70% of the Lower Living Standard Income Level (LLSIL)
- Public Assistance records**
- Self-Attestation- Last Resort- stating that the worker is unemployed or underemployed and he/she is experiencing difficulty in obtaining or upgrading employment

**CATEGORY 5**

<p><b>Spouse of an active-duty armed forces service member who is unemployed due to change in duty/station</b></p> <p><b><u>TWO CIRCUMSTANCES MUST BE DOCUMENTED</u></b></p> <p>1) proof of marriage and 2) loss of employment or change in employment status</p>	<p>Is the spouse of a member of the Armed Forces on active duty</p> <p><b>AND</b></p> <p>Who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;</p> <p><b>AND</b></p> <p>Is unemployed or underemployed and is experiencing difficulty in obtaining upgrading employment</p>	<p><u>Proof of marriage -</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Marriage license or tax returns</li> </ul> <p><u>Experienced loss/change of employment -</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Military orders showing change in duty station</li> <li><input type="checkbox"/> UC Records</li> <li><input type="checkbox"/> Self-attestation stating his/her employment loss was due to the change in duty station</li> <li><input type="checkbox"/> Paystubs (if applicable)</li> <li><input type="checkbox"/> Records showing previous wages that are higher than current wages</li> <li><input type="checkbox"/> Documentation showing current annualized wage rate, in relation to family size, is not in excess of 70% of the Lower Living Standard Income Level (LLSIL)</li> <li><input type="checkbox"/> Self-Attestation - Last Resort- stating that the worker is unemployed or underemployed and he/she is experiencing difficulty in obtaining or upgrading employment</li> </ul>
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## DISLOCATED WORKER GRANT (DWG) ELIGIBILITY DOCUMENTATION

Eligibility	Required Documentation
<p><b>Citizenship/Alien Status/Right to work in the US</b></p> <p>(1 is required)</p> <p><b>Note:</b> A Document Inspection Form may be used for any of these required documents for this eligibility element</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social Security Card AND Real ID compliant Driver's License or other government issued picture ID containing a photograph or information such as name, date of birth, gender, height, eye color and address.</li> <li><input type="checkbox"/> I-9 complete including signature by authorized employer or designee</li> <li><input type="checkbox"/> U.S. Passport (unexpired or expired)</li> <li><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li><input type="checkbox"/> An unexpired foreign passport with a temporary I-551 stamp</li> <li><input type="checkbox"/> An unexpired Employment Authorization Document that contains a photograph (Form I-766)</li> <li><input type="checkbox"/> An unexpired foreign passport with Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> <li><input type="checkbox"/> Original or certified copy of a Birth Certificate issued by a state, county, municipal authority or territory of the US bearing an official seal (Document Inspection Form is allowed.)</li> <li><input type="checkbox"/> Certification of Birth Abroad (Form DS-1350) issued by the Department of state</li> <li><input type="checkbox"/> Public Assistance/Social Service Records</li> <li><input type="checkbox"/> DD-214, Report of Transfer or Discharge (if place of birth is shown)</li> <li><input type="checkbox"/> Hospital Record of Birth</li> <li><input type="checkbox"/> T-visa issued to victims of human trafficking (See Attachment 9: TEGL 09-12)</li> <li><input type="checkbox"/> Naturalization Certification</li> <li><input type="checkbox"/> Certificate of Degree of Indian Blood</li> <li><input type="checkbox"/> Unexpired US Citizen ID card (Form I-197)</li> <li><input type="checkbox"/> Native American Tribal Document</li> </ul>
<p><b>Selective Service</b></p> <p>(1 is required for those required to register)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Screen printout of the On-line verification at <a href="http://www.sss.gov">www.sss.gov</a></li> <li><input type="checkbox"/> Acknowledgement Letter from Selective Service</li> <li><input type="checkbox"/> Selective Service Verification Form (For 3A)</li> <li><input type="checkbox"/> Selective Service Registration Card</li> <li><input type="checkbox"/> Stamped Post Office Receipt of Registration</li> <li><input type="checkbox"/> DD-214 - Certificate of Release or Discharge from Active Duty</li> </ul>

<p><b>Social Security Number</b> (Not required for eligibility, but must be requested and validated. A Document Inspection Form may be used for any of these required documents for this element.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DD-214</li> <li><input type="checkbox"/> Letter from Social Security Agency</li> <li><input type="checkbox"/> Pay Stub</li> <li><input type="checkbox"/> Employment Records</li> <li><input type="checkbox"/> Social Security Benefits</li> <li><input type="checkbox"/> Social Security Card</li> <li><input type="checkbox"/> W-2 Form</li> <li><input type="checkbox"/> Letter/Printout from Social Security Office</li> <li><input type="checkbox"/> Public Assistance Record/Printout</li> <li><input type="checkbox"/> UI Wage Records</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Other Federal or State ID with SSN</li> <li><input type="checkbox"/> Signed Copy of State or Federal Tax Documents</li> </ul>
<p><b>Age</b> (1 is required)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Baptismal Record</li> <li><input type="checkbox"/> Birth Certificate</li> <li><input type="checkbox"/> Driver's License</li> <li><input type="checkbox"/> Federal, State or Local photo ID</li> <li><input type="checkbox"/> DD 214 – Certification of Discharge or from Active Duty</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Hospital Record of Birth</li> <li><input type="checkbox"/> Public Assistance/Social Service Record</li> <li><input type="checkbox"/> School Records or ID Card</li> <li><input type="checkbox"/> Work Permit</li> <li><input type="checkbox"/> Tribal Records</li> </ul>

<b>Dislocated Worker</b>		
<p>Laid off/terminated (or received notice of Layoff/termination), eligible/exhausted unemployment, and unlikely to return to previous industry/occupation due to emergency or disaster.</p> <p><b><u>ALL THREE CIRCUMSTANCES MUST BE DOCUMENTED</u></b></p>	<p>Terminated or laid off or received notice of termination or layoff from employment</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>Is eligible for or exhausted entitlement to Unemployment Compensation; or 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 of unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment</p>	<p><u>Terminated or laid off -</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Layoff letter from the employer or union with date of dislocation</li> <li><input type="checkbox"/> Layoff of closure notice with date of dislocation</li> <li><input type="checkbox"/> State Rapid Response Report or Early Intervention e-mail</li> <li><input type="checkbox"/> Public layoff notice with state UI data cross-match and</li> <li><input type="checkbox"/> Paystub with date of dislocation</li> <li><input type="checkbox"/> DD-214 with other than dishonorable discharge</li> <li><input type="checkbox"/> UI Monetary Eligibility</li> <li><input type="checkbox"/> UI Notice of Decision</li> <li><input type="checkbox"/> UI Wage Claim Screen</li> </ul> <p><u>Eligible for or exhausted -</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant's Unemployment Notices</li> <li><input type="checkbox"/> UI Monetary Eligibility</li> <li><input type="checkbox"/> UI Notice of Decision</li> <li><input type="checkbox"/> Out-of-State UI benefits monetarily eligible document</li> </ul> <p><u>Unlikely to return to previous industry or occupation -</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Skill Oversupply-</li> <li><input type="checkbox"/> 2. Obsolete Skills -</li> <li><input type="checkbox"/> 3. Only Stop-Gap Available-</li> <li><input type="checkbox"/> 4. No Jobs Offers Received-</li> <li><input type="checkbox"/> 5. Local Layoff Impact-</li> <li><input type="checkbox"/> 6. Declining Occupation-</li> <li><input type="checkbox"/> 7. Physical Limitations or Disabilities-</li> </ul>

<b>Previously Self-Employed</b>		
<p>Previously self-employed, but unemployed due to emergency or disaster</p> <p><b>(Both circumstances must be documented).</b></p>	<p>Was self-employed (including employed as a farmer, rancher, or fisherman)</p> <p style="text-align: center;"><b><u>BUT</u></b></p>	<p><u>Self-employed/business closed -</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Quarterly or Annual Tax Return</li> <li><input type="checkbox"/> State Tax Identification Number</li> <li><input type="checkbox"/> Business License/Permit</li> <li><input type="checkbox"/> IRS documentation for the business</li> <li><input type="checkbox"/> Business ledgers showing expenses exceeding income/financial statements</li> <li><input type="checkbox"/> Chapter 7 or 11 bankruptcy published in newspaper</li> <li><input type="checkbox"/> Business Closure Notice</li> <li><input type="checkbox"/> Lending Institution documentation</li> </ul>

	Is unemployed as a result of general economic condition in the community in which the individual resides because of the emergency or disasters.	<u>General economic conditions -</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter or documentation of the failure of a business supplier or customer</li> <li><input type="checkbox"/> Depressed price(s) or market(s) for the article (s) produced by self-employed individual.</li> <li><input type="checkbox"/> State/Local Economic Development or Chamber of Commerce data which indicates less than favorable economic conditions</li> <li><input type="checkbox"/> Federal/state declaration of disaster</li> <li><input type="checkbox"/> Media reports of general economic conditions</li> <li><input type="checkbox"/> Substantial layoffs, or permanent closure(s) of one or more plants or facilities that support a significant portion of the State or local economy</li> </ul>
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Long-Term Unemployed or Significantly Underemployed		
<p><b>Long-Term Unemployed and/or underemployed</b></p> <p>NMDWS long-term unemployed definition seeks to include individuals who have had a significant history of unemployment as defined by long term unemployment and/or underemployment, even though the individual may be employed at time of eligibility that are underemployed.</p>	NMDWS Long-term unemployed	<input type="checkbox"/> Completed and signed grant designated Self-Attestation form only indicating that individual has been unemployed for 15 nonconsecutive weeks of the last 26 weeks and has made specific efforts to find a full-time employment.
(1 is required)	Individual employed less than full-time who is seeking full-time employment	<input type="checkbox"/> Completed and signed grant designated Self-Attestation form only indicating that individual has been unemployed for 15 nonconsecutive weeks of the last 26 weeks and has made specific efforts to find a full-time employment
	Individual who is employed in a position that is inadequate with respect to their skills and training	<input type="checkbox"/> Self-Attestation form; and <ul style="list-style-type: none"> <li>o Documentation in the electronic case management system showing the higher skills and training. Documentation could be listed on:</li> <li>o Participant's profile page;</li> <li>o Participant's resume;</li> </ul>
	Individual who is employed but meets the definition of a low-income individual in WIOA sec. 3(36)	<input type="checkbox"/> Self-Attestation form; <b>and</b> <ul style="list-style-type: none"> <li>o Allowable source documentation for low-income status per the current NMDWS Adult and Dislocated Worker Guidance Letter (DWS 20-001 Change 2).</li> </ul>
	Individual who is employed but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment	<input type="checkbox"/> Self-Attestation form; <b>and</b> <ul style="list-style-type: none"> <li>o Supporting documentation to document the difference in wages from previous employment and current employment. Appropriate documentation could be: o previous and current check stubs,</li> <li>o bank statements to show direct deposit differences,</li> <li>o or as a last resort, an applicant statement</li> </ul>

**New Mexico Dislocated Worker Emergency Grant  
Self-Attestation Form**

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I hereby certify, under penalty of perjury that I, \_\_\_\_\_  
have been unemployed for 15 nonconsecutive weeks of the last 26 weeks and have made every effort to find full-time employment.

*How does this relate to State wide emergency or disaster?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

\_\_\_\_\_  
Applicant's Signature and Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Witness' Relationship to Applicant

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**Office Use Only**

*The above statement is being utilized for documentation of the long-term unemployment status of this applicant.*

\_\_\_\_\_  
NMWC Staff Signature

\_\_\_\_\_  
Date

## Workforce Connection of Central New Mexico Work Experience – Internship Policy -Adult, Dislocated Worker, and Youth

### **Action Requested:**

Approval to add Youth to the existing Operational Policy OP – 435 Change 4 in order to provide policy direction for the implementation of Work Experience /Internships for WIOA eligible youth. Under this Work Experience Policy, WCCNM defines and provides direction for Internships only.

Other types of Work Experience may include: Transitional Jobs, Pre-Apprentice, Apprenticeship and/or Registered Apprenticeship, which if determined to be a need in the region, will have a separate policy.

### **Background:**

For the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Internships are agreements between the WCCNM, the Internship employer, and the Intern. Internship wages are provided by the WCCNM and paid directly to the participant whereby facilitating the development of an employer/employee relationship. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated.

As an eligible WIOA Adult, Dislocated Worker and/or Youth, students participating in internships may receive supportive services (20 CFR 680.140).

**Objective:** We have approximately 4-years of developing internships opportunities and throughout the period we have experienced issues that the policy did not address. Therefore, this policy change will address these issues to include: adding an Internship Worksite Survey to ensure employers are suitable host agencies before agreements are finalized. It also defines employer internship requirements, updates internship eligibility standards and defines wage amounts based upon labor market data.

### **Financial Impact:**

None

Do Pass: \_\_\_\_\_

Do not Pass: \_\_\_\_\_



**Operational Policy NO. OP - 435 Change 43**

**Subject: Work Experience — Internship Policy — Adult, Dislocated Worker & Youth**

**Effective: PY2025~~4~~ - ~~10/18/24~~11/24/2025**

**PURPOSE**

To provide policy direction for the implementation of Work Experience — Internships for WIOA eligible adults, dislocated workers and youth. Under this Work Experience Policy,

WCCNM defines and provide directions for Internships only. Other types of Work Experience may include: Transitional Jobs, Pre-Apprentice, Apprenticeship and/or Registered Apprenticeship, which if determined to be a need in the region, will have a separate policy.

**Internship**

For the purposes of WIOA sec. 134(c)(2)(A)(xii) (VII), an internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. The intent is to enable the student (or graduate) to gain hands-on experience and apply academic knowledge in a real-world work environment. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Internships are agreements between the WCCNM, the Internship employer, and the Intern. An Intern is not to be used to replace an existing employee or position. Internship as a WCCNM Paid Participant

Wages are provided by the WCCNM and paid directly to the participant developing an employer/employee relationship. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated.

As an eligible WIOA Adult, Dislocated Worker and/or Youth, students participating in internships may receive supportive services (20 CFR 680.140).

## **Policy**

An internship must provide a planned and structured learning experience that will contribute to the achievement of the intern's employment goals through a measurable training component.

The Internship Worksite [Survey and Agreement](#) must be signed by all parties prior to the start. This [Worksite Agreement](#) sets forth responsibilities of the Worksite, the Intern's Supervisor and WCCNM. The Internship Worksite Agreement is also required to be maintained in the Worksite's file documentation folder. [The Worksite Survey assures that the employer is suitable as a host agency for the intern by assuring the employer meets all WIOA requirements set forth for all participating employers prior to moving forward with the Agreement.](#)

The Participant Agreement sets forth the Interns responsibilities of participation in the WIOA Internship Program. The Participant Agreement includes items such as Program Orientation, Nondiscrimination and Equal Opportunity Provisions and Grievance Procedures, Drug Free Act, Individual Employment Plan, Follow Up Services, Standard Release Information, and the FERPA Agreement, etc.

The Internship Learning Plan must also be signed by Worksite Supervisor and the Intern prior to the start. This plan includes: job title, learning plan including responsibilities and specific tasks to be performed, start and end dates and compensation (computation of the anticipated wages to be earned).

### **A. Student Eligibility**

All students must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment (or a copy of the most recent unofficial transcripts) resulting in the development of an Individual Employability Plan (IEP) that documents the participant's need for and benefit from an internship.

Individuals who have received funding through an ITA, or other WIOA funded training (i.e. work experience) are also eligible for an internship. Funding for training and internship are separate.

### **Adult and Dislocated Worker:**

Students must be within ~~one year~~ six months of graduation from a post-secondary educational institution/school and must be within ~~one year~~ six months of successful completion of training. In addition, students that are graduates (within ~~a year~~ six months) of post-secondary education, institution/school and have not found suitable employment related to recent completed education.

### **Youth:**

Students must be within one year of graduation from a secondary or post-secondary educational institution/school and/or must be within one-year of successful completion of training (i.e., ITAs, including short-term training programs leading to a credentials, etc.). In addition, students that are graduates (within a year) of secondary or post-secondary education, institution/school and have not found suitable employment related to recent completed education.

## **B. Employer Eligibility**

The Employer:

- Must be registered with the Internal Revenue Service (IRS) and provide their Federal Employer Identification Number (FEIN); [~~20 CFR 683.2801~~].
- Must have an account with the State of New Mexico Department of Workforce Solutions for Unemployment Insurance; [~~20 CFR 683.2801~~] and must be current with their taxes, quarterly wage reporting, penalties, and/or interest or related payment plan. UI Tax Id # must to be provided.
- Must be licensed to operate in the State of New Mexico for state taxes NM-CRS and be current with all tax reporting, penalties, and or interest or related payment plans. NM-CRS # also must be provided.
- Must carry General Liability and Workman's Compensation Insurance (20 CFR 683.280). (Although WCCNM will provide Workman's Compensation Insurance for those Interns that are paid (subsidized) by the program) Copies of Certificates of Insurances must be provided.
- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [~~WIOA Sec. 188(a)(2)~~].

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- The organization must ensure a minimum ratio of five regular full-time employees for every one sponsored intern.
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with an Intern t or as the result of having an Intern; [20 CFR 683.270].
- The organization shall not terminate the Intern's employment without prior approval from the assigned Business Consultant.
- Shall not allow the Internship activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.2701
- Shall not allow the intern to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship. [29 CFR Part 2, Subpart 21

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WCCNM Staff will collect the Internship Request Form from a Worksite to determine Worksite eligibility and determine the worksite's needs.

#### C. Internship Timeframe

An intern may be placed in an internship for up to 120 days or less 12 work weeks, and up to 29 hours per week or less. When determining the duration of a work experience activity, the following should be considered:

- Objectives of the work experience;
- Length of time necessary for the participant to learn experience the real-life worksite and learn the skills identified in the learning plan;
- The employer having sufficient quantity of meaningful work activities for the participant; and
- Service provider budget.

#### D. Compensation

Interns enrolled in a WCCNM paid Internship shall be compensated an hourly wage at not less than the State or local minimum, whichever is greater. Interns enrolled in a WCCNM-paid internship shall be compensated at an hourly wage that is no less than the applicable state or local minimum wage, whichever is higher, and no more than 15% below the starting hourly wage of similarly employed individuals, based on current labor market information.

Interns shall be paid only for the hours worked during the work experience as documented on the Internship Attendance Report & Evaluation Bi-weekly Request form.

Paid Internships shall not include:

2. Sick leave;
3. Vacation breaks;
4. Lunch breaks; or
5. A holiday recognized by the service provider or employer as a "paid holiday".

Interns are not authorized to work overtime.

~~When determining the hourly wage for an intern, the following considerations should be taken into consideration (this list is not intended to be all inclusive):~~

- ~~What are the~~ Objectives of the internship;
- ~~What~~ Type of work ~~will be~~ performed during the ~~engagement assignment?;~~
- ~~What are the~~ Skill sets ~~and/or educational achievements~~ of the intern;
- Service provider budget.

## **PROCEDURES**

### **A. Internship File Documentation**

The following internship documents must follow WCCNM Participant File Policy OP-426, Change 1 Comprehensive Assessment (or a copy of the current unofficial transcript) identifying an internship as an appropriate service;

- Completed IEP documenting the internship services and outcomes;
- Participant Agreement
- Internship Learning plan (completed prior to the start of the Internship);
- Intern Confidentiality Agreement;
- W-4 Employee Withholding Allowance Certificate;
- 1-9 Employment Eligibility Verification Certificate (with supporting documents);
- Intern Corrective Action Plan (if applicable);
- Internship Hours & Cost Cap Training Form;
- Intern Bi-weekly Timesheets and Evaluations;

- Intern Evaluation by Supervisor - Final;
- Evaluation by Intern - Final; ●
- Case notes.

## **B. Internship Worksite Agreement**

Internship Worksite Agreements must contain, at a minimum, [an outline of all responsibilities for both the worksite and the intern](#) and follow WCCNM Participant File Policy OP-426, Change [24 roles and](#) responsibilities of the Worksite/Agency, including regulations as described in the WCCNM NO. OP - 435 Policy are followed.

- [Internship Worksite Survey](#)

- Information and instructions regarding WCCNM's Workers Compensation coverage for interns in the event of an Intern's illness or injury while on the job.
- Intern Supervisor's Responsibilities including the maintenance of Internship required documents for three years, such as:
- WIOA Required Posters
- WCCNM's Responsibilities
- Signatures of the Worksite and WCCNM Authorized Authority

## **C. Internship Worksite File documentation:**

**Internship Worksite File documents must be maintained at the Worksite.**

- [Internship Worksite Survey](#)

- Internship Worksite Agreement
- Drug Free Workplace Certification
- Intern Learning Plan
- Internship Confidentiality Agreement
- Intern Orientation Check List
- Internship Attendance Report & Evaluation

- Intern Corrective Action Form (if applicable)
- Internship start and end dates;

A single Internship Worksite Agreement may be written for group training with a single training site provided the working conditions and terms of the Agreement are the same for all interns covered by the Agreement.

#### **D. Monitoring**

Service providers must ensure regular and on-going monitoring and oversight of the Internship. Monitoring may include on-site visits and phone/email communication with the worksite supervisor and participant to review the intern's progress in meeting training plan objectives. Any deviations from the Internship Agreement should be dealt with promptly.

The WIOA service provider's oversight of the intern's training and payroll records may be reviewed by Federal, State and local fiscal and program monitors. These entities will have the right to access, examine and inspect any site where any phase of the Internship program is being conducted. The service provider and worksites are required to maintain its records and accounts in such a way as to facilitate the audit. Records must be maintained for three (3) years after the conclusion of the internship.

#### **REFERENCES**

- 20 CFR 680.170, 680.180,680.190,680.195, 681.600, 681.460,680.830,680.840,681.600,683.270 and 683.280.
- WIOA Sec. 129 and (3)
- TEGL 21-16
- WIOA sec. 134(c)(2)(A)(xii)(VII),
- US DOL Wage and Hour Division

#### **Applicability:**

WCCNM Adult/Dislocated Worker Service Providers

#### **Inquiries:**

WIOA Manager at 505-724-3629

This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect.

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WCCNM Board Chair