

LAX ADDITIONAL ASSISTANCE GRANT ELIGIBILITY POLICY PROCEDURE UPDATE

Eligibility Verification Process

Verification of participant eligibility is an important step to guard against potential disallowed costs. Once an applicant is determined to be eligible, verification of eligibility must be completed. No services may be provided until the participant has furnished proof of eligibility to the enrolling agency.

Eligibility Documentation

Documenting and verifying the eligibility of participants is mandatory. LAX AA and WIOA funded agencies must confirm eligibility requirements through an examination of documents. Eligibility determination shall be made prior to enrollment in WIOA.

Acceptable documentation may include the following:

- Worker Adjustment and Retraining Notification Act (WARN) notice
- Copy of media announcement
- Employer notification, verified through a written letter, email or telephone with HR or other authorized personnel at the business
- Receipt of Rapid Response or Trade Adjustment Act services, verified through LA's Workforce Development System staff
- Copy of other documentation that shows the business will be closing, such as bankruptcy papers

In all cases there must be documentation that proves the individual seeking services was an employee affected by the layoff or pending layoff. Documentation connecting an individual to the layoff may include the following:

- Check stubs
- Payroll records
- Timesheets
- Letters or phone verification from the employer
- Other employment records

Alternate Forms of Documentation

LAX AA and WIOA eligibility criteria may be verified by telephone contacts with recognized governmental or social service agencies, or by document inspection. The information obtained must be verified and recorded on the Telephone/Document Inspection Verification Form. Information recorded must be adequate to enable a monitor or auditor to trace back to the cognizant agency or the document used. Telephone verification must include the name of the agency representative providing the verification information.

The Self-Attestation (Attachment 2) and Telephone/Document Inspection (Attachment 3) forms are included in this directive for service providers to use.

Self-Attestation as a documentation source is only to be used when the preferred options of paper documentation or third-party corroboration are not available.

The participant file must contain an explanation why source documents could not be obtained and why either Telephone/Document Inspection or Self-Attestation forms were used.

Definitions

For the purposes of this directive, the following definitions apply:

Furlough – Placing an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons {Title 5 United States Code (USC) 7511(a)(5)}. As such, it is a temporary termination of employment or lay-off.

Underemployed (20 CFR 684.130) – This term means an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement. May also include:

- Individuals who are employed who meet the definition of low-income definition in WIOA Section 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State and/or local policy.