

# WIOATITLE I FILE DOCUMENTATION

#### AGENDA

- PURPOSE OF DOCUMENTATION
- YOUR ROLE IN DOCUMENTATION
- DOCUMENTATION TYPES
- ► GENERAL ELIGIBILITY
- UPLOADING DOCUMENTATION
- REMINDERS
- RESOURCES



# PURPOSE OF DOCUMENTATION

- Establish eligibility
- Determine priority of service
- Identify barriers to employment
- Report accurate participant data to the Department of Workforce Development (DWD) Department of Education and Training (DET) and Department of Labor (DOL)





Documentation is used to report accurate participant data to the Department of Revenue.



Documentation is used to report accurate participant data to the Department of Revenue.

False. Accurate participant data is reported to the Department of Workforce Development (DWD) Department of Education and Training (DET) and Department of Labor (DOL).



## YOUR ROLE IN DOCUMENTATION

You are required to:

Maintain and report accurate program information

Verify the accuracy, validity, and reliability of data by conducting <u>data validation</u>



### YOUR ROLE IN DOCUMENTATION

ASSET has been designed to support data collection that meets the federally mandated, standardized data and outcome reporting requirements defined by the Participant Individual Record Layout (PIRL)

For the latest version of PIRL data elements, please visit <a href="https://doleta.gov/performance/rep">https://doleta.gov/performance/rep</a> orting/





It's best practice to guess about accuracy, validity, and reliability of data collected and reported.



It's best practice to guess about accuracy, validity, and reliability of data collected and reported.

False. You are required to verify the accuracy, validity, and reliability of data by conducting data validation.



- Paper Documentation
- Verbal Verification
- Self-Attestation /
  Participant Statement
- ASSET
- Case Notes



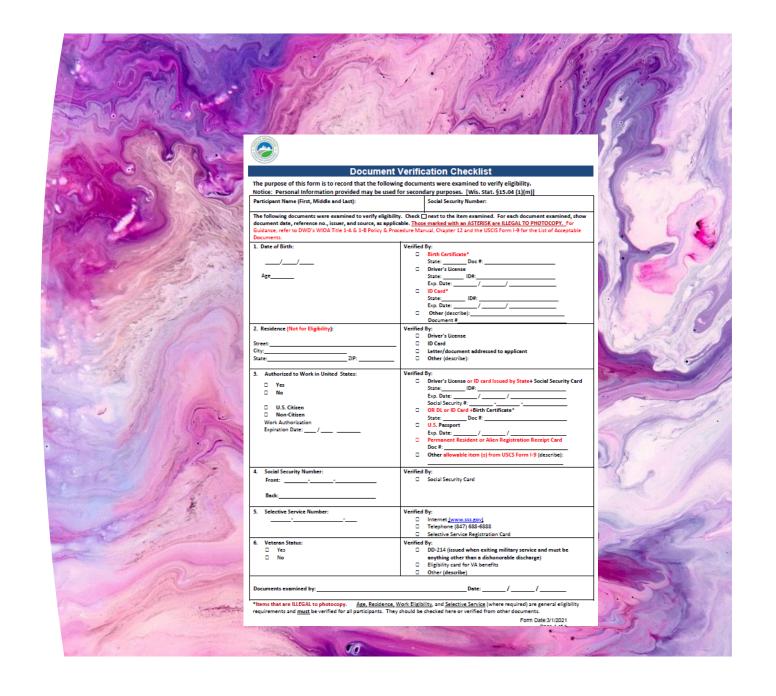
- Paper Documentation
  - Records
  - Certificates
  - Documents
  - ► Identification cards
  - Other items

\*Please use the Document Verification Form



- Paper Documentation cont.
  - Use the current Document Verification form
    - Some\* items may be photocopied
    - Mark photocopies as "For AdministrativeUse Only"

\*It is illegal to copy some verification documents.



- Verbal Verification
  - May be made inperson, via telephone, or through other means of direct contact
  - Must be documented in the participant's file
  - ► Use the Employ Milwaukee Third Party Verification Form





THIRD-PARTY ENTITY VERIFICATION FORM

pplicant Name	Applicant Date of Birth	Application Date

	Applies?*	Verifying Applicant or	Verified?	Agency Verifying	Agency Telephone	Agency Staff Person	Verification
		Family Member			Number	Verifying	Date
		Information?					
FoodShare Assistance							
Assistance through W2							
State or Local-Based Public							
Assistance							
Assistance through SSI							
Free or Reduced Lunch		WIOA Youth Program					
		Applicants Aged 18					
		and Younger Only					
Unemployment Insurance		Applicant Only					
Other:							
*True for Applicant + No Other Acceptable Documentation Available							

I attest that the information recorded by me on this document was obtained through telephone or in person contact on the above date(s). As indicated by the agent(s), all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility

Staff Printed Name	Staff Agency
Staff Signature	Date Signed

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Form Date: 03.01.21

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- Self-Attestation/Participant Statement\*
  - ▶ Must be allowed for any and all data elements for which it is allowable
  - ▶ Use the easiest means of documentation possible
  - ▶ EMI & Service Providers cannot establish additional documentation requirements

\*Based on recent Executive Orders, upcoming state guidance is expected to change these requirements.

- Self-Attestation/Participant Statement continued
  - ► Key Requirements are:
    - ▶ the individual identifies their status for permitted element
    - ▶ the individual signs and dates a written form attesting to this self-identification

Examples include: WIOA application forms with signature, self-attestation/participant statements submitted through electronic means and containing electronic signatures (e.g., emails, CEPT application, etc.)

#### ASSET

- All information required for federal reporting purposes must be completely and accurately documented in ASSET.
- Required documentation and what forms are allowable. See <u>Data Validation by Element</u>



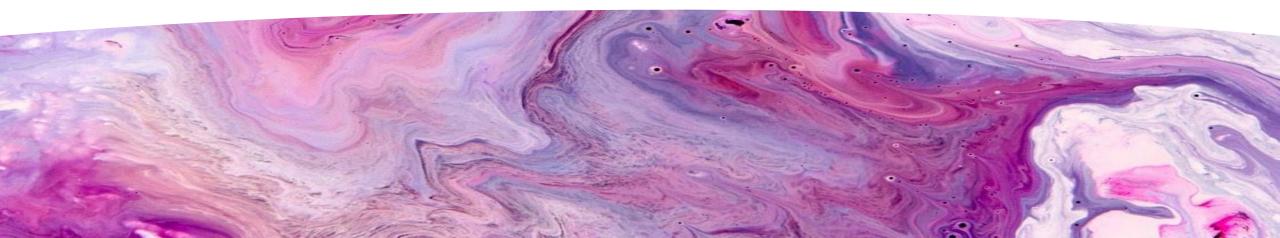


- ASSET continued
  - Application, eligibility and enrollment documents must be uploaded within 30 days of first qualifying service.
  - Any service or outcome documentation beyond enrollment must be uploaded into ASSET within 3 business days of completion or receipt of documentation.



- Case Notes
  - ► Entered in ASSET Customer Notes
  - ► Tells the participant's story
    - Describe and support status for a specific data element
    - ▶ Regular interactions such as meetings, phone calls, emails, or other types of communication
    - Are objective, detailed, accurate, and timely (within 10 calendar days from date of interaction)

WIOA Title I-A & I-B Policy & Procedure Manual, Chapter 12.2.5





Service or outcome documentation beyond enrollment must be uploaded into ASSET within **30 business days** of completion or receipt of documentation.



Service or outcome documentation beyond enrollment must be uploaded into ASSET within **30 business days** of completion or receipt of documentation.

False. Service or outcome documentation beyond enrollment must be uploaded into ASSET within 3 business days of completion or receipt of documentation. Application, eligibility and enrollment documents must be uploaded within 30 days of first qualifying service.

#### GENERAL ELIGIBILITY



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Documents must be unexpired at enrollment unless otherwise noted.

#### Age/Date of Birth:

- Driver's license
- Baptismal record
- Birth Certificate (do not copy)
- DD-214
- Military report of Transfer or Discharge paper
- Federal, state, or local ID card (do not copy state ID card)
- Passport
- Hospital record of birth
- Public assistance/social service records
- School records or ID cards
- Work permit
- Family Bible



#### GENERAL ELIGIBILITY

Documents must be unexpired at enrollment unless otherwise noted.

Eligibility to work in the US:

One verification source from List A of I-9

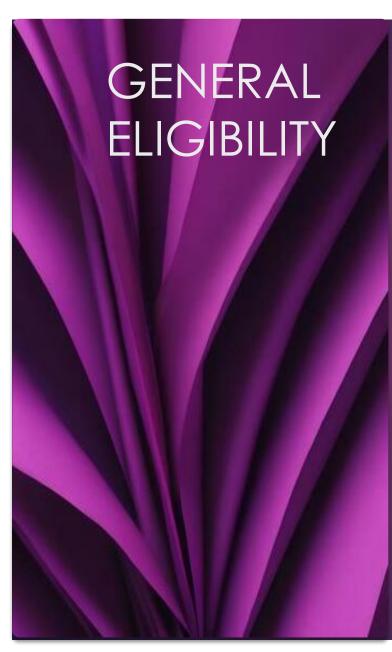
Form

#### OR

One verification source from List B of <u>I-9</u> form, **AND** one verification source from List C of I-9 Form

See also: <u>List of Acceptable Documents</u> <u>Used for USCIS Form I-9: Employment</u> <u>Eligibility Verification</u>.

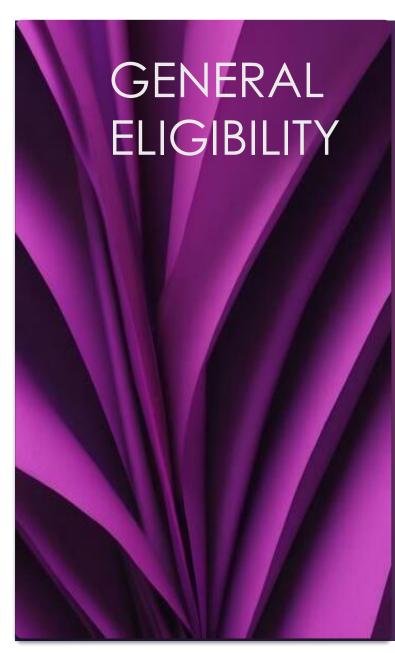




Selective Service

Verification of Selective Service for individuals born male 18 years of age or older is needed via:

- Selective Service registration acknowledgment letter
- Selective Service registration acknowledgment card
- Screen printout from <u>www.sss.gov</u> showing online verification
- Letter of verification from Selective Service
- Selective Service Status Information Letter



#### Selective Service continued

For individuals born male over age 26 who did not register:

Documentation from the local WDB or service provider that supports the individual's failure to register was not knowing and willful. (Record as Waived in ASSET)

#### OR

- Documentation that the individual entered the country legally for the first time after their 26th birthday. Acceptable forms of supporting documentation include:

  - Date of entry on his passport
    I-94 with date of entry stamp on it
    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

#### OR

- Documentation that the individual entered the country illegally for the first time after their 26th birthday. Acceptable forms of supporting documentation include:
- Proof that he was not living in the U.S. from age 18 through 25

#### OR

Copy of a valid, non-immigrant visa

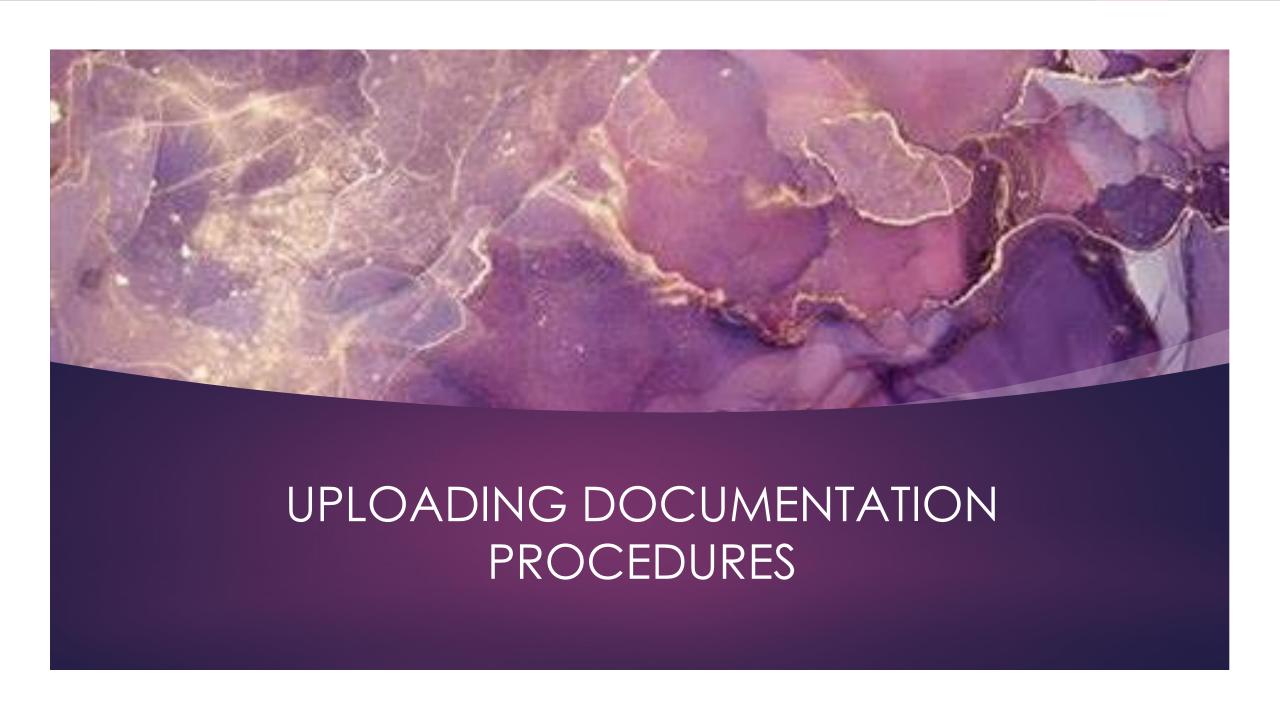


For individuals born male who are 18 years old or older Selective Service registration acknowledgment letter is sufficient evidence of their registration



For individuals born male who are 18 years old or older Selective Service registration acknowledgment letter is sufficient evidence of their registration

**True**. Selective Service registration acknowledgment letter is one of several ways to provide evidence of their registration



Documents that should be marked confidential include:

- ► EMI DOL-Funded Program Application
- EMI Disability Supplemental Form
- Youth Eligibility Desk Guide
- Selective Service Registration Form



Documents that should be marked confidential include con't:

- DOL-Funded Program Income Worksheet
- Veterans and Eligible Spouses Priority of Service Form
- Any documentation with Pregnant/Parenting info
- Record of Disability



Do **NOT** upload copies of:

- Birth certificate
- Sate ID Card
- Permanent Resident or Alien Registration Receipt Card



#### **Document Verification Checklist**

The purpose of this form is to record that the following documents were examined to verify eligibility.

Notice: Personal Information provided may be used for secondary purposes. [Wis. Stat. §15.04 (1)[m)]

Participant Name (First, Middle and Last): Social Security Number:

The following documents were examined to verify eligibility. Check in next to the item examined. For each document examined, short document date, reference no., issuer, and source, as applicable. Those marked with an ASTERISK are ILLEGAL TO PHOTOCOPY. For Guidance, refer to DWD's WIOA Title 1-A & 1-B Policy & Procedure Manual, Chapter 12 and the USCIS Form I-9 for the List of Acceptable Documents.

bocoments.	
1. Date of Birth: //  Age	Verified By:   Birth Certificate*   State:
2. Residence (Not for Eligibility):  Street:	Verified By:  Driver's License  Di D Card  Letter/document addressed to applicant Other (describe):
3. Authorized to Work in United States:  Yes  No  U.S. Citizen  Non-Citizen  Work Authorization  Expiration Date: /  4. Social Security Number:	Verified By:  Driver's License or ID card Issued by State+ Social Security Card State:  Exp. Date:  Your Social Security #:  OR DL or ID Card +Birth Certificate*  State:  Doc #:  Verified By:  Verified By:  Doc #:  Doc #:  Verified By:
Front:	□ Social Security Card
5. Selective Service Number:	Verified By:   Internet (www.sss.gov)
6. Veteran Status:  Ves  No	Verified By:  DD-214 (issued when exiting military service and must be anything other than a dishonorable discharge)  Eligibility card for VA benefits  Other (describe)
Documents examined by:	

\*Items that are ILLEGAL to photocopy. Age, Residence, Work Eligibility, and Selective Service (where required) are general eligibility requirements and must be verified for all participants. They should be checked here or verified from other documents.

orm Date:3/1/2021

#### Case notes

- Entered on the day document was uploaded
- Stating date document
  - was received
  - uploaded





The DOL-Funded Program Income Worksheet is always marked confidential.



The DOL-Funded Program Income Worksheet is marked confidential because it may disclose medical information.

TRUE DOL-Funded Program Income
Worksheet is marked confidential if a
source of income discloses a participant
has a disability and/or receive Social
Security Disability Insurance





#### IMPORTANT REMINDERS

Ensure details on the Document Verification Form match vital documents.

Parent/legal guardian signatures are only required for apprenticeship contracts and work permits for minors, except emancipated minors.

Reference Chapter 12 of WIOA Policy Manual regarding acceptable documentation.

#### IMPORTANT REMINDERS

- Do NOT
  - Print & place in the participant's file: CARES, Host on Demand/UIBNet, IRIS and other program participant tracking system screens that require authorized access through data sharing agreements.
  - Upload vital statistics and certain other official documents.





When serving youth under the age of 16, parent / legal guardian signatures are required on Authorization to Release Information and Promotional Consent.

False. Parent/legal guardian signatures are only required for apprenticeship contracts and work permits for minors, except emancipated minors.

# FILE DOCUMENATION PROGRAM SPECIFIC LINKS

- Adult Program, Chapter 12.3 <a href="https://dwd.wisconsin.gov/wioa/policy/12/12.3.htm">https://dwd.wisconsin.gov/wioa/policy/12/12.3.htm</a>
- Dislocated Worker Program, Chapter 12.4 https://dwd.wisconsin.gov/wioa/policy/12/12.4.htm
- Youth Program, Chapter 12.5 <a href="https://dwd.wisconsin.gov/wioa/policy/12/12.5.htm">https://dwd.wisconsin.gov/wioa/policy/12/12.5.htm</a>

#### Questions?

Tony Thoummavong – OSY Program Specialist

Phone: 414.270.1708 Email: tony.thoummavong@employmilwaukee.org

Corinna Brown – ISY Program Specialist

Phone: 414.270.1732 Email: corinna.brown@employmilwaukee.org

Phillip Braylock – Adult/DW Program Specialist

Phone: 414.270.1713 Email: <a href="mailto:phillip.braylock@employmilwaukee.org">phillip.braylock@employmilwaukee.org</a>

**Suzy Reinstein** – Program Manager

Phone: 414.270.1710 Email: suzanne.Reinstein@employmilwaukee.org

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