

**REPUBLIC OF PALAU  
WORKFORCE INVESTMENT POLICY NO. 07-003-2000**

**EFFECTIVE DATE:** July 01, 2000

**TO :** State Workforce Investment Board Members  
Executive Committee

**FROM :** Ms. Josephine Ulengchong  
WIA Office Executive Director

**SUBJECT :** **INTAKE, VERIFICATION, AND ELIGIBILITY OF WIA  
CUSTOMERS**

*ADULT (WIA 101 (1))* – means an individual who is age 18 or older.

*DISLOCATED WORKERS (WIA 101(9))* – means an individual who-

- (A)(i) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii)(I) Is eligible for or has exhausted entitlement to unemployment compensation; or
  - (I) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134(c), 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 a State unemployment compensation law; an
- (ii) is unlikely to return to a previous industry or occupation;
- (B)(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, or enterprise.
- (ii) is employed at a facility at which 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, intensive services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) 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 disaster; or
- (D) is a displaced homemaker.

*DISPLACED HOME MAKER (WIA 101 (10))* – means an individual who has been providing unpaid services to family members in the home and who-

- (A) has been dependent on the income of another family member but is no longer supported by that income; and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

*ELIGIBLE YOUTH (WIA 101 (13))* – means an individual who-

- (A) is not less than age 14 and not more than age 21;
- (B) is a low-income individual; and
- (C) is an individual who is one or more of the following:
  - (i) Deficient in basic literacy skills.
  - (ii) A school dropout;
  - (iii) Homeless, a runaway, or a foster child.
  - (iv) Pregnant or a parent.
  - (v) An offender.
  - (vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

*OUT-OF-SCHOOL YOUTH (WIA 101 (33))* – means

- (A) an eligible youth who is a school dropout; or
- (B) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

#### *INTAKE*

- A. Registration process must inform all registrants that:
  - 1. all information used to determine a WIA registrant's eligibility is subject to verification;
  - 2. failures to provide verification documents may result in termination;
  - 3. permission must be granted to contact appropriate sources and to have them release information that will be used to verify eligibility;
  - 4. if found ineligible, subsequent to enrollment, termination from the program will result; and

5. eligible program customers must be citizens of the Republic of Palau, the Federated States of Micronesia, Guam, the Commonwealth of the Northern Mariana Islands, American Samoa, the Republic of the Marshall Islands, or the United States of America.

*B. ADDITIONAL REQUIREMENTS*

1. Information and Referrals
  - a. The WIA Office shall ensure that each registrant who meets the minimum income eligibility criteria shall be provided:
    1. information on the full array of applicable or appropriate services that are available through the list of service providers;
    2. Referral to appropriate training and educational program that have the capacity to serve the customers or registrant either on sequential or concurrent basis.
  - b. Service providers shall refer applicants who do not meet enrollment requirements to the WIA Office for further assessment and review of the registrant's basic skills and training needs.
  - c. The WIA Office shall ensure that appropriate referrals are made, and shall further maintain appropriate records of such referrals and the basis for each referral.

**II. ELIGIBILITY**

All adults and dislocated workers who receive services funded under WIA Title I other than self-service or informational activities must be registered and determined eligible.

Registration is the process for collecting information to support determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.

An eligible individual who may receive WIA services under the Adult program (WIA 132 (b) (v) (I)(IV)(V)) should be:

- A. a person who is not less than age 22 and not more than age 72;
- B. a disadvantaged adult who received an income, or is a member of family that received a total family income, that, in relation to the family size meets the requirement of WIA State Policy No. 1.
- C. the Secretary of Labor shall exclude, as appropriate and to the extent practicable, college students and members of the Armed Forces from the determination of the number of disadvantaged adults.

An eligible adult who may receive WIA core services under the Adult and Dislocated Worker program (20 CFR Part 663.115) should be:

- A. a person who meets the definition of an adult at WIA 101 (1).

An eligible dislocated worker who may receive WIA core services under the Adult Dislocated Worker programs should be:

- A. a person who meets the definition of a dislocated worker at WIA 101 (9);
- B. a person who meets the definition of a displaced homemaker at WIA 101 (10).

Eligible adults and dislocated workers who may receive intensive services should be:

- A. unemployed, have received at least one core service and is unable to obtain employment through core services, and have been determined to be in need of more intensive services to obtain employment; and
- B. have received at least one core service, and is determined to be in need of intensive services to obtain or retain employment that leads to self-sufficiency (an employment that pays at least the lower living standard income level, as defined in WIA section 101 (24) and WIA State Policy 1).

The special needs of an individual with disabilities or other barriers to employment should be taken into account when setting and determining self-sufficiency.

Eligible adults and dislocated workers who may receive training services should be employed or unemployed individuals who:

- A. has met the eligibility requirements for intensive services, have received at least one intensive services, and have been determined to be unable to obtain or retain employment through such services;
- B. after an interview, evaluation, or assessment, and case management, have been determined to be in need of training services and to have the skills and qualifications to successfully complete the selected training program;
- C. select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate;
- D. is unable to obtain grant assistance from other sources to pay the costs of such training, including ... Federal Pell Grants (20 CFR Part 663.320 and WIA section 134(d)(4)(B)); and

E. is an individual whose services are provided through the adult funding stream, are determined eligible in accordance with the State priority system, having been established by the State Board.

- individuals with substantial language or cultural barriers;
- offenders;
- substance abusers;
- homeless individuals;
- abused or neglected individuals.

An individual who is determined an eligible youth (WIA 101 (13) should be:

- A. age 14 through 21;
- B. low income as defined in the WIA section 101 (25) and WIA State Policy 1; and
- C. within one or more of the following categories:

- (1) deficient in basic literacy skills;
- (2) school dropout;
- (3) homeless, runaway, or foster child;
- (4) pregnant or parenting;
- (5) offender; or
- (6) an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. (WIA 101 (13)).

### III. VERIFICATION

#### A. DOCUMENTATION

The following are recommended sources of verification. Other appropriate documents may be used.

#### *Eligibility Item*

#### *Verification Source*

Birth date and age

Birth certificate  
Driver's license  
Baptismal record  
ID Card/Record  
Passport  
Social Security Card w/ birth date  
Hospital Record of birth  
School Identification Card

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|---------------|---|
| Citizenship   | Passport<br>Birth Certificate   |
| Residency     | Driver's License<br>Current Utility Bill<br>Voters' List<br>WIA Household Composition Form  |
| Family Size   | WIA Household Composition Form<br>School Records<br>Statistical/Census Records  |
| Family Income | Pay stubs<br>Pension/Retirement Pay Stubs<br>Social Security Statement<br>Copy of Gross Receipt Report  |
| Disability    | Special Education Documents<br>Vocational Rehab Documents<br>Driver's License<br>Physician's Statement<br>School Records<br>Written Personal Observations |

Participation in the WIA program and activities fully or partially financed or assisted shall be open and available to all citizens of the Republic of Palau, lawfully admitted permanent resident aliens, and other individuals authorized and eligible under the statutes and regulations of the Workforce Investment Act of 1998.

***B. SELF-CERTIFICATION AND COLLATERAL STATEMENTS***

1. Self-certification is an acceptable method of determining initial eligibility after alternatives for gathering documentary evidence and/or collateral contracts have been exhausted.
2. Collateral statements may only be utilized if:
  - a. they are made by a knowledgeable individual; and
  - b. information relative to the relationship of the knowledgeable individual to the applicant and the length of that relationship is provided. Collateral statements are subject to verification during the monitoring.

A statement similar to the following shall appear at the end of all registration/application stating: *“My signature below indicates that I have been informed of and understand the information contained in this form. I hereby certify that all of the given information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the WIA Title”*. The form must be signed and dated by the registrant.

3. Documentation of verbal confirmation from official agencies, i.e., Social Security Administration, must include:
  - a. date of telephone call,
  - b. name and title of person confirming,
  - c. information being verified, such as case number, monetary amount, etc.

### *C. APPLICATION/ELIGIBILITY VERIFICATION PERIOD*

An individual must be enrolled as a participant within 90 days of the date of eligibility determination period. After a period of 90 days and no other WIA services have been provided, such individual shall be soft exited from the WIA Title I program. The day the applicant becomes a participant does not count in this 90-day period.

A registrant is an individual who has filed and completed an application with the WIA Office and is recorded in the Workforce Investment Act Standardized Record Data (WIASRD). A registrant who receives core services and intensive services without receiving immediate training services may be recorded as a participant. Such a participant who has been determined by the case manager as requiring further training services but is not placed in such services because of lack of training funds or appropriate service providers for a period of 90 days will be exited from the WIA program after follow-up services have been exhausted.