



*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Dislocated Worker Eligibility Training  
Program Year 2015

An Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.

# Training Objective...

To ensure that everyone has a thorough understanding of Dislocated Worker Eligibility and what eligibility documents are required for source documentation and data validation.



# Quiz

# *Eligibility for WIOA Title I Services*

Required for all Adult & Dislocated Workers

- Must be at least 18 years of age and provide proof of age
- If male, must comply with Selective Service registration requirements. ([www.sss.gov](http://www.sss.gov))
  - *TEGL 11-11 Changes 1 & 2 Selective Service Registration Requirements*
- Must show proof of citizenship or eligibility to work in the United States
- Provide proof of residency in Southern Nevada

# *Eligibility for WIOA Title I Services*

## Dislocated Worker Category 1

### Layoff/Termination

- ▶ Has been terminated or laid off, or has received a notice of termination or layoff, from employment;
- ▶ Is eligible for or has exhausted entitlement to unemployment compensation, or has been employed for a duration sufficient to demonstrate 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's UI law; **AND**
- ▶ Is unlikely to return to a previous industry or occupation (permanent layoff with no recall date).

# *Eligibility for WIOA Title I Services*

## Dislocated Worker Category 1 Veteran Layoff/Termination

- ▶ Has been terminated or laid off (voluntary or involuntary honorable discharge falls within the scope of this Category), or
- ▶ When a military spouse loses employment because of the service members permanent change in station or discharge.

# Category 1 Source Documentation

- ▶ Termination/Lay-Off
  - Documentation from dislocating employer
  - Unemployment Insurance records
- ▶ Veteran Termination/Lay-Off
  - DD-214
  - NGB22 – National Guard Separation Report
  - Military Orders
  - VA Letter or records

# Category 1 Source Documentation

- ▶ **UI Eligibility/Attachment to Workforce**
  - Individual unemployment insurance records (award letter for (a), or denial based on partial lack of wages for (b))
  - Profiled client referral form (DETR ESD letter – look for REA notes in NJCOS)
  - Pay stubs, employer letter, W2 records or tax returns to show recent attachment to workforce
- ▶ **Unlikely to Return to Previous Industry**
  - Documenting exhaustion of UI benefits
  - DD-214 for separating military members
  - Labor market information – Supply and Demand report showing lack of availability

**AND**

  - **\*\*Unlikely to Return Affidavit\*\***



# Category I – Layoff/Termination

Customer Search **Customer Detail** Comp Assess Services Links

**Kent, Clark C.** SSN: \*\*\*\*-\*\*-5488 OSOS ID: NV002210822 1 of 1

Gen. Info Add'l Info Pgms/PA Objective **Work Hist.** Ed/Lic Skills Saved Searches Activities Comments Tests Sector In

**Detail**

- Job Title: Cooks, All Other
- Employer: McDonalds
- Address: unknown
- City: Las Vegas
- State: Nevada
- Country: United States
- Job Type: [Dropdown]
- Start Date: 08/2011
- End Date: 07/2013
- Supervisor: [Field]
- Phone: [Field]
- Ext.: [Field]
- Wage: \$ 10.00
- Hourly: [Dropdown]
- Hours/week: 40
- Reason for Leaving: Category 1-DW
- Job Duties: fast food
- RR Event #: [Field]
- Event: [Button]
- NAICS: [Field]
- NAICS Lookup: [Button]

**Dislocated Worker Information**

- Qualifying Dislocation Date: 07/05/2013
- Tenure (months): 24
- O\*Net at Dislocation: 35201900
- NAICS: [Field]

Job	Company	City	Start	End
<input type="checkbox"/> Cooks, Fast Food	Denny's	Las Vegas	06/2005	08/2013
<input checked="" type="checkbox"/> Cooks, All Other	McDonalds	Las Vegas	08/2011	07/2013

New Job Entry Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Get to Srch Comments Tag Resume Sched

Staff: KUENNEN, JEANNIE Office: WORKFORCE CONNECTIONS Unsaved Changes Security: Add 08/14/2015

# Category I – Layoff/Termination

**CUSTOMER** | PROVIDER | EMPLOYER | STAFF | HELP

Customer Search | **Customer Detail** | Comp Assess | Services | Links

**Kent, Clark C.** SSN: \*\*\*-\*\*-5488 OSOS ID: NV002210822 1 of 1

Gen. Info | Add'l Info | Pgms/PA | Objective | **Work Hist.** | Ed/Lic | Skills | Saved Searches | Activities | Comments | Tests | Sector In

**Detail**

- Job Title: Cooks, All Other
- Employer: McDonalds
- Address: unknown
- City: Las Vegas
- State: Nevada
- Country: United States
- Start Date: 08/2011
- End Date: 07/2013
- Wage: \$ 10.00
- Reason for Leaving: Category 1-DW
- Job Duties: fast food

**Dislocated Worker Information**

- Qualifying Dislocation Date: 07/05/2013
- Tenure (months): 24
- O\*Net at Dislocation: 35201900

Job	Company	City	Start	End
<input type="checkbox"/> Cooks, Fast Food	Denny's	Las Vegas	06/2005	08/2013
<input checked="" type="checkbox"/> Cooks, All Other	McDonalds	Las Vegas	08/2011	07/2013
<input type="checkbox"/> Cooks, All Other	The Cracked Egg	Las Vegas	07/2013	

Save | Start Match | Services | Comp Assess | Activity | I.A. Referrals | Correspond | IVR | Ret to Srch | Comments | Tag | Resume | Sched


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# *Eligibility for WIOA Title I Services*

## Dislocated Worker Category 2 Plant Closure / Substantial Layoff

- ▶ 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; or
- ▶ Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.

# Category 2 Source Documentation

- ▶ Employer notice/letter from company
  - ▶ Newspaper article
  - ▶ Employment Security division records, including WARN notice
- 

# Category II – Plant Closure/Termination

The screenshot shows the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail (selected), Comp Assess, Services, and Links. The main content area displays the details for a customer named Sheldon Cooper, with SSN: \*\*\*-\*\*-3656 and OSOS ID: NV002211108. The 'Work Hist.' tab is active, showing a table of job history. The selected job is 'Cooks, Restaurant' at 'Riveria Hotel and Casino' in 'Las Vegas' from '08/2013' to '05/2015'. The 'Reason for Leaving' is 'Category 2-DW mass layoff or closure'. Below the table, there are buttons for 'New Job Entry' and 'Delete Selection'. At the bottom, there are buttons for 'Save', 'Start Match', 'Services', 'Comp Assess', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Ret to Srch', 'Comments', 'Page', 'Resume', and 'Sched'. The footer shows 'Staff: KUENNEN, JEANNIE', 'Office: WORKFORCE CONNECTIONS', 'Security: Add', and '08/14/2015'.

**Customer Detail: Cooper, Sheldon**  
 SSN: \*\*\*-\*\*-3656 OSOS ID: NV002211108 1 of 1

**Detail**

- Job Title: Cooks, Restaurant
- Employer: Riveria Hotel and Casino
- Address: unknown
- City: Las Vegas
- State: Nevada
- Country: United States
- Job Type: [Dropdown]
- Start Date: 08/2013
- End Date: 05/2015
- Wage: \$ 12.00
- Hours/week: 40
- Reason for Leaving: Category 2-DW mass layoff or closure
- Job Duties: short order cook, fry cook

**Dislocated Worker Information**

- Qualifying Dislocation Date: 05/15/2015
- Tenure (months): 27
- O\*Net at Dislocation: 35201400
- NAICS: [Dropdown]

Job	Company	City	Start	End
<input type="checkbox"/> Cooks, Fast Food	McDonalds	Las Vegas	10/2009	10/2014
<input type="checkbox"/> Cooks, All Other	Pizaa Hut	Las Vegas	10/2014	01/2015
<input checked="" type="checkbox"/> Cooks, Restaurant	Riveria Hotel and Casino	Las Vegas	08/2013	05/2015

Buttons: Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Page, Resume, Sched


Staff: KUENNEN, JEANNIE | Office: WORKFORCE CONNECTIONS | Security: Add | 08/14/2015

# *Eligibility for WIOA Title I Services*

## Dislocated Worker Category 3 Formerly Self-Employed

- ▶ The individual 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. This includes individuals working as independent contractors or consultants but not technically employees of a firm.

# Category 3 Source Documentation

- ▶ Records of business closure
  - ▶ Tax returns (recent)
  - ▶ Business License (surrender)
  - ▶ News article on the state of the business, local economy or natural disaster.
- 

# Category III – Formerly Self-Employed

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services Links

**Cooper, Sheldon** SSN: \*\*\*-\*\*-3656 OSOS ID: NV002211108 1 of 1

Gen. Info Add'l Info Pgms/PA Objective **Work Hist.** Ed/Lic Skills Saved Searches Activities Comments Tests Sector In

**Detail**

Job Title: Cooks, Fast Food O\*Net Titles: O\*Net Code: 35201100

Employer: Big Bang Bistro Include online:  Start Date: 05/2011 End Date: 04/2014

Address: unknown Supervisor: Phone: Ext:

City: Las Vegas Wage: \$ 18.00 Hourly Hours/week: 40

State: Nevada Zip: Reason for Leaving: Category 3-DW self-employed

Country: United States Job Duties: owner and operator of bistro

Job Type: NAICS: NAICS Lookup: RR Event #: Event

**Dislocated Worker Information**

Qualifying Dislocation Date: 04/10/2014 Tenure (months): 36

O\*Net at Dislocation: 35201100 Cooks, Fast Food

Job	Company	City	Start	End
<input checked="" type="checkbox"/> Cooks, Fast Food	Big Bang Bistro	Las Vegas	05/2011	04/2014


New Job Entry Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched

Staff: KUENNEN, JEANNIE Office: WORKFORCE CONNECTIONS Security: Add 08/14/2015



# Dislocation Date – Validation

- ▶ Employer verification
  - ▶ Notice of layoff
  - ▶ Rapid Response list or WARN notice
  - ▶ Self-attestation on the Unlikely to Return Affidavit
  - ▶ DD-214
  - ▶ NGB22 – National Guard Separation Report
  - ▶ Military Orders
- 


# *Eligibility for WIOA Title I Services*

## Dislocated Worker Category 4

### Displaced Homemaker

- ▶ A displaced homemaker is an individual who:
  - Has been providing unpaid services to family members in the home;
  - Is unemployed or underemployed and experiencing difficulty finding or upgrading employment; and meets one of the following
    - Has been dependent on the income of another family member but is no longer supported by that income; or
    - Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced 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 Armed Forces member.
  - A displaced homemaker may lose support income due to divorce or the death of a spouse. In addition, the loss of support income may be the result of a former wage earner's job loss and that former wage earner may still be living in the home.

# Category 4 Source Documentation

- ▶ Tax returns
  - ▶ Social Security documents
  - ▶ Death notice
  - ▶ Legal separation
  - ▶ Divorce decree
  - ▶ Public Assistance records
  - ▶ Layoff notice for wage earner
  - ▶ Wage earners UI award letter/record
- 

# Category IV – Displaced Homemaker

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services Links

**Fowler, Amy F.** SSN: \*\*\*-\*\*-2777 OSOS ID: NV002211113 1 of 1

Gen. Info Add'l Info Pgms/PA Objective **Work Hist.** Ed/Lic Skills Saved Searches Activities Comments Tests Sector In

**Detail**

- Job Title: Homemaker O\*Net Titles O\*Net Code
- Employer: self Include online  Start Date End Date
- Address: n/a Supervisor Phone Ext.
- City: n/a Wage: \$ 1.00 Hourly Hours/week: 40
- State: Nevada Zip Reason for Leaving: Category 4-DW displaced homemaker
- Country: United States Job Duties: Displaced Homemaker
- Job Type: Full Time RR Event # Event
- NAICS NAICS Lookup

Job	Company	City	Start	End
<input checked="" type="checkbox"/> Homemaker	self	n/a		

New Job Entry Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched

Staff: KUENNEN, JEANNIE Office: WORKFORCE CONNECTIONS Security: Add 08/14/2015

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# Group Activities



# QUESTIONS

