



# Technical Assistance Guide (T.A.G.) Workforce Innovation and Opportunity Act

Number: 19-1

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Date: April 17, 2019

**Subject:** EmployNV Family Size and Family Income Verification Screens

**Purpose:** To communicate the proper use of the Household and Income Tab in the EmployNV WIOA Application.

**Scope:** The content of this TAG applies to Local Workforce Development Boards (LWDBs) and sub-recipients responsible for Workforce Innovation and Opportunity Act (WIOA) Title I program data in Eligibility, Data Element Validation (DEV) and Reporting through Nevada's system of record, EmployNV.

**Effective Date:** This directive is effective upon its issuance.

**REFERENCES:** EmployNV Operational Guidance, State Compliance Policy (SCP), TEGL 7-18.

**STATE-IMPOSED REQUIREMENTS:**

As directed in SCP and as identified in this directive.

**ACTION:**

Bring this directive to the attention of all appropriate staff and all sub-recipients.

**I. EXECUTIVE SUMMARY/Background**

The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skills requirements of employers, and enhance the productivity and competitiveness of the Nation.

The issuance of this TAG is to provide clarity to data entry into EmployNV and improve reporting at the local level.

**EmployNV WIOA Application; Household and Income Tab-Family Size and Annualized Family Income Screen:**

If participant Low Income (LI) status has not been established in the previous tab, *Public Assistance*, the system uses the *Household and Income* tab in the EmployNV WIOA Application to record and calculate for the Lower Living Standard Income (LLSIL) and Poverty Guidelines. This is used in instances to calculate income eligibility for those who do not receive public assistance, free or reduced school lunch etc. This screen is designed to capture and report low income data to Department of Labor (DOL) for the Title I Adult, Youth, and Dislocated Workers, regardless if it is an eligibility item. Staff need only complete this section if system reflects "[Low income has not been established based on previous entries](#)" (see screenshot below).

NOTE: Family Size of 1 and \$0 income is not a default selection. It is very important that the entries in this screen are as accurate as possible. Entering incorrect data to bypass this screen is not an acceptable practice.

**Low income has not been established based on previous entries. Therefore, low income will be based on family size and income. Family size and income are required entries.**

\* **Family Size:**

\* **Verify:** [ [Verify](#) | [Upload](#) | [Link](#) ]  
✓ Most Recent Tax Return

**Family Size Verification**

- Acceptable ID Cards for Each Family Member
- Rental/Lease Agreement
- Social Service Records
- School/Reduced/Free Lunch Records
- Most Recent Tax Return
- Board Approved Self-Attestation form

Reset

Documents to verify Family Size as part of the LI eligibility, are required to substantiate the number of family members selected from the drop-down menu (i.e. Most Recent Tax Returns that show a family size of 10 in the above example). When LI status is not being used for eligibility, this verification and upload is still a required element for all WIOA program reporting. Click on Upload to add required documents(s) to the system.

When LI status is not being proven as part of an eligibility item as with Dislocated Worker (DW), Non-Priority Adults, etc., the actual family size must still be entered and reported through the system to DOL. Click on Upload and add the Board Approved Self-Attestation form.

**Upload Requirements:**

Upload the Board Approved Self-Attestation Form and check the corresponding verification check box. The document for self-attestation complies with State and DEV requirements. This self-attestation document should be completed with specific, accurate, and complete family and income data and requires a signature line to attest that the information reflected is true.

Low income has not been established based on previous entries. Therefore, low income will be based on family size and income. Family size and income are required entries.

\* Family Size:

\* Verify: [ [Verify](#) | [Upload](#) | [Link](#) ]

\* Annualized Family Income (last 6 months X2):

\* Verify: [ [Verify](#) | [Upload](#) | [Link](#) ]  
✓ Bank statements

### Family Income Verification

- Alimony agreement
- Unemployment insurance documents and/or printout
- Award letter from Veterans Administration
- Bank statements
- Compensation award letter
- Court award letter
- Employer statement/contact
- Family or business financial records
- Housing authority verification
- Pay stubs
- Pension/Annuity statement
- Public assistance records
- Quarterly estimated tax for self-employed persons (Schedule C)
- Social Security benefits
- Eligible for Free or Reduced School Lunch
- Board Approved Self-Attestation form

[Reset](#)

### Upload Requirements:

Documents that are used in the *Upload* to verify **Annualized Family Income**, are required to substantiate the annual income free flow text box entry (i.e. bank statement in above example when calculated for annualized income to prove eligibility as LI). Click on Upload to add required documents(s) to the system.

When LI status is not being proven as part of an eligibility item as with Dislocated Worker (DW), Non-Priority Adults, etc., the family income should be entered as close to actual as possible and reported through the system to DOL. Click on Upload to add the Board Approved Self-Attestation form.

### NOTE:

*Case Notes* must substantiate all EmployNV selections. (i.e. applicant has supplied appropriate documentation to demonstrate low income verification)

Per State Compliance Policy, the use of self-attestation forms, where applicable, should be used as the last resort and only when all other avenues of proof have been exhausted.

Should a unique circumstance not be covered by the available selections, please contact your LWDB who in turn can contact WISS for clarification or solution.

**CONCLUSION:**

If LI status needs to be established for eligibility (Adult Priority of Service, In-School Youth etc.) due to not receiving items associated with the *Public Assistance Tab* (SNAP, TANF, etc.) these screens must be used as designed selecting the required verification and uploading that document to verify/prove the eligibility item.

If LI status is not an eligibility item (DW, etc.) you must enter the correct information, i.e. family size 10, family income \$120,000.00 and use any of the verification selections provided. If the Board Approved Self Attestation verification box is selected, a signed Board Approved Self Attestation document can be used in the upload.