

## Eligibility and Enrollment Policy #P-35-6.22


Date: February 25, 2026

Re: PA State Guidance related to WIOA Adult, Dislocated Worker, and Out-of-School Youth eligibility.

Reviewed for Updates: February 25, 2026  
Revision Approved: Previous Approval Date Stands

Originated: November 29, 2022  
Approved: February 8, 2024

References: WIOA Section 3(2), (5), (15-16), (36)  
WIOA Section 129(a)(1)(B) and (C)  
Workforce System Guidance No. 04-2015, Change 1  
Workforce System Policy – No. 01-2015, Change 1  
Workforce System Policy – Co-Enrollment of Participants in TAA & WIOA DW Program  
Workforce System Policy – Priority of Service  
Workforce System Policy – Self-Certification & Telephone/Document Inspection Verification

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### I. **Background:**

- A. WIOA eligibility and enrollment requirements ensure that every Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth participant is eligible to receive WIOA services.
- B. Participants supported by this funding must be registered as WIOA participants in CWDS and must meet the required eligibility requirements of all federal and state statutes, regulations, policies, and procedures at the time of registration.
- C. TANF program administrators and EARN program administrators shall refer to the respective TANF and EARN program manuals for eligibility and enrollment guidance.

### II. **Definition of Key Terms:**

- A. WIOA Eligible Youth – An individual aged 14 to 24 who meets the WIOA Youth Formula requirements in this policy.
- B. WIOA Eligible Adult – An individual age 18 or older who meets the WIOA Adult eligibility requirements detailed in this policy.
- C. WIOA Eligible Dislocated Worker (DW) – An individual aged 18 or older who meets the WIOA DW requirements listed in this policy.
- D. Not Attending Any School – A youth individual who is not receiving services from a public school, charter school, cyber charter school, career and technical school, sectarian school, or private school.

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- a) Individuals enrolled in adult basic education, GED instruction, high school equivalency preparation, or skills training **are not considered to be attending any school.**
- E. Self-Attestation – The action taken when an individual submits a written statement for a data element through self-declaration using a State-issued form to acknowledge the verification of the data element.
- F. Self-Certification – When an individual signs a written attestation to prove that information, materials, or documentation submitted to validate or verify eligibility for a Title I program is true and accurate.

**III. WIOA Adult Program Eligibility Requirements:**

- A. WIOA-eligible Adults are required to submit proof of:
  - Being 18 years of age or older;
  - U.S citizenship or proof of being a noncitizen authorized to work in the U.S.; and
  - Selective service registration requirements for males only; see below.

**IV. WIOA Dislocated Worker Program Eligibility Requirements:**

- A. In addition to the three WIOA Adult eligibility requirements listed above, WIOA-eligible Dislocated Workers are required to submit proof of qualifying under **one** of the following categories:
  - Terminated/Laid Off;
  - Eligible for UC and Unlikely to Return;
  - Permanent Closure/Substantial Layoff;
  - General Announcement of Employer Closure;
  - Formerly Self-Employed/Currently Unemployed; or
  - Displaced Homemaker.

**V. WIOA Youth Eligibility Requirements:**

- A. Youth must provide proof of:
  - U.S. citizenship or noncitizenship authorized to work in the U.S.; and
  - Selective service registration requirements for males; see below
- B. In-School Youth must provide proof of being:
  - An individual who is between 14 and 21 years of age;
  - An individual who is attending school, including secondary and post-secondary school;
  - A low-income individual; and
  - One or more of the following:
    - a) Basic skills deficient;
    - b) An English language learner;
    - c) An offender;
    - d) A homeless individual;
    - e) Pregnant or parenting;
    - f) A youth who is an individual with a disability; or
    - g) An individual who requires additional assistance to complete an educational program or to secure or hold employment. (No more than 5% of ISY served in a program year may be deemed eligible based on this criterion.)
- C. Out-of-School Youth must provide proof of being:
  - An individual who is not attending any school (including secondary or post-secondary);
  - An individual between the ages of 16 and 24 years of age; and
  - One or more of the following:
    - a) A school dropout;
    - b) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter;
    - c) A recipient of a secondary school diploma or its equivalent who is a low-income individual and is:

- i. Basic skills deficient; or
- ii. An English language learner.
- d) An individual who is subject to the juvenile or adult juvenile justice system;
- e) A homeless individual, a runaway, an individual in foster care, or an individual who has aged out of the foster care system;
- f) An individual who is pregnant or parenting;
- g) A youth who is an individual with a disability; or
- h) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

## VI. Primary Eligibility Determination

- A. The Pennsylvania Department of Labor & Industry establishes and maintains a data validation system under U.S. Department of Labor (USDOL) instruction.
- B. SCPa Works vendors will ensure that all participant data entered into documentation and CWDS is accurate and properly validated in alignment with WIOA registration and eligibility.
- C. SCPa Works vendors will utilize the following State-issued documents to guarantee CWDS data element verification and CWDS data entry:
  - WIOA Title I Data Element & Acceptable Eligibility Verification Sources
    - To access the attachment, log into CWDS.
    - Click the “Help” tab at the top of the page.
    - Click the “Documents” tab at the top of the page.
    - Click the “How-To’s” tab to the left of the screen.
    - Click the “Manuals” drop-down.
    - Click “WIOA Title I Data Element & Acceptable Eligibility Verification Sources.”
  - Basics of WIOA Title I Application and Eligibility
    - To access the attachment, log into CWDS.
    - Click the “Help” tab at the top of the page.
    - Click the “Documents” tab at the top of the page.
    - Click the “Desk Guides and Training Materials” tab at the left of the page.
    - Click the “CWDS Foundational Training” tab.
    - Click “Basics of WIOA Title I Application and Eligibility.”
- D. SCPa Works vendors will implement a Secondary Review process based on the SCPa Works Secondary Review Policy #P-2-7.22.
  - Secondary Reviews will be complete for all CWDS enrollments within five (5) business days from the date of the WIOA application.
- E. SCPa Works vendors will create an IEP or ISS for every participant enrolled in WIOA with a completed application in CWDS as per the SCPa Works IEP Policy #P-4-10.22.
  - All IEPs or ISSs will be completed by the case manager alongside the participants.
  - All IEPs or ISSs will be authenticated at the time they are created with signatures from both the case manager and the participant.

## VII. SCPa Works Policies to be Implemented under Eligibility and Enrollment

- A. Vendors are required to read, understand, and implement the following policies into all existing WIOA eligibility and enrollment processes and procedures:
  - ADDITIONAL ASSISTANCE FOR YOUTH #P-14-6.22
  - DIGITIZATION & ELECTRONIC RECORD KEEPING #P-6-7.22
  - EQUAL OPPORTUNITY & DISCRIMINATION #P-13-2.22
  - PRIORITY OF SERVICE #P-1-11.22
  - SECONDARY REVIEW #P-2-7.22
  - SELECTIVE SERVICE #P-19-10.22

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- SELF-CERTIFICATION #P-29-8.22
- CASE NOTES #P-34-11.23
- FILE MANAGEMENT #P-36-1.24

**Summary of Changes:** This policy is reviewed annually by the Policy Department for necessary changes, edits, updates, and revisions.

| Date of Change: | Changed by:                      | Summary of Change(s):   | Effective Date |
|-----------------|----------------------------------|---|----------------|
| 07.03.2024      | Saranne Miller                   | Reviewed for updates. No updates are required at this time.   | 07.03.2024     |
| 02.25.2026      | Saranne Miller<br><i>Smiller</i> | Clarified existing narrative in sections VI D& E. Updated CWDS Help Center documents in section VI. | 02.25.2026     |

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