

**Mountain Area Workforce Development Board**

**Policy Statement: 2018 Number 4**

**Effective Date: October 23, 2018**

**Policy Statement Regarding Use of Self-Attestations and Sampling for WIOA Eligibility**

**Purpose:** To transmit a new Self-Attestation Use and Sampling for WIOA Eligibility Local Area Policy for eligible participants pursuant to the Workforce Innovation and Opportunity Act (WIOA) and consistent with ETA TEGL 5-14 and TEGL 21-16 as well as any relevant Policy Statements released by the NC Department of Commerce, Division of Workforce Solutions.

**Background:** This policy statement supersedes Local Area Policy Statement 2016, Number 1 “Policy Statement Regarding Applicant Self-Attestation for Eligibility for Workforce Innovation & Opportunity Act Adult, Dislocated Worker, and Youth Programs” which was adopted by the Local Area on January 26, 2016. Self-attestation shall be used only as a last resort. The Local Area will sample self-attestations as mandated by the Workforce Innovation and Opportunity Act (WIOA), sampling a minimum of 10% of all self-attestations in the Local Area.

**Action:** All Local Area Adult, Dislocated Worker, and Youth contractors and their staff must adhere to the Use of Self-Attestations Policy outlined for Workforce Innovation Opportunity Act (WIOA) Adult, Dislocated Worker and Youth participants.

*The Mountain Area Workforce Development Board is an Equal Opportunity Employer and Provider of Career Development, Training and Employment Services. Auxiliary aids and services are available upon request to individuals with disabilities.*

## **MOUNTAIN AREA WDB SELF-ATTESTATION AND SAMPLING POLICY**

Self-attestation allows customers a means to self-certify to WIOA Eligibility items until they are able to produce documentation, items may not be verifiable or may cause undue hardship for individuals to obtain. Self-attestation should be used as a last resort and should not take the place of gathering documentation for verification when available from other sources. Career advisors should assist customers as needed to obtain appropriate documentation required for enrollment.

When self-attestation is used, documentation must include at a minimum, the following information:

1. Applicant's full name
2. Applicant's signature
3. Date
4. Career advisor's signature as a witness
5. All information provided shall be clear and legible

If the self-attestation is allowed by the NCWorks System, the program operator/case manager will use the appropriate form for the WIOA program to which the applicant is applying to for services to document that element of eligibility for program services. All verification documents must be typed or in ink. The use of white-out/correction tape is prohibited. Errors can only be lined out and correction made with the participant and career advisor's initials. If the form does not remain legible, a new form is needed with the signatures and date.

The applicant shall sign and date the relevant attached Self Attestation form to attest, under the penalty of perjury, that the information provided is accurate and true to the best of the applicant's knowledge and belief; and that the applicant will cooperate fully if asked to document eligibility. All self-attestation forms will be maintained in the WIOA participant's file and may be subject to review by the Local Area.

### **Sampling of Self-attestations**

Per TEGL 5-14 and TEGL 21-16, a random sampling of self-attestations for eligibility elements is required for each local area in order to validate accuracy. As part of the annual monitoring process, Local Area WDB staff will select 10% of participant files that have used self-attestation for eligibility verification. Based on the sample, service providers will then be required to gather and provide additional supporting documentation of eligibility by obtaining other allowable sources of verification.

The documentation to be obtained to the best of the participant and career advisor's ability will be for education, employment, income, barrier documentation. The family size will only pertain to the participant if they are in foster care or have a decree, due to the hardship it would cause to collect documentation for an entire family.

*The Mountain Area Workforce Development Board is an Equal Opportunity Employer and Provider of Career Development, Training and Employment Services. Auxiliary aids and services are available upon request to individuals with disabilities.*

This information to be gathered by the service providers will be required within one week of request to give the participant a valid timeframe to return the documentation, so as not to be a hardship. The documentation requested will be recorded on a self-attestation monitoring form, along with case manager's name, participant's name, date of monitoring and date email was sent to the provider for obtainment of documentation required.

Eligibility sampling is not intended to be a hardship, but to serve as a method to ensure validity of verification sources and to ensure the enrollment of eligible participants.

*The Mountain Area Workforce Development Board is an Equal Opportunity Employer and Provider of Career Development, Training and Employment Services. Auxiliary aids and services are available upon request to individuals with disabilities.*