

Policy for Secondary Review of Eligibility for Workforce Investment Opportunity Act for Adult, Dislocated, and Youth Services

Eligibility determination is a function of the Title I provider for Adult, Dislocated Worker and In-School and Out-of-School Youth Applicants.

Eligibility determination is a duty of professional staff employed by the Title I recipient and the sub-recipient.

Staff completes the Workforce Investment Opportunity Act application as identified on the Commonwealth Workforce Development System (CWDS). This application requires eligibility review and verification documentation. This document requires the signature of the certifier and the applicant.

This document will be the source of the supervisory/second level review. It will be dated and signed by the supervisor/second level reviewer. The review will include eligibility determination results and verification source results.

Approved: 7/8/2019
Reviewed: 12/14/2020