



# Checklist B – DW Eligibility

This chart is from DWD Issuance 01-2015



Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
<p><b>Permanent Layoff</b></p>	<p><b>Category A - Permanent Layoff:</b>            Has been terminated or laid off, or has received a notice of termination or layoff, from employment; and            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 unemployment compensation law; and            Is unlikely to return to a previous industry or occupation.</p>	<p><b>Category A. Permanent Layoff:</b>            Any one of the following three elements adequately document Category A eligibility:</p> <p>DD-214 with any discharge reason (except dishonorable or retired) within the past 5 years:</p> <p>Copy of DD214 form in participant file</p> <p>Worker Profiler:            • Case note in State MIS</p> <p>Trade Eligible:            • Case note in State MIS</p> <p>Or, documentation from all three of the categories below:</p> <p><u>1. Lay-off status:</u>            • Proof of UI eligibility; or            • Employer lay-off letter or notice; or,            • Employer phone contact (case note contact)</p> <p><u>2. Unemployment Insurance status:</u>            • Unemployment benefits print out or bank deposit record indicating UI deposit; or            • Letter of Benefit Proof (B201) printed from DES Online Claim Filling System</p> <p><u>3. Unlikely to return to previous occupation or industry:</u></p>

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		<ul style="list-style-type: none"> <li>• Exhausted Unemployment Insurance (DES Online Claim Filling System, zero \$ amount in the “Balance” field); or,</li> <li>• O*NET shows declining occupation or industry</li> <li>• Closure or permanent layoff in similar industry (10 or more workers, in the region, past 12 months); or,</li> <li>• Decreased job openings or no job openings for an occupation or industry; or,</li> <li>• Excessive Applicants for an occupation (more than 10 applicants for each opening).</li> <li>• MERIC or local Chambers of Commerce shows occupation or industry is declining in WIB region or statewide; or,</li> <li>• Other approved by the Local Board and DWD.</li> </ul>
<p><b>Permanent Closure or Substantial layoff</b></p>	<p><b>Category B - Permanent Closure or Substantial Layoff:</b>          Has been terminated or laid off, or has received a notice of termination or lay-off from employment, as a result of any permanent closure of, or any substantial lay-off at, a plant, facility, or enterprise          Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or          For purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close</p>	<p><b>Category B. Permanent Closure or Substantial Layoff:</b></p> <p><u>1. Closure:</u></p> <ul style="list-style-type: none"> <li>• Letter or notice of closure from the company</li> <li>• Employer phone contact (case note contact)</li> <li>• News article</li> <li>• Other documentation approved by DWD</li> </ul> <p><u>2. Employed at time of closure:</u></p> <ul style="list-style-type: none"> <li>• Employer lay-off letter or notice</li> <li>• Employer phone contact (service note contact)</li> <li>• Other documentation approved by DWD</li> </ul> <p>OR</p> <p><u>1. Substantial lay-off:</u></p> <ul style="list-style-type: none"> <li>• Letter or notice showing company, date, number laid off, number of employees at normal production who work 20 hours or more per week, which will verify an employment loss at a single site of employment during any 30 day period for:             <ul style="list-style-type: none"> <li>o At least 33% of employees</li> </ul> </li> </ul>

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		<p>(excluding those working less than 20 hours per week); and,</p> <ul style="list-style-type: none"> <li>o At least 50 employees (excluding those working less than 20 hours/week); or,</li> <li>o At least 500 employees (excluding those working less than 20 hours per week)</li> </ul> <ul style="list-style-type: none"> <li>• Employer phone contact (case note contact)</li> </ul> <p><u>2. Permanently laid off due to Substantial layoff:</u></p> <ul style="list-style-type: none"> <li>• Employer lay-off letter or notice</li> <li>• Employer phone contact (service note contact)</li> <li>• Other documentation approved by DWD</li> </ul> <p><u>3. Employed at time of substantial lay-off:</u></p> <ul style="list-style-type: none"> <li>• Employer lay-off letter or notice</li> <li>• Employer phone contact (service note contact)</li> </ul>
<p><b>Self-Employed</b></p>	<p><b>Dislocated Worker</b>  <b>Category C - Self-Employed Dislocation:</b>  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.  At least two items must be documented to verify eligibility under this category. There must be adequate documentation which clearly shows that the applicant (1) was self-employed and (2) is now unemployed.</p>	<p><b>Category C. Self-Employed:</b></p> <p><u>1. Evidence of self-employment:</u></p> <ul style="list-style-type: none"> <li>• Business tax return</li> <li>• Business license</li> <li>• Any other legal document which shows self-employment and which could be verified by phone</li> </ul> <p><u>2. Evidence of business failure:</u></p> <ul style="list-style-type: none"> <li>• Due to natural disasters (Insurance records, Disaster Declaration, etc.)</li> <li>• Due to bankruptcy or foreclosure</li> <li>• Due to inability to secure capital necessary to continue a farm operation or other business.</li> <li>• Due to general economic conditions. In some instances, a self-employed person has not filed bankruptcy or other official evidence of business failure, but is willing to attest that he/she is no longer in business. In those instances, additional</li> </ul>

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		<p>documentation may be necessary.</p> <p>NOTE: One item under “2. Evidence of business failure” must be documented to prove business failure. If failure was due to general economic conditions, the documentation must include evidence of the following:</p> <ol style="list-style-type: none"> <li>1. Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services;</li> <li>2. Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services;</li> <li>3. Substantial layoff(s) from or permanent closure(s) of one or more plants or facilities that support a significant portion of the State or local economy; and/or</li> <li>4. Depressed price(s) or market(s) for the article(s) produced by the self-employed individual.</li> </ol> <p>Allowable Documentation:</p> <ul style="list-style-type: none"> <li>• Applicant Statement</li> <li>• Bank Loan Denial Letter (inability to secure capital)</li> <li>• Bankruptcy or foreclosure records</li> <li>• Disaster Declaration, if due to natural disaster</li> <li>• Insurance Records</li> </ul>
<p><b>Displaced Home-maker</b></p>	<p><b>Dislocated Worker</b>  <b>Category D - Displaced Homemaker:</b>  An individual who has been providing unpaid services to family members in the home and who—  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</p>	<p><b>Category D. Displaced Homemaker:</b>  Has been dependent on the income of another family member, but is no longer supported by that income:</p> <ul style="list-style-type: none"> <li>• Applicant Statement</li> <li>• Divorce or separation decree</li> <li>• Tax Records</li> <li>• Social services agency or shelter referral</li> </ul> <p>Military deployment of spouse:</p> <ul style="list-style-type: none"> <li>• Military record of deployment</li> </ul>

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	<p>station, or the service-connected death or disability of the member; and            Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>Unemployed or under-employed:</p> <ul style="list-style-type: none"> <li>• Applicant Statement</li> <li>• Pay stubs</li> <li>• Public Assistance records</li> <li>• Unemployment Insurance records (accompanied with an applicant statement)</li> </ul> <p>Validation Type: Support</p>
<p><b>Spouse of an Armed Forces Member</b></p>	<p><b>Dislocated Worker</b>  <b>Category E - Spouse of an Armed Forces Member:</b>            Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or            Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p><b>Category E. Spouse of an Armed Forces Member:</b></p> <ul style="list-style-type: none"> <li>• Copy of the Permanent Change Station orders</li> <li>• DD-214 of the Armed Forces member</li> <li>• Applicant Statement</li> <li>• Pay stubs</li> <li>• Public Assistance records</li> <li>• Unemployment Insurance records (accompanied with an applicant statement)</li> </ul>