



OWD Issuance 04-2020

(Release Number—Program Year)

Release Date:
August 28, 2020

Effective Date:
August 28, 2020

Expiration Date:
Continuous, until further notice

**Missouri Office
of Workforce Development**
Missouri Department of Higher Education and
Workforce Development

SUBJECT:

WIOA Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance

ATTACHMENTS: (1) Technical Assistance Guide (TAG): Adult and Dislocated Worker Program Eligibility

*This Issuance is Official Policy
of the Missouri Office
of Workforce Development*

ISSUING AUTHORITY:

Mardy Leathers
Director
Missouri Office of
Workforce Development

**THIS ISSUANCE DOES NOT REQUIRE
CREATION OR ALTERATION OF A
CORRESPONDING LOCAL POLICY**

KEYWORDS:

Adult; Dislocated Worker; Eligibility;
Technical Assistance Guide (TAG);
Workforce Innovation and
Opportunity Act (WIOA).

THIS ISSUANCE AFFECTS:

Missouri One-Stop Delivery System (MJC/AJCs)
WIOA Title I Performance/Accountability
WIOA Title I One-Stop Delivery/Service Providers
WIOA Adult Employment/Training
WIOA Dislocated Worker Employment/Training
WIOA Fiscal/Administrative Procedures
State of Missouri Workforce System Procedures

FOR THE ATTENTION OF:

DHEWD State Professional Staff
One-Stop frontline staff
Local Fiscal Agents
Local WDB Directors
One-Stop Operators
One-Stop Functional Leaders
Service Providers
Local Equal Opportunity Officers
Local Quality Assurance Monitors
Local JVSG Veterans Reps
Local Trade Act Reps

RESCISSIONS:

OWD Issuance 08-2018, "Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy," March 19, 2019.

REFERENCES:

WIOA Section 134 [[29 U.S.C. 3174](#)]
[20 CFR Part 680](#).

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [No. 23-19](#), "Guidance for Validating Required Performance Data Submitted By Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs. June 18, 2020.

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [No. 07-18](#), "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)," December 19, 2018.

SUMMARY:

This Issuance transmits the Technical Assistance eligibility and documentation requirements of the Office of Workforce Development (OWD) for the WIOA¹ Adult and Dislocated Worker programs. It includes source documentation requirements and information on Measurable Skill Gains, Credential Attainment, and minor language changes.

BACKGROUND:

WIOA requires determinations of whether individuals are eligible to receive assistance in the form of career services² and/or training services³ under Title I. The implementing rules at [20 CFR Part 680](#) establish general eligibility criteria, and periodic guidance from the U.S. Department of Labor (DOL) updates and refines the definitions of valid data and documentation. The most recent guidance⁴ of this type has prompted the need for this updated Issuance.

SUBSTANCE:

OWD’s *Technical Assistance Guide (TAG): Adult and Dislocated Worker Program Eligibility* (Attachment 1), including a table of Eligibility and Data Element Validation documentation requirements provides technical assistance and program guidance to assist workforce system staff in making determinations for program eligibility, maintaining acceptable documentation and aligning with WIOA and State regulations, policies, and procedures. The WIOA Title I Youth Program is addressed in a separate Issuance and TAG.

The *Eligibility and Documentation Requirements Table* lists required data elements, program eligibility criteria and requirements, and the sources of documentation approved by the DOL’s Employment and Training Administration and OWD. The sections of the Table include General Eligibility, Adult Program, Dislocated Worker Program, and Other Required Data Elements.

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

All Local Workforce Development Board Directors and Supervisors should immediately inform frontline workforce system staff of the rules in the referenced online document.

All frontline workforce system staff handling enrollments and posting services to the State electronic case-management system (MoJobs) should immediately apply these rules as described to determining eligibility for basic career services, and individualized career services, and training services.

TIMELINE:

All Missouri Workforce System Staff — Implementation..... **August 28, 2020**

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@dhewd.mo.gov. All active Workforce Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

For information about [Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627).

Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

¹ Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

² WIOA sec. 134(c)(2)(A)(i) [[29 U.S.C. 3174\(c\)\(2\)\(A\)\(i\)](#)].

³ WIOA sec. 134(c)(3)(A)(i)(I) [[29 U.S.C. 3174\(c\)\(3\)\(A\)\(i\)\(I\)](#)].

⁴ U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) No. 23-19, “Guidance for Validating Required Performance Data Submitted By Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs. June 18, 2020.