
WIOA Title I Eligibility Technical Assistance Guide

Executive Summary

This policy provides the guidance and establishes the procedures for determining an individual's eligibility to participate in the *Workforce Innovation and Opportunity Act* (WIOA) Title I programs. This policy applies to Local Workforce Development Boards (Local Board) and Local Workforce Development Areas (Local Area) and is effective immediately.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This Directive finalizes Workforce Services Draft Directive *WIOA Title I Eligibility Technical Assistance Guide* (WSDD-249), issued for comment on July 14, 2023. The Workforce Development Community submitted 36 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 3.

This policy supersedes Workforce Services Directive *WIA Title I Eligibility* (WSD14-04), dated September 25, 2014. This Directive remains active until further notice.

References

- WIOA (Public Law 113-128)
- *Jobs for Veterans Act of 2002* (Public Law 107-288)
- Title 26 United States Code (U.S.C.), *Internal Revenue Code*, Section 139E: Indian General Welfare Benefits
- Title 42 U.S.C., Public Health and Welfare, Section 12102: Definition of Disability
- Title 2 *Code of Federal Regulations* (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor Exceptions)
- Title 20 CFR Part 675, et al.: *Workforce Innovation and Opportunity Act*, Final Rule
- Title 20 CFR Part 1010: Application of Priority of Service for Covered Persons
- Title 29 CFR Part 38: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the *Workforce Innovation and Opportunity Act*

- [Training and Employment Guidance Letter](#) TEGL 10-16, Change 3, *Performance Accountability Guidance for WIOA Core Programs* (June 11, 2024)
- TEGL 23-19, Change 2, Revisions to TEGL 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs* (May 12, 2023)
- TEGL 09-22, *WIOA Title I Youth Formula Program Guidance* (March 2, 2023)
- TEGL 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs* (October 25, 2022)
- TEGL 21-16, Change 1, *Third WIOA Title I Youth Formula Program Guidance* (July 30, 2021)
- TEGL 14-18, *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the DOL* (March 25, 2019)
- TEGL 26-16, *Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the WIOA* (June 1, 2017)
- TEGL 21-16, *Third WIOA Title I Youth Formula Program Guidance* (March 2, 2017)
- TEGL 19-16, *Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser (W-P) Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- TEGL 8-15, *Second Title I WIOA Youth Program Transition Guidance* (November 17, 2015)
- TEGL 26-13, *Impact of the U.S. Supreme Court's Decision in United States v. Windsor on Eligibility and Services Provided under Workforce Grants Administered by the Employment and Training Administration* (June 18, 2014)
- TEGL 10-09, *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the DOL* (November 2009)
- TEGL 11-11, Change 2, *Selective Service Registration Requirements for Employment and Training* (May 16, 2012)
- TEGL 22-04, Change 1, *Serving Military Service Members and Military Spouses under the WIA Dislocated Worker Formula Grant* (September 28, 2007)
- TEGL 22-04, *Serving Military Service Members and Military Spouses under the Workforce Investment Act Dislocated Worker Formula Grant* (March 22, 2005)
- *California's Unified Strategic Workforce Development Plan (State Plan) 2020-2023*
- [Workforce Services Directive](#) WSD23-03, *Performance Guidance* (July 12, 2023)
- WSD24-02, *LLSIL And Poverty Guidelines* (August 20, 2024)
- WSD22-15, *WIOA Data Validation Source Documentation* (June 27, 2023)
- WSD20-11, *Pseudo Social Security Number in CalJOBSSM* (April 29, 2021)
- WSD19-06, *CalJOBSSM Activity Codes* (December 27, 2019)
- WSD19-04, *Priority of Service for Veterans and Eligible Spouses* (September 11, 2019)
- WSD18-03, *Pathway to Services, Referral, and Enrollment* (August 28, 2018)
- WSD18-02, *Data Change Request Form Procedure* (July 31, 2018)
- WSD17-07, *WIOA Youth Program Requirements* (January 16, 2018)

- WSD16-18, *Selective Service Registration* (April 10, 2017)
- WSD15-14, *WIOA Adult Program Priority of Service* (January 22, 2016)

Background

The WIOA authorizes a workforce development system to provide workforce preparation and employment services to eligible adults, dislocated workers, and youth. The WIOA Title I Eligibility Technical Assistance Guide (TAG) assists Local Areas in establishing eligibility guidelines for the WIOA adult, dislocated worker, and youth programs.

Policy and Procedures

The WIOA Title I Eligibility TAG provides guidance regarding participant eligibility, acceptable documentation, document verification, and clarifies areas of flexibility in eligibility policies, procedures, and definitions. The TAG includes form fields to allow Local Areas to incorporate their local guidance. Local Areas are not required to use these form fields and may use other methods for releasing local eligibility guidance.

Local Areas are required to develop local policies, procedures, and definitions as indicated in the TAG, and ensure this guidance is available to all frontline staff responsible for determining eligibility. Local Areas must ensure their local guidance complies with the requirements of the TAG, and all federal and state requirements.

Federal and state monitors and auditors will verify that the local eligibility policies, procedures, and definitions have been communicated and implemented within the Local Area. Local guidance that does not correctly reflect federal and state requirements may result in disallowed costs.

Action

Bring this Directive to the attention of all appropriate staff and other relevant parties.

Inquiries

If you have any questions, contact your assigned [Regional Advisor](#).

/s/ JAVIER ROMERO, Deputy Director
Workforce Services Branch

Attachments:

1. [WIOA Title I Eligibility Technical Assistance Guide \(DOCX\)](#)
2. [Acceptable Documentation List for WIOA Title I Program Eligibility \(DOCX\)](#)
3. [Summary of Comments \(DOCX\)](#)

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
