

# Addendum Instructions

## Background

The Addendum allows Workforce Solutions staff to tag customers as Workforce Innovation and Opportunity Act Adults or Dislocated Workers. It is a separate form and can be found on the Workforce Solutions web site at <http://www.wrksolutions.com/staff-resources/issuances/work-addendum-revised>.

We use the Addendum to gather information required to provide one-time short-term financial assistance to customers with a job offer scheduled to last 30 days or more and for customers who need to keep their current job. Use the Addendum when you want to deliver one-time short-term financial assistance to a customer who is not already tagged as a Temporary Assistance to Needy Families applicant or recipient, or a Supplemental Nutrition Assistance recipient or for any reason we want to tag a customer as an Adult or Dislocated Worker.

## Documenting Eligibility

All customers must meet these criteria:

- The customer must be eligible to work in the United States. Collect the Authorization to Work checklist and documents to satisfy eligible to work status: one from Column A; or one from Column B *and* one from Column C. (Refer to Authorization to Work checklist at the end of this document.)
- If the customer is a male born on or after January 1, 1960, the staff member who checks [www.sss.gov](http://www.sss.gov) to verify the customer's Selective Service registration must also check, sign and date the "Staff Use Only" section at the bottom of the Addendum.

Workforce Solutions staff may not tag a male customer required to register for the draft as eligible for WIOA until the customer has registered or the staff has a written statement from the customer explaining why he did not register and the staff has determined the explanation shows the customer did not knowingly or willfully fail to register.

### Adult

The customer must present documents showing he/she is at least 18 years old. Use one of the Authorization to Work documents that identify the customer's date of birth.

### Dislocated Worker

- Trade-affected workers and UI claimants who have been profiled qualify for expedited eligibility which covers both "eligible to work" and "dislocated worker status." Use a copy of the WorkInTexas.com screen showing the individual's RRES indicator – dollar sign on red background, or the TAA indicator – TAA on yellow background.
- Refer to the WIOA Eligibility Desk Aid for qualifying definitions for Dislocated Worker status. Note the special conditions for Veterans and Military Spouses.

- Use the Addendum as the customer's self-attestation to:
  - her/his actual or impending lay off, and
  - unlikely to return to same industry or occupation.

If the customer has an employer letter, or public notice, indicating an anticipated lay off, copy the document and attach it to the Addendum for file. **Exception:** eligible for or exhausted UI benefits – use UI award letter or Current Claimant Status (UI Screen).

## Things to Remember

- Workforce Solutions offers professional staff service based on what customers tell us they want and need. We only provide Workforce Solutions' financial assistance when community and other resources are not available. We complete and file the Addendum and appropriate documents when staff provides an expanded service for a customer as an Adult or Dislocated Worker who does not already have eligibility documented with a financial aid application.
- A completed Financial Aid Application and additional eligibility documents are required when Workforce Solutions considers awarding financial assistance other than short-term assistance.
- Veterans receive priority for receipt of Workforce Solutions services, including financial aid, when they fall into one of the categories listed on page 2 of the Addendum and sign the page.
- When a customer wants to change an answer to any question on the Addendum, ask the customer to: (1) strike through the incorrect answer, (2) enter the correct answer, and (3) initial the change.
- Staff is required to sign the Addendum only to indicate they checked the selective service registration for males born on or after 1960 and to show collection of documentation of eligible to work status and, as appropriate, for dislocated worker status.

# WORKFORCE INNOVATION AND OPPORTUNITY ACT AUTHORIZATION TO WORK - CHECKLIST

*Copies of the appropriate documents must be maintained in the customer's official record*

For individuals to participate in Workforce Innovation and Opportunity Act programs, they must be authorized to work in the United States. Please complete the following form, choosing one item from List A, or one item from List B and one item from List C.

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Print Name: Last

First

MI

Maiden Name

Date of Birth (month/day/year)

Social Security Number

***All documents must be unexpired***

LIST A	LIST B	LIST C
Documents That Establish Both Identity and Employment Eligibility	Documents That Establish Identity	Documents That Establish Employment Eligibility
<div style="display: flex; justify-content: space-around;"> <span>OR</span> <span>AND</span> </div>		
<input type="checkbox"/> U.S. Passport or U.S. Passport Card <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) <input type="checkbox"/> Foreign Passport, that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigration visa <input type="checkbox"/> Employment Authorization Document that contains a Photograph (Form I-766) <input type="checkbox"/> In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form <input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI <input type="checkbox"/> Expedited Eligibility through RRES or RES	<input type="checkbox"/> Driver's License or ID Card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address <input type="checkbox"/> ID Card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address <input type="checkbox"/> School ID Card with a photograph <input type="checkbox"/> Voter's Registration Card <input type="checkbox"/> U.S. Military Card or Draft Record <input type="checkbox"/> Military Dependent's ID Card <input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Driver's License issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <input type="checkbox"/> School record or report card <input type="checkbox"/> Clinic, doctor, or hospital record <input type="checkbox"/> Day care or nursery school record	<input type="checkbox"/> Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States <input type="checkbox"/> Certificate of Birth Abroad issued by the Department of State (Form FS-545) <input type="checkbox"/> Certification of Report of Birth issued by the Department of State (Form DS-1350) <input type="checkbox"/> Original or certified copy of a birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> U.S. Citizen ID Card (INS Form I-197) <input type="checkbox"/> Identification Card for use of Resident Citizen in the United States (Form I-179) <input type="checkbox"/> Employment authorization document issued by the Department of Homeland Security <input type="checkbox"/> Screenprint of UI screen <i>Current Claim Status</i> <input type="checkbox"/> UI award letter

Workforce Solutions Office Staff Signature

Print Name

Date