

Workforce Solutions

Work Application Addendum Instructions

Background

The Work Application Addendum allows Workforce Solutions staff to tag customers as Workforce Investment Act adults or dislocated workers and/or eligible for the veterans' preference.

The Addendum is on the last page of Workforce Solutions Work Application and is also a separate form found on Workforce Solutions web site at <http://wrksolutions.com/staff/basicservicesandg.html>.

We use the Work Application Addendum as supporting documentation for our tag when:

1. We deliver an expanded service to a customer who is not already tagged (for example, as Temporary Assistance to Needy Families applicant or recipient, a Supplemental Nutrition Assistance recipient, or an ex-offender referred for Re-Integration of Offenders);
2. We provide a small amount of financial aid (less than \$200) to any customer from Workforce Investment Act adult or dislocated worker money;
3. A customer identifies himself or herself to us as a veteran or veteran's spouse; or
4. For any reason, we want to tag a customer as a Workforce Investment Act adult or dislocated worker.

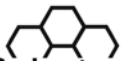
Filling out the form

Workforce Solutions must have (1) a copy of the customer's driver's license or other government-issued photo ID and (2) a signed paper Addendum or a completed and signed Financial Aid Application on file for any customer tagged as WIA – Adult or WIA – Dislocated Worker.

▪ WIA – Adults

- The customer must sign the addendum and check one or the other of the boxes, ☐ US Citizen or ☐ Authorized to work in the U.S.
- The customer must check the box “18 years or older” ☒ Yes and allow us to make a copy of her driver's license or other government-issued photo ID.

Workforce Solutions staff may not tag a customer as “WIA” until the customer has provided her driver's license (or other allowable photo ID) as proof of her date of birth. The photo ID must show the customer's age as 18 years or older. Staff must keep a copy of the customer's driver's license attached to the addendum.



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- If the customer is a male born after January 1, 1960, the staff member who checks www.sss.gov to verify the customer's Selective Service registration must also check, sign and date the staff box at the bottom of the Addendum.

Workforce Solutions staff may not tag a male customer required to register for the draft as "WIA" until the customer has registered or the staff person has determined that the customer did not "knowingly or willfully" fail to register.

- The customer must answer "No" to the question "Are you presently employed" OR
- She must answer, "Yes" to the question "If you are employed, do you believe that you need services from Workforce Solutions to help you get a better job or keep a job to support yourself and your family?"

All customers who answer the questions as noted above should be tagged WIA- Adults. You will also tag some of them as WIA- Dislocated Workers.

- WIA Dislocated Worker - Unemployed customers:
 - You should tag the customer as a WIA - Dislocated Worker if she checks the following on the addendum – and you can document her eligibility:
 1. Are you presently employed? ☒ No
 2. "Have you been unable to find work in your most recent occupation or industry?" ☒ Yes
 3. Do you believe that you have been unsuccessful in your job search to date, because of any one of the following?

A need for more basic education	<input type="checkbox"/> Yes
A need for additional job skills	<input type="checkbox"/> Yes
A need for improved job search skills	<input type="checkbox"/> Yes
 - You must attach - to the addendum - documentation of the customer's eligibility i.e., WIT screen (dollar sign in red background) or other TWC information showing the RRES participation, exemption or orientation, TWC UI screen, employer letter, or public notice of a lay-off. You may use any of the documents listed in the Dislocated Worker Desk Aid under category 1.
- WIA Dislocated Worker - Employed customers:
 - The Addendum for an employed dislocated worker will have "Yes" marked to the question "Are you presently employed. The customer must also check "yes" to each of the following three questions:

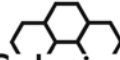


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1. “Have you received notice of a lay-off from your present job?” ☒ Yes
 2. “**If you are employed** do you believe that you need services from Workforce Solutions to help you to get a better job, or keep a job to support yourself and your family?” ☒ Yes
 3. “Have you been unable to find work in your most recent occupation or industry?” ☒ Yes
- You may use the addendum as the customer’s self-attestation to her/his impending lay off to provide expanded service or no more than \$200 in financial aid during a 12 month period. 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. You may need it later if the customer requests additional aid.

Things to Remember

- Workforce Solutions offers professional staff service to all customers based on what customers tell us they want and need. We complete and file the Addendum and copy of the customer’s driver’s license (or other photo ID) when staff provides an expanded service for a customer as WIA- Adult or WIA – Dislocated Worker who does not already have eligibility documented with a financial aid application. We never tell a person she must come back with other documents before we deliver a staff service.
- To tag an unemployed customer as a WIA Dislocated Worker we must attach to the Addendum other eligibility documents in addition to a photo ID. Review the WIA Dislocated Worker Desk Aid to see a list of acceptable eligibility documents.
- A completed Financial Aid Application and additional eligibility documents are required when Workforce Solutions awards financial aid greater than \$200 over a 12-month period for service purchased from organizations such as educational institutions, child care providers, retail vendors, or public transportation providers.
- 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 only required to sign the Addendum to show that we checked the selective service registration for males born after 1960.



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- Ask the customer to complete a new Addendum when you must open a new program detail in TWIST.