

The WorkSource Desk Aid

Documenting Eligibility for Workforce Investment Act—Dislocated Worker

General

Age:	Customer Signed Addendum
Eligible to work in United States:	Customer Signed Addendum
Selective Service Registration:	Checked by staff and documented on addendum signed by customer and staff, (www.sss.gov for all male customers over 18 years old born after Jan. 1, 1960)

Category 1

An individual who has been terminated or laid off and is unlikely to return to a previous industry or occupation.

- A Copy of Worker Profile letter or RRS screen 1 or 5
- or*
- B TAA eligibility identified in TWIST
- or*
- C1 Qualifying termination or lay off
 - Lay off notice from employer or
 - Signed addendum stating did not quit or was not fired for cause
 - UI adjudication letter determining customer is eligible for UI
- and*
- C2 Eligible for or exhausted UI or was attached to workforce
 - Staff verified UI status in TPTX1 – determined eligible or has not filed but is monetarily eligible
 - Signed addendum with information showing past employment and therefore attachment to the workforce
- and*
- C3 Unlikely to return to same industry or occupation
 - Signed addendum showing unsuccessful job search in recent occupation or industry because of skill limitation or
 - Counselor note indicating unsuccessful job search due to economic conditions

Category 2 and 4

Has been terminated or laid off or has received notice of termination or lay off as a result of permanent closure or a substantial layoff

- Letter from the employer – *no other proof is necessary*
- Telephone verification of closing or substantial lay off documented in TWIST counselor notes

- Company filed WARN act notice of a closure or lay off
- Public notice of a closure **and** proof of the customer's employment at the facility publishing the notice
 - Check stub
 - UI wage record

Category 3.

Formerly self employed and presently unemployed because of general economic conditions in the community where the customer resides or because of a natural disaster.

Self employed proof

- Business License/Permit
- IRS records
- Other financial documents such as business receipts or billings
- Customer signed statement explaining self-employment

and

Proof of community economic conditions resulting in unemployment

- High unemployment rate
- Labor market information documented in counselor notes showing how poor economic conditions resulted in loss of business
- Financial records showing loss of a supplier or customer
- Customer signed statement explaining how economic conditions resulted in loss of self-employment

and

Proof of residence in area affected by a natural disaster

- Federal state declaration of disaster with some proof that customer resided in the area (utility bill or other mail to address, Disaster Unemployment Insurance, other proof that meets the reasonable person test)
- TWC declared disaster resulting in permanent dislocation

Category 5

Displaced homemaker – A person who provided unpaid services to family member in the home and who has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is having difficulty in obtaining or upgrading employment.

Proof of providing unpaid services in the home of a family member

- IRS documents
- Customer signed statement or counselor notes explaining unpaid services

and

Has been supported by the income of a family member but is no longer supported by that income.

- IRS documents
- Court records
- Medical records/death certificate

- Bank or financial records
- Customer signed statement or counselor notes stating changes in receipt of family member's support

and

Is unemployed or underemployed and having difficulty obtaining or upgrading employment

- WIT.com verification of work search
- Customer statement showing underemployment
- Customer logs documenting work search
- Counselor note documenting lack of skill or experience to find a good job