



Addendum Instructions

Background

The Addendum allows Workforce Solutions staff to tag customers **who are requesting short-term support and in cases when we need shortened eligibility**, as Workforce Innovation and Opportunity Act (WIOA) Adults or Dislocated Workers.

We determine basic eligibility by using 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. Staff will use the Addendum when a customer is not already tagged as a Temporary Assistance to Needy Families (TANF) applicant or recipient, a Supplemental Nutrition Assistance (SNAP) 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.
Complete/Collect:
 - The Authorization to Work checklist and
 - Documents to satisfy eligible to work status. Customers may provide:
 - One document from Column A or
 - One document from Column B *and*
 - One from Column C.

(Refer to the Authorization to Work checklist at the end of the Addendum.)
- Males born on or after January 1, 1960 are required to register for selective service at age 18, but no later than 26. Staff must verify a customer's Selective Service registration at www.sss.gov. The same staff must also check, sign, and date the "Staff Use Only" section on page 2 of the Addendum.
 - Workforce Solutions staff may not tag a male customer required to register for Selective Service as eligible for WIOA until:
 - The customer has registered if between the ages of 18 and 26:
 - He has registered for with Selective Service; **or**
 - He has a written statement from the customer explaining why he did not register, **and**
 - Staff has determined the explanation shows the customer did not knowingly or willfully fail to register.

The staff's determination must be documented in TWIST Counselor Notes.

Adult

In addition to the information listed above:

- The customer must provide documents showing he/she is at least 18 years old.
Note: You may use one of the Authorization to Work documents that identify the customer's date of birth.
- Staff must document the customer's priority of service criteria in counselor notes and update the Intake Common information in TWIST.
- Staff must record and collect eligibility documentation according to the WIOA Adult Economic Eligibility documentation requirements referenced in the [Validating and Entering Qualifications](#) (VEQ) for Workforce Solutions Financial Aid for customers who meet one of the following low-income [priority criteria](#):
 - Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through SNAP, TANF, or the Supplemental Security Income program, or state or local income-based public assistance;
 - Is an individual, youth, or child experiencing homelessness;
 - Is a foster youth;
 - Receives or is eligible to receive a free or reduced-price lunch; or
 - Is behind in basic skills
- If the customer does not meet one of the low-income [priority criteria](#), staff will check the **Adult Income Exempt box** on the **Exemption** tab under the Program Detail in TWIST.

Dislocated Worker

- The following customers qualify for expedited eligibility, which includes "eligible to work" and "dislocated worker status":
 - Trade-affected workers
 - Use an open TAA Program Detail in TWIST or an open TAA occupation or education training service to verify a customer's TAA eligibility.
 - RESEA customers who have been outreached within the last 10 weeks
 - Use a copy of the RESEA outreach letter dated within the past 10 weeks.
- 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 customer's self-attestation regarding:
 - his/her 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, include it with the eligibility documents.

Exception: To document eligible for or exhausted UI benefits – use the Unemployment Insurance (UI) award letter or Current Claimant Status (UI Screen).

Things to Remember

- Workforce Solutions offers professional 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, timely or reasonable.

- Complete and file the Addendum and appropriate authorization to work documents in DocuWare when you provide short-term support 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, **spouses of veterans, foster youth, and former foster youth** receive **priority** for receipt of Workforce Solutions services, including financial aid.
- Veterans and qualified spouses must complete and sign page 3 of the Addendum.
- 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 are required to sign the Addendum to indicate they verified the selective service registration for males born on or after 1960.
- **Staff must determine whether a customer knowingly or willfully failed to register for Selective Service and document the decision in TWIST Counselor Notes. Staff should consider the following questions, when making a determination:**

1. Was the failure *knowing*?

- a. Was the individual aware of the requirement to register?
- b. If the individual knew about the requirement to register, was he misinformed about how the requirement applies to him?
- c. On what date did the individual first learn that he was required to register?
- d. Where did the individual live between the ages of 18 and 26?
- e. Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

A status information letter from the Selective Service System may state one of the following facts:

- a. Whether or not a man is registered;
- b. Whether or not the man should have registered; or
- c. If he is exempt from registering

2. Was the failure *willful*?

- a. Was the failure to register deliberate and intentional?
- b. Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- c. What actions, if any, did the individual take when he learned of the requirement to register?

- Staff must document authorization to work status and, as appropriate, Dislocated Worker status in TWIST Counselor Notes.