

**WIA Dislocated Worker Case File
Management & Documentation Training
Frequently Asked Questions
(4/7/11)**

Q1: How does incarceration impact the U.S. military selective service registration requirement?

A1: Under Military Selective Service Act, young men in hospitals, mental institutions or prisons do not have to register while they are committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday. (Example: If a young man is incarcerated prior to his 18th birthday and was released on his 26th birthday, he would not have been required to register during his period of incarceration.) Source material: Military Selective Service Act, Section 453, Paragraph 1-109.

Q2: With regards to Dislocated Worker Category B, if we are using Rapid Response funds, and there has been a verified announcement of closure, is it true that there is no 180-day requirement for training or intensive services?

A2: True. Follow the directives from the Rapid Response Unit in OWD. The requirements discussed during the video conference training were tied to the WIA DW formula-funded program.

Q3: With regards to Dislocated Worker Category B, if a worker is named specifically in an impending layoff notification due to closure, is it true that there is no 180-day requirement for training or intensive services using formula funds for dislocated workers?

A3: True. The person being "named" on a company listing or receiving an individual notice is the key. And, when in doubt, talk to your supervisor or send your question to the WIAQNA@jfs.ohio.gov. See WIA Guidance Letter 6-2000, Page 3, Paragraph 3(a).

Q4: One of the accepted documents listed for age and birth date is 'Hospital Birth Record.' Is this referring to the 'certificate' that the hospital gives the mother with the baby's footprints and the mother fills in the information? We have noticed on these type of 'certificates' that they do not have any official signatures. Or is the 'Hospital Birth Record' something else?

A4: No, this data source refers to an official form of verification provided by a hospital which stated the date of birth for the applicant. If the certificate is completed by the parent or another person not associated with the hospital, it would not satisfy the requirement. Not all hospitals issue such a document. Reference: WIATL 27, Page 4.

Q5: Regarding authorization to work, we have had customers that do not have their social security cards but bring in a printout from the Social Security Administration office stating that the number on the print-out has been assigned to the customer. The printout also states that it does not serve as an authorization to work. Would this be unacceptable to use? And, if there is no other documentation to obtain, would we then go to the next step, self-attestation?

A5: The type of documentation you are using for a particular data element can not contradict what you are trying to validate. That defeats the purpose. The only reason a Social Security card is valid for this data element is that it does not state "not authorized to work," thus verifying the named individual is authorized to work in the U.S. We would suggest self-attestation for those individuals bringing in that type of document. Reference: WIATL 27, Page 4.

Q6: Page 10 of WIATL 27 states that the four sources of documentation are as follows: UC WPRS letter to claimant, phone verification with ODJFS UC staff, print-out of profiling pool or REA work search plan. We have access to SCOTI LE and the REA plan, but it is a five-page printout. Would a simple statement in SCOTI case notes and in the file stating that the REA plan is in SCOTI LE suffice, or would we need to actually print out the plan and put it in the participant's file?

A6: If you are using the REA work search plan for the eligibility criteria, then the five-page plan should be in the file. Reference: WIATL 27, page 10

Q7: We currently have an applicant that has worked as a business manager and controller over the past 30 years. She has a lot of experience, but she does not have a degree and was recently laid off. In order to justify that she is unlikely to return to her previous occupation, would we then have to show that all job postings for her occupation now require a degree? Does "unlikely to return to previous occupation" include those who have the experience, want to continue in the same (or very similar occupation), but do not have a degree for their line of work?

A7: First, check local Workforce Investment Board policies regarding a local definition and documentation requirements for "unlikely to return to previous occupation." In the absence of any issues with local board policies, in this instance, documenting that the occupation now requires a degree would be a way to justify "unlikely to return to same or similar occupation" status for the customer. Consult page 10 in WIA Transmittal Letter 27 regarding state documentation requirements.

Q8: While researching our WIA Dislocated Worker clients, in some instances I have found REA Assessment screens that help with our Category A documentation. But in a couple of the cases, the BESI completion dates on the REA Assessment print-outs are 2-3 years before our intake date, although the WIA customer is dislocated from the same employer at that time of our WIA application. Is there a guideline as to how far back we can go to use a REA Assessment?

Also, it shows that one customer was laid off a couple of times from the same employer, but the REA Assessment was not done during the last dislocated time frame. It was completed during the first time the customer was laid off. Would we be able to use the REA Assessment, even if it was not done during the second time of being laid off, or do the time frames matter?

A8: The length of time a person is determined to be a dislocated worker is not defined in the federal regulations or state policy. Therefore, you may continue to use an old REA Assessment for documentation purposes if the customer's employment situation has not changed in a way that it would affect his dislocated worker eligibility.

As for the customer whom was laid off and then rehired by the same employer, you cannot use the REA Assessment from the first layoff event. When the first assessment was completed, the customer was not "unlikely to return to his occupation or industry," since he was eventually rehired.

Q9: Please explain "follow-up services."

A9: Follow-up services are categorized as an adult and dislocated worker core service and "must be made available, **as appropriate**, for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment." This is a WIA requirement found in section 663.150.

There is significant flexibility here for local areas to shape how these services are delivered, including the frequency, content, methodology, etc. "As appropriate" is the key to the implementation of this, and local policies and procedures guide the way. There is no reference to the "exit" status of participants, so for those participants who are not exited



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Michael B. Colbert, Director

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immediately upon employment, this follow up period technically begins as the regulations indicate, prior to exit. We only reference this technicality in an effort to clarify when the US Department of Labor sees the follow up period begin.

Here is the bottom line: When there are no notations or evidence of any follow-up services in the participant's file, it is generally flagged as an area of concern. Case notes are an acceptable method of capturing them, but just as with many things about WIA, there are a multitude of ways to document!