3.2.1 GENERAL ELIGIBILITY DETERMINATION PROCESS

In order to be eligible to receive services or participate in activities funded by WIOA monies made available to OWD; all participants must be able to prove their Citizenship or Eligible Noncitizen status. Services funded by WIOA shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

29 U.S.C. § 2938(a)(5)

I. Acceptable documents that establish both Citizenship (Identity) and Employment Eligibility status:
   A. U.S. Passport (unexpired or expired)
   B. Unexpired Foreign Passport, with temporary I-551 stamp or attached unexpired Arrival-Departure Record, INS Form I-194, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for a US employer.
   C. Permanent Resident Alien Card or Alien Registration Receipt Care (INS Form I-551)
   D. Unexpired Employment Authorization Document that contains a photograph (INS Form I-688, I 688-A, I-688B, or I-766)

   If the applicant does not provide one of the above documents, they will be required to provide at least 1 document from each of the 2 lists below.

II. Acceptable documents that establish Citizenship (Identity):
   A. Valid Driver's License or ID Card issued by a state or U.S. Territory
   B. ID Card issued by federal, state, or local government agency or entity – must contain photograph or information, such as name, date of birth, gender, height, eye color, and address
   C. School ID Card with photograph
   D. Voter Registration Card
   E. US Military Card or Draft Record
   F. US Coast Guard Merchant Mariner Card
   G. Native American Tribal Document
   H. Driver's License issued by a Canadian government authority
   I. For individuals under the age of 18 they may provide either a school record, school report card, clinic record, doctor record, hospital record, day care record, or nursery record.

III. Acceptable documents that establish Employment Eligibility:
   A. US Social Security Card issued by the Social Security Administration
   B. Certificate of Birth Abroad issued by the Department of State (Form FS-545 of Form DS-1350)
   C. Original or certified copy of birth certificate issued by a state, county, or municipal authority
   D. Native American Tribal Document

E. US Citizen ID Card (INS Form I-179)

F. Unexpired Employment Authorization Document issued by DHS

In addition to the above Citizenship and Employment Eligibility requirements, all male applicants for WIOA funded services must be able to prove they have properly registered with Selective Service or are exempt from doing so. GWROPP is used to maintain and track services provided through the funding program in this Manual.

IV. State Residency

Georgia citizens receive priority for WIOA-funded activities and services. However, LWDBs may implement policies to serve additional participants if the LWDB serves communities on the border with another state, is engaged in cross-state sector partnership efforts, and/or is serving businesses with cross-state needs.

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~~IV.~~V. Application

The application process includes completion of the GWROPP application form. All service providers are required to use the GWROPP. The completed application shall be electronically entered in GWROPP.

The application process requires evidence of all necessary eligibility documentation regarding citizenship, age, income (for Youth and Adults), selective service registration (if applicable), and a standardized basic skills assessment for math and reading levels. Upon completion of eligibility determination, eligible applicants are placed in an applicant pool. For Adults and Dislocated Workers, enrollment for services beyond the core level is based on eligibility criteria, participant need and programmatic considerations.

Equal Opportunity data must be collected at this point. (29 U.S.C. § 2938(a))

~~V.~~VI. Referral

LWDAs shall provide information to eligible applicants, whether enrolled in WIOA or not, of the services available through WIOA service providers, including information for women regarding the opportunities for nontraditional training and employment. Determination may be made prior to enrollment in WIOA to refer an eligible applicant to another service agency or training and education program deemed more suitable for the individual. Each LWDA shall ensure that an eligible applicant who cannot be served by its particular program shall be referred to appropriate agencies, both within and outside the WIOA system that may be able to better serve the applicant.

~~VI.~~VII. Confidentiality and Release Of Information

State and federal privacy laws safeguard an individual's privacy from the misuse of federal and state records and provide individuals access to their records. LWDAs must maintain participant and applicant files in a manner to safeguard confidentiality.

Funding source agencies have access to participant files. Access to files should be granted on a "need to know" basis. If other agencies, prospective employers, or other individuals or agencies request access to information in a file, an authorization of release for the information must be obtained from the participant.

Access to the records from other agencies may also require authorization for release of information.