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## Adult DET Contract Policy 1 – Adult Program Documentation for Program Eligibility

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### 1. Purpose

To provide the necessary guidance and policy for eligibility determination to staff who determine eligibility for enrollment into an Adult Occupational Skills Training funded with state Blue Collar funds.

### 2. Definitions

Many terms found within this policy are defined in the Definitions Section of the current Contractor's Procedures Guide or as they have been updated and disseminated.

### 3. Verification Requirements

All participants must be registered with a Jobseeker account in Delaware JobLink (DJL). Certain data elements entered during registration must be verified while others must be documented.

Verification and documentation are different.

Verification means to confirm eligibility requirements through examination of official documents: for example, social security card, birth certificates, or public assistance records.

Documentation means to maintain physical evidence, which is obtained during the verification process. Such evidence would be copies of documentation and signed self-certification statements (Attachment E) (for use only with Contract Specialist's prior approval).

A participant must be determined eligible and documentation supporting eligibility must be uploaded in (DJL) prior to the first day of service. At this point the participant is in pending status. See General Policy 3 regarding uploading documentation. For Adult programs, this means the following items should be uploaded to DJL to document eligibility:

1. Documentation of Citizenship or Eligible to Work (Attachment D)
2. Documentation for Date of Birth
3. Documentation for Residency
4. Documentation of Selective Service, if applicable

Once the enrollment for the participant is approved in DJL, they are considered enrolled and in the denominator for performance.

This policy contains a list of acceptable documents or methods for verifying and documenting each required eligibility factor. This list is attached as Attachment A. This list is extensive but not all inclusive. Before using a document or method to verify eligibility that is not included in this policy, approval must be obtained from your Contract Specialist. This policy also includes several attachments that are required forms for documenting eligibility.

All eligibility items are documented at the time of enrollment.

### 3. General Eligibility

In accordance with DET General Policy 4, during the first meeting with the participant, staff must look up potential participant in DJL to review other program involvement and take any necessary steps outlined in General DET Policy 4.

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Revised: June 13, 2019

Revised: November 13, 2018

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Eligibility factors described in this section are common to all programs. B-E must be documented. See Attachment A for the list of acceptable documentation.

### A. Registered in DJL

Registration is the process of collecting information to support a determination of eligibility. This is complete when the participant or staff have completed all of the following demographic sections:

- Personal. This includes:
  - Social Security Number. Social Security Number is not required but is requested in order to obtain employment outcomes. If a participant does not want to provide their Social Security number, Attachment B will be completed.
- Veteran Status. It is important that the client answers these questions accurately so they can benefit from applicable services/priority.
- Wounded Warrior Caregiver
- Migrant Worker
- Employment Status
- Eligibility to Work in the US
- Dislocated Worker
- Work Wanted
- Low Income (this does not include the Low-Income Monetary Determination Section)
- Public Assistance Information
- Needs and Barriers
- Work Wanted.

Staff will review the sections with participants and edit as appropriate during their first appointment with participant.

Releases in Delaware JobLink:

- The Equal Opportunity Notification (found on the Enrollment Details screen under “EEO Printable Version” shall be reviewed with participant, signed, and placed in file.
- Delaware JobLink Authorization for the Release of Information (found on the Universal Screen under “Printable Client Releases”).
- The Provider may have additional releases unique to their program not found in DJL.

### B. Citizenship or Eligible to Work

A participant must be authorized to work in the United States to receive services. Participation in programs and activities or receiving funds 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.

### C. Age

A participant must be 18 or older at the start of training.

### D. Residency

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Preference shall be given to Delaware residents. Exceptions to this are when:

- Participant lives in a town split by state boundaries (e.g. Delmar); or
- Participant lives in a bordering state; or
- Participant lives in another states and is collecting/exhausted Delaware Unemployment Insurance.

### **E. Selective Service Registrant**

Men born after December 31, 1959 must register with Selective Service within 30 days of their 18<sup>th</sup> birthday or at least before they reach the age of 26. This includes males who are:

- Citizens of the U.S.;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26<sup>th</sup> birthday; and/or
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital or institution; and/or
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26<sup>th</sup> birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26<sup>th</sup> birthday.
- Non-U.S. male who entered the U.S. illegally after his 26<sup>th</sup> birthday.
- Non-U.S. male on a valid non-immigrant visa.

See Attachment C for a desk aid of who should register.

Any male who is between the ages of 18 and 26 and has not registered would be required to register prior to enrollment.

Male participants who are over the age of 26 who did not register with Selective Services may receive services if they can establish that their failure to register was not intentional. See Adult Policy 3 for the procedure for documenting and requesting approval for this circumstance.

### **7. Attachment List**

- A. List of Acceptable Documentation
- B. Client Acknowledgement for no SSN
- C. Selective Service Desk Aid
- D. Citizenship or Eligible to Work Form
- E. Self-Certification Form

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- F. Statement of Family Size
- G. Income Worksheets

## List of Acceptable Documentation

The following is a list acceptable documents for each required eligibility factor. All documents with an expiration date, must be current. This list is extensive but not all inclusive. Before using a document or method to verify eligibility that is not included in this policy, approval must be obtained from your Contract Specialist.

<u>Eligibility Category</u>	<u>Eligibility Criteria</u>	<u>Acceptable Documentation</u>
General Eligibility	Citizenship or Eligible to Work	Documents listed in accordance with the I-9 found at <a href="https://www.uscis.gov/i-9">https://www.uscis.gov/i-9</a> must be verified.  Attachment D shall be completed as documentation that items were verified.
	Age/Date of Birth	<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• State or Federal ID</li> <li>• Birth Certificate</li> <li>• Baptismal record (if date of birth shown)</li> <li>• DD-214 or Report of Transfer or Discharge Paper</li> <li>• Passport</li> <li>• Hospital Record of birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records/Identification Card</li> <li>• Work Permit</li> </ul>
	Residency	<ul style="list-style-type: none"> <li>• Driver's License or State ID</li> <li>• Utility Bill</li> <li>• Lease or Landlord Statement</li> <li>• Rent Receipt</li> <li>• Voter Registration Card</li> <li>• Public Assistance/Social Service Records</li> <li>• Document from a School / School District</li> </ul>
	<p>Selective Service Registrant</p> <p>Documentation should support registration or that Participant was not required to register</p> <p>See Adult Policy 3 for those who are not registered, were required to, and their 26<sup>th</sup> birthday has passed (not able to register).</p>	<ul style="list-style-type: none"> <li>• Internet Verification <a href="https://www.sss.gov/">https://www.sss.gov/</a></li> <li>• Selective Service Acknowledgement Letter</li> <li>• Selective Service Registration Card</li> <li>• Selective Service Verification Form (Form 3A)</li> <li>• DD-214, "Report of Separation"</li> <li>• Stamped Post Office Receipt of Registration</li> <li>• Selective Service Telephone Verification (847) 688-6888</li> <li>• Date of entry stamped on passport</li> <li>• I-94 with date of entry stamp</li> <li>• Letter from U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the U.S.</li> <li>• Proof he was not living in the U.S. from 18-25 (for those who entered illegally after 26<sup>th</sup> birthday).</li> </ul>

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I, \_\_\_\_\_ have opted to not provide my social security number. The program in which I am applying for training (Adult Occupational Skills Training Program) use individual's social security numbers to report employment outcomes to the Delaware Workforce Development Board. I understand that my employment outcomes will not be reported in this manner and therefore will provide the training program staff with my employment information, including copies of paystubs as they are requested, for no less than six months after I complete the training program. This is required in order for my employment outcomes and success to be reported and ensures that free training opportunities continue to be available.

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Participant Signature

Date

## Selective Service Desk Aid

**SELECTIVE SERVICE-WHO MUST REGISTER FOR?**

Note: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	Yes	No
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
<b>Military Related</b>		
Members of the Armed Forces on active duty (active duty for training does not constitute “active duty” for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
National Guardsmen or Reservists not on active duty/Civil Air Patrol members	X	
Delayed Entry Program enlistees	X	
ROTC Students	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
<b>Immigrants**</b>		
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at <a href="https://www.sss.gov/portals/0/pdfs/documentationlist.pdf">https://www.sss.gov/portals/0/pdfs/documentationlist.pdf</a>		X
Permanent resident immigrants (USCIS Form I-551)	X	
Seasonal agricultural workers (H-2A Visa)		X
Refugee, parolee, and asylee immigrants	X	
Undocumented immigrants	X	
Dual national U.S. citizens	X	
<b>Confined</b>		
Incarcerated, hospitalized, or institutionalized for medical reasons		X*
<b>Handicapped physically or mentally</b>		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
<b>Transgender People</b>		
U.S. citizens or immigrants who are born male and have changed their gender to female	X	
Individuals who are born female and have changed their gender to male		X

\*Must register within 30 days of release unless already age 26

**NOTE:** To be fully exempt you must have been on active duty or confined continuously from age 18 to 25

\*\*Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia, or Palau resides in the U.S. for more than one year in any status, except when the individual resides as an employee of the government of his homeland or as a student who entered the U.S. for purpose of full-time studies, as long as such person maintain that status.

The following is a list of acceptable documents. All documents must be unexpired and originals (no copies). In order to document a participant's United States citizenship or eligibility to work in the United States, staff must verify one of the documents listed in List A or a combination of one document listed in List B with one document in List C.

This form is required to be completed and uploaded in Delaware JobLink to document citizenship or eligibility to work.

**Please circle the document(s) verified.**

<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>OR</b>	<b>LIST B</b> Documents that Establish Identity	<b>AND</b>	<b>LIST C</b> Documents that Establish Employment Authorization	
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<b>OR</b>	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol>	<b>AND</b>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>	
			<p><b>For persons under age 18 who are unable to present a document listed above:</b></p>		
			10. School record or report card		
			11. Clinic, doctor, or hospital record		
			12. Day-care or nursery school record		

**Staff Complete:**

I have reviewed the official documents circled in the lists above to verify participant is a citizen or eligible to work.

**Staff Signature:** \_\_\_\_\_

**Participant Complete:**

I have supplied these documents circled in the lists above to the Program in order to verify that I am a United States citizen or eligible to work in the United States.

Printed Name:

Student Signature



SELF-CERTIFICATION FORM

<b>IDENTIFYING INFORMATION</b>
Applicant's Name: _____
Item being Documented: _____

I HEREBY CERTIFY UNDER PENALTY OF LAW, THAT THE FOLLOWING INFORMATION IS TRUE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

\_\_\_\_\_  
APPLICANT'S SIGNATURE and DATE

\_\_\_\_\_  
APPLICANT'S PHONE NUMBER

\_\_\_\_\_  
APPLICANT'S ADDRESS

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN (as needed)

<b>CERTIFICATION</b>
I certify that the individual whose signature appears above provided the information recorded on this form.
Staff Signature/Date:
Supervisor or Reviewer Signature/Date: