



# Montana Department of LABOR & INDUSTRY

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2 Division: Workforce Services Division  
3 Category: WIOA  
4 Effective Date: TBD  
5 Last Revised: N/A  
6 Policy No.: TBD

## WIOA General Eligibility Determination Policy

8 **Background:** WIOA establishes general and specific program eligibility criteria. As recipients of WIOA Title I  
9 funds the Workforce Services Division of the Montana Department of Labor and Industry is required to maintain  
10 and report accurate program and financial information. This policy will provide guidance on acceptable  
11 documentation to verify eligibility for the WIOA adult, dislocated worker and youth programs.

12 **Scope:** This policy applies to all service providers operating WIOA Title I programs and WIOA Title I program  
13 manager(s). This policy is effective (*insert date upon SWIB approval*).

### 14 Policy:

- 15 • MWorks is the data entry system used to maintain and track all services provided through WIOA funded  
16 programs.

### 17 Application:

- 18 • The client must complete the [WIOA Application Form](#), form number WIOA.08.
- 19 • Service providers must input the information provided by the client on the WIOA Application Form into  
20 MWorks data fields.
- 21 • The application requires evidence of all necessary eligibility documentation regarding citizenship, age,  
22 income (for youth and adults) and selective service registration (if applicable).

Option 1	All documentation necessary to establish eligibility for the WIOA program must be collected and reviewed within 45 days of the application date.	- this is the current language. - this option gives the applicant 45 days to acquire and submit all documentation in 45 days. -this option gives the case manager 45 days to respond to the applicant with a determination.
Option 2	The applicant must provide all documentation necessary to establish eligibility for the WIOA program within 45 days of the application date. The service provider must issue a determination of eligibility to the applicant	- this would provide a reasonable amount of time for the applicant to gather required documentation. - this would require the service provider to issue a determination to the

	within 7 days of receiving all necessary documentation.	applicant in a more timely fashion to not leave the applicant in limbo. - other suggestions of time/day limits are welcome.
Staff Recommendation	Option 1	

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- An application that has not had determination made after 45 days is determined expired. An applicant that wishes to continue in the application process after the initial 45 days must complete and submit a new application.
  - After the determination of eligibility has been made the [Equal Opportunity is the Law Form](#), form number WIOA.01, must be signed by the client prior to enrollment.

Option 1	Upon completion of eligibility determination, service providers may enroll the eligible applicant directly into the WIOA program or place them in an applicant pool that is good for 45 days from the application determination date.	- this is the current language. - this option gives the applicant 45 days to be on a waiting list in the instances where funding is not available even though the applicant was determined eligible. -this option does not direct the service provider on how to operate/manage the applicant pool.
Option 2	Upon completion of eligibility determination, service providers may enroll the eligible applicant directly into the WIOA program.	- this would allow for the applicant to be put directly into services and eliminates the use of an applicant pool in MT.
Option 3	Upon completion of eligibility determination, service providers may enroll the eligible applicant directly into the WIOA program or place them in an applicant pool that is good for 45 days from the application determination date. Applicants placed in the applicant pool will be served in the order they were placed into the applicant pool.	- this option gives the applicant 45 days to be on a waiting list in the instances where funding is not available even though the applicant was determined eligible. -applicants come out of the waiting list in the same order they went on except for if the 45 days expires while on the waiting list. -other suggestions of time/day limits are welcome.
Staff Recommendation	Option 3	

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- Youth, adult and dislocated worker enrollment is based on appropriate eligibility criteria, client need and programmatic considerations.

- 1       • Program eligibility enrollment occurs for adults and dislocated workers when a service beyond self-  
2       service and informational activities have been provided.

3       **Participation:**

- 4       • WIOA Registration or formal enrollment indicates eligibility has been established and, for adults, priority  
5       for service has also been established. The priority for service is to be distinguished from priority for  
6       covered persons. Priority for covered persons applies to all populations, whereas priority for  
7       individualized career and training services in instances of limited funding applies to adults only.

8       **Administrative Requirements:**

- 9       • Service providers must input application information into MWorks within 7 days of receipt.  
10      • Service providers must record eligibility determination in MWorks within 7 days of the determination.

11      **Monitoring and Evaluation:**

- 12      • A formal monitoring will be conducted on an annual basis by the entity designated by SWIB.