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Effective: April 23, 2024

Subject: WIOA Eligibility Policy (Basic and Individualized Career Services)

Workforce Innovation and Opportunity Act (WIOA) Title I has different service categories, and below are the definitions, examples of each, and applicable eligibility requirements.

Information-only Services – are services that provide readily available information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives. Examples include providing labor market information, outreach and intake and orientation to Job Center Services.

Adult Basic Career (ABC) Services – are universally accessible services and must be made available to all individuals seeking employment and training services. Examples include making eligibility determinations and providing career guidance. General eligibility documentation is required before an individual can receive Adult Basic Career Services (see *OWD’s most current Adult and Dislocated Worker Programs Eligibility and Documentation [Technical Assistance Guide](#)*).

Documentation is required to prove:

- Social Security Number;
- Date of Birth;
- Eligible to Work in the United States;
- Selective Service Registration, if applicable;
- Eligible Veteran status, if applicable; and
- All individuals must be notified of their Equal Opportunity rights.

Customers do not have to demonstrate low-income status to be enrolled in ABC.

Individualized Career Services – are specific services that an individual requires to obtain or retain employment. Examples include provision of specialized assessments, developing individualized employment plans, and individual counseling.

Full WIOA eligibility documentation, including obtaining proof of low-income/dislocated worker status, is required before an individual can receive Individualized Career Services (see *OWD’s most current Adult and Dislocated Worker Programs Eligibility and Documentation [Technical Assistance Guide](#)*).

Documentation is required to prove:

- All the General Eligibility listed above;
- Dislocated Worker Status (WIOA Dislocated Worker); or
- Low-Income (WIOA Adult); or
- Other eligibility as outlined in the Local WDB’s priority of service policy.

Contact: Please direct comments or questions regarding this policy to info@scwib.org