



Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**
3 **Category: WIOA**
4 **Effective Date: 04/30/2018**
5 **Last Revised: N/A**
6 **Policy No.: 10-18**

7 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 April 30, 2018.

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).
23 • All documentation necessary to establish eligibility for the WIOA program must be collected and reviewed
24 within 45 days of the application date.
25 • An application that has not had determination made after 45 days is determined expired. An applicant
26 that wishes to continue in the application process after the initial 45 days must complete and submit a
27 new application.
28 • After the determination of eligibility has been made the [Equal Opportunity is the Law Form](#), form
29 number WIOA.01, must be signed by the client prior to enrollment.
30 • Upon completion of eligibility determination, service providers may enroll the eligible applicant directly into
31 the WIOA program or place them in an applicant pool that is good for 45 days from the application
32 determination date. Applicants placed in the applicant pool will be served in the order they were placed
33 into the applicant pool.
34 • Youth, adult and dislocated worker enrollment is based on appropriate eligibility criteria, client need and
35 programmatic considerations.
36 • Program eligibility enrollment occurs for adults and dislocated workers when a service beyond self-
37 service and informational activities have been provided.

1 **Participation:**

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

6 **Administrative Requirements:**

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

9 **Monitoring and Evaluation:**

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