



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: October 1, 2019**
6 **Policy No.: 10-18**

7 **WIOA General Eligibility Determination Policy**

8 **Background:** The Workforce Innovation and Opportunity Act (WIOA) establishes general and specific
9 program eligibility criteria. As a recipient of WIOA Title I funds, Montana Labor & Industry's (MDLI) Workforce
10 Services Division (WSD) is required to maintain and report accurate program and financial information. This
11 policy provides guidance on acceptable documentation that verifies eligibility for WIOA Adult, Dislocated Worker,
12 and Youth programs.

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14 **Scope:** This policy applies to all service providers operating WIOA Title I Adult, Dislocated Worker, and/or
15 Youth programs; WIOA Title I Adult, Dislocated and Youth program manager(s); WIOA fiscal officers; and the
16 WIOA monitoring team. This policy is effective October 1, 2019.

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18 **Policy:**

19 MIS is the data entry system used to maintain and track all services provided through WIOA-funded programs.

20 **Application:**

- 21 • The client must complete the WIOA Application Form (WIOA.08).
- 22 • Service providers must input the information provided by the client on the WIOA Application Form into
23 the MIS data fields.
- 24 • The application requires evidence of all necessary eligibility documentation related to citizenship, age,
25 income (for youth and adults), and selective service registration, if applicable.
- 26 • All documentation related to eligibility must be collected and reviewed within 45 days of the application
27 date.
- 28 • After 45 days, an application without an eligibility determination is considered expired. If the client
29 wishes to continue the process, they must complete and submit a new application.
- 30 • Once a determination is made and prior to enrollment, the client must sign the WIOA Client Agreement
31 on the WIOA Individual Employment Plan (IEP, WIOA.16) or the WIOA Individual Service Strategy (ISS,
32 WIOA.17).
- 33 • Upon determination of eligibility, service providers may enroll the client into the WIOA program or place
34 them in an applicant pool that is good for 45 days from the application date. Clients are served in the
35 order in which they were placed in the pool.
- 36 • Youth, Adult, and Dislocated Worker Program enrollment is based on appropriate eligibility, client needs,
37 and program-specific considerations.

- 38 • Adult and Dislocated Worker Program enrollment occurs when client can benefit from a service(s)
39 beyond self-service and informational activities.

40 **Participation:**

41 WIOA registration or formal enrollment indicates eligibility is verified and for adults, priority of service, is verified
42 as well. Priority of service is distinguished from priority for covered persons in the following way: priority for
43 Individualized career and training services, in instances of limited funding, applies to adults only, while priority
44 of covered persons applies to all populations.

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46 **Administrative Requirements:**

- 47 • Service providers must input application information into the MIS within seven (7) working days of
48 receipt.
- 49 • Service providers must record eligibility determination in the MIS within seven (7) working days of the
50 determination.

51 **Monitoring and Evaluation:**

- 52 • A formal monitoring will be conducted by the entity designated by the SWIB.