



2-E II Adult WIOA Eligibility File Review

v51_2024-10-14

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Registrant Name

Registrant SSN Last 4

LWIA

Participant Type

Reviewer

Review Date

Center

Career Planner


IWDS Application Date

IWDS Exit Date

IWDS Certification Date


Data Validation section

Data Validation *

Select an answer 

Event Monitoring


Participant was certified for eligibility within 30 days of the application date

Select an answer 

Application was Re-certified

Select an answer 


Participant was enrolled in services within 45 days of certification of eligibility

Select an answer 

IWDS application date is on or after the date the application is signed on the hard copy

Select an answer 

File Was Present

Select an answer 

Date Requirements Met for IWDS Application, Certification, and Enrollment into service(s).

Select an answer 

General Eligibility

Documentation in the file provides support that the participant is Authorized to Work in the United States:

Select an answer 

Documentation in the file provides support that the participant is age 18 or greater:

Select an answer 

Documentation in the file provides support that the participant is compliant with the Selective Service Requirement, if applicable (if male is born after December 31, 1959), or a waiver from Selective Service is validated with supportive documents

Select an answer 

Priority Of Service Participant

Documentation in the participant file supports the participant met one of the priority categories listed below and it is appropriately recorded in the eligibility determination screen in IWDS

Select an answer 


- Recipient of public assistance
- Other low-income individual (Last 6 months income total meets low income eligibility for family size)
- Basic skills deficient (through use of Basic Skills Screening Tool)
- Veteran/Eligible Spouse

Career Services:

The participant was provided basic career services as outlined in WIOA secs. 134(C)(2)(A)(i)-(xi) and 678.430(a)

Select an answer 

The participant was provided individualized career services as outlined in WIOA sec. 134(C)(2)(A)(xii) and 678.430(b)

Select an answer 

Assessment and Individual Employment Plan:

The Basic Skills Screening Tool was given prior to conducting any assessment test. (Note: The only exception is if an assessment was previously given within the last six months which showed basic skills deficiency.)

Select an answer 

Basic Skills Screening Tool results reflected the need for adult basic education services, and the participant was referred.

Select an answer 

Assessments given to determine a participant's interests, skills, and needs such as those to evaluate the participant's skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs are recorded in IWDS and supported by hard copy test or observations in the participant file

Select an answer 

Assessments evaluate and identify suitability of the participant when developing the employment goals, appropriate achievement objectives, and the needed combination of services to address barriers.

Select an answer 

Case notes indicate that discussions with the participant included informed participant choice (the knowledge of the choices available to job seekers necessary for

Select an answer 

them to make sound career decisions for employment and training.

Note: This is more than just a provision of information. Actual discussions must be documented in case note(s)


There is evidence that an Individual Employment Plan (IEP) has been developed for the participant that:

Select an answer 


- Short-term (training or employment) goal(s)
- Long-term (employment) goal(s) that clearly documents the career pathway
- Intermediate objectives that will be required to meet the goals listed, and required training components (remedial, pre-requisites, skills, On-the-Job Training, etc.)
- The appropriate sequence and mix of services to address the unique strengths, challenges, and needs of the participant to obtain the training or employment goal(s)
- Information on eligible providers of training services and career pathways to attain career objectives
- Identification of barriers and/or needs that may prevent the participant from obtaining employment or participating in training. Appropriate action includes solutions such as Supportive Services, Needs-Related Payments, workshops, referrals to partner agencies for assistance with childcare, transportation, counseling, etc.
- The direct link to one or more of the performance indicators
- A summary of next steps including follow-up on open goals, objectives, and an IEP review date
- Justification as to why the short-term and long-term goals are appropriate for the participant and must be: Based on assessment information, an interview with the participant, and skills obtained from previous employment
- Include an explanation of the skills gap that the EP is designed to overcome. 'Skills gap' is the significant gap between the skills required by the employer, and the current capabilities of the applicant
- Include barriers to employment and/or participant needs, if applicable

- The IEP is signed and dated by the participant and staff


There is evidence the IEP has been reviewed every 90 days and updated as necessary when there are changes in services, objectives, and goals, and changes have been recorded in a case note and updated in the Service screen. The update to the IEP hard copy has been signed and dated, accordingly, by the participant and staff.

The services being provided to the participant align closely with the assessment, objectives and goals outlined in the Individual Employment Plan and/or other documents in the file.


Test dates and scores (GLE and Scale Scores) recorded in IWDS are supported by hard copy tests in the participant file and meet the requisite standards of the career and/or training services that have been provided to the participant.(Note: The Illinois Community College Board (ICCB) approved assessment tests

(TABE 11&12, CASAS GOALS, or CASAS Life and Work for ESL)

Training

The participant is in need of training services as they are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services


Select an answer 

- The participant is in need of training services as they are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services
- The participant has the skills and qualifications to successfully participate in the selected program of training services
- The participant has an Individual Employment Plan in which the specific training program is documented and approved
- The participant selected a program of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the participant is willing to commute or relocate


For ITA training, the participant file contains documented evidence that the training program selected is with an approved training provider.

Select an answer 


For ITA training, the participant file contains documented evidence that the training program is an approved program in IWDS.

Select an answer 


For ITA training, the participant file contains documented evidence that the cost of the training program is within the ITA limitations established by the grantee, or there is an approved and documented exception.

Select an answer 


There is evidence that the participant is attending the training courses as scheduled.
(Documentation may include: Attendance sheets, instructor verification emails of attendance, case note documentation of regular contact during training, etc.)

Select an answer 

Credentials earned are reported in IWDS with all data entry requirements matching hard copy documents in participant file.


Select an answer 

Any supportive services provided to the


Select an answer 

participant are paid at the correct rate and within established policy.

All applicable Skill Types for Measurable Skill Gains are appropriately recorded and supported by documentation in the participant file. Skill Types include: Postsecondary Transcript/Report Card, Secondary Transcript/Report Card, Skills Progression/Diploma, and Training Milestone


If the participant is receiving Needs Related Payments, there is evidence in the file that they meet eligibility requirements including the following:

- Participant is unemployed
- Has ceased qualifying for unemployment compensation or TRA under TAA
- Is enrolled in a WIOA training service by the end of the 13th week after the most recent layoff, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months
- Be unemployed and did not qualify for unemployment compensation or TRA under TAA and be enrolled in a program of training services under WIOA


Services

There is documentation reflecting that meaningful


2-way communication is occurring/occurred every 30 days, or the career planner has clearly documented "attempts to contact" to re-engage the participant for a period not to exceed 90 days prior to starting exit procedures.

If the participant has a gap in service, it has been properly recorded in the Service screen under a "HOLD" entry, the allowable reason has been specified, and it was less than 180 calendar days from the date of the most recent service.


 

<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index?id=204&Version=1#>

All services and status records have been appropriately recorded in the Service screen in IWDS. If services have been completed, a correct End Date has been recorded in the Service Screen in IWDS

Participant has been appropriately exited from the last date of service. The regulations require that exits must be service based. WIOA Section 677.150 (c) states: As

defined for the purpose of performance calculations, Exit is the point after which a participant who has received services through any program meets the following criteria: (1) For the adult, dislocated worker, and youth programs authorized under WIOA title I, the exit date is the last date of service. (i) The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self - service, information - only services or activities, or follow-up services. This also requires that there are no plans to provide the participant with future services.

Follow-up services, as described in WIOA sec. 134(C)(2)(A)(xiii) and 678.430(c) are made available, as appropriate, for a minimum of 12 months following the first day of unsubsidized employment

The participant received a service every 90 days prior

Select an answer 


Select an answer 

to follow-up being activated.


Notes

Case Management

Same Day Service Case Notes were properly entered, and support service(s) being provided.

Same Day Service Case Notes were entered within 10 days of the service(s) being provided.

Case Notes (including General entries), were entered in a timely manner with no evidence of multiple excessive delays and/or systemic case note 'batching'