

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS
ADMINISTRATOR

STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA
WORKFORCE DEVELOPMENT DIVISION
830 PUNCHBOWL STREET, ROOM 329
HONOLULU, HAWAII 96813
<http://labor.hawaii.gov/wdd/>
Phone: (808) 586-8877 / Fax: (808) 586-8822
Email: dliir.workforce.develop@hawaii.gov

September 19, 2023

SN (2)

MAUI NATIONAL DISLOCATED WORKER GRANT BULLETIN NO. 02-23

TO: Maui National Dislocated Worker Grant Partners

FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division

A handwritten signature in blue ink, reading "Maricar Pilotin-Freitas".

SUBJECT: Participant Eligibility and Target Groups for Maui National Dislocated Worker Grant

PURPOSE

The purpose of this Bulletin is to establish participant eligibility and identify target groups for the Maui Disaster Recovery National Dislocated Worker Grant (NDWG).

BACKGROUND

As stated in Training and Employment Guidance Letter (TEGL) No. 16-21, Disaster Recovery NDWGs provide temporary disaster-relief employment, as well as employment and training activities, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations in disaster-declared areas as defined in 20 CFR § 687.110(b).

Eligibility for participation is prescribed by TEGL No. 16-21 and 20 CFR § 687.170 with state latitude to further define certain specified criteria. The criteria for the Maui Disaster Recovery NDWG are contained in the policy below.

Comments on the draft Bulletin were solicited from the project operators and the Bulletin was revised as a result.

POLICY

Participant Eligibility

Only the individuals listed below are eligible to enroll in allowable activities and receive services provided through the Maui Disaster Recovery NDWG pursuant to 20 CFR § 687.170. Note that participant eligibility is not limited only to those individuals who are impacted by the Maui wildfires disaster but includes others who were living on Maui and who meet the eligibility criteria below:

- A. Authorized to work in USA;
- B. If male, registered for Selective Service by age 25; and
- C. Residing on Maui at the time of the wildfire disaster that began August 8, 2023; and meets one of the following criteria:
 - 1. Individuals temporarily or permanently laid off as a consequence of the emergency or disaster;
 - 2. Dislocated workers as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16);
 - 3. Long-term unemployed individuals, as defined by the State; or
 - 4. Self-employed individuals who became unemployed or significantly underemployed as a result of the disaster or emergency.

Details are described below:

For purposes of participant eligibility, four (4) weeks are equivalent to 28 days; also, barriers to actively looking for work include but are not limited to incarceration, illness, temporary or permanent disability, homelessness, lack of essential documents such as driver's license or social security card, lack of transportation, lack of work clothing, and discouragement from workforce participation. These are only examples and other barriers may apply to potential participants.

- 1. Individuals temporarily or permanently laid off as a consequence of the emergency or disaster**

This criterion consists of individuals who are currently not working and –

- Who were notified by their employer that they were temporarily or permanently laid off as result of the Maui wildfire disaster; or
- Who have not heard from their employer about work hours assigned for past four (4) weeks; or
- Who have no work hours assigned for the next four (4) weeks; or
- Whose work hours have been zero for the last four (4) consecutive weeks, whether through no work hours being scheduled, or they were unable to work because of barriers to actively looking for employment and those barriers have been resolved and they are now able to work.

Individuals who have not separated from employment with their employer, such as hotel workers, may be eligible if they meet the criteria above.

Individuals under this criteria remain eligible to participate if they worked in job(s) outside of their normal career field in last four (4) weeks because of financial necessity.

- 2. Dislocated workers as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16)**
- 3. Long-term unemployed individuals, as defined by the State**

In Hawaii, long-term unemployed is defined as an individual who meets any of the criteria below:

- Has no paid work history specifically in the area of the person's education, training, or certification in the last four (4) weeks; or
- Is currently unemployed and has been unemployed for four (4) weeks or longer at the time of eligibility determination; or
- Had a barrier to actively looking for work during the previous four (4) weeks and is currently available for work, or will be available for work once the barrier is addressed; or
- Work hours have averaged fewer than 30 hours per week for the last four (4) weeks; or.
- Who have fewer than 30 hours per week of work scheduled in the next four (4) weeks.

4. Self-employed individuals who became unemployed or significantly underemployed as a result of the Maui wildfire disaster, as defined by the State

Self-employed individuals who became unemployed as a result of the Maui wildfire disaster are those individuals residing on Maui at the time of the wildfires who have had no self-employment income for at least four (4) consecutive weeks after the fire but had self-employment income in the 4 weeks prior to the fire.

The State defines self-employed individuals who became “significantly underemployed” as those who meet any of the following criteria:

- Self-employment income was reduced by 25% or more after the Maui wildfires as compared to the four (4) weeks preceding the wildfires; or
- Was self-employed in skilled work for 4 weeks prior to Maui wildfires and is now working in relatively low-paying job or low-skilled job.

Note that this definition of “significantly underemployed” only pertains to *self-employed individuals*.

If an individual was both self-employed and employed elsewhere, the individual would qualify under the criteria that earned more income in the four (4) weeks prior to the Maui wildfire disaster or in the 4-week period prior to eligibility determination

Determining Participant Eligibility

For Disaster Recovery grants, a signed self-attestation would suffice for determining eligibility if there is reasonable effort made after enrollment of participants to collect documents that substantiate eligibility. This would expedite the delivery of services to affected individuals for whom fast and efficient services are essential.

To the extent possible, acceptable documents for data validation are listed in TEGL No. 23-19, Change 1, and any future TEGL changes. The documents include, but are not limited to, the following:

- UI statement of eligibility for each of 4 weeks unemployed,
- Pay stubs, payroll document, tax record, or other document showing hours of work per week for 4 weeks,
- Lay-off notice for Dislocated Workers, or
- Unemployment Insurance Division referrals to Workforce Development Division for Reemployment Eligibility Services Assessment (RESEA).

Attachment A, Maui Disaster Recovery NDWG Eligibility Checklist, should be completed to identify the eligibility criteria being met for each participant and the supporting documentation received. A fillable version also will be emailed to project operators.

Attachment B-1, Dislocated Worker Definition, is from WIOA statute, section 3.

Attachment B-2, Dislocated Worker Eligibility Verification Record, should be completed for participants who qualify for this grant as a Dislocated Worker.

Deadlines for Receiving Supporting Documentation

Attempts to collect supporting documentation listed above in the section, Determining Participant Eligibility, must be made within two (2) months of enrollment but not necessarily prior to receiving program services and especially not at the expense of providing services as soon as possible. The end of the two (2) months would be the second month anniversary of the enrollment date.

For example, if the enrollment date is October 1, 2023, attempts to collect supporting documents must be made by December 1, 2023.

Every individual served must have documentation to support eligibility prior to or upon enrollment. In many cases, that documentation will be a signed self-attestation. In other cases, it would be self-attestation followed by the supporting documentation listed above.

The participant should be reminded of the deadline for submitting supporting documentation at least twice before the deadline. Attempts to collect the documents, including reminders, should be documented in case notes with dates of when collection attempts were made, and by what means, e.g., email, phone message, in person, or regular mail.

If the participant does not provide the documentation needed within the two (2) months deadline, the case manager must summarize number of attempts made to collect the documentation and enter a case note of reasons why the documentation was not collected.

Please note that the case notes should demonstrate that reasonable attempts were made to collect the documents. This is in alignment with TEGL No. 16-21, Updated National Dislocated Worker Grant Program Guidance, Attachment 1, that allows self-attestation because failure to collect documentation may be related to barriers such as homelessness or former employer being out of business.

If a subrecipient anticipates difficulty in collecting eligibility documents (other than self-attestation which is the minimum requirement), the subrecipient is encouraged to discuss the conditions of the difficulty with the individual as soon as possible so that individuals who would otherwise be eligible for and benefit are not prohibited from receiving timely services.

Ineligible Participants

If the supporting documentation received after enrollment indicates that the individual did not meet the eligibility criteria, then the individual must be quickly terminated from the grant but the subrecipient or provider is not liable for disallowed costs prior to the receipt of that document. The condition is that the subrecipient or provider must demonstrate it has followed the policy and timelines provided in this Bulletin for collection of supporting documents and has made the necessary efforts to collect the documents. This includes informing participants at the time of enrollment of the conditions for enrollment, including the need for supporting documents. Another condition is the provider must have given at least two (2) reminders during the two-month period after enrollment.

If the documents submitted indicate the participant is ineligible, the participant must be terminated from the grant as soon as possible but no later than 10 working days from the date of discovery. Referrals to other programs should be made as appropriate.

Participant's Attestation and Acknowledgment

Attachment A, Maui Disaster Recovery NDWG Eligibility Checklist, should be completed by staff and the participant. For participants who qualify under the Dislocated Worker definition, staff should refer to the definition of Dislocated Worker in Attachment B-1, and staff and participants should complete Attachment B-2, Dislocated Worker Eligibility Verification Record.

The participant should read and attest to the accuracy of the information provided in the checklist and acknowledge the requirement and timeframe for submitting applicable supporting documentation and consequence of termination if supporting documents indicate the individual is not eligible.

Note About Subsidized Work-Experience

If an individual participated in or is currently participating in partially or fully subsidized employment where the goal is to provide temporary work experience and training, such as, but not limited to, WIOA Dislocated Worker Program, Senior Community Service Employment Program (SCSEP), or State Internship Program, the income or employment in the subsidized employment should not be counted for the purpose of determining eligibility for the Maui Disaster Recovery NDWG. The common goal among these programs is to prepare the individuals for employment in higher-wage, higher quality jobs that can sustain them and their families. Consequently, the individual's participation in these temporary subsidized jobs should not be a barrier to their participation in Maui Disaster Recovery NDWG but rather, these programs should be coordinated for maximum benefits to the participant.

For example, if the individual has been employed in a WIOA Dislocated Worker, SCSEP, or State Internship Program temporary work experience during the last four (4) weeks, and has not had other paid employment during that 4-week period, that individual would be considered to be unemployed and meet the definition of long-term unemployed.

Case managers for programs in which a participant is co-enrolled, such as WIOA Dislocated Worker Program and Maui NDWG, should provide joint case management for the individual.

Target Groups

The grant identified these target groups for services:

- Individuals with limited English proficiency;
- Immigrants;
- Homeless/houseless individuals or with insecurity about housing;
- Migrant populations; and
- Long-term unemployed individuals having trouble joining the workforce.

While not every participant must be from target groups, these are the more vulnerable populations who may require additional outreach and more intensive services.

Projected Benefit to Prospective Participants and Community

Before enrolling an individual in the Maui Disaster Recovery NDWG grant, staff should determine, with the individual, whether participation in the grant is likely to benefit the individual and the community and ensure that the individual is eligible for participation. This would be based on a preliminary assessment of the individual's vocational goals, skills, and experience in relation to the job market and requirements of the temporary jobs created under this NDWG. During participation, a comprehensive assessment and Individualized Employment Plan must be completed with the participant to identify vocational goals, skills, job interests, barriers, and plan with time frames to achieve vocational goals.

Only those individuals who meet the eligibility criteria and likely to benefit from this grant may be enrolled. While not all participants are required to be employed in the temporary jobs funded under this grant, it is anticipated that the majority will be employed in these temporary jobs.

Staff Training

Managers shall ensure their staff are trained to determine participant eligibility and carry out the policy of this Bulletin.

INQUIRIES

Inquiries regarding this bulletin may be directed to Ms. Carol Kanayama by email at Carol.H.Kanayama@hawaii.gov or Ms. Leila Shar at Leila.N.Shar@hawaii.gov.

REFERENCES

- TEGL No. 16-21, Updated National Dislocated Worker Grant Program Guidance

- TEGL No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Service, as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules
- 20 CFR 687.170 Who is eligible to be served under National Dislocated Worker Grant?

ATTACHMENTS

- Attachment A, Maui Disaster Recovery NDWG Eligibility Checklist
- Attachment B-1, Dislocated Worker Definition
- Attachment B-2, Dislocated Worker Eligibility Verification Record

Maui Disaster Recovery NDWG Eligibility Checklist

(Must be Maui resident at time of wildfire disaster.)

Participant Name:

Maui Resident at time of Maui Wildfires Disaster? Yes No

If Yes, indicate how documented:

- | | | |
|---|--|---|
| <input type="checkbox"/> Driver's license | <input type="checkbox"/> Utility bill | <input type="checkbox"/> Bank statement |
| <input type="checkbox"/> Income tax statement | <input type="checkbox"/> Other (Describe): | |
| <input type="checkbox"/> Self-Attestation | | |

Eligibility Criterion:

1. **Temporarily or permanently laid off as a consequence of the emergency or disaster.**
This criterion consists of individuals who are *currently not working*.

Indicate how documented:

- | | |
|--|--|
| <input type="checkbox"/> Employer's letter or email | <input type="checkbox"/> Self-Attestation |
| <input type="checkbox"/> Union letter or email or text | <input type="checkbox"/> Other (Describe): |

AND

- Who were notified by their employer that they were temporarily or permanently laid off as result of the Maui wildfire disaster; or
- Who have not heard from their employer about work hours assigned for past four (4) weeks; or
- Who have no work hours assigned for the next four (4) weeks; or
- Whose work hours have been zero for the last four (4) consecutive weeks, whether through no work hours being scheduled, or they were unable to work because of barriers to actively looking for employment and those barriers have been resolved and they are now able to work.

Indicate how documented:

- | | |
|--|--|
| <input type="checkbox"/> Employer's letter or email | <input type="checkbox"/> Self-Attestation |
| <input type="checkbox"/> Union Letter or email or text | <input type="checkbox"/> Other (Describe): |

Individuals who have not separated from employment with their employer, such as hotel workers, may be eligible if they meet the criteria above.

Is this individual still job attached?

- Yes Employer Name:
 No

Individuals under this criteria remain eligible to participate if they worked in job(s) outside of their normal career field in last four (4) weeks because of financial necessity.

Did the individual take a job or jobs outside of their normal career field in last four (4) weeks because of financial necessity?

Yes List job(s):

No

2. Dislocated workers as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16).

Refer to Attachments B-1 and B-2.

3. Long-term unemployed individuals, as defined by the state.

Has no paid work history specifically in the area of the person's education, training, or certification in the last four (4) weeks.

Indicate how documented:

Personnel Forms

Employer Letter

Case Notes

Self-Attestation

Other (Describe):

Is currently unemployed and has been unemployed for four (4) weeks or longer at the time of eligibility determination.

Indicate how documented:

UI Eligibility Determination

Employer Letter

UI letter to report for RESEA

Self-Attestation

Other (Describe):

Had a barrier to actively looking for work during the previous four (4) weeks and is currently available for work, or will be available for work once the barrier is addressed;

Indicate barrier(s):

Incarceration

Temporary or permanent disability

Homeless/Houseless

Lack of essential documents such as driver's license or SS Card

Lack of transportation

Discouragement from workforce participation

Lack of work clothing

Other (Describe):

Describe how documented:

Work hours have averaged fewer than 30 hours per week for the last four (4) weeks.

Indicate how documented:

Paystubs

Employer's work schedule

Self-Attestation

Other (Describe):

Who have fewer than 30 hours per week of work scheduled in the next four (4) weeks.

Indicate how documented:

- Employer's work schedule Self-Attestation
 Other (Describe):

4. Long-term unemployed individuals, as defined by the state.

Self-employed individuals who became unemployed as a result of the Maui wildfire disaster who have had no self-employment income for at least four (4) consecutive weeks after the fire but had self-employment income in the 4 weeks prior to the fire.

Self-employment income 4 weeks prior to fire.

- Receipts of paid invoices Self-Attestation

Self-employment income 4 weeks after the fire.

- Receipts of paid invoices Self-Attestation

The State defines self-employed individuals who became "significantly underemployed" as those who meet any of the following criteria:

Self-employment income was reduced by 25% or more for at least a four (4) week period after the Maui wildfires as compared to the four (4) weeks preceding wildfires;

Self-employment income 4 weeks prior to fire.

- Receipts of paid invoices Self-Attestation

Self-employment income 4 weeks after the fire.

- Receipts of paid invoices Self-Attestation

OR

Was self-employed in skilled work for at least four (4) weeks prior to Maui wildfires and is now working in relatively low-paying job or low-skilled job.

- Personnel documents of jobs before fire
 Personnel documents of jobs after fire
 Self-Attestation

Target Groups <i>Check all applicable categories</i>		
<i>Individuals with limited English proficiency</i>	<input type="checkbox"/> Assessment Test Results	<input type="checkbox"/> Application records from Educational Institute (e.g. transcripts)
	<input type="checkbox"/> Case Notes	<input type="checkbox"/> Other (Describe):
<i>Immigrants</i>	<input type="checkbox"/> Passport	<input type="checkbox"/> Other (Describe):
<i>Homeless/houseless individuals with insecurity about housing</i>	Describe how documented:	
<i>Migrant populations</i>	<input type="checkbox"/> Employment records	<input type="checkbox"/> Employer/contractor letter
	<input type="checkbox"/> Other (Describe):	
<i>Long-term unemployed individuals as defined in this Bulletin who have trouble joining the workforce.</i>	See long-term unemployed eligibility criteria. All long-term unemployed are considered to have trouble joining the workforce.	

CERTIFICATION AND ACKNOWLEDGEMENT

I hereby certify that the above information is true and accurate to the best of my knowledge. I am aware that the information I have provided is subject to review and verification and that I will have to provide documents if indicated above to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment.

I allow release of this information for verification purposes and understand that it will be used to determine my eligibility. I also understand that receipt of services is also subject to availability of funds.

Print or Type Participant Name: _____

Signature: _____

Date: _____

Print or Type Staff Name: _____

DISLOCATED WORKER DEFINITION

WIOA Section 3(15) – means an individual who—

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);
 - (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or
 - (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
 - (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;
 - (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D) is a displaced homemaker; or
- (E) (i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

DISPLACED HOMEMAKER—The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or

(ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

DLIR WDD 9/6/23

Dislocated Worker Eligibility Verification Record

Applicant Name:	SSN:
Program:	Staff Name:
Date:	

Eligibility Item	Verification Source	Verified	Results
Social Security Number	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> DD Form 214 Report	
	<input type="checkbox"/> Pay Stub	<input type="checkbox"/> Employment Records	
	<input type="checkbox"/> w-2 Form	<input type="checkbox"/> IRS Form Letter	
	<input type="checkbox"/> Letter from Social Security Agency	<input type="checkbox"/> Social Security Benefits	
Citizenship/Alien Status	<input type="checkbox"/> Alien Registration Card	<input type="checkbox"/> Supplemental Nutrition Assistance Plan	
	<input type="checkbox"/> Baptismal Certificate	<input type="checkbox"/> Public Assistance Records	
	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> DD Form 214	
	<input type="checkbox"/> Hospital Record of Birth	<input type="checkbox"/> Native American Tribal Document	
	<input type="checkbox"/> Nationalization Certificate	<input type="checkbox"/> Foreign Passport	
	<input type="checkbox"/> US Passport	<input type="checkbox"/> Voter Registration Confirmation Record	
<input type="checkbox"/> Federal, State, or Local Government Identification Card			
Selective Service	<input type="checkbox"/> SS Acknowledgement Letter	<input type="checkbox"/> DD Form 214	
	<input type="checkbox"/> Printout of Verification from SS website	<input type="checkbox"/> SS Registration Card; SS Verification Form 3A	
Birth Date/Age	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Public Assistance /Social Service Record	
	<input type="checkbox"/> Baptismal Records	<input type="checkbox"/> Work Permit	
	<input type="checkbox"/> Driver's License	<input type="checkbox"/> School Records of ID Cards	
	<input type="checkbox"/> Hospital Record of Birth	<input type="checkbox"/> Family Bible	
	<input type="checkbox"/> Passport	<input type="checkbox"/> DD-214	
<input type="checkbox"/> Federal, State, or local Government Identification Card		<input type="checkbox"/> Report of Transfer or Discharge Paper	

Must be fall in at least one (1) Category of Dislocated Worker (Check off applicable category)

Date of Actual Qualifying Dislocation (Required):

<input type="checkbox"/> General Dislocation	Date of Actual Qualifying Dislocation: <input type="checkbox"/> Self-Attestation/Applicant Statement *must be signed by applicant <input type="checkbox"/> Verification from Employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public announcement with cross-match with UI		
<input type="checkbox"/> Dislocation from Facility Closure/Substantial Layoff	Date of Actual Qualifying Dislocation: <input type="checkbox"/> Self-Attestation/Applicant Statement *must be signed by applicant <input type="checkbox"/> Verification from Employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public announcement with cross-match with UI		

<input type="checkbox"/> Self Employed Dislocation	Date of Actual Qualifying Dislocation: <input type="checkbox"/> Self-Attestation/Applicant Statement *must be signed by applicant <input type="checkbox"/> Verification from Employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public announcement with cross-match with UI			
<input type="checkbox"/> Displaced Homemaker	<input type="checkbox"/> Public Assistance Records	<input type="checkbox"/> Spouse's Layoff Notice		
	<input type="checkbox"/> Court Records	<input type="checkbox"/> Spouse's Death Record		
	<input type="checkbox"/> Bank Records	<input type="checkbox"/> Divorce Papers		
	<input type="checkbox"/> Self-Attestation/Applicant Statement *must be signed by applicant			
<input type="checkbox"/> Dislocated Separating Military Service Members	Date of Actual Qualifying Dislocation: <input type="checkbox"/> Self-Attestation/Applicant Statement *must be signed by applicant <input type="checkbox"/> Verification from Employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public announcement with cross-match with UI <input type="checkbox"/> DD-214 <input type="checkbox"/> Effective Termination of Service "ETS" Orders			
<input type="checkbox"/> Military Spouse	Date of Actual Qualifying Dislocation: <input type="checkbox"/> Self-Attestation/Applicant Statement *must be signed by applicant <input type="checkbox"/> Verification from Employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public announcement with cross-match with UI <input type="checkbox"/> DD-214 <input type="checkbox"/> Effective Termination of Service "ETS" Orders			

Instructions:

1. Check off or Highlight each source document provided to meet eligibility requirement
2. In "Verified" column indicate if source document was provided. (*Note: for "Low Income Status" Yearly Income should be calculated and indicated on form in the "Verification Source Verified column" for verification as well*).
3. In "Results" indicate how source document was provided (e.g., hard copy, electronic copy, uploaded into Hirenet Hawaii via Document Management System)

* ALL source Documents must be submitted and received by program staff

Staff conducting intake/initial interview with applicant must fill out this form and sign after completed. Staff signature means that each eligibility item is met, and all source documentations have been collected and verified by program Staff person.

Staff Name

Staff Signature

Date
(date Staff Certifies information)

DLIR WDD- 2023

Dislocated Worker Eligibility Criteria:

For Staff Reference Only

Category	Criteria
1. General Dislocation	<ul style="list-style-type: none"> • An individual who was terminated, laid off, or received a notice of termination or layoff, AND,
	<ul style="list-style-type: none"> • Is determined unlikely to return to previous industry or occupation, defined as an unemployed worker or military spouse who has limited opportunities for employment or re-employment. <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> - The industry and/or occupation are in decline on the Washington State Demand/Decline list. - The individual is not able to re-locate to an area that has jobs in demand for which he/she is qualified. - The individual is not able to work in another capacity in the occupational area from which he/she was dislocated because of physical or mental limitations. An individual may have started out in an industry performing physically or mentally demanding jobs but is no longer capable of performing the essential requirements of the job. - A military spouse who leaves his/her job to follow his/her spouse to a new duty assignment. <p>AND,</p>
	<ul style="list-style-type: none"> • Is eligible for or has exhausted entitlement to unemployment compensation. <p>OR,</p> <ul style="list-style-type: none"> • Is not eligible for unemployment compensation but has performed work for a non-covered employer and/r has been employed for a duration to show attachment to the workforce
2. Dislocation from Facility Closure/Substantial Layoff	<ul style="list-style-type: none"> • An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: <ul style="list-style-type: none"> - Permanent closure; or - Substantial layoff, meaning the dislocated worker is part of the 25% of the company's workforce being laid off, or is one of fifty (50) workers of a company's workforce being laid off, not as a result of a plant closing but as a result of employment loss at a single site of employment during any 30- day period. <p>OR,</p> <ul style="list-style-type: none"> • An individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. "General announcement" refers to an individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. Acceptable documentation of a general announcement may include a written notice from the employer, a newspaper article or self-attestation.

DLIR WDD- 2023

<p>3. Self-employed Dislocation</p>	<ul style="list-style-type: none"> • An individual who was self-employed but is unemployed as a result of: <ul style="list-style-type: none"> - General economic conditions in the WDA where the individual resides. Unemployed as a Result of General Economic is defined as individuals who are now unemployed, including self-employed, due to economic conditions in the community in which she or he resides. General economic conditions can include, but is not limited to, the failure, closure or substantial layoffs in one or more businesses in the community that had a direct effect on the individual's unemployment, such as: <ul style="list-style-type: none"> - Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services - Failure of one or more businesses from which the self-employed individual obtained substantial proportion of products or services; - Substantial layoffs from, or a permanent closure of, one or more plants or facilities that support a significant portion of the state or local economy; or - Depressed prices or markets for articles produced by the self-employed individual. <p style="text-align: center;">OR,</p> <ul style="list-style-type: none"> • A natural disaster.
<p>4. *Displaced Homemaker</p> <p>*Per TEGL 26-13, individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.</p>	<ul style="list-style-type: none"> • An individual who was dependent on the income of another family member and is no longer supported by the income of another family member. <p style="text-align: center;">OR,</p> <ul style="list-style-type: none"> • Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service-connected death or disability of the member. <p style="text-align: center;">AND,</p> <ul style="list-style-type: none"> • Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
<p>5. Dislocated/Separating Military Service Members</p>	<ul style="list-style-type: none"> • A non-retiree military service member who was discharged or released from service under other than dishonorable discharge or has received a notice of military separation. Per 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance. Designated timeframe in which transitioning service members may begin receiving services is 180 days prior to planned separation.
<p>6. Spouse of Military Service Members</p>	<ul style="list-style-type: none"> • The spouse of a member of the armed forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. <p>Note: A military spouse may also qualify as a Displaced Homemaker.</p>

DLIR WDD- 2023