

**Cape Fear Local Policy No. P-WDB-016-2019**

**Subject:** CFWDB Policy Sampling Policy for WIOA Eligibility

**Purpose:** This policy provides guidance on the use of self-attestation to document eligibility for WIOA Youth, Adult, and Dislocated Worker program enrollment. Cape Fear Workforce Development Board requires that all WIOA Title I contractors acquire the appropriate documentation for eligibility when using the self-attestation criteria for customers. A random sampling of files using self-attestation will be required to be reviewed by local area staff.

**Policy:** Cape Fear Workforce Development Board contractors are responsible for maintaining documentation for WIOA Title I customers to confirm the eligibility of customers for program services. Each customer's file using self-attestation must be reviewed for eligibility to ensure that the customer meets the self-attestation guidelines and qualification. A random sampling of records using self-attestations should be conducted by the contractor providing the service to the customer. The Local Area will conduct a random sampling review of files using self-attestation during the contractor's annual monitoring review. Based on the sample, service providers can be required to gather/provide additional supporting documents to verify eligibility by obtaining other allowable sources of verification for self-attestation. Eligibility sampling of self-attestations is not intended to be a hardship, but to serve as a method to ensure validity of verification sources and to ensure enrollment of eligible individuals. Improperly documented self-attestation or self-attestation on eligibility items not permitted under Federal Law or guidance may result in a disallowable cost. Properly documented self-attestation serves as documentary evidence of eligibility determination and does not, by itself, warrant disallowed cost findings. At the same time, properly documented self-attestation does not, by itself, preclude disallowed cost findings if it is determined during the monitoring review or audit that the attestation was false or inaccurate.

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Written Customer Self Attestation

**School Status Verification**

Written Customer Self Attestation

School records

Reset

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Self Attestation

**Attending Any School Verification**

School Records

Self Attestation

Reset

**Action:** All workforce Innovation and Opportunity Act (WIOA) service providers are to use the attached customer self-attestation form (Attachment B) to document certain eligibility items that are not verifiable or the documentation is unattainable. Service providers should only use self-attestations as a last resort and the reason for using the self-attestation should be documented in the case notes.

**Effective Date:** August 1, 2019

**Expiration Date:** Indefinite

**Contact:** Cape Fear Workforce Development Board Director

**Distribution:** CFWDB WIOA Providers  
CFWDB Staff  
NC Division of Workforce Solutions

**Attachments:** **Attachment A:** Verifiable and Non -Verifiable Items

## Attachment A

The information provided below is based on the verification selections available on NCWorks Online.

➤ **Items not verifiable with the use of self-attestation:**

- Social Security Number
- Address
- Date Birth
- Selective Service
- Citizenship
- Disability (*only if observable and/or obvious condition may you use applicant statement with the interviewer serving as the corroboration witness*)
- Veteran Status
- Unemployment Compensation

➤ **Items that may be verified with self-attestation:**

- Employment Status
- Within Compulsory Age (*youth only*)
- School Status at Eligibility (*youth only*)
- School Status
- Federally Reported Highest School Grade Completed
- Free/Reduced Lunch (*youth only*)
- Homeless
- Runaway (*youth only*)
- Ex-Offender
- Pregnant/Parenting Youth
- Youth Requires Additional Assistance to complete an Educational Program or to Secure/Hold Employment
- Out-of-Home Placement (*youth only*)
- Eligible under Section 477 of the Social Security Act (*youth only*)
- Displaced Homemaker
- Family Size
- Annualized Family Income (*only if stating they have no income & the wage history screen has been viewed and documented in case notes to confirm the statement of no income*)