



July 2016

## **EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2016-02**

**SUBJECT:** Sampling and Use of Self-Attestations for WIOA Eligibility

**PURPOSE:** To provide guidance on the use of self-attestations for WIOA Eligibility and sampling of the self-attestations.

**BACKGROUND:** Self-attestations allow customers to self-certify some WIOA eligibility items (*see Attachment A*) that may not be verifiable or when other acceptable documentation is unattainable because it may cause an undue hardship for the customer to obtain, and there is compelling reason to believe the criteria in question would have been met had other acceptable source documentation been attainable.

Self-attestations should only be used as a last resort and Career Advisors should make every effort to collect and or assist customers to obtain appropriate required eligibility documentation. Career Advisors should also document the reason for using self-attestation in the case notes.

Self-attestations (also referred to as a participant/customer statement) occurs when a participant states his/her status for a particular eligibility item and then signs and dates a form acknowledging this status (*see Attachment B*). Not all eligibility items can be verified by self-attestation (*see Attachment A*). Eligibility items allowed to be verified by self-attestation are identified on the NCWorks Online WIOA application when you click the link to verify an eligibility item (*see below*).

<p>[ <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a> ]</p> <p>✓ Written Customer Self Attestation</p> <p><b>School Status Verification</b></p> <p><input checked="" type="radio"/> Written Customer Self Attestation</p> <p><input type="radio"/> School records</p> <p><a href="#">Reset</a></p>	<p>[ <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a> ]</p> <p>✓ Self Attestation</p> <p><b>Attending Any School Verification</b></p> <p><input type="radio"/> School Records</p> <p><input checked="" type="radio"/> Self Attestation</p> <p><a href="#">Reset</a></p>
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A random sampling of records using self-attestations will be conducted as part of the annual monitoring. Based on the sample, service providers will then be required to gather/provide additional supporting documentation of eligibility by obtaining some other allowable source of verification. 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 disallowed costs. 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 monitoring reviews or audits that the attestation was false.


**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.

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An Equal Opportunity/Affirmative Action Employer

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**DISTRIBUTION:** WIOA Adult Service Providers

  
\_\_\_\_\_  
Tammy Childers, Executive Director

Attachment A Verifiable and Non-Verifiable Items  
Attachment B Customer Self-Attestation Form

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 of Birth
- 🔒 Selective Service
- 🔒 Citizenship
- 🔒 Disability *(only if observable &/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)*

**CUSTOMER SELF-ATTESTATION**

**Applicant's Full Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Eligibility Item(s) being verified:** \_\_\_\_\_

\_\_\_\_\_

**Statement of Issue(s) Being Documented**

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**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Career Advisor's Signature:** \_\_\_\_\_