

Rivers East Workforce Development Board

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www.riverseastwdb.org



RIVERS EAST LA ISSUANCE 2021-34

SUBJECT: RIVERS EAST RESIDENCY REQUIREMENTS

PURPOSE: To establish Local Area policy on determining residency before WIOA funds are used to sponsor training and/or supportive services.

ACTION: Service providers will need to review and update their workflow accordingly.

EFFECTIVE DATE: June 7, 2022

A handwritten signature in cursive script that reads "Jennie Bowen".

Jennie Bowen
Workforce Development Director

Attachment

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

Mid-East Commission • Workforce Development Department
"Committed Equal Opportunity Employer/Programs"

"Auxiliary aids and services are available upon request to individuals with disabilities." Relay numbers for the Hearing Impaired: (TT) 1-800-712-6600 (voice) 1-800-735-8262
www.mideastcom.org

For WIOA funds to be used to pay for training and/or supportive services, the individual seeking services must reside in the Rivers East region (Beaufort, Bertie, Hertford, Martin, or Pitt County).

To establish residency, the individual must provide one of the following items:

- Valid NC Driver's License or NC State ID
- Property Tax Receipt
- Posted mail with name of individual and physical address
- Lease Agreement or mortgage statement
- School transcript
- Any bill or statement with physical address (utility, credit card, insurance, etc.)
- **Documentation that only lists a PO Box will not be accepted**

If the individual being enrolled is a minor and receives no mail in their name, they must provide documentation (as listed above) from a parent or guardian. The parent or guardian must complete and sign a Rivers East Self-Attestation and be listed on the Family Screening Form.

Documentation must be scanned into NCWorks at the time of enrollment.

Any exceptions or documents not listed must be approved by the Local Area prior to the individual being enrolled.