

Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-12 CHANGE 1


SUBJECT: RIVERS EAST SELF-ATTESTATION POLICY

PURPOSE: This issuance replaces Rivers East Issuance 2021-12 and provides updated forms.

ACTION: Service providers should begin to use the new forms attached to this revision.

EFFECTIVE DATE: July 1, 2021

REVISION DATE: June 22, 2022



Jennie Bowen
Workforce Development Director

Attachments

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

Rivers East Self-Attestation Policy

Self-Attestation is used to verify eligibility items that, in some cases, may not be easily verified, or that may cause undue hardship for individuals to obtain. This Policy will incorporate a random sampling methodology to determine the accuracy of the self-attestation method for determining WIOA eligibility for Adult, Dislocated Worker, and Youth Programs.

Although self-attestation is an allowable form of verification, documentation for some eligibility items, Program Operators are ONLY allowed to use self-attestation verification when no other form of verification documentation is feasible. Program Operators need to ensure that participants clearly understand that they may be required to provide additional documentation for any self-attestation verified item and that they agree to cooperate fully in the timely submission of the specified documents. Eligible customers are required to sign a statement certifying, under penalty and perjury, that all information supplied relating to eligibility for WIOA participation is true and accurate.

Local Area staff perform a yearly fiscal and programmatic monitoring review of all WIOA programs that include a review of eligibility documentation. These reviews will include a random sampling of enrolled participants in which self-attestation was used for eligibility documentation. No participant may be arbitrarily excluded from this sampling. The minimum sample size is 10% of those enrolled. If a self-attestation is questionable, the Program Operator will be required to obtain documentation to verify the self-attestation form.

An example of self-attestation sampling: To verify school status, the participant signed a self-attestation stating that a high school diploma was obtained. The Program Operator will be required to obtain a copy of the high school diploma or a high school transcript to verify the self-attestation is true and accurate.

Documentation of eligibility must be accomplished for every participant selected in the sample and is required to be submitted to the Local Area with 30 days of the monitoring review. If sample participants cannot be located or cannot produce the minimum documentation required, they shall be considered ineligible and the associated costs may be disallowed.

Approved Forms and uses:

- Rivers East Self-Attestation Form: used to verify employment status, current school status, and/or highest grade completed and drop-out status.
- Long-Term Unemployed Self-Attestation Form: used to document and verify if the participant has been unemployed 13 weeks or longer.
- Rivers East Applicant Statement: used to verify eligibility address, if different from other documentation being presented or can be used for other eligibility items (be sure to list items).

Any forms not attached to the this policy for self-attestation must be pre-approved by the Local Area.

RIVERS EAST APPLICANT STATEMENT

Customer Name: _____

Program: Adult

DW

Youth

Eligibility Item(s) being verified: _____

STATEMENT

Customer Signature: _____

Date: _____

Career Advisor Signature: _____

Date: _____

Program Manager Signature: _____

Date: _____

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Long Term Unemployed Self-Attestation

Participant Name: _____ State ID #: _____

Name of last employer: _____

Date of Employment: _____ to _____
Start Date *End Date*

Employer address: _____
Address including City and State

I attest that my last employer is listed above and that I have not worked consecutively for the past 13 weeks.

Customer Signature: _____ Date: _____

Career Advisor Signature: _____ Date: _____

Program Manager Signature: _____ Date: _____

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Self-Attestation Form

This form can be used to verify multiple eligibility requirements. Only complete one form per participant.

Name: _____ State ID Number: _____

Employment Status

Employed: I certify that I am currently employed.

Name of Employer: _____

Employment Dates: _____ to _____

Unemployed: I certify that I am currently unemployed.

Name of Last Employer: _____

Last Day Worked: _____

Never Worked: I certify that I have never worked, and I am currently not employed or earning wages.

School Status

I certify that I am currently not attending any high school or college (on-campus or virtual).

I certify that I dropped out of high school.

I certify that I am currently attending school. *Please check one of the options below.*

I am attending High School at _____.

I am attending a local community college or university for curriculum or continuing education classes.

College: _____ Date Started: _____

Name of Program: _____

I am attending ABE/GED classes at a local community college.

College: _____ Date Started: _____

Highest Grade Completed

Highest Grade Completed: _____

Name of Degree/Diploma/Certificate: _____

By signing below, I attest that the information provided on this application is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Parent/Guardian (if minor): _____ Date: _____

Career Advisor: _____ Date: _____

Program Manager: _____ Date: _____