



Operational Guidance 01-2024 – Eligibility and Suitability

This guide is to provide guidance on screening for eligibility and suitability. While comprehensive, please recognize that it may not encompass every aspect. It remains the responsibility of the program operator and staff to thoroughly review all relevant policies to ensure proper documentation and allowable expenditures.

A best practice is to screen for suitability while screening for eligibility. You may find that while the individual is eligible for a program, they may not be suitable, *at the time*. Career Advisors can provide basic career services to anyone, without enrolling them in a WIOA Title I program. This means you can assist with job search, resume writing, mock interviews, and multiple work readiness activities. Once the individual is suitable and ready, then you can enroll them in a WIOA Title I program.

This allows you to get to know the individual and they have an opportunity to learn more about the commitment they are required to make. This also allows you to give them assignments and see if they are committed to completing them and ready for enrollment.

Some suitability components to consider:

- Assessments: what are they telling you?
 - NCCareers.org, TABE, My Next Move, etc.
- Did the individual attend activities? Appointments?
- Did they complete the assignments?
- Do they already have a credential? Or employable skill? Do they really need assistance from the program to gain employment?
- What are their goals for the program?
 - If they just want supportive services – does another agency provide the service?
 - Are their goals achievable?
 - Is the training they want offered locally and is it in demand?
- Do they have extensive barriers?
- Do you need to consult with a partnering agency before finalizing enrollment? (VR, Domestic Violence shelter, etc.)
- Personal life – can they commit?

When assessing an individual for suitability and eligibility, keep the two main goals of the program in mind: training and employment.

For youth participants, during enrollment, the barriers can become overwhelming. A best practice is to pick one. Choose the barrier that you can most easily document and when entering the enrollment case note, ensure that barrier is clearly stated. Other barriers can and should be added to the Objective Assessment. If a barrier is recorded on the application, it must be verified.

Basic Adult Eligibility:

- 18 or over
- A US Citizen
- Be eligible for work
- Meet Selective Service requirements, if applicable

Basic Dislocated Worker Eligibility:

- Long term unemployed
- Can't return to previous career
- Laid off or have received a layoff notice

Basic Youth Eligibility:

- NC serves 16 to 24
- Barrier to employment (see eligibility guide for full list)

Applicable Policies, TEGs, and other Documents:

<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2023/TEGL%2010-23/TEGL%2010-23.pdf>

<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2009-22/TEGL%2009-22.pdf>

https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2017/TEGL_19-16.pdf

https://www.ncworks.gov/admin/gsipub/htmlarea/uploads/Staff%20Guide_06_Programs_WIOA.pdf

<https://files.nc.gov/nccommerce/documents/files/WIOA-and-Wagner-Peyser-Employment-Act-Participant-Eligibility-Reference-Guide.pdf>

<https://www.commerce.nc.gov/og-09-2021-guidance-eligibility-participation-title-i/open>

<http://riverseastwdb.org/wp-content/uploads/2022/06/2021-34-Residency-Requirements.pdf>

<http://riverseastwdb.org/wp-content/uploads/PY21PolicyUpdates/Priority-of-Service.pdf>

<http://riverseastwdb.org/wp-content/uploads/PY21PolicyUpdates/Youth.Additional-Assistance.pdf>