



DIRECTIVE NO: 47-19
TO: All La Cooperativa Subrecipients
SUBJECT: Participant Self Attestation

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Regulations 20 CFR 680

PURPOSE:

The purpose of this directive is to provide guidance on acceptable documentation to verify eligibility of individuals who are enrolled in WIOA National Disaster Dislocated Worker Grants (DWG) based on self attestation due to a natural or man-made disaster such as fire, flood, tornado or eviction from residence resulting in loss of documentation.

POLICY:

Subrecipients must have a system in place to verify eligibility for these individuals once better data is available. Of particular concern is the documentation provided when someone in the applicant's household has lost work opportunities or income.

While it is recognized that, due to a disaster, documentation of eligibility may be difficult to obtain during the start of the DWG program, subrecipients must have a system in place to verify eligibility for individuals once better data are available.

It is important to note that verification is far different than hard copy documentation.

Verification means to confirm eligibility requirements through examination of official documents, e.g., birth certificates, public assistance records, or speaking with official representatives of authorized agencies.

Documentation means to maintain physical evidence, which is obtained during the verification process, in participant files. Examples of such evidence are copies of documents, where legally permitted, and completed and signed telephone/document inspection forms.

When self-attestation is used, documentation must include, at a minimum, the following information:



1. The applicant's full name
2. Clear statements of the issues being documented
3. Attempts made by the case manager to obtain required documentation/information
4. The applicant's signature
5. Date signed
6. Case manager's signed affidavit will serve as witness to all self-attestation documents

The use of white-out on documentation is prohibited. Errors should be lined through, initialed and correct information added.

Follow-up of eligibility documentation is not intended to be a hardship but to serve as a method to ensure validity of verification sources and to ensure the enrollment of eligible individuals.

ACTION:

Subrecipients participating in the delivery of NDW services shall follow this policy. This policy shall remain in effect until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to Marina Tapia at 916-388-2224.

A handwritten signature in blue ink, appearing to read 'ML', with a stylized flourish at the end.

Marco Lizarraga
Executive Director