

## Barrier Documentation Policy

### Policy

1. The Workforce Innovation and Opportunity Act serves individuals with barriers to employment.
2. All client files must include documentation that clearly demonstrates that the client meets the barrier definitions as stated in the Workforce Innovation and Opportunity Act.
3. ALL potential barriers should be explored, identified and documented to establish at-risk clients with multiple barriers.
4. Barrier documentation should also serve as acceptable documentation for data validation.

Barrier to Employment	Acceptable Documentation
<b>Basic Skills Deficiency (academic or language literacy)</b>	<ul style="list-style-type: none"> <li>• National Reporting System (NRS) Approved Standardized Assessment Test Score</li> <li>• School Records</li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>• Developmental Disabilities Administration (DDA) certificate for long-term supports</li> <li>• Letter from Virginia Department of Health and Mental Hygiene (DHMH), Behavior Health Administration (BHA), Administrative Services Organization, or another Core Service Agency attesting that the individual receives specialty services within the Public Health System</li> <li>• Physician, Psychiatrist, or Psychologist or other Licensed Clinical Professional Diagnosis or Statement</li> <li>• Public Assistance to Adults (PAA) Approval Letter</li> <li>• School Records (Individualized Education Plan, 504 Plan, exit documents, or other documentation starting disability)</li> <li>• Self-Attestation Applicant Statement</li> <li>• Social Security Administration Disability Records</li> <li>• Temporary Disability Assistance Program Approval Letter</li> </ul>

	<ul style="list-style-type: none"> <li>• Veterans Administration Letter/Records</li> <li>• Letter from a Vocational Rehabilitation Agency, such as Virginia Division of Rehabilitative Services (DORS) verifying a disability</li> <li>• Worker's Compensation Records/Statement</li> </ul>
<b>Dislocated Spouse of a Military Service Member</b>	<ul style="list-style-type: none"> <li>• DD-214 of Spouse (if dislocated is based on the spouse's discharge from the military)</li> <li>• Military orders of Spouse showing service member permanent change of military station resulting in dislocation.</li> </ul>
<b>Dislocation from Facility Closure</b>	<ul style="list-style-type: none"> <li>• Layoff Notice</li> <li>• Letter from Employer</li> <li>• Media Announcement with Employment Verification</li> <li>• Unemployment Insurance (UI) Compensation Award Letter (if names of both company and participant are stated)</li> </ul>
<b>Displaced Homemaker</b>	<ul style="list-style-type: none"> <li>• Bank Records</li> <li>• Court Records</li> <li>• Divorce Papers</li> <li>• Public Assistance Records</li> <li>• Self-Attestation Applicant Statement</li> <li>• Spouse's Death Record</li> <li>• Spouse's Layoff Notice</li> </ul>
<b>Eligible for Free or Reduced Lunch under the Richard B. Russell National School Lunch Act (source must reflect most recent school year)</b>	<ul style="list-style-type: none"> <li>• Notification Letter from the School</li> <li>• Notification of Eligibility</li> <li>• Statement from the School</li> </ul>
<b>Ex-Offender (includes offenders)</b>	<ul style="list-style-type: none"> <li>• Documentation from Juvenile or Adult Criminal Justice System</li> <li>• Case Noted Phone Call with Court of Probation Representative</li> <li>• WIOA Intake or Registration Form (if signed)</li> <li>• Self-Attestation Applicant Statement</li> </ul>
<b>Foster Care Youth (current or aged out)</b>	<ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> </ul>
<b>General Dislocation</b>	<ul style="list-style-type: none"> <li>• Layoff Letter from Employer</li> </ul>


	<ul style="list-style-type: none"> <li>• Rapid Response List (if includes employer name)</li> <li>• MABS F04 Printout with a Determination Code of 50 or 99</li> <li>• DD-214 (if dislocation is based on the participant discharge from the military)</li> </ul>
<b>Homeless Individual</b>	<ul style="list-style-type: none"> <li>• Self-Attestation Applicant Statement</li> <li>• Statement from Shelter or Social Service Agency</li> <li>• WIOA Intake or Registration Form (if signed)</li> <li>• Written Statement from an Individual Providing Temporary Residence</li> </ul>
<b>Low Income</b>	<ul style="list-style-type: none"> <li>• Alimony Agreement</li> <li>• Award Letter from Veterans Administration</li> <li>• Bank Statements</li> <li>• Compensation Awards Letter</li> <li>• Court Award Letter</li> <li>• Documented Family Size in Relation to Low Income Status</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Food Supplement Eligibility Determination Notice</li> <li>• Housing Authority Verification</li> <li>• Pay Stubs</li> <li>• Pension Statement</li> <li>• Public Assistance Eligibility Determination Notice</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Self-Attestation Applicant Statement</li> <li>• Supplemental Security Income Benefits</li> <li>• UI Documents</li> </ul>
<b>Migrant and Seasonal Farmworker</b>	<ul style="list-style-type: none"> <li>• Self-Attestation Applicant Statement</li> </ul>
<b>Native Americans, Alaskan Natives, and Native Hawaiians</b>	<ul style="list-style-type: none"> <li>• WIOA Intake or Registration Form (if signed)</li> </ul>
<b>Older Workers</b>	<ul style="list-style-type: none"> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• Cross-Match with Department of Vital Statistics</li> </ul>

	<ul style="list-style-type: none"> <li>• DD-214, Report of Transfer or Discharge Paper</li> <li>• Driver's License</li> <li>• Elderly Simplified Application Project approval</li> <li>• Federal, State or Local Government Identification Card</li> <li>• Hospital Record of Birth</li> <li>• Letter from Public Assistance/Social Service Agency</li> <li>• Tribal Records</li> <li>• U.S. Passport or U.S. Passport Card (unexpired)</li> </ul>
<b>Self-Employment Dislocation</b>	<ul style="list-style-type: none"> <li>• Court Documents</li> <li>• Disaster Insurance Claim</li> <li>• Evidence of Failure of Business Supplier or Business Customer</li> <li>• Federal or State Declaration of Disaster</li> <li>• Insurance Claims or Other Proof of Income Loss</li> <li>• Proof of Eligibility for Disaster Unemployment Assistance (DUA) fro DLLR Division of Unemployment Insurance</li> </ul>
<b>Single Parent</b>	<ul style="list-style-type: none"> <li>• Baptismal Record</li> <li>• Child Support Enforcement or Administration Records</li> <li>• Copy of Child's Birth Certificate</li> <li>• Doctor's Note Confirming Pregnancy</li> <li>• Observation of Pregnancy Status in Case Notes</li> <li>• Self-Attestation Applicant Statement</li> <li>• Temporary Cash Assistance Approval Notice</li> </ul>
<b>Substantial Cultural Barriers</b>	<ul style="list-style-type: none"> <li>• Self-Attestation Applicant Statement</li> <li>• WIOA Intake or Registration Form (if signed)</li> </ul>
<b>Unemployed</b>	<ul style="list-style-type: none"> <li>• <i>Verification of Virginia UI Benefit Status</i> Letter Addressed to UI Claimant</li> <li>• DD-214 (if dislocation is based on the participant discharge from the military)</li> <li>• Layoff Letter from Employer</li> </ul>

	<ul style="list-style-type: none"> <li>• Letter from Employer Noting Not Subject to UI Law</li> <li>• Virginia Automated Benefit System (MABS) 203 <i>Weeks Claimed History</i> Screen, with a Payment Code of 01, 03, 08, 15, 16, 19, or 39</li> <li>• MABS F04 Printout with a Determination Code of 50 or 99</li> <li>• Rapid Response List including Employment Name</li> <li>• Reemployment Opportunity Workshop (ROW) Letter</li> <li>• Reemployment Services and Eligibility Assessments (RESEA) Workshop Letter</li> <li>• UI Compensation Award Letter</li> <li>• UI Documentation indicating Not Eligible Due to Insufficient Earnings</li> <li>• UI Notice of Available Weekly Claim Certification</li> <li>• UI Webcert Payment History Printout Including Participant's Name</li> </ul>
<b>Veteran Status</b>	<ul style="list-style-type: none"> <li>• Cross-Match with Veterans Data</li> <li>• DD-214 Copy 4 <i>Veteran's Certificate of Release or Discharge from Active Duty</i></li> <li>• Letter from the Veterans' Administration Certifying Veteran Status</li> </ul>
<b>Without a High School Diploma</b>	<ul style="list-style-type: none"> <li>• Records from an Educational Institution (diploma, GED, transcripts, withdrawal letter, or school documentation)</li> <li>• Self-Attestation Applicant Statement</li> <li>• WIOA Intake or Registration Form (if signed)</li> </ul>

5. Self-Attestation is allowable where stated within the acceptable documentation.
6. In the case where a barrier is not provided above, hard copy verification and/or self-attestation is required.

Approval Signature:



Revision Date: June, 2017