

	Policy No: PW-315
	Effective Date: April 18, 2025 Original Approval: April 18, 2025
	New <input checked="" type="checkbox"/> Revised <input type="checkbox"/>
Customer Self-Attestation for WIOA Eligibility	

PURPOSE

The purpose of this policy is to provide guidance on the use of self-attestation to document eligibility for WIOA Youth, Adult, and Dislocated Worker program enrollment. Southwestern Workforce Investment Board (SOWIB) requires that providers for WIOA programs acquire appropriate documentation for eligibility for all applicable areas of criteria that participants meet.

REFERENCES

Training & Employment Guidance Letter (TEGL) WIOA 23-19 Change 2
Attachment A WIOA Title I Customer Self-Attestation

POLICY

SOWIB providers will obtain documentation for WIOA participants to confirm eligibility for program services. Each area of qualification will be documented in the participant file, and self-attestation will **only** be used as an absolute last resort.

Self-attestation allows customers a means to self-certify to those WIOA eligibility items that, in some cases, are not verifiable or may cause an undue hardship for individuals to obtain. Self-attestation should be used as a last resort and should not take the place of gathering documentation/verification when available from other sources. Provider staff should assist customers as needed to obtain appropriate documentation required for enrollment.

When the self-attestation form (Attachment A) is used, documentation must include, at a minimum, the following information:

1. The applicant's full name
2. Clear statements of the items being documented
3. The applicant's signature
4. Date signed
5. Case Manager's signature will serve as witness to all self-attestation documents

Form completion can be done electronically or through a printed, signed version. The use of white-out is prohibited. Errors should be lined through, initialed and correct information added.