

# Appendix A: Allowable Source Documentation

## Title I, Title III and Trade Programs

The following data elements have been defined in TEGL 23-19 Attachment II as allowable forms of source documentation for WIOA Titles I and III and Trade program data validation requirements. Also identified are acceptable forms of source documentations for the statutory eligibility requirements for these programs. Career planners must ensure the document used for both processes proves the criteria and that all other enrollment and eligibility requirements have been met. All documentation must be maintained in the data management system, IowaWORKS.gov.

Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
<b>INDIVIDUAL INFORMATION</b>								
<b>EQUAL OPPORTUNITY INFORMATION</b>								
Date of Birth		★ ★	★ ★	★ ★	★	★		One of the following: • Drivers License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible
Citizenship Status / Authorization to Work in the U.S.		★	★	★				One of the following: • Alien Registration Card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179) • Baptismal Certificate with Place of Birth • Birth Certificate (Original/Certified Copy) • Certificate of Naturalization • DD-214 • Native American Tribal Document • Social Security Card (Work Eligible) • United States Passport • Voter Registration Card • Other Applicable Documentation, (specify)
Selective Service Registration		★	★	★				Selective Service registration card • Internet (SSS website) • Selective Service acknowledgement letter • DD-214, report of transfer or discharge paper • Selective Service registration record  Documented Exemption from Registration • Notation of the type of obvious handicap or a letter of determination from Selective Service • Immigration documents verifying age at arrival
Individual with a Disability	★	★ ★	★ ★	★ ★	★		★	One of the following: • Self-Attestation • School 504 Records Provided by Student • Assessment Test Results
Eligible Veteran Status		★ ★	★ ★	★	★	★		One of the following: • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration
Adult Priority of Service		★	★					Additional criteria is used when applying priority of service for Adults. Veterans continue to receive priority of service for all DOL-funded programs. Local areas must give priority of service to participants that fall into one of the following priority categories: 1. recipients of public assistance 2. other low-income individuals 3. individuals who are basic skills deficient 4. non-covered persons who do not meet the before mentioned priorities may be enrolled on a case by case basis with documented managerial approval.
<b>EMPLOYMENT AND EDUCATION INFORMATION</b>								
UC Eligible Status	★	★	★		★		★	One of the following: • Cross-Match to State UI Database • Cross-Match to State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation for Code Values 3 and 4 only.

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Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Long-Term Unemployed at Program Entry	★	★	★		★		★	One of the following: • Self-Attestation • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State UI Database
Highest School Grade Completed at Program Entry							★	One of the following: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • WIOA intake or registration form • Electronic Records • Self- Attestation
Highest Educational Level Completed at Program Entry							★	One of the following: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • WIOA intake or registration form • Electronic Records • Self- Attestation
School Status at Program Entry	★	★	★	★ ★	★		★	One of the following: • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation
Date of Actual Dislocation	★	★	★		★		★	One of the following: • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation
Most Recent Date of Qualifying Separation						★		One of the following: • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation
Tenure with Employer at Separation						★	★	One of the following: • Verification from Employer • Worker List from Firm • Self-Attestation • Cross-Match with State MIS Database • Signed Intake Application or Enrollment Form • Case Notes
Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	★							One of the following: • Self-Attestation • Cross-Match with Public Assistance Records • Case Notes • Cross-Match with State MIS Database • Cross-Match with H-1B Records
<b>FAMILY SIZE - Documentation of family size required if eligibility is based on family income or self-employment income only.</b>								
<b>Family</b> Two or more persons related by blood, marriage, or decree or court, who are living in a single residence.		★	★	★				• Lease • Most recent years tax return • Human services records • Public housing records • Landlord contact • School records • Case notes (must have verified status with appropriate entity)

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Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
<b>Family-of-One</b> Any individual who meets the criteria of any one of the following categories. Only the applicant's income needs to be considered, however, they must still meet low income guidelines. Category and income must both be verified. 1. An individual who has a verified, documented disability. 2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child. 3. A foster child on behalf of whom state or local government payments are made. 4. A runaway youth who is separated from the family. 5. An emancipated youth who is separated from the family. 6. A court-adjudicated youth who is separated from the		★	★	★				<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement</li> <li>• School record of disability determination</li> <li>• Vocational rehabilitation letter</li> <li>• Social Security disability records</li> <li>• Workers compensation record</li> <li>• Social services records</li> <li>• Psychologist diagnosis</li> <li>• Veteran administration record</li> <li>• Court record</li> <li>• Case notes (must have verified status with appropriate entity)</li> </ul>
<b>Low Income</b> Low income verification is required for all in-school youth and for those out of school youth who have a secondary school diploma and are basic skills deficient, an English language learner or require additional assistance to enter or complete an educational program or to secure or hold employment. Recipients of public assistance and other low income individuals are considered low income for purposes of WIOA Title I eligibility.								
<b>PUBLIC ASSISTANCE INFORMATION</b>								
Temporary Assistance to Needy Families (TANF)	★	★ ★	★ ★	★	★		★	One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry	★	★	★		★		★	One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	★	★ ★	★ ★	★	★		★	One of the following: <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>
Supplemental Nutrition Assistance Program (SNAP)	★	★ ★	★ ★	★	★		★	One of the following: <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>
Other Public Assistance Recipient (Includes General Assistance (GA) and Refugee Cash Assistance (RCA))		★ ★	★ ★	★				One of the following: <ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with State MIS Database</li> </ul>

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<b>Family Income</b> Determined when an individual received income, or is a member of a family that received income, for six-month period prior to application for the program that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income.  See also Low Income at Program Entry listed below.		★	★	★				<ul style="list-style-type: none"> <li>• Award letter from Veterans Administration</li> <li>• Court documents</li> <li>• Employer records or statement</li> <li>• Financial records</li> <li>• Human service records</li> <li>• Retirement records</li> </ul>
Self-Employment		★	★	★				<ul style="list-style-type: none"> <li>• Self-employment income records</li> <li>• Social Security benefits</li> <li>• Unemployment insurance documents and/or printout</li> <li>• Workers compensation records</li> <li>• Case notes (must have verified with appropriate entity)</li> </ul>
<b>ADDITIONAL YOUTH CHARACTERISTICS</b>								
Pregnant or Parenting Youth				★ ★				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• WIC Eligibility Verification</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>
Youth Who Needs Additional Assistance				★ ★				One of the following (see state policy on definition): <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
Foster Care Youth Status at Program Entry	★	★ ★	★ ★	★ ★	★		★	One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
Free or Reduced Price Lunch (Individual must currently be receiving at time of eligibility determination. If a school subsidizes all students lunch and does not use individual eligibility to determine who is eligible for free and reduced lunch, this verification for eligibility cannot be accepted for your low income determination.				★				<ul style="list-style-type: none"> <li>• Human services free lunch notice</li> <li>• School record or letter</li> </ul>
Youth Living in a High Poverty Area (Individual must currently be living in a high poverty area at time of eligibility)				★				<ul style="list-style-type: none"> <li>• Piece of postmarked mail</li> </ul>
Offender (In-School and Out-of-School)				★				<ul style="list-style-type: none"> <li>• Court documents</li> <li>• Halfway house resident</li> <li>• Letter of parole</li> <li>• Letter from a probation officer</li> <li>• Police records</li> <li>• Document from juvenile/criminal justice</li> <li>• Case notes (Must have verified status with appropriate entity)</li> </ul>

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Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Individual with a disability (In-School and Out-of School)				★				<ul style="list-style-type: none"> <li>• Email verification from social services agency, Vocational Rehabilitation agency, or authorized school personnel</li> <li>• Letter from child study team stating specific disability</li> <li>• Letter from drug or alcohol rehabilitation agency</li> <li>• Medical records</li> <li>• Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness)</li> <li>• Physician's statement</li> <li>• Psychiatrist's statement</li> <li>• Psychologist's diagnosis</li> <li>• Rehabilitation evaluation</li> <li>• School records</li> <li>• Sheltered workshop certification</li> <li>• Social Security Administration disability records</li> <li>• Social service records/referral</li> <li>• Veterans Administration letter/records</li> <li>• Vocational Rehabilitation letter</li> <li>• Workers' compensation record</li> <li>• Case notes (must have verified status with appropriate entity)</li> </ul>
Requires additional assistance to complete educational program or to secure and hold employment (In-School and Out-of-School)				★				<ul style="list-style-type: none"> <li>• Local area plan</li> <li>• Local area policy</li> <li>• Individual service strategy</li> <li>• WIOA intake form</li> <li>• Case notes (must have verified status with appropriate entity)</li> </ul>
Age of compulsory school attendance, but has not attended school for at least the most recent school year calendar quarter (Out-of-School)				★				<ul style="list-style-type: none"> <li>• School records</li> <li>• Case notes (must have verified status with appropriate entity)</li> </ul>
School dropout (Out-of-School)				★				<ul style="list-style-type: none"> <li>• Letter from school</li> <li>• High school transcript</li> <li>• Case notes (must have verified status with appropriate entity)</li> </ul>
<b>ADDITIONAL REPORTABLE CHARACTERISTICS</b>								
Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry	★	★ ★	★ ★	★ ★	★		★	One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>
Ex-Offender Status at Program Entry	★	★	★	★	★		★	One of the following: <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

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Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Low Income Status at Program Entry	★	★	★	★	★		★	One of the following: • Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation
English Language Learner at Program Entry	★	★	★	★ ★	★		★	One of the following: • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Self-Attestation • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy
Basic Skills Deficient/Low Levels of Literacy at Program Entry	★	★	★	★ ★	★		★	One of the following: • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
Single Parent at Program Entry	★	★	★	★	★		★	One of the following: • Self-Attestation • TANF Single Parent Eligibility Verification • Case Notes • Needs Assessment • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy or Employment Plan
Displaced Homemaker at Program Entry	★	★	★		★		★	One of the following: • Self-attestation • Signed Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Signed Individual Employment Plan
Eligible Migrant and Seasonal Farmworker Status	★	★	★		★		★	One of the following: • Self-Attestation • Case Notes • Cross-Match with Public Assistance Records • NFJP Eligibility Documents • Cross-Match with State MIS • Cross-Match with H-1B Records

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<b>ONE STOP CENTER PROGRAM PARTICIPATION INFORMATION</b>								
Date of Program Entry	★	★	★	★	★		★	One of the following: • Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms.
Date of Program Exit	★	★	★	★	★	★	★	One of the following: • A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)
Date of First Case Management and Employment Service						★		One of the following: • Electronic Records • Case notes
Date of First WIOA Youth Service				★				One of the following: • Signed Intake Application or Enrollment Form with Follow- up Cross-Match to Case Notes Identifying the First Qualifying Service • Case Notes with Cross-Match to State MIS Database • Signed Individual Service Strategy with Follow-up Cross- Match to Case Notes Identifying the First Qualifying Service • Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service
Recipient of Incumbent Worker Training		★	★		★		★	One of the following: • Signed IWT Contract • Electronic Records
Rapid Response	★		★		★	★	★	One of the following: • Cross-Match to State MIS Database • Case Notes • Self-Attestation • Rapid Response List • Cross-Match to Rapid Response Records
TAA Petition Number						★		One of the following: • Employer Worker List • Designation of Eligibility Form
Other Reasons for Exit	★	★	★	★	★	★	★	One of the following: • File documentation with notes from program staff • Information from partner services • WIOA status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility
TAA Application Date						★		One of the following: • Electronic Records • Designation on Eligibility form • TAA Application Form
Date of First TAA Benefit or Service						★		One of the following: • Case Notes • Electronic Records
<b>ONE STOP SERVICES AND ACTIVITIES</b>								
<b>GENERAL SERVICES OVERVIEW</b>								
Date of First Basic Career Service (Staff-Assisted)	★	★	★		★		★	One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
Most Recent Date Received Basic Career Services (Self-Service/Information- Only)	★	★	★		★		★	One of the following: • Electronic Records • Case Notes

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Most Recent Date Received Basic Career Services (Staff-Assisted)	★	★	★		★		★	One of the following: • Case Notes • Electronic Records
Date of Most Recent Career Service	★	★	★		★		★	One of the following: • Case Notes • Electronic Records
Most Recent Date Received Staff-Assisted Services (DVOP specialist)	★	★	★		★		★	One of the following: • Electronic Records • Case Notes
Date Referred to Department of Veterans Affairs Vocational Rehabilitation and	★	★	★		★		★	One of the following: • Electronic Records • Case Notes
Date of Most Recent Reportable Individual Contact	★	★	★		★			One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
<b>INDIVIDUALIZED CAREER SERVICES</b>								
Date of First Individualized Career Service	★	★	★		★		★	One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
Most Recent Date Received Individualized Career Service	★	★	★		★		★	One of the following: • Case Notes • Electronic Records
Date Individual Employment Plan Created		★	★		★	★	★	One of the following: • Cross-Match with State MIS Database • Case Notes • Signed Individual Employment Plan or Individual Service Strategy • Electronic Records
Type of Work Experience		★	★	★	★		★	One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records
Date Received Financial Literacy Services	★	★	★	★	★		★	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records
Transitional Jobs		★	★		★		★	One of the following: • Electronic Records • Case Notes • Signed Transitional Job Agreement
<b>TRAINING SERVICES</b>								
Received Training (WIOA)		★	★	★	★		★	One of the following: • Cross-match Between Dates of Service and Vendor Training Information • Vendor Training Records • Cross-Match with State MIS Database • Case Notes • Signed Training Contract • ITA • Electronic Records
Date Entered Training		★	★	★	★	★		One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database • ITA



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Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Type of Training Service		★	★	★	★	★	★	One of the following: • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records
Occupational Skills Training Code		★	★	★	★	★		One of the following: • Cross-Match to State MIS Database • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • ITA
Training Completed		★	★	★	★	★		One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
Date Completed, or Withdrew from, Training		★	★	★	★	★		One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
Established Individual Training Account (ITA)		★	★		★			One of the following: • Cross-Match with State MIS Database • Case notes • ITA Approval, Allocation or Activation Records
Waiver from Training Requirement						★		One of the following: • Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals) • Cross-Match with State UI Records of TRA Checks • Verification Form from UI or Employment Counselor
Date of Most Recent Case Management and Reemployment Service						★		One of the following: • Cross-Match with State MIS Database • Case notes
Date Waiver From Training Requirement Issued						★		One of the following: • Waiver Documentation in Case File • Cross-Match with State UI Database • Verification Form from UI or Employment Counselor
Participated in Postsecondary Education During Program Participation		★	★	★	★			One of the following: • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card
<b>YOUTH PROGRAM SERVICES</b>								
Enrolled in Secondary Education Program		★	★	★	★			One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system
Most Recent Date Received Educational Achievement Services				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received

## Appendix A: Allowable Source Documentation

### Title I, Title III and Trade Programs

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Most Recent Date Received Alternative Secondary School Services				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
Most Recent Date Received Work Experience Opportunities				★				One of the following: • Activity Sheets • Sign-in Sheets • Attendance Records • Vendor Contract • Cross-Match with State MIS Database • Case Notes • Logs or Status Forms Noting Receipt of Service and Combination of Services Received
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential		★	★	★	★			One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system
Most Recent Date Received Education Offered Concurrently with Workforce Preparation				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
Most Recent Date Received Leadership Development Opportunities				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
Most Recent Date Received Supportive Services		★	★	★	★			One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
Most Recent Date Received Adult Mentoring Services				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
Most Recent Date Received Comprehensive Guidance/ Counseling Services				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received

## Appendix A: Allowable Source Documentation

### Title I, Title III and Trade Programs

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Most Recent Date Received Youth Follow-up Services				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
Most Recent Date Youth Received Entrepreneurial Skills Training				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
Most Recent Date Youth Received Services that provide labor market information and employment information				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • State MIS, case notes • WIOA status forms noting receipt of service and type of service received
Most Recent Date Youth Received Postsecondary transition and preparatory activities				★				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
<b>OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS</b>								
Received Needs-Related Payments		★	★		★			One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
Date Received First Basic TRA payment						★		One of the following: • State UI records of Basic TRA checks issued • Request for allowance • Electronic Records
Date Received First Completion TRA Payment						★		One of the following: • State UI records of Basic TRA checks issued • Request for allowance • Electronic Records
Date Received First A/RTAA Payment						★		One of the following: • Cross-match with State UI Database of Basic TRA checks Issued • Request for Allowance • Electronic Records
Received Needs-Related Payments		★	★		★			One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received

#### PROGRAM OUTCOMES INFORMATION

## Appendix A: Allowable Source Documentation

### Title I, Title III and Trade Programs

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
<b>EMPLOYMENT AND JOB RETENTION DATA</b>								
Employed in 1st Quarter After Exit Quarter	★	★	★	★	★		★	One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
Type of Employment Match 1st Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
Employed in 2nd Quarter After Exit Quarter	★	★	★	★	★	★	★	One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Type of Employment Match 2nd Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> </ul>
Employed in 3rd Quarter After Exit Quarter	★	★	★	★	★		★	One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
Type of Employment Match 3rd Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
Employed in 4th Quarter After Exit Quarter	★	★	★	★	★	★	★	One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Type of Employment Match 4th Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
Employment Related to Training (2nd Quarter After Exit)	★	★	★		★		★	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
Occupational Code (if available)	★	★	★		★		★	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
Entered Non-Traditional Employment		★	★					One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)	★	★	★				★	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)	★	★	★				★	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes
Industry Code of Employment 1st Quarter After Exit Quarter	★	★	★		★		★	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes
Industry Code of Employment 2nd Quarter After Exit Quarter	★	★	★		★		★	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes
Industry Code of Employment 3rd Quarter After Exit Quarter	★	★	★		★		★	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes
Industry Code of Employment 4th Quarter After Exit Quarter	★	★	★		★		★	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Retention with the same employer in the 2nd Quarter and the 4th Quarter	★	★	★	★	★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
<b>WAGE RECORD DATA</b>								
Wages 3rd Quarter Prior to Participation Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>



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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Wages 2nd Quarter Prior to Participation Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
Wages 1st Quarter Prior to Participation Quarter	★	★	★		★	★	★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Wages 1st Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
Wages 2nd Quarter After Exit Quarter	★	★	★	★	★	★	★	One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
Wages 3rd Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>

## Appendix A: Allowable Source Documentation

### Title I, Title III and Trade Programs

The following data elements have been defined in TEGL 23-19 Attachment II as allowable forms of source documentation for WIOA Titles I and III and Trade program data validation requirements. Also identified are acceptable forms of source documentations for the statutory eligibility requirements for these programs. Career planners must ensure the document used for both processes proves the criteria and that all other enrollment and eligibility requirements have been met. All documentation must be maintained in the data management system, IowaWORKS.gov.

Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Wages 4th Quarter After Exit Quarter	★	★	★		★		★	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
<b>EDUCATION AND CREDENTIAL DATA</b>								
Type of Recognized Credential		★	★	★	★	★	★	One of the following: <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>
Date Attained Recognized Credential		★	★	★	★	★	★	One of the following: <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> **For RSA-911 purposes, documentation is required for credentials earned after program participation begins.
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)		★	★	★	★			One of the following: <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card		★	★	★	★			One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card		★	★	★	★			One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
Date of Most Recent Measurable Skill Gains: Training Milestone		★	★	★	★			One of the following: <ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Date of Most Recent Measurable Skill Gains: Skills Progression		★	★	★	★			One of the following: • Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment		★	★	★	★			One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment		★	★	★	★			One of the following: • Cross-Match with Secondary or Postsecondary Education Database • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) • Signed Follow-up Survey Response from Program Participant • Signed File Documentation with Information Obtained from Education or Training Provider
<b>ADDITIONAL OUTCOME DATA</b>								
Youth 2nd Quarter Placement (Title I)				★				One of the following: • Cross-match with other agencies • Copy of registration record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation
Youth 4th Quarter Placement (Title I)				★				One of the following: • Cross-match with other agencies • Copy of registration record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation
Category of Assessment		★	★		★			One of the following: • Copy of Assessment Test Results • Vendor Receipt for Testing
<b>DISLOCATED WORKER GRANTS</b>								
Date of Completion of DWG Services					★			One of the following: • Cross-match between Electronic Records and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to Electronic Records • Case Notes with Follow-up Cross-Match to Electronic Records
Employed at Completion of DWG Services					★			One of the following: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor

# Appendix A: Allowable Source Documentation

## Title I, Title III and Trade Programs

The following data elements have been defined in TEGL 23-19 Attachment II as allowable forms of source documentation for WIOA Titles I and III and Trade program data validation requirements. Also identified are acceptable forms of source documentations for the statutory eligibility requirements for these programs. Career planners must ensure the document used for both processes proves the criteria and that all other enrollment and eligibility requirements have been met. All documentation must be maintained in the data management system, IowaWORKS.gov.

Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
Received Services through a Disaster Recovery Dislocated Worker Grant					★			One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> <li>• Electronic Records</li> </ul>
<b>Dislocated Worker Eligibility Requirements</b>								
<b>Category 1</b> An individual who has been terminated or laid off, or who has received a notice of termination or layoff-from employment, including separation from active military service (other than dishonorable discharge) and;			★					<ul style="list-style-type: none"> <li>• Unemployment insurance records</li> <li>• Layoff letter/WARN Notice</li> <li>• Employer statement</li> <li>• Rapid Response record</li> <li>• DD-214 with other than dishonorable discharge</li> <li>• Self-attestation</li> </ul>
a. is eligible for or has exhausted entitlement to unemployment compensation and is unlikely to return to a previous industry or occupation; or			★					<ul style="list-style-type: none"> <li>• Unemployment insurance records</li> </ul> <b>Unlikely to Return</b> <ul style="list-style-type: none"> <li>• Documentation indicating the individual was profiled for RES/RESEA</li> <li>• Documentation that the individual is eligible/enrolled in the Trade Adjustment Act</li> <li>• Current labor market information showing occupation in decline</li> </ul>
b. has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation.			★					<ul style="list-style-type: none"> <li>• Pay stubs showing insufficient earnings to date</li> <li>• W-2 and/or tax returns</li> <li>• Unemployment insurance denial letter</li> <li>• Employer records</li> <li>• Employer record/contact that services are not subject to unemployment compensation law</li> <li>• DD -214, report of transfer or discharge paper</li> <li>• Self-attestation</li> </ul> <b>Unlikely to Return</b> <ul style="list-style-type: none"> <li>• Documentation indicating the individual was profiled for RES/RESEA</li> <li>• Documentation that the individual is eligible/enrolled in the Trade Adjustment Act</li> </ul>
<b>Category 2</b> a. An individual who has been terminated or laid off, or has received a notice of termination; or b. An individual who is employed at a facility at which the employer has made a general announcement that such facility or military installation will close within 180 days; or c. An individual who is employed at a facility at which the employer has made a general announcement that such facility will close. (To receive services other than training services, individualized career services or			★					<ul style="list-style-type: none"> <li>• WARN Notice</li> <li>• Rapid Response record</li> <li>• Employer contact/verification</li> <li>• Layoff notice</li> <li>• Termination notice</li> <li>• News article/media announcement</li> </ul>

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Key: Data Validation Requirement ★  
Eligibility Requirement ★

Data Element	WP / MSFW	TI Adults	TI DW	TI Youth	DWG	TAA	JVSG	Allowable Source Documentation
<b>Category 3</b> An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, as defined by Local Workforce Development Boards. This includes family members and farm workers or ranch hands.			★					<ul style="list-style-type: none"> <li>• Bankruptcy documents</li> <li>• IRS documentation</li> <li>• Insurance claims, or other proof of income loss</li> <li>• Letter from lawyer, lender, or accountant</li> <li>• Documentation of business failure of business supplier or customer</li> <li>• Disaster insurance claim</li> <li>• Federal or state declaration of disaster</li> </ul>
<b>Category 4</b> Is a displaced homemaker			★					<ul style="list-style-type: none"> <li>• Bank/financial records</li> <li>• Court records</li> <li>• Divorce decree/records</li> <li>• Pay stubs/records</li> <li>• Spouse's death notice</li> <li>• Spouse's disability check</li> <li>• Spouse's layoff notice</li> </ul>
<b>Category 5</b> a. Is the spouse of a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or  b. Is the spouse of a member of the Armed Forces on active duty and who meets the criteria for displaced homemaker.			★					<ul style="list-style-type: none"> <li>• DD-214, report of transfer or discharge paper</li> <li>• Documentation showing service members call to active duty</li> <li>• Documentation showing permanent change in duty station</li> </ul>
<b>MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS</b>								
Social Security Number					★			One of the following: <ul style="list-style-type: none"> <li>• SSN Card</li> <li>• Passport</li> <li>• Military ID</li> <li>• Other Federal or State ID with SSN</li> </ul>