

MERCED COUNTY WORKFORCE DEVELOPMENT BOARD

1900 Airdrome Entry · Atwater, CA 95301 · (209) 724-2000 · Fax (209) 383-4039

POLICY BULLETIN

MCWDB PB # 06-21	Date Released: March 24, 2021
To:	All Merced County Workforce Development Board Staff and Service Providers
From:	Erick Serrato, Director, Merced County Workforce Development Board
Effective Date:	March 24, 2021
Subject:	Eligibility Source Document Requirements
Responsible Official:	MCWDB Program Manager

Background

It is the policy of the Merced County Workforce Development Board (MCWDB) that the following eligibility source documents for Adults, Dislocated Workers, and Youth must be verified and copies kept on file with every participant WIOA Application for eligibility.

Procedure

Copies of all eligibility source documents will be maintained and kept in the client case files and uploaded to CalJOBS as part of the Eligibility Packet. The following eligibility source documents must be verified at the determined point in the continuum of service, and copies must be retained and made available for subsequent review:

- U.S. Work Authorization
- Date of Birth
- Income Eligibility (Self-Attestation applies for this category. Please see Self Attestation Policy)
- Selective Service
- Veteran Status
- Dislocated Worker Eligibility

For all enrolled WIOA participants, the following signed copies will also be maintained with the WIOA Application in the case file, in addition the being uploaded into CalJOBS with the Eligibility Packet:

- "Equal Opportunity is the Law Grievance"
- "Complaint Procedure for Participants"