

MERCED COUNTY WORKFORCE DEVELOPMENT BOARD

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

POLICY BULLETIN

MCWDB PB # 07-21	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:	Self-Attestation
Responsible Official:	MCWDB Program Manager

Background

Self-Attestation (also referred to as a participant statement) occurs when a participant, unable to provide certain required document(s), states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for Self-Attestation are:

- (a) the participant identifying his or her status for permitted elements; and
- (b) signing and dating a form attesting to this self-identification, on paper or digital with electronic signatures.

Policy

It is the policy of the Merced County Workforce Development Board (MCWDB) to allow the use of Self-Attestations as a minimum documentation requirement for selected eligibility criteria, unless specific documentation requirements are provided in DOL ETA guidance that preclude the use of Self-Attestation or state law (i.e., the requirements governing UI eligibility determination).

Self-Attestation should only be used when other acceptable documentation is unattainable and after all practical attempts to secure other documentation have failed. Staff must document the reason for using Self-Attestation in case notes. To ensure properly documented customer Self-Attestation, MCWDB requires the use of the WIOA Applicant Attestation form (WDB Form 00-10). Improperly documented Self-Attestation or on eligibility elements not permitted under Federal law or guidance of this policy may result in disallowed costs. Properly documented Self-Attestation serves as documentary evidence of eligibility determination and does not, by itself, eliminate the potentiality of disallowed cost findings. At the same time, properly documented Self-Attestation does not, by itself, preclude disallowed cost findings if it is determined during monitoring reviews or audits that the attestation was false.

During national, state, or local emergency declarations, or during any other period determined by the MCWDB Director, Self-Attestation declarations via email are acceptable, and if all efforts fail to receive the attestation via email, a verbal attestation may suffice with clear notation by staff. A case note must properly document the need for this form of attestation. As soon as the emergency declaration has been lifted, Self-Attestation reverts to the above policy.

References

Workforce Innovation and Opportunity Act 2014
Training and Employment Guidance Letter (TEGL) 23-14
TEGL 08-15