

# Dislocated Worker Enrollment Checklist

**Must Complete the Wagner Peyser Application in MoJobs, add a Participation Activity, and Refer to WIOA**

## GENERAL/BASIC

### Social Security Number (Choose one below--Documentation must show SSN)

- |   |  |
|---|--|
| <input type="checkbox"/> Social Security Card           | <input type="checkbox"/> DD -214   |
| <input type="checkbox"/> Employment Records             | <input type="checkbox"/> Social Service Agency Records                     |
| <input type="checkbox"/> Public Assistance Records      | <input type="checkbox"/> Social Security Benefits                          |
| <input type="checkbox"/> W-2 Form                       | <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |
| <input type="checkbox"/> Selective Service Registration |  |

### Date of Birth (Choose one below)

- |   |  |
|---|--|
| <input type="checkbox"/> Driver's License           | <input type="checkbox"/> Federal, State, or Local ID card                  |
| <input type="checkbox"/> Birth Certificate          | <input type="checkbox"/> DD-214  |
| <input type="checkbox"/> Passport                   | <input type="checkbox"/> Public Assistance/Soc. Svcs. Records              |
| <input type="checkbox"/> School records or ID cards | <input type="checkbox"/> Hospital Record of Birth                          |
| <input type="checkbox"/> Work Permit                | <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |

### Citizen/Eligible to Work in US (Choose One Below)

- |  |  |
|--|--|
| <input type="checkbox"/> DD-214/Report of Transfer or Discharge      | <input type="checkbox"/> Alien Registration Car/Work Permit                |
| <input type="checkbox"/> Birth Certificate                           | <input type="checkbox"/> Food stamp records                                |
| <input type="checkbox"/> Foreign Passport (stamped eligible to work) | <input type="checkbox"/> I-9 Supporting Documentation                      |
| <input type="checkbox"/> Hospital Record of Birth                    | <input type="checkbox"/> Naturalization Certification                      |
| <input type="checkbox"/> Public Assistance Records                   | <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |
| <input type="checkbox"/> US Passport                                 |  |

### EO Complaint and Grievance Notice

### Selective Service Registration (Males born after 1959)

### Eligible Veteran (Choose One below if Applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> DD-214   | <input type="checkbox"/> Letter from Veterans Administration         |
| <input type="checkbox"/> Cross Match w/Veterans Data or Department of Defense Records | <input type="checkbox"/> Cross-Match with Veterans Services Database |

### Employment Status at Participation (Choose one below)

- |  |   |
|--|---|
| <input type="checkbox"/> Pay Stub  | <input type="checkbox"/> Employer letter  |
| <input type="checkbox"/> Signed WIOA Intake form or signed Self-Attestation Form | <input type="checkbox"/> Case notes recording the information collected from participant. |

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## Select the Appropriate Dislocated Worker Eligibility Category Below

### Category 1--Permanent Layoff--Eligible for UI *(Choose one below)*

- DD-214 showing any discharge reason other than dishonorable or retired within the last 5 years.
- RESEA or RJS eligibility documented in a case note.
- Trade Eligibility documented in a case note.
- Must have one documentation from each of the three categories below:
  - Layoff Status *(Choose one below)*
    - Proof of UI Eligibility
    - Employer lay-off letter or notice
    - Employer phone contact with corresponding case note
  - Unemployment Insurance Status
    - Unemployment benefits printout or bank deposit record indicating UI deposit
    - Unemployment verification letter from DES online claim filing system
  - Unlikely to return to previous occupation or industry *(Choose one below)*
    - Acceptable discharge documentation for separating service members
    - Exhausted unemployment insurance (DES online claim filing system, zero \$ amount in the Balance field, or other UI record)
    - O\*Net shows declining occupation or industry
    - Closure or permanent layoff in similar industry (10 or more workers, in the region, past 12 months)
    - Decreased job openings or no job openings for an occupation or industry in the region
    - Excessive applicants for an occupation (more than 10 applicants in the region for each opening)
    - MERIC or local Chambers of Commerce shows occupation or industry is declining in the region
    - Other documentation approved by the Local Board and OWD

### Category 2--Permanent Layoff--NOT UI Eligible *(Choose one below)*

- Proof individual is not UI eligible
  - Insufficient Earnings – Documentation from DES Indicating ineligibility due to earnings
  - Employer not Covered – Evidence that the employer was not covered under UI Law
- Unlikely to return to previous occupation or industry *(Choose one below)*
  - Exhausted Unemployment Insurance (DES Online Claim Filing System, Zero \$ amount in the Balance field, or other UI record)
  - O\*Net shows declining Occupation or industry
  - Closure or Permanent layoff in similar industry (10 or more workers, in the region, past 12 months)
  - Decreased job openings or no job openings for an occupation or industry in the region
  - Excessive applicants for an occupation (more than 10 applicants in the region for each opening)
  - MERIC or local Chambers of Commerce shows occupation or industry is declining in the region
  - Other documentation approved by the Local Board and OWD

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**Category 3--Permanent Closure or Substantial Layoff** (Participant is not eligible for training, career services, or supportive services until actual lay-off)

- Documentation of Employment at Company
  - Select Proper Category Below
    - Closure
      - Letter or notice of closure from the company
      - Case note explaining phone contact with company
      - News Article
      - Other Documentation approved by OWD
    - Employed at Time of Closure
      - Employer lay-off letter or notice (Participant is not eligible for training, career services until actual lay-off)
      - Case note explaining phone contact with company
      - Other Documentation approved by OWD
    - Permanent lay-off due to substantial lay-off (25 or more employees)
      - Employer lay-off letter or notice (Participant is not eligible for training, career services, or supportive services until actual lay-off)
      - Case note explaining phone contact with company
      - Other documentation approved by OWD

**Category 4--General Announcement that the Facility Will Close** (If the facility's closure is not within 180 days, the participant is eligible for Dislocated Worker services with the exception of training.)

- Documentation of employment at company
- Closure announcement (*Choose one below*)
  - Employer letter or notice
  - Case note explaining phone contact with company

**Category 5--Self-Employed Dislocation**

- Evidence of Self-Employment (*Choose one below*)
  - Business tax return
  - Business license
  - Any other legal document which shows self-employment and which could be verified by phone
- Evidence of Business Failure
  - Due to natural disasters (insurance records, disaster declaration, etc.)
  - Due to bankruptcy or foreclosure
  - Due to inability to secure capital necessary to continue a farm operation or other business
  - Due to general economic conditions. In some instances, a self-employed person has not filed bankruptcy or other official evidence of business failure, but it willing to attest that he/she is no longer in business. In those instances additional documentation may be necessary.

**Category 6--Displaced Homemaker (*Choose one below*)**

- Has been dependent on the oncome of another family member, but is no longer supported by that income
  - Applicant statement
  - Social services agency or shelter referral
  - Tax records
  - Divorce or separation decree

- Military deployment of spouse
  - Military record of deployment
- Unemployed or under-employed
  - Applicant statement
  - Pay stubs
  - Public assistance records
  - UI records w/an applicant statement

**Category 7--Spouse of an Armed Forces Member - Relocation**

- Copy of the permanent change station orders
- DD-214
- Applicant statement
- Pay stubs
- Public assistance records
- UI records w/an applicant statement

**Category 8--Spouse of an Armed Forces Member Difficulty with Employment**

- Copy of the permanent change station orders
- DD-214
- Pay stubs
- Applicant statement
- Public assistance records
- UI records w/an applicant statement

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