

WIOA ADULT, DISLOCATED WORKER ELIGIBILITY POLICY DEVELOPMENT TRACKER

A. GENERAL INFORMATION

Policy Name: CareerSource Florida Workforce Policy P122 - WIOA Adult, Dislocated Worker Eligibility
Policy Type: Programmatic
Program: WIOA
Date to Publish: August 22 – August 29

B. PROJECT SUMMARY

The purpose of this policy is to provide the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program eligibility requirements to Local Workforce Development Boards (LWDBs) and program service providers and to ensure timely, efficient, and aligned services are provided to all seeking eligibility in this program.

C. OVERVIEW OF CHANGES

	Substantive Change	Location	Reason
1	This section is revised and expanded to include “timely, efficient, and aligned services are provided to all seeking eligibility in this program.”	Section I. Purpose and Scope (Page 1)	Ensures that LWDBs and service providers follow consistent eligibility requirements for the WIOA Adult and Dislocated Worker programs, enabling timely and effective support for individuals seeking employment assistance. It’s designed to streamline services and strengthen workforce system coordination consistent with the REACH Act and updates to Policy 9, Availability of Services to Floridians.
2	This new section outlines five strategic goals for Title I program delivery.	Section II. Key Objectives (Page 1)	Key objectives prioritize access to career services, support individuals in securing sustainable employment, and invest in skills that meet the demands of evolving industries; Promoting collaboration across partner organizations and

			upholding standards for performance, lays a foundation for a responsive and accountable workforce system.
3	Measurable outcomes reference the six existing WIOA performance indicators that apply to the WIOA Adult, Dislocated Worker Program; Revisions include requirements for local operating procedures for the Adult and Dislocated Worker programs that are clearly documented and publicly available, with efficient eligibility determinations and timely service delivery; Strategic planning efforts must incorporate data on applicant eligibility to guide program effectiveness	Section III. Measurable Performance Outcomes (Pages 1-2)	Ensures transparency, timeliness, and strategic alignment within workforce development systems; tracking clear procedures, service efficiency, and strategic planning metrics, policymakers and program administrators can evaluate how WIOA programs serve eligible individuals—helping to improve delivery, accountability, and overall impact on employment outcomes. WIOA Sec. 116(b)(2)(a) 20 CFR 677
4	Eliminated from the Policy	Section IV. Background	
5	Requires individuals to meet specific criteria to enroll in the Adult or Dislocated Worker programs. Adults must be 18 or older, have legal work status, meet Selective Service rules, and follow nondiscrimination rules in WIOA; Dislocated workers, including RESEA participants and those in temporary jobs after losing a previous one, may qualify even if their expected layoff doesn't happen; Once someone is found eligible, their status stays valid even if their situation changes. Local Workforce Development Boards must confirm eligibility before enrollment.	Section IV.A. Policies and Procedures, Eligibility for Career Services (Page 2)	Outlines who can enroll in the Adult or Dislocated Worker programs under WIOA. WIOA Sec. 3(2), 3(15) 20 CFR 680.120 TEGL 02-14 TEGL 10-23, Change 2 TEGL 11-11, Change 2
6	Defines Selective Service registration exemptions compliant with federal guidance; Revisions establish documentation requirements and procedures for reviewing cases of non-registration—especially assessing whether the failure was knowing and willful.	Section IV(B). Policies and Procedures, Eligibility for Training Services, Selective Service Requirement Exemptions (Page 2-3)	This supports consistent decision-making across local areas and protects access to services for otherwise eligible individuals. 20 CFR 680.210 20 CFR 680.230 WIOA Sec. 134(c)(3)(B)
7	Spouses of active-duty U.S. Armed Forces members may qualify as	Section IV(B)(2)(e), Policies and Procedures,	Recognizing military spouses under Category

	dislocated workers if they lose their job due to relocation for a permanent change in duty station, or if they are unemployed or underemployed and struggling to find suitable work. Those who take temporary or lower-paying jobs after losing their main job may still be eligible if the job doesn't match their skills or pay level, and if the local workforce board has criteria to support this. These individuals may also qualify for services under the WIOA Dislocated Worker Program through RESEA.	Dislocated Worker Program, Category 5 – Spouse of a Separating or Separated Members of the U.S. Armed Forces. (Page 4)	5 ensures access for Floridians to efficient and aligned Dislocated Worker services for individuals impacted by military-related employment disruptions. Fixing eligibility status at determination and allowing expedited access for RESEA claimants supports timely service delivery and reinforces program responsiveness to transitional workforce needs.
8	Eligibility for training services under WIOA requires that adults and dislocated workers demonstrate a need for training to achieve economic self-sufficiency and be unable to secure employment through career services alone; LWDBs must ensure training is linked to available job opportunities and coordinated with other sources of financial assistance, while not limiting access for veterans or their eligible spouses based on the use of VA educational benefits	Section IV(B) Policies and Procedures, Eligibility for Training Services (Pages 4-5)	20 CFR 680.230 Workforce Policy 105 – Priority of Service
9	WIOA Adult program funds must prioritize public assistance recipients, low-income individuals, and those with basic skills deficiencies, while veterans, eligible spouses, and qualified separating service members also receive service priority under federal law and specific policies; these priorities apply regardless of funding levels or resource availability.	Section IV(C), Policies and Procedures, Statutory Priority for Adult Funds (Page 5)	Public Law 107-288 (38 USC 3215(a)) Workforce Policy 105 – Priority of Service Workforce Policy P111- Priority of Service for Veterans and Eligible Spouses
10	Under WIOA, an individual qualifies as low-income—and is prioritized for Adult program services—if they meet specific criteria, such as receiving public assistance, being homeless, having limited family income, qualifying for free or reduced lunch, being a foster child, or having a disability with personal income below poverty thresholds.	Section IV(D) – Policies and Procedures, Determining Low-Income Status for Adult Funds (Page 6)	WIOA, Section 3(36) 2 USC 2011 et Seq 42 USC 601
11	To determine low-income status for WIOA Adult programs, LWDBs must annualize family income from the six months prior to application and compare it to the poverty line or LLSIL; certain types of income, such as military pay for veterans, are excluded from this calculation, while others like child	Section IV(E), Policies and Procedures, Calculating Family Income for the Adult Program (Page 6)	38 USC 4213

	support and Reemployment Assistance are included.		
12	Upon issuance of this revised policy, all LWDBs are required to collect supporting eligibility documentation used to determine WIOA eligibility and retain such documentation in Employ Florida.	Section IV(F), Policies and Procedures, Eligibility Documentation; (Page 7)	Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation.
13	<p>Revised to state that individuals seeking WIOA services, aside from self-service or information-only services or activities, through the Adult and Dislocated Worker Program must be registered in Employ Florida.</p> <p>Enrollment Process Requirements revised to state that “LWDBs must ensure that every individual receiving services under the WIOA Title I Adult or Dislocated Worker program are determined eligible as an adult or dislocated worker and formally enrolled in the program as soon as possible but no later than 90 days after eligibility determination. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur. Enrollment into the program(s) requires assigning an appropriate service in Employ Florida that initiates participation.”</p>	Section IV(G)(1)-(2), Policies and Procedures, Enrollment (Page 7)	<p>Clear enrollment procedures are essential to ensure eligible individuals are properly registered, assessed, and matched with appropriate WIOA services. Tracking EO data and managing timely enrollment in Employ Florida supports compliance and high-quality, customer-focused service delivery. This structure enables local workforce boards to offer efficient, individualized support that leads to meaningful employment outcomes.</p> <p>20 CFR 680.11(b)</p> <p>29 CFR 38</p> <p>Workforce Policy 095 – Youth Eligibility</p>
14	LWDBs must engage all customers by following the standards established in revised Workforce Policy P9 – Availability of Services to Floridians.	Section IV(G)(1), Policies and Procedures, Enrollment, Timely, Efficient and Aligned Determinations (Page 8)	Ensures job seekers receive support quickly and effectively, which strengthens trust, improves outcomes, and aligns workforce strategies with the broader goal of economic opportunity; Reinforces accountability and responsiveness within workforce systems.
15	LWDBs must create and post local operating procedures to monitor eligibility and enrollment, including statutory adult priority, to ensure compliance with federal and state requirements. Revised to state that FloridaCommerce will monitor activities associated with this policy.	Section IV(H), Policies and Procedures, State and Local Monitoring (Page 12)	2 CFR 200 20 CFR 683.410
16	New section requires LWDBs to implement written procedures that define eligibility and enrollment	Section V. Implementation (Pages 8-9)	WIOA Section 116(b)(2)(A)

	standards, monitor compliance and performance, and use data to improve services, ensuring alignment with federal and state WIOA requirements. FloridaCommerce will oversee policy implementation to ensure accountability and timely service delivery.		2 CFR 200.334 20 CFR 677.155 20 CFR 683.410(b)(2) TEGL 23-19
17	Cites federal laws and guidance letters (see below)	Section VI – Authority (Page 9)	WIOA 20 CFR 680.29 CFR 38 TEGLs
18	Clarifies terminology used in workforce policy.	Section VII – Definitions (Pages 9-10)	WIOA Section 3 and Section 203 20 CFR 677.150 TEGL 19-16, Attachment III
19	Tracks policy updates from original policy approval and implementation to present policy.	Section VIII– Revision History (Page 10)	
20	Links to federal guidance and tools (See below)	Section X – Resources/Attachments (Page 15)	

C. LEGAL REFERENCES AND APPLICABLE GUIDANCE

Workforce Innovation and Opportunity Act of 2014, [Public Law 113-128](#)

Code of Federal Regulations (CFR), [Title 20 Part 680](#), *Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act*

[TEGL No. 11-11, Change 2](#), *Selective Service Registration Requirements for Employment and Training Administration Funded Programs*

[TEGL No. 19-16](#), *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules*

[TEGL 07-20](#), *Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program*

RESOURCES/ATTACHMENTS

[Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation](#)

[Implementing Priority of Service Provisions for Most in Need Individuals in the WIOA Adult Program](#)

[WIOA Desk Reference-Priority of Service for WIOA Adult Funds](#)

[Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide](#)

[Selective Service - Who Must Register](#)

[Includable/Excludable Income](#)