Workforce Policy

POLICY NUMBER

P122

Title:	Adult and Dislocated Worker Program Eligibility
Program:	Workforce Innovation and Opportunity Act
Type:	Programmatic
Effective:	08/21/2025

I. PURPOSE AND SCOPE

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.

II. KEY OBJECTIVES

1. Expand timely access to career services so eligible adults and dislocated workers can get the help they need through the one-stop system.
2. Improve employment outcomes by helping participants find and keep good jobs with competitive wages.
3. Promote skill development through training that leads to recognized credentials and prepares workers for in-demand industries.
4. Strengthen partnerships by working with required and additional partners to deliver coordinated services.
5. Ensure compliance and accountability by tracking performance.

III. MEASURABLE PERFORMANCE OUTCOMES

WIOA outlines six primary performance indicators for the Adult and Dislocated Worker programs, as defined in Section 116(b)(2)(A) of WIOA and 20 CFR Part 677. Additional measures of performance for this policy include:

1. Aligned, clearly written and posted local operating procedures outlining processes for Adult and Dislocated Worker program eligibility.
2. Average time to eligibility determination and service delivery.

IV. POLICIES AND PROCEDURES

A. Eligibility for Career Services

WIOA section (sec.) 3(2) defines an individual who is considered an adult and WIOA sec. 3(15) defines an individual who is considered a dislocated worker for eligibility purposes to participate in the WIOA Adult or Dislocated Worker programs. LWDBs must ensure that every individual receiving services under the WIOA Adult or Dislocated Worker programs meets the applicable eligibility criteria and is subsequently enrolled in the program.

An individual's eligibility status is fixed at the time of eligibility determination, and individuals remain eligible for the Adult/Dislocated Worker Program even if there are changes in the original circumstances that were used as the basis to establish eligibility. For example, an individual determined eligible as a dislocated worker on the basis of an anticipated layoff or termination remains eligible even if the layoff or termination does not take place.

Pursuant to the definition of dislocated worker, RESEA participants and those in stop-gap employment may also be eligible for services through the WIOA Dislocated Worker Program.

B. Eligibility for Training Services

Training services may be made available to employed and unemployed adults and dislocated workers consistent with federal regulations.[1] Additional considerations include:

i. Economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services serve as part of the determination consistent with local plans;[2]

ii. Individuals unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or who require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants may be eligible. Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements and do not preclude eligibility or need to be exhausted or depleted for eligibility to be determined.; and[3]

iii. Need financial support to cover training costs that have not been paid. Reimbursement for training services already paid for is not allowed.

[1] 20 CFR 680.220, 20 CFR 680.210(2), 20 CFR 680.210(3), 20 CFR 680.210(b)

[2] The Florida Department of Commerce publishes the Adjusted Lower Living Standard Income Level (LLSIL) Wage Rates each year upon converting the LLSIL to an hourly wage. The hourly wage rates are used as baseline date in state-generated performance reports such as the monthly management report and may be used by local workforce development boards for other purposes such as the locally required definition for employment that leads to self-sufficiency. Each LWDB must describe the definition of "self-sufficiency" used by the local area in its WIOA local plan.

[3] 20 CFR 680.210(c), 20 CFR 680.230

iv. If training services are provided through the adult funding stream, are determined eligible in accordance with the state and local priority system in effect for adults, as prescribed in Workforce Policy P105 – Priority of Service.[4]

C. Statutory Priority for Adult Funds

WIOA establishes a priority requirement with respect to funds allocated to a local area for the Adult program.[5] When using WIOA Adult funds to provide individualized career services and training services, LWDBs must give priority to recipients of public assistance consistent with Workforce Policy P105 – Priority of Service and Workforce Policy P111 – Services for Veterans, Members of the Military, and Spouses for the requirements for providing priority of service under WIOA.

D. Eligibility Documentation

Upon issuance of this policy, all LWDB are required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in Employ Florida. LWDBs must ensure the documentation collected is appropriate and available for review by auditors and federal, state, and local representatives. Adult and dislocated worker service providers must obtain and maintain documentation that supports the determination for eligibility and continuous participation. Please see Section VI. Resources: Source Documentation for Core/Non- Core Programs DOL-only Data Element Validation.

E. Enrollment

1. Employ Florida Requirements

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.[6] Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, staff are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida and enter all required information, including that required by 29 CFR 38.41(b).

2. Enrollment Process Requirements

Individuals interested in consideration for WIOA Title I Adult or Dislocated Worker program services must be allowed to apply for services. However, an application alone is not equivalent to enrollment into the program. LWDBs must ensure that every individual receiving services under this program is 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

[4] 20 CFR 680.210(d)
[5] WIOA sec. 134(c)(3)(E)
[6] 20 CFR 680.110(b)

appropriate service in Employ Florida that initiates participation[7]. Note that while LWBDs must meet the 90 days requirement above, LWDBs should strive to ensure that every individual seeking to receive services under the Dislocated Worker program is determined eligible as a dislocated worker and formally enrolled in the program no later than 30 days after eligibility determination.

3. **Enrollment in the Adult Program, the Youth Program, or Both**

   Individuals between the ages of 18 to 24 who meet the respective program eligibility requirements may participate in either the WIOA Adult or Youth program or participate in both concurrently. Such individuals must meet the youth or adult eligibility criteria applicable to the services provided. If such concurrent enrollment occurs, LWDBs must track expenditures separately by program and the delineation of services must be clearly identified in the service plan for activities in Employ Florida.

   See Workforce Policy P95 – WIOA Youth Program Eligibility and Service Provider Selection for specific details about co-enrollment.

4. **Timely, Efficient, and Aligned Determinations**
   LWDBs must engage all customers by following the standards established in CareerSource Florida Workforce Policy P1 - Availability of Services to Floridians. For job seekers, LWDBs prioritize customer-centered approaches that ensure a smooth transition from self-service to staff-assisted support, guiding individuals through intake, eligibility assessment, service delivery, and ultimately into quality employment. Additionally, customer eligibility determination should allow for the provision of services and support as quickly as possible, and LWDBs should deliver services efficiently with a high level of communication and opportunity for feedback.

F. State and Local Monitoring

LWDBs must create and publicly post local operating procedures or LOPs that align with federal and state requirements. Service providers must fully cooperate with all state and LWDB monitoring and follow all applicable laws and policies. FloridaCommerce will monitor activities associated with this policy consistent with 2 CFR 200 and as required by 20 CFR 683.410.

V. IMPLEMENTATION

LWDBs must implement this policy through written LOPs that align with federal and state requirements. LOPs must define local eligibility and enrollment processes, including intake procedures, and service timelines and must not include criteria beyond those set forth in WIOA Section 134(c)(3) and 20 CFR 680.210 regarding eligibility or “suitability” for training services. LWDBs must clearly define and apply key eligibility terms and ensure all determinations are supported by documentation that meets the required standards[8].

[7] Employ Florida Service Code Guide
[8] TEGL 23-19, Change 1

Documentation must be uploaded to Employ Florida and retained per 2 CFR 200.334.

Each LWDB must establish internal controls and a local monitoring plan to ensure timely eligibility determinations and compliance with WIOA requirements. Monitoring must occur at least annually, include a statistically valid sample of participant files, and assess compliance with eligibility, documentation, and priority of service requirements. LWDBs must also track service delivery timelines and use results to improve customer flow.

LWDBs must evaluate the effectiveness of eligibility and enrollment processes using WIOA performance indicators under Section 116(b)(2)(A) and 20 CFR 677.155. Performance data should inform adjustments to LOPs, local policies, and service strategies. Service providers must cooperate with all monitoring activities and correct any deficiencies.

This policy is effective upon approval. FloridaCommerce will monitor implementation of this policy and related LOPs for compliance with applicable statutes and regulations, including 20 CFR 683.410(b)(2).

VI. AUTHORITY

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*

VII. 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