

Directive #: W2FOD-08

To: All work2future providers of services

From: San Jose Silicon Valley Workforce Development Board

Effective Date: July 1, 2015 Rev. 2020

Reference: Workforce Innovation Opportunity Act

SUBJECT: [REMOTE] Completion of WIOA Applications



## OPERATIONAL DIRECTIVE

work2future Workforce Development Board  
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### EXECUTIVE SUMMARY

The purpose of this directive is to implement the completion of the WIOA Application remotely for WIOA Title I Adults and Dislocated, Youth and Disaster Worker Grants (DWG) programs.

### POLICY AND PROCEDURES

ELIGIBILITY VERIFICATION: For an individual to be registered and enrolled into the aforementioned programs the following must occur:

1. The individual must complete electronically the application/eligibility determination process. Wet signatures on all WIOA applications will be **required** at such time the participant is able to meet in-person, with One-Stop staff.
2. The individuals must provide the documentation required to substantiate his/her eligibility, and that the individual's authorization to work documentation will be verified at such time the participant is able to meet in-person, with One-Stop staff.

ELECTRONIC FILES: Eligibility documentation WILL be stored electronically. However, the documentation requirements remain unchanged, AND that the documents must be available to the program and fiscal monitors and auditors for monitoring purposes to accurately report the following:

1. WIOA participant information, including eligibility criteria and barriers to employment
2. Services provided to the participant
3. Case management activities, including case notes; and
4. Performance information.

### INQUIRIES

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If you have questions, please contact work2future Workforce Development staff at: [sangeeta.durrall@sanjoseca.gov](mailto:sangeeta.durrall@sanjoseca.gov).

Cc: Monique Melchor, Executive Director  
work2future Workforce Development Board