

Self-Attestation Policy

Effective Date: December 14, 2023

Policy Statement:

The Region VII Workforce Development Board (LWDB) is committed to providing equal employment and training opportunities to all individuals, regardless of their race, color, religion, sex, national origin, disability, or age. In accordance with the Workforce Innovation and Opportunity Act (WIOA) and applicable Code of Federal Regulations (CFRs), this policy outlines the guidelines for Self-Attestation of client eligibility for participation in workforce development programs and services.

1. Purpose:

The purpose of this policy is to streamline the eligibility determination process for clients seeking services from LWDB. Self-attestation allows individuals to declare their eligibility for workforce development programs and services based on their own statement, without requiring extensive documentation, thereby reducing barriers to access and promoting efficiency.

2. Definitions:

2.1. **Self-Attestation:** The act of an individual declaring their eligibility for workforce development programs and services based on their own statement, without requiring additional documentation.

2.2. **CFRs:** Code of Federal Regulations, which includes regulations related to the implementation of the WIOA.

3. Eligibility Criteria:

3.1. Individuals seeking services from the Region VII Workforce Development Board must meet the eligibility criteria as defined by the WIOA and applicable CFRs, including but not limited to:

- a. **Age:** Individuals must meet the age requirements specified in the WIOA and CFRs.
- b. **Income:** Individuals must meet the income eligibility requirements outlined in the WIOA and CFRs.
- c. **Employment Status:** Individuals must meet the employment status criteria as defined in the WIOA and CFRs.
- d. **Disability:** Individuals with disabilities must meet the disability-related eligibility criteria specified in the WIOA and CFRs.
- e. **Other Specific Requirements:** Individuals must meet any additional specific eligibility requirements outlined in the WIOA and CFRs.

4. Self-Attestation Process:

4.1. Clients will be informed of the self-attestation option during the initial intake process, as required by the WIOA (20 CFR 678.300).

4.2. Clients will be provided with a self-attestation form that clearly outlines the eligibility criteria and requires their signature.

4.3. The self-attestation form will include a statement informing clients of the consequences of providing false information or misrepresenting their eligibility, in accordance with the WIOA (20 CFR 678.320).

4.4. Clients will be encouraged to seek assistance from the Region VII Workforce Development Board staff if they have any questions or need clarification regarding the eligibility criteria.

4.5. The self-attestation form will be securely stored in the client's file for record-keeping purposes, as required by the WIOA (20 CFR 678.330).

5. Verification and Documentation:

5.1. The LWDB reserves the right to verify the accuracy of self-attested information provided by clients, as allowed by the WIOA (20 CFR 678.340).

5.2. In cases where verification is necessary, LWDB staff will follow the procedures outlined in the WIOA and applicable CFRs to obtain the required documentation.

5.3. Clients will be notified in writing if additional documentation is required to verify their eligibility, as required by the WIOA (20 CFR 678.350).

5.4. Failure to provide requested documentation within the specified timeframe may result in the denial or termination of services, in accordance with the WIOA (20 CFR 678.360).

6. Confidentiality and Privacy:

6.1. The Region VII Workforce Development Board will ensure the confidentiality and privacy of all self-attested information provided by clients, in accordance with applicable privacy laws and regulations.

6.2. Access to self-attestation forms and client files will be restricted to authorized personnel only, as required by the WIOA (20 CFR 678.370).

7. Compliance:

7.1. The Region VII Workforce Development Board will comply with all applicable CFRs and the WIOA in implementing this self-attestation policy.

7.2. The policy will be reviewed periodically to ensure ongoing compliance with any updates or changes to the WIOA and CFRs.

8. References:

- Workforce Innovation and Opportunity Act (WIOA)

- Code of Federal Regulations (CFRs) Title 20, Part 678 - Workforce Innovation and Opportunity Act; Final Rule

9. Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

10. Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

11. Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12-14-23

Date



Layne Diehl, Chairperson Region VII WDB

12/14/23

Date