



Individual with Barriers to Employment Checklist

Workforce Innovation and Opportunity Act (WIOA)

FORM WIOA I-B – 2.8 (Updated 6/24/21)

For Adult, Dislocated Worker, and Youth Programs

Name:	Participant No.:
<p style="text-align: center;">Barrier</p> <p>Note: all barriers are at program entry.</p>	<p style="text-align: center;">Documentation</p> <p>In most cases, if barrier is reported only, documentation may be self-attestation, including application, if applicable.</p> <p>If a barrier is used for eligibility or priority, other documentation may be required, or self-attestation may be supported by documentation.</p> <p>Note: A properly signed and dated application is considered as a self-attestation.</p>
<p><input type="checkbox"/> Displaced homemaker</p> <p>See Category D in ADWS Policy No. WIOA – 2.4 (<i>Eligibility for Dislocated Worker Program</i>) for more information</p> <p>See definition of “family” in ADWS Policy No. WIOA – 1.2 (<i>Definitions</i>)</p> <p style="text-align: center;"><u>PIRL #807</u></p> <p style="text-align: center;"><u>Programs: A/D/DWG</u></p>	<p><input type="checkbox"/> Self-attestation</p> <p><input type="checkbox"/> Intake Application or Enrollment Form Signed</p> <p><input type="checkbox"/> Cross-Match with Public Assistance Records</p> <p><input type="checkbox"/> Spouse’s Layoff Notice Copy</p> <p><input type="checkbox"/> Spouse’s Death Record Copy</p> <p><input type="checkbox"/> Spouse’s Permanent Change of Station (PCS) Orders Copy (for a military move or assignment)</p> <p><input type="checkbox"/> Divorce Records Copy</p> <p><input type="checkbox"/> Applicable Court Records Copy</p> <p><input type="checkbox"/> Bank Records Copy (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</p> <p><input type="checkbox"/> Needs Assessment</p> <p><input type="checkbox"/> IEP/ISS Signed</p>
<p><input type="checkbox"/> Low-income individual</p> <p>See definition of “low-income individual” in ADWS Policy No. WIOA – 1.2 (<i>Definitions</i>) for more information</p> <p style="text-align: center;"><u>PIRL #802</u></p> <p style="text-align: center;"><u>Programs: A/D/Y/DW</u></p>	<p><input type="checkbox"/> Reported: Self-attestation to any of the categories in ADWS FORM WIOA I-B – 1.3 (<i>Low-Income Documentation</i>)</p> <p><input type="checkbox"/> Eligibility: Complete ADWS FORM WIOA I-B – 1.3 (<i>Low-Income Documentation</i>), documenting one category/criterion.</p>
<p><input type="checkbox"/> Indian, Alaska Native, Native Hawaiian</p>	<p><input type="checkbox"/> Reported or Eligibility: Self-attested by checking on application and signing application</p> <p>Documentation does <u>not</u> need to be uploaded for WIOA – A/D/Y/DWG programs</p>

<input type="checkbox"/> Individual with a disability <u>PIRL #202</u> <u>Programs: A/D/Y/DWG</u>	<input type="checkbox"/> Self-Attestation <input type="checkbox"/> School 504 Records Provided by Student <input type="checkbox"/> Assessment Test Results
<input type="checkbox"/> Older individual Document age for Programs A/D/Y/DWG <u>PIRL #200</u>	<input type="checkbox"/> Document age 55 or older on ADWS FORM WIOA I-B – 2.1 (<i>Common Eligibility Determination</i>)
<input type="checkbox"/> Ex-offender or offender <u>PIRL #801</u> <u>Programs: A/D/Y/DWG</u>	<input type="checkbox"/> Documentation from the Juvenile or Adult Criminal Justice System <input type="checkbox"/> Written Statement or Referral Document from a Court or Probation Officer <input type="checkbox"/> Referral Transmittal from a Reintegration Agency <input type="checkbox"/> Intake Application or Enrollment Form Signed <input type="checkbox"/> Case Notes <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Self-Attestation <input type="checkbox"/> IEP/ISS Signed <input type="checkbox"/> Federal Bonding Program Application
<input type="checkbox"/> Homeless individual / Runaway youth Note: a homeless individual is also low-income, by definition. See ADWS FORM WIOA I-B – 1.3 (<i>Low-Income Documentation</i>) for definition <u>PIRL #800</u> <u>Programs: A/D/Y/DWG</u>	<input type="checkbox"/> Self-Attestation <input type="checkbox"/> Intake Application or Enrollment Form Signed <input type="checkbox"/> Written Statement or Referral Transmittal from a Shelter or Social Service Agency <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Case Notes <input type="checkbox"/> IEP/ISS Signed <input type="checkbox"/> A letter from caseworker or support provider
<input type="checkbox"/> Person aged 24 or younger who is in or has aged out of foster care system Note: a youth who is a foster child at time of eligibility determination is low-income, by definition. <u>PIRL #704</u> <u>Programs: A/D/Y/DWG</u>	<input type="checkbox"/> Written Confirmation from Social Services Agency <input type="checkbox"/> Case Notes <input type="checkbox"/> Self-Attestation <input type="checkbox"/> Foster Care Agency Referral Transmittal <input type="checkbox"/> Intake Application or Enrollment Form Signed <input type="checkbox"/> Needs Assessment <input type="checkbox"/> IEP/ISS Signed

<p><input type="checkbox"/> English Language Learner</p> <p>Document (A) <u>and</u> either (B) or (C):</p> <p><input type="checkbox"/> (A) Limited ability to read, write, speak, or comprehend the English language</p> <p><input type="checkbox"/> (B) Native language is a language other than English</p> <p><input type="checkbox"/> (C) Lives in a family or community environment where a language other than English is the dominant language</p> <p style="text-align: center;"><u>PIRL #803</u> <u>Programs: A/D/Y/DWG</u></p>	<p><input type="checkbox"/> Case notes</p> <p><input type="checkbox"/> Assessment Test Results</p> <p><input type="checkbox"/> Applicable Records from Education Institution (transcripts, or other school documentation)</p> <p><input type="checkbox"/> Self-Attestation</p> <p><input type="checkbox"/> Intake Application or Enrollment Form Signed</p> <p><input type="checkbox"/> IEP/ISS Signed</p>
<p><input type="checkbox"/> Basic Skills Deficient / Low Levels of Literacy (choose Category 1 or 2)</p> <p style="text-align: center;"><u>PRIL #804</u> <u>Programs: A/D/Y/DWG</u></p> <p><input type="checkbox"/> Category 1:</p> <p>A youth who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test. The State of Arkansas interprets this criterion to mean scoring at or below Grade Level 8.9.</p> <p><input type="checkbox"/> Category 2: – A youth or adult who is unable to compute or solve problems, or read, write, or speaking English at a level necessary to function on the job, in the individual’s family, or in society. (choose and document ONE of the following)</p> <p><input type="checkbox"/> Unable to speak English well enough to conduct a normal conversation with or follow the instructions of an English-speaker</p> <p><input type="checkbox"/> Unable to read English well enough to follow written instructions, including a manual or a recipe</p> <p><input type="checkbox"/> Unable to read and write well enough to read and appropriately complete an application for services or an application for employment</p> <p><input type="checkbox"/> Unable to pass a driver’s license test written in English</p>	<p style="text-align: center;"><u>Documentation for both categories</u></p> <p><input type="checkbox"/> Case notes</p> <p><input type="checkbox"/> Assessment Test Results</p> <p><input type="checkbox"/> Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</p> <p>NOTE: for A/D/DWG, required only if participant has received Individualized Career Services of Training</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Unable to make change or determine if correct change was given from a clerk <input type="checkbox"/> An adult who lacks the basic academic skills needed to obtain a job at above minimum wage, as evidenced by the adult's employment history <input type="checkbox"/> A high-school dropout who had no education past the eighth grade 	
<p><input type="checkbox"/> Individuals facing substantial cultural barriers</p> <p>Documentation does <u>not</u> need to be uploaded for WIOA – A/D/Y/DWG programs</p>	<p>Self-attestation that the individual's perceives that his or her attitudes, beliefs, customs, or practices pose a hindrance to employment. Specifics should be given in the statement.</p>
<p><input type="checkbox"/> Eligible Migrant and/or Seasonal farmworker under WIOA sec. 167 <u>PIRL #808</u> <u>Programs: A/D/DWG</u></p> <p>Choose the best selection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1: Eligible seasonal farmworker: individual is low-income, and in 12 consecutive months out of the 24 months prior to application has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment and faces multiple barriers to economic self-sufficiency. <input type="checkbox"/> Category 2: Eligible migrant farmworker: Individual is an eligible seasonal farmworker, as described above, whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. <input type="checkbox"/> Category 3: An eligible migrant farmworker or seasonal farmworker, as described above, who is <u>aged 14-24</u>. <input type="checkbox"/> Category 4: An <u>adult dependent</u> of an eligible migrant farmworker or seasonal farmworker, as described above. <input type="checkbox"/> Category 5: A <u>youth dependent</u> of an eligible migrant farmworker or seasonal farmworker, as described above. 	<ul style="list-style-type: none"> <input type="checkbox"/> Self-Attestation <input type="checkbox"/> Case Notes <input type="checkbox"/> Cross-Match with Public Assistance Records <input type="checkbox"/> NFJP Eligibility Documents <input type="checkbox"/> Cross-Match with State MIS <input type="checkbox"/> Cross-Match with H-1B Records

<input type="checkbox"/> Within 2 years of exhausting lifetime eligibility under TANF <u>PIRL #601</u> <u>Programs: A/D/DWG</u>	<input type="checkbox"/> TANF Eligibility Verification <input type="checkbox"/> TANF Period of Benefit Receipt Verification <input type="checkbox"/> Referral Transmittal from TANF <input type="checkbox"/> Cross-Match with TANF Public Assistance Records Required only if participant has received Individualized Career Services or Training
<input type="checkbox"/> Single Parent at Program Entry, as defined in TEGs 19-16 and 21-16 <u>PIRL #806</u> <u>Programs: A/D/Y/DWG</u>	<input type="checkbox"/> Self-Attestation <input type="checkbox"/> TANF Single Parent Eligibility Verification <input type="checkbox"/> Case Notes <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Intake Application or Enrollment Form Signed <input type="checkbox"/> IEP / ISS signed
<input type="checkbox"/> Long-term unemployed See ADWS Policy No. WIOA – 1.2 (<i>Definitions</i>) for definitions of this term for formula programs and disaster grants. <u>PIRL #402</u> <u>Programs: A/D/Y/DWG</u>	<input type="checkbox"/> Self-Attestation <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> Refugee Assistance Records <input type="checkbox"/> Cross-Match with Public Assistance Database <input type="checkbox"/> Cross-Match to State UI Database
<input type="checkbox"/> Youth Who Needs Additional Assistance <u>PIRL #402</u> <u>Programs: Y</u>	Documentation identified by LWDB, but suggested documentation include: <input type="checkbox"/> Self-Attestation <input type="checkbox"/> Intake Application or Enrollment Form Signed <input type="checkbox"/> Case Notes <input type="checkbox"/> Needs Assessment <input type="checkbox"/> ISS Signed
Staff completing form:	Date: