



**TITLE: Adoption WIOA-PP-01-2025 -Adoption of the Public Policy for Self-
Attestation**

Public Policy Number: JLNO-26-042

Approval Date: January 21, 2026

Effective Date: January 27, 2026

Addressed to: Employees of the "Area Local de Conexion Laboral
Noroeste"

Subject:

Establish guidelines for documenting the eligibility of the participants in programs under WIOA through a written or electronic declaration signed by the individual. Facilitating access to services when obtaining supporting documents is difficult, ensuring their proper use and compliance with federal, state, and local requirements.

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I. REFERENCES AND LEGAL BASIS

- Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128.
- Workforce Investment and Opportunity Act Final Rule, 81 Fed. Reg. 56071, Aug. 19, 2016.
- TEGL No. 23-19, Change 2, Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs, May 12, 2023.
- TEGL No. 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs, October 25, 2022.
- TEGL No. 10-16 Change 2 Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs, September 15, 2022.
- TEGL No. 19-16 Guidance on Service provided through the Adult and Dislocated Workers 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, March 1, 2017.
- TEGL No. 21-16, Change 1 to Training and Employment Guidance Letter (TEGL) 21-16 Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, July 30, 2021.
- TEGL No. 21-16, Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, March 2, 2017.
- TEGL No. 09-22, Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, March 2, 2023.
- TEGL No. 10-23, Reducing Administrative Barriers to Improve Customer Experience in Grant Programs Administered by the Employment and Training Administration, February 21, 2024.
- PP—WIOA-05-2021, Enmienda I, Guía para la validación de datos programáticos bajo la Ley de Oportunidades y de Innovación de la Fuerza Laboral (WIOA), 12 de diciembre de 2023.

II. DEFINITIONS

1. **“Self-declaration”**: It means a written or electronic statement of information for a particular data item, signed and dated by a participant.
2. **Data Validation and Monitoring**: Process of reviewing and evaluating participant records, including random samples of self-reports, to ensure accuracy and compliance with WIOA requirements.
3. **Source Documentation**: Original or verifiable third-party documents used to corroborate eligibility elements, when available, and to validate data elements.
4. **Electronic/Digital Signatures**: Validated certification methods, such as emails, text messages, or unique responses in electronic surveys, provided they are generated by the participant and traceable to them.
5. **Support Services**: These are services such as transportation, childcare, dependent care, housing, and need-related payments that are necessary to enable an individual to participate in activities authorized under the WIOA Act.

III. Background

Self-declaration allows participants to certify certain eligibility criteria themselves, as per the WIOA. This option is key when obtaining documentation would be an excessive burden. Allowing individuals to attest to their own circumstances streamlines processes and ensures that those who need services can access them without delay. This approach not only improves the application process but also promotes inclusion and accessibility for vulnerable populations.

According to recommendations from the U.S. Department of Labor (DOL) in TEGL 09-22, TEGL 23-19 Change 2, and TEGL 10-23, WIOA sub-recipients who use self-declaration to verify eligibility should do so with caution. While the DOL does not promote its excessive or exclusive use, it recommends considering this alternative, especially for populations facing significant barriers to obtaining documentation. This includes homeless youth and adults, people displaced by natural disasters, individuals recently released from prison, youth who have left the foster care

system, refugees, people who have fled unsustainable domestic situations, and others in similar circumstances.

However, DOL stresses the importance of gathering supporting documentation whenever possible, to protect grant recipients from impermissible costs or findings of noncompliance.

IV. POLICY

Self-declaration should be used as a last resort and should not replace the collection of documentation when it is available from other sources. Case managers or career planners should assist participants in obtaining necessary documents, as a lack of adequate documentation could create barriers to employment or career advancement.

The case notes from the case manager should detail the reasons justifying the use of the self-declaration.

1. Self-Declaration for the Youth Program

- a. Self-declaration is an acceptable source of documentation for nearly all program elements related to youth eligibility under WIOA. As noted in TEGl 23-19, Amendment I, the following youth eligibility data elements allow self-declaration as an acceptable source of documentation: school status upon entering the program, date of birth, individual with a disability, pregnant youth or parent, youth needing additional assistance, foster youth, homeless youth, youth with a criminal record, low income, and English language learner. The only data element related to youth eligibility under WIOA that does not allow the use of self-declaration for documentation is “basic skills deficiency.”

2. Self-declaration form

- a. Staff must use the ALN-E-07 self-declaration form when it is necessary to use this method to document participant information. This form must include, at a minimum, the following elements:
 - i. Full name of applicant,
 - ii. Clear and detailed testimony on the documented matters,
 - iii. Signature of the applicant or, if applicable, of the parent or guardian,
 - iv. Date of signature,
 - v. Signature of the case manager as a witness to the self-declaration.

All forms must be completed electronically/digitally or handwritten in ink. The use of correction fluid is prohibited. Errors must be corrected by drawing a line through the incorrect text, initializing it, and adding the correct information.

By signing this form, the applicant certifies under penalty of perjury that the statements made are true and accurate. Furthermore, the applicant is advised that any misrepresentation, incomplete, or false information that comes to the attention of the ALDL after the applicant signs the self-declaration form may result in the immediate termination of services and/or applicable legal penalties.

Example:

If a job applicant states that he cannot provide evidence that no income was received during the previous six (6) months, and that he was unemployed during that period, he must complete the blanks after the words, "I hereby certify, under penalty of perjury, that the following information is true."

Example:

“I have not received any income from any source for the past six months; I have been unemployed during that time and have been supported by donations/contributions from family and friends.”

3. Electronic Signatures

According to TEGL 23-19, Amendment I, a self-declaration is a written or electronic/digital declaration of specific information, signed and dated by the participant. DOL has a broad interpretation of what constitutes an electronic/digital signature. Electronic signatures or submissions by the participant, such as emails, text messages, or one-time responses on online surveys, are considered valid, provided they are generated by the participant and traceable back to them.

4. Support Services for individuals who complete self-declaration

WIOA funds can be used to help participants obtain the necessary documentation to support their eligibility and facilitate their participation in employment and training activities. For example, assistance in obtaining birth certificates, driver's licenses, or academic records.

5. Sampling of self- declarations and data validation

As part of the annual monitoring process, staff from the Local board of Conexión Laboral will select a random sample of participant files from those who used self-declaration for eligibility verification. The One-Stop Shop, American Job Center, or service providers will be required to collect and provide additional supporting documentation for the selected cases.

This sampling aims to ensure the validity of the verification sources and guarantee that services are provided to eligible individuals.

V. ACTION REQUIRED

The Local Board must review, update, and document its policies to ensure continued compliance with applicable laws and regulations. The Local Board and the Operator must

review this guideline and update the prerequisites regarding the documentation of participant self-declaration under WIOA Title I programs.

VI. COMPLIANCE

The DDEC's Monitoring and Compliance Division will oversee compliance with this policy through annual monitoring. The compliance monitoring process will be conducted in accordance with the current monitoring regulations.

VII. FAIR PRACTICES AND ACCESSIBILITY


It is the policy of the Local Board that all individuals have equal opportunities and equal access to services and physical facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or veteran status. The Local Area is responsible for ensuring the necessary support for participants with disabilities who require assistance accessing facilities and services.

VIII. REPEAL

This policy supersedes, replaces, and renders ineffective any rule, circular letter, or regulation promulgated that conflicts with the provisions of this policy.

IX. APPROVAL AND VALIDITY

This procedure will take effect from the date of approval by the Local Board of Conexión Laboral Noroeste, today, January 21, 2026.


Efraín (Paín) Acevedo Rodríguez
President
Local Board Conexión Laboral
Noroeste

January 21, 2026
Date