

## 29. ELIGIBILITY DOCUMENTATION SAMPLE PROCESS

Due to requirements imposed by the United States Department of Labor, the following procedure **is being** implemented to ensure that appropriate documentation of eligibility exists.

At least annually but as often as necessary, a sample of adults served with WIA funds during the contract period will be completed. After the number of unduplicated individuals has been established a random number will be assigned to each. Following the random number assignment, the listing will be ranked in ascending order based on the random number assignment. A listing will then be established in rank order. The number of the sample is based on the number of enrollments for the period:

Enrollments 1 – 125 SAMPLE SIZE = 20  
Enrollments 1 – 854 SAMPLE SIZE = 50  
Enrollments >854 SAMPLE SIZE = 100

### Method

1. The Sample list is provided to the Contractor
2. The Contractor forwards to their Contract Manager copies of the original supporting documentation with a cover memo for each individual specifying the documentation sent. (original documentation may be requested to resolve questions)
3. The Contract Manager responds by e-mail to the contractor regarding the submission
4. When the documentation is determined by the Contract Manager to be insufficient, Steps 2 & 3 may be repeated as often as necessary until the end of the allowable period to complete.
5. The Contract Manager when a contractor's review is complete will send a memo confirming the status of the review and any actions required to be taken as a result of the review.
6. The Contract Manager, when all contractor reviews have been completed will forward for filing, a summary memo regarding the results of the review, copies of the memos sent to contractors and copies of all the documentation submitted as part of the review process.

### Rules:

1. Documentation must comply with the policy of DET/DWIB ( DET Policy 14.8 – Documentation of Eligibility)
2. The review will be completed no more than 60 days after the issuance of the Sample List
3. Failure to meet the Documentation Standard will result in question costs except in circumstances where it is determined reasonable to move the individual into Blue Collar or other funding.

The standard rule to be applied for the movement of an individual to a Blue Collar contract is that two(2) additional WIA enrollments will be added to the contract for each individual moved.

4. If sample enrollments cannot be located or refuse to provide the documentation required, they shall be considered ineligible and associated costs may be disallowed.
5. The use of applicant statements for family size is limited to the following instances: when birth certificates, or a 1040 Form are not available.

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