

Region Q Workforce Development Board

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www.regionqwdb.org

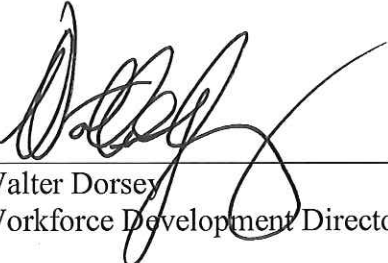
REGION Q LA ISSUANCE 2015-09

SUBJECT: Region Q policy on Self Attestation

PURPOSE: This issuance establishes the procedures for conducting self attestation reviews for all Region Q WIOA Programs.

ACTION: WIOA service providers are to review and implement the attached policy and inform WIOA participants of self attestation procedures. Providers should also be prepared for reviews of self attestation documentation and acquire requested supporting documentation for sampled participants.

EFFECTIVE DATE: October 7, 2015



Walter Dorsey
Workforce Development Director

Attachments

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REGION Q SELF ATTESTATION POLICY

Self attestation is used to verify eligibility items that, in some cases, may not be easily verified, or that may cause undue hardship for individuals to obtain. This policy will incorporate a random sampling methodology to determine the accuracy of the self-attestation method for determining WIOA eligibility for Adult, Dislocated Worker and Youth Programs.

Although self attestation is an allowable form of verification documentation for some eligibility items, Region Q Program operators are encouraged to only use self attestation verification when no other form of verification documentation is feasible. Program operators need to assure that participants clearly understand that they may be required to provide additional documentation for any self-attestation verified item and that they agree to cooperate fully in the timely submission of the specified documents. Enrollees are required to sign a statement certifying, under penalty or perjury, that all information supplied relating to eligibility for participation is true and accurate.

Local area staff performs a yearly programmatic monitoring review of all WIOA programs that includes a review of eligibility documentation. These reviews will now include a random sampling of enrolled participants in which self attestation was used for eligibility documentation. All program operators will be required to acquire documentation to verify eligibility of the self attestation item. No enrollee may be arbitrarily excluded from the sample. The minimum sample size is 10% of enrolled participants.

An example of self attestation sampling: To verify school status, the enrolled participant signed a self-attestation stating that a high school diploma was obtained. The program operator will be required to obtain a copy of the high school diploma or a high school transcript to verify the self attestation is true and accurate.

Documentation of eligibility must be accomplished for every participant selected in the sample and is required to be submitted to the local area within 30 days of the monitoring review. If sample participants cannot be located or cannot produce the minimum documentation required, they shall be considered ineligible and the associated costs may be disallowed.

Should there be any questions concerning this policy, please contact the local area staff.