



SEMCA Issuance (SI): WIA 11-01

Date: August 29, 2011

To: One-Stop Workforce Development Contractors (OS-WFD)

Subject: Authorization to Work in the United States and Approved Documentation

Programs

Affected: Workforce Investment Act Funded Programs
WIA Program Eligibility (Adult, Dislocated Workers, and Youth)

Rescissions: None

Background: Clarification

References: The WIA of 1998
WIA Final Rule 20 CFR Part 652, et al.
The Immigration Reform and Control Act
WDASOM PI 07-16C4

Policy: The Workforce Investment Act (WIA) requires that individuals interested in participating in employment and training programs document a number of personal identification items to be eligible to receive the full array of available services. The services provided are voluntary in nature and not considered an entitlement. Each potential candidate is required to provide documentation showing authorization to work in the United States if the candidate is not a U.S. citizen or lawful permanent resident (green card holder) or a conditional resident (e.g., employee of a foreign government) or H-2A certified. SEMCA uses the Documentation Checklist (attached) for its guidance on proper documentation.

Overview of eligibility determination process:

1. WIA Orientation/Initial Screening Meeting
2. WIA Intake and Registration Appointment - The customer brings in required documentation for program eligibility and customers will be determined initially eligible or ineligible for WIA.
3. SEMCA checks and verifies all eligibility documentation and then enters data into OS-MIS.
4. Customer begins and develops a service strategy with Case Manager.



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5. SEMCA coordinates with other agencies and services including Migrant Services and Equal Opportunity when appropriate and necessary to determine eligibility for potential WIA candidates.
6. Anyone unable to provide full documentation of the required WIA registration may only utilize WIA core Services.
7. Referrals to other organizations for other services are made whenever appropriate.
8. It is important to recognize that the employer community bears the responsibility to verify authorization to work status of potential employees.
9. SEMCA coordinates with the employer community to assist in resolving barriers to employment for potential candidates whenever appropriate.
10. Under this policy issuance, SEMCA does not accrue any responsibility for the determination of unauthorized workers or resident status, nor are we tasked to obtain documentation or authentication of U.S. citizenship, or citizenship status, or authorization to work.

Action: Implement and distribute immediately to all OS-WFD staff.

Inquiries: Please direct questions regarding this policy to Susan Corey, Workforce Development Manager, at (734) 229-3515.

Expiration

Date: None

Susan Corey, Workforce Development Manger
Southeast Michigan Community Alliance