



FLORIDA DEPARTMENT OF
EDUCATION
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FCDP Eligibility Manual

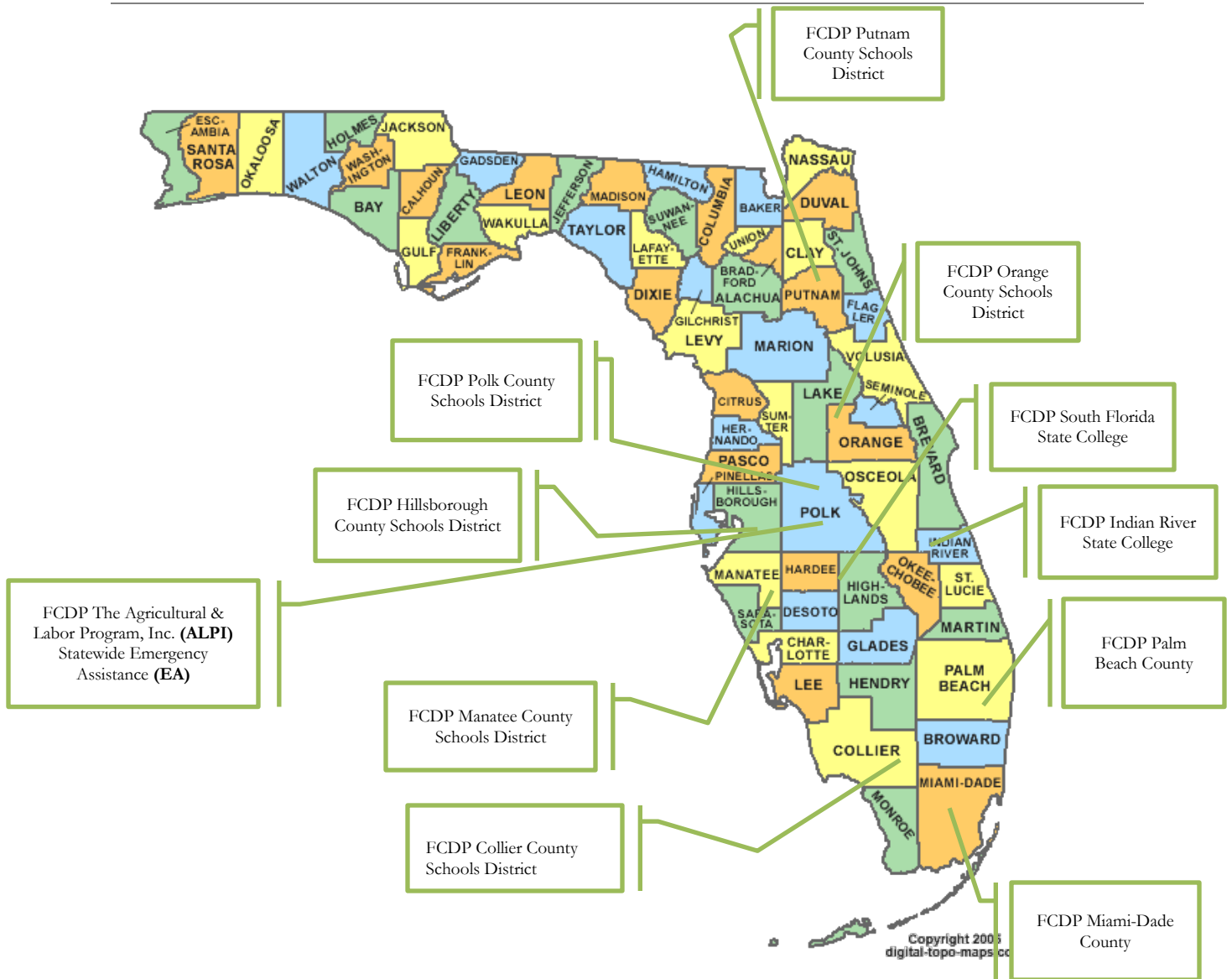
National Farmworker Jobs Program
(NFJP)

WIOA Section 167

Florida Department of Education
Farmworker Career Development Program (FCDP)

Rev.5-2020

WIOA Section 167 Eligibility Manual ©



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Letter from the Director

Colleagues,

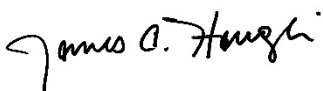
As you know, the overarching purpose of Florida's Farmworker Career Development Program (FCDP) is to strengthen the ability of 'eligible' migrant and seasonal farmworkers and their families to achieve economic self-sufficiency. Critical to building an effective recruitment and screening process for this program, is ensuring that all FCDP staff engaged in conducting intake interviews have a solid understanding of the full-range of program eligibility requirements levied by the United States Department of Labor/Employment and Training Administration (US DOL/ETA) which are based on the Workforce Innovation and Opportunity Act (WIOA).

What you may not know, is that US DOL/ETA considers the process of determining an individual's program eligibility so important, that it is included in US DOL/ETA's Core Monitoring Guide as a compliance item. That is, failure to provide in a participant record all of the required documents used to verify that the participant meets all of the program eligibility requirements, may lead to a non-compliance finding, which may then jeopardize future funding for this program in Florida. This is why your thorough review and understanding of the information in this 'Eligibility Manual' is so critically important.

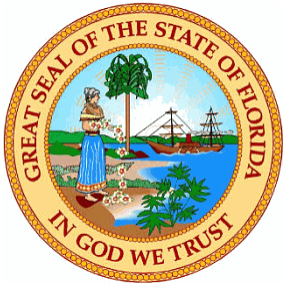
Because this is such an important process to get right, we have established a 'certification' process in Florida which requires that all FCDP staff involved in the participant intake process complete Eligibility Training courses. This certification has to be renewed every three years as part of staff training.

Please add your review and use of this Eligibility Manual to your 'must-do' list, and should there be any questions at all about how to deal with specific situations, please do not hesitate to contact the state office forthwith.

Thanks!



James Haugli
Director, Farmworker Career Development Program Office



**WORKFORCE INNOVATION AND OPPORTUNITY ACT
SECTION 167
NATIONAL FARMWORKER JOBS PROGRAM (NFJP)
FLORIDA DEPARTMENT OF EDUCATION**



Mission

"To become the number one farmworker career development program in the nation by providing migrant and seasonal farmworkers in Florida the highest quality pathways to high-wage, high-growth employment opportunities through accurate, timely, and focused individual career assessment, job-driven education and training, supportive services, and customer-driven, community-based, employment referral and follow-up services."

Vision

"We help migrant and seasonal farmworkers in Florida live happier and healthier lives by providing them and their families the tools, opportunities, and services to move beyond sporadic, itinerant, physically demanding, often unhealthy, and low wage farm work to high-wage, high-skill jobs: From the fields to meaningful choices and rewarding careers."

Strategic Goals

- *Highest Eligible Farmworker Career Attainment in the Nation*
- *Maximum Access to High-Wage Employment Opportunities*
- *Career-Enabling Participant Support Services*
- *Quality Efficient Career Services*

Values

"We value:

- *Doing the right things;*
 - *Doing things right;*
 - *Complete follow-through;*
 - *Using short-term/long-term solution strategies;*
 - *Being professional, always;*
 - *Sharing ownership of problems;*
 - *Striving for role clarity;*
 - *Continuous process improvement;*
 - *Synergistic teamwork"*
-

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NFJP Title I Section 167 Migrant and Seasonal Farmworker (MSFW) Eligibility Requirements

WIOA became law on July 22, 2014 and supersedes titles I and II of the Workforce Investment Act (WIA) of 1998, and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. The Departments of Labor and Education published a set of proposed regulations for implementing WIOA through the posting of five Notice of Proposed Rulemaking (NPRMs) documents.

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-16

Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program.

Purpose

To provide guidance for eligibility of program participants for the National Farmworker Jobs Program (NFJP) authorized under Title I Section 167 Migrant and Seasonal Farmworker (MSFW) Programs of the Workforce Innovation and Opportunity Act (WIOA). This guidance rescinds and replaces Training and Employment Guidance Letter (TEGL) NO.25-04 *Participant Eligibility Guidance* and TEGL NO. 25-04 Change 1.

Background and Program Overview

NFJP provides career services, training services, housing assistance services, youth services, and related assistance services to low-income migrant and seasonal farmworkers (MSFWs), including MSFW youth, and their dependents. The purpose of the program is to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed across the country. NFJP grantees partner with American Job Centers

(AJC) and State Monitor Advocates to support a comprehensive system that seamlessly provides integrated services that are accessible to farmworkers and their families.

Eligibility Requirements for NFJP Participants

An individual receiving career services, training services, housing assistance services, youth services, and/or related assistance services through NFJP Funding must meet, on the date of application for enrollment, criterion A and criterion B below as defined in 20 CFR 685.110:

A. To receive NFJP services an individual must be either a (n):

- i. Eligible seasonal farmworker adult;
- ii. Eligible migrant farmworker adult;
- iii. Eligible MSFW youth; or
- iv. Dependent of a MSFW,

And,

B. A low-income individual who faces multiple barriers to economic self-sufficiency as defined in Section 6 below.

Note: Grantees may enroll a participant as either a MSFW adult or a MSFW youth participant as described in § 685.320, but not in both categories. See definitions in Section 6 below. Second, NFJP-funded permanent housing developed with NFJP funds must be promoted and made widely available to eligible MSFWs, but occupancy is not restricted to eligible MSFWs.

Other Key Requirements:

A. Male NFJP Participants: Male participants in any program or activity established under WIOA Title I or receiving any assistance or benefit under this title must not have violated section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such section (see WIOA Section 189(h)). TEGL 11-11, Change 1 and 2 provides Selective Service registration requirements for ETA programs funded through WIOA. TEGL 11-11 Change 1 and Change 2 implemented the requirements of WIA Section 189(h), and WIOA retains the same requirements. This guidance establishes that individuals who failed to register may still be eligible for NFJP services if they are able to provide, and the grantee determines, that there was not a knowing and willful failure to register according to the definitions provided in TEGL 11-11 Change 1 and Change 2.

B. Program participants may include individuals with employment authorization documents who have been granted relief under the Deferred Action for Childhood Arrivals (DACA). NFJP grantees must administer the program in conformity with TEGL 2-14 *Eligibility of Deferred Action for Childhood Arrivals Participants for Workforce Investment Act and Wagner-Peyser Act*

Programs http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7233. For information on prohibition on discrimination against certain non-citizens, see WIOA Section 188(a) (5).

Definitions:

To help determine participant eligibility under section 4.A. i-iv of this TEGL, see the definitions below:

A. Eligible seasonal farmworker, as defined in WIOA Section 167(i)(3), means a low-income individual who for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment, and faces multiple barriers to economic self-sufficiency. Dependents of seasonal farmworkers are also eligible.

“Primarily employed in agricultural or fish farming labor” means an individual earns at least 50 percent of his/her total income from farmwork or is employed at least 50 percent of his/her total employment time in farmwork. The terms “chronic unemployment or underemployment” used in this definition refer to the nature of the agriculture or fish farming labor force as a whole and not whether an applicant is either chronically unemployed or underemployed. For the purposes of determining eligibility, grantees do not need to demonstrate that an individual is either chronically unemployed or underemployed.

Similarly, grantees are not required to document that an individual faces multiple barriers to economic self-sufficiency. (For additional information on individuals with multiple barriers to employment see WIOA Section 3(24).) To effectively serve all NFJP participants, grantees are encouraged to assess participants’ interests, strengths, and barriers to help inform their career planning approach. Career planning is a client-centered approach designed to develop comprehensive programs and to coordinate supportive services during program participation and after job placement described in WIOA Section 3(8).

B. Eligible migrant farmworker, as defined in WIOA Section 167(i)(2), means an eligible seasonal farmworker as defined in WIOA Section 167(i)(3) 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. Dependents of migrant farmworkers are also eligible.

C. Eligible MSFW youth means an eligible MSFW aged 14-24 who is individually eligible or a dependent of an eligible MSFW. Grantees may enroll participants aged 18-24 as either a MSFW adult or a MSFW youth participant (described in § 685.110), but not in both categories.

D. Dependent of a MSFW is an individual who:

- (1) Was claimed as a dependent on the eligible MSFW’s Federal income tax return for the previous year; or
- (2) Is the spouse of the eligible MSFW; or
- (3) If not claimed as a dependent for Federal income tax purposes, is able to establish:

- (i) A relationship as the eligible MSFW's;
 - (A) Child, grandchild, great grandchild, including legally adopted children;
 - (B) Stepchild;
 - (C) Brother, sister, half-brother, half-sister, stepbrother, or stepsister;
 - (D) Parent, grandparent, or other direct ancestor but not foster parent;
 - (E) Foster child;
 - (F) Stepfather or stepmother;
 - (G) Uncle or aunt;
 - (H) Niece or nephew;
 - (I) Father-in-law, mother-in-law, son-in-law; or
 - (J) Daughter-in-law, brother-in-law, or sister-in-law; and
- (ii) The receipt of over half of his/her total support from the eligible MSFW's family during the eligibility determination period.

Note: For the purpose of housing assistance, family means the eligible MSFW and all the individuals identified under the definition of dependent in this section who are living together in one physical residence (described in § 685.110)."

E. Low-Income Individual means an individual as defined in WIOA Section 3(36) (A) who:

i. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.); the program of block grants to States for temporary assistance for needy families program (TANF) under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or the supplemental security income (SSI) program established under title XVI of the Social Security

Act (42 U.S.C. 1381 et seq.); or State or local income-based public assistance;

ii. is in a family with total family income that does not exceed the higher of:

I. The poverty line; or

II. Seventy percent of the Lower Living Standard Income Level (see link to the current Lower Living Standard Income Level (LLSIL) at <https://www.doleta.gov/lilsil/>);

iii. Is a homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or a homeless child or youth (as defined under Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)));

iv. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

v. Is a foster child on behalf of whom State or local government payments are made; or

vi. Is an individual with a disability whose own income meets the income requirement of B above, but who is a member of a family whose income does not meet this requirement (WIOA Section 3(36)(A)).

F. Farmwork NFJP participants must have performed labor for wages in occupations and industries within agricultural production and agricultural services for 12 consecutive months out of the 24 months prior to application for the program involved. Note that in some exceptional circumstances, grantees may shift the 24-month eligibility determination period so that it precedes a period of unavailability experienced by an individual, as described in Section 7 of this TEGL. In these circumstances, grantees should review the labor performed by such an individual within the modified 24-month eligibility determination period, rather than within the 24 months immediately preceding the individual's application to the program.

Farmwork means cultivation and tillage of the soil, dairying, production, cultivation, growing, and harvesting of any agricultural or horticultural commodities. This includes the raising of livestock, bees, fur-bearing animals, or poultry, farming of fish, and any practices (including any forestry or lumbering operations) performed by a farmer, or on a farm, as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market, or to carriers for transportation to market. It also includes the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state (See WIOA Final Rule <https://www.doleta.gov/wioa/Docs/wioa-regs-labor-final-rule.pdf>).

Although the North American Industry Classification System (NAICS) codes are the primary resource used to help define farmwork, ETA recommends that NFJP grantees draw upon multiple factors rather than refer only to the NAICS codes. For information on industry sectors, see NAICS codes available on the NFJP website at <https://www.doleta.gov/Farmworker/html/NFJP.cfm>.

Eligibility Determination Procedure

A. Eligibility Determination Period (timing): The eligibility determination period means any consecutive 12-month period within the 24-month period immediately preceding the date of application for NFJP by the MSFW applicant.

- An applicant's eligibility determination shall be valid for 60 days from the date of initial application. After the initial 60-day period has elapsed, if the individual is not an enrolled participant, the grantee will update information to re-certify the applicant.
- When an applicant was unavailable for work in the period immediately preceding the date of application because he/she had been in the armed forces, institutionally confined by incarceration or other legal detainment, hospitalized or otherwise unavailable due to a documented disability, grantees may establish an eligibility determination period during the 24 months immediately preceding the date of such unavailability, provided, however, that such period may not begin more than 48 months prior to the date of application.

B. NFJP grantees are required to have an eligibility determination system that enables the generation of a record supporting eligibility determinations and enrollment decisions, including program participant status, low-income status, etc. ETA will address source documentation for data validation requirements in future guidance.

NFJP Enrollment

To be a program participant, an individual must complete the following requirements: eligibility determination, career assessment, and receipt of at least 1 of the 5 program elements (i.e., career services, training services, housing assistance services, youth services, and/or certain related assistance services). These individuals will be considered program participants and will be included in either adult or youth performance calculations.

Individuals who are enrolled in certain related assistance activities that require significant involvement of grantee staff are also considered participants [20 CFR 685.400(b)]. Specifically, “certain related assistance” activities are those that require an eligibility determination and a career assessment, as described above, and are directly related to education, training, career, and/or employment outcomes. These activities may include, but are not limited to:

- School dropout prevention and recovery activities;
- Self-employment and related business or micro-enterprise development or education; and
- Occupational career and technical education.

An individual who receives only related assistance services that:

1) do not require significant involvement of grantee staff time; and

2) do not require a career assessment by grantee staff of an individual’s skills, education, or career objectives (including all emergency assistance services) will be considered a “reportable individual,” as defined in 20 CFR 677.150(b). Such individuals are not included in performance calculations as program participants. For example, the Department does not consider pesticide and worker safety training (which neither requires a significant involvement of grantee staff time, nor career assessments) to be the kind of related assistance that requires the individual to be included in the performance calculations.

Emergency assistance, a form of short-term related assistance, may be provided to eligible MSFWs and their dependents as defined in § 685.110 to address these farmworker’s immediate needs. Emergency assistance may include, but is not limited to, the provision of necessary items like garments of clothing, food, and transportation vouchers. When an individual receives emergency assistance only (and no other NFJP services), an applicant’s self-certification is accepted as sufficient documentation of eligibility.

Under certain circumstances, NFJP grantees may provide emergency assistance to H-2A Temporary Agricultural Workers (H-2A workers) to address an immediate and short-term need. NFJP grantees are expected to leverage available alternative resources and coordinate continuously with State Monitor Advocates, Farm Labor Specialists, and other community-based partners, whenever possible, to raise awareness with respect to any underlying issues preventing the H-2A workers from receiving similar benefits or assistance, as required by the agricultural employer’s certified job order or work contract with the H-2A workers (see 20 CFR part 655 Subpart B, 20 CFR part 653, and 29 CFR part 501). The Department’s Wage Hour Division (WHD) has developed a user-friendly H-2A Worker

Rights Card for workers and H-2A Worker Rights Poster for employers, which summarizes the benefits, wages, and working conditions to be provided to H-2A and U.S. workers performing the same work for the employer. Electronic versions of the H-2A Worker Rights Card and Poster in English and Spanish can be found on the WHD's web site at https://www.dol.gov/whd/ag/ag_h-2a.htm.

In circumstances where an H-2A worker submits a complaint or reports a possible violation of any contractual H-2A labor standard, NFJP grantees should refer the H-2A worker to the appropriate office of the State Monitor Advocate (SMA) who can educate the H-2A worker regarding how to file a formal complaint with the State Workforce Agency (SWA) Employment Service Complaint System (Complaint System). The SMA or outreach workers (SWA staff) will explain the Complaint System to the H-2A worker. If the H-2A worker wishes to file a complaint, the SWA staff will take the complaint in writing and refer to the Department of Labor's Wage and Hour Division (WHD) since WHD is the agency that enforces the contractual obligations under the H-2A program, as described at 29 CFR part 501. If the H-2A worker decides not to file a complaint, the report of a suspected violation could turn into an apparent violation and may be handled as a complaint as described at 20 CFR 658.419.

Action Requested

NFJP Grantees should use this guidance when enrolling individuals for services to comply with portions of WIOA Title I, Section 167 and the WIOA Final Rules. NFJP grantees should actively work with their AJC and other workforce system partners in identifying services and programs that are tailored to the applicants' needs and career pathway interests. Individuals who are determined ineligible for NFJP should be connected to other AJC services or alternative programs for which they qualify.

Selective Services Registration Requirements for Workforce Investment Act and Wagner-Peyser-funded programs

TEGL No. 11-11

- **TEG No. 11-11 Change 1** - January 20, 2012 - Selective Service Registration Requirements for Employment and Training Administration Funded Programs
- **TEG No. 11-11 Change 2** - May 16, 2012 - Selective Service Registration Requirements for Employment and Training Administration Funded Programs
 - Additional information regarding selective services can be found at:
<https://www.sss.gov/Registration-Info/Who-Registration>
 - <https://www.sss.gov/Portals/0/PDFs/Status.pdf>

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
ROTC Students	X	
National Guardsmen and Reservists not on active duty / Civil Air Patrol members	X	
Delayed Entry Program enlistees	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Immigrants**		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Form I-94, or Border Crossing Document DSP-150)		X
Permanent resident immigrants (USCIS Form I-551) / Undocumented immigrants	X	
Special agricultural workers	X	
Seasonal agricultural workers (H-2A Visa)		X
Refugee, parolee, and asylee immigrants	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
Sex Gender Change / Transsexual		
U.S. citizens or immigrants who are born male and have a sex change	X	
Individuals who are born female and have a sex change		X

*Must register within 30 days of release unless already age 26.

NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the United States for more than one year in any status, except as a student who entered the U.S. for the purpose of full time studies as long as such person maintains that status or employee of the government of his homeland.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or

Request for Status Information Letter

VERIFY: I am not registered with the Selective Service System and requesting a Status Information Letter.
I am now 26 years old or older and was born after December 31, 1959.

NOTE: No action will be taken on this request unless **ALL REQUIRED** information / documentation with an asterisk (*) are received (where applicable). **KEEP** a copy of all documents and correspondence submitted.

Section 1:

*Name _____

* First Name

* Middle Name

* Last Name

List any other names used _____

Include any multiple last names

* Current Mailing Address _____

* Street Address

* City

* State

* Zip Code

* Social Security Number _____

* Date of Birth _____

* Month / * Day / * Year

Daytime Telephone Number _____

E-mail Address _____

Section 2:

MILITARY:

List dates of active duty service: _____ to _____

List dates of reserve duty service: _____ to _____

List dates of military school service: _____ to _____

Military school attended: _____

* **Attach copy of DD 214 (or DD Form 4 if still on active duty)**

INCARCERATED INSTITUTIONALIZED HOSPITALIZED HOME CONFINED:

* **List dates during which you were incarcerated, institutionalized, hospitalized, or confined to a home.**
For multiple dates, list all:

_____ to _____, _____ to _____, _____ to _____

* **Attach proof of each instance.**

NON-CITIZEN / UNDOCUMENTED IMMIGRANT:

* Date you entered the United States for the first time: _____
* Month / * Day / * Year

* USCIS (formerly INS) status at time of entry: _____

* REQUIRED: List all immigrant status (es) held since entering the country, and give dates:
(Attach separate sheet if necessary)

_____ to _____ USCIS Status _____
_____ to _____ USCIS Status _____
_____ to _____ USCIS Status _____
_____ to _____ USCIS Status _____

* Attach copies of supporting documentation (see the included INSTRUCTIONS for details)

TRANSGENDER:

At birth my gender was: _____

* Attach copy of birth certificate

* REASON WHY YOU FAILED TO REGISTER WITH SELECTIVE SERVICE UPON REACHING AGE 18 AND BEFORE REACHING AGE 26:

Section 3:

IMPORTANT NOTE: No action can be taken until we receive ALL required information / documentation with an asterisk (*) are received. You should retain a copy of all documents and correspondence submitted to us.

Print, sign and date, and mail this letter to the address below, together with ALL copies of required documents and all other supporting information you may wish to include.

* Signature

* Date

Selective Service System
ATTN: SIL
PO Box 94638
Palatine, IL 60094-4638

Instructions For filling out the “Request for Status Information Letter”

SECTION 1:

- Name (**required**): you must provide your complete name, and any other names you have ever used. If you have more than one last name, you must provide both names.
- Address (**required**): you must include your complete mailing address. Forms received without a mailing address will not be processed.
- Social Security Number (**required, if you have one**): If you have a social security number, you must provide it. Also, if you have ever used a different social security number, provide it as well.
- Date of Birth (**required**): This form is only for men born after December 31, 1959, who are 26 years old or older. You must provide your complete date of birth.
- Daytime Telephone Number: If possible, provide a telephone number where you can be reached during the day, in case we need to contact you.
- Email Address: If possible, provide your email address in case we need to contact you.

SECTION 2: (Requires dates and supporting documentation)

This section is for explaining and documenting why you did not register with Selective Service. This section consists of five different parts. You must complete and submit documentation for any and all parts that apply to you.

Military:

To obtain proof of military service (DD-214, Official Military Personnel File) write to: National Personnel Records Center, GSA, Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO, 63132.
Or visit <http://www.archives.gov/veterans/military-service-records>

Incarcerated, institutionalized, hospitalized, or home confined:

For each instance, provide type of confinement, dates of confinement, and supporting documentation.

Non-Citizen / Undocumented Immigrants:

If you entered the United States for the first time after your 26th birthday, you must provide documentation to support your claim. Valid documentation includes: entry stamp in your passport, I-94 with entry stamp on it. If you entered the United States illegally after your 26th birthday, you must provide proof that you were not living in the United States from age 18 to age 26. **Please note:** your Resident Alien Card (Green Card) is not proof of entry to the United States.

If you entered the United States as a valid non-immigrant, and remained in that status to your 26th birthday, you must provide documentation to support your claim. For example, if you entered the United States as an F-1 student, and remained in that status until your 26th birthday, you would need to provide documentation indicating that you were admitted on an F-1 visa and attended school full-time as required. (Acceptable documents for this situation include copies of your I-20s or a letter from the school you attended indicating your full time attendance as a non-immigrant). The same thing applies for all non-immigrant statuses. You must explain, if at any point, you violated the terms of your visa, or overstayed your visa and became an undocumented immigrant.

You should provide as much information as possible. We will use the information you provide to determine your registration status.

Transgender:

For individuals who have had a gender change. You must indicate what gender you were born as, and attach documentation which indicates this as well.

Reason why you failed to register with Selective Service upon reaching age 18 and before reaching age 26:

Provide a written explanation for not registering with Selective Service.

SECTION 3:

Sign and date the letter (**required**). Return this letter to the address listed with copies of supporting documents, showing proof and anything else you may wish to include. **IMPORTANT: Do not send original documents**, as they will not be returned. **You should retain a copy of all documents and correspondence submitted.**

HELPFUL INFORMATION

- This form is designed to be printed for use, and cannot be submitted online. After printing, complete the form, attach **ALL** supporting documentation, and mail to: Selective Service System, ATTN: SIL, PO Box 94638, Palatine, IL 60094-4638.
- This form is for use only by men born after December 31, 1959, who are not registered and are now 26 years old or older.
- **This form is not a registration form, and by submitting it, you will not be registered.**
- If you feel that you have already registered, verify your registration on our website (**www.sss.gov**), or call our Registration Information Office at (847) 688-6888 to obtain your Selective Service registration number.
- We will issue a Status Information Letter based on the information you provide. This letter will clarify your status with Selective Service. **KEEP your status information letter from Selective Service in your permanent files for future reference.**
- If you are being denied a right, benefit, or privilege because you are not registered, submit a **copy** of your status information letter from Selective Service and a separate letter in which you explain in the best of your ability the reasons surrounding your failure to register, to the agency administering the right, benefit, or privilege. That agency will make the final determination regarding your eligibility. The Selective Service System does not determine your eligibility for any right, benefit, or privilege.

**Remember to KEEP your original Status Information Letter in your permanent files.
July 20, 2015**

Impact of the U.S. Supreme Court’s Decision in *United States v. Windsor* on Eligibility and Services Provided Under Workforce Grants Administered by the Employment and Training Administration *TEGL No. 26-13*

ETA Policy On Same-Sex Marriages

ETA Policy On Interpreting Terms of Marriage in the Workforce Investment Act

- *National Farmworker Jobs Program:* To qualify as eligible for services from the National Farmworker Jobs Program (NFJP) under Section 167 of WIA, and under 20 CFR part 669, an individual must be a disadvantaged migrant and seasonal farmworker or a dependent of an eligible farmworker. A “dependent” may be the “spouse” of a qualifying farmworker (20 CFR 669.110). The regulation does not further define “spouse.” Therefore, consistent with ETA’s policy stated above, we require NFJP grantees, except for state grantees, to include same-sex spouses of a marriage that is valid in the “state of celebration.” If a state NFJP grantee does not recognize such marriages, we encourage (but will not require) the state grantee to recognize such a marriage.

Eligibility of Deferred Action for Childhood Arrivals Participants for Workforce Investment Act and Wagner-Peyser Act Programs *TEGL No. 02-14*

DACA

National Farmworker Jobs Program. TEGL No. 25-04 describes eligibility determination requirements for the WIA National Farmworker Jobs Program (NFJP). As indicated in that TEGL, NFJP grantees are required to have an eligibility determination system that enables the generation of a record supporting eligibility determinations and enrollment decisions. Under that longstanding guidance, the Department expects NFJP grantees to obtain source documentation that verifies the information provided by applicants for eligibility elements, including employment authorization. That TEGL also provides that, for NFJP, self-certification alone cannot be used for employment authorization, and employment authorization must be verified with documentation. NFJP grantees must continue to ensure that their eligibility determination procedures for all applicants, including DACA participants, with employment authorization are consistent with the requirements in TEGL No. 25-04.

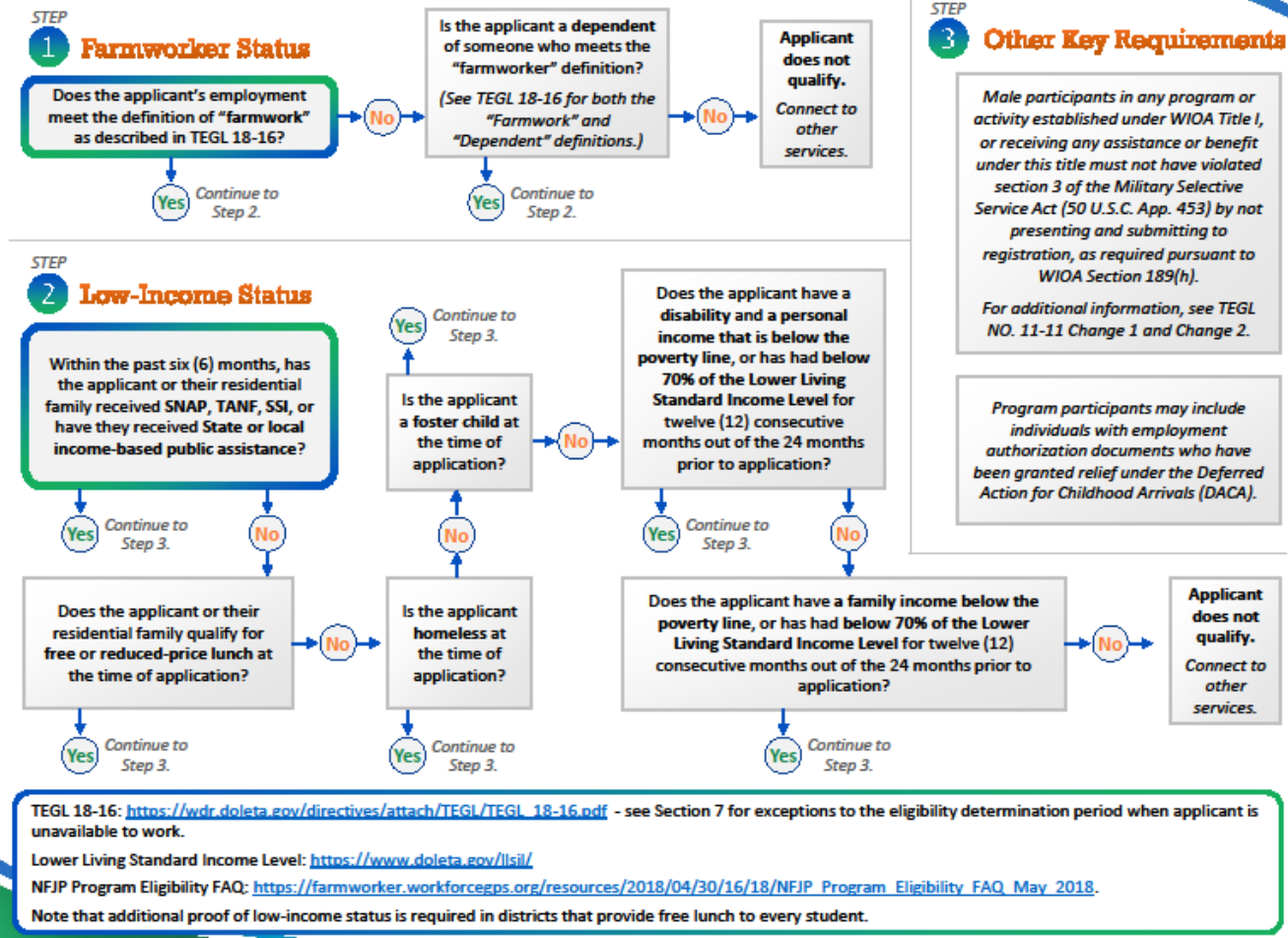
**Program Year (PY) 2015/Fiscal Year (FY) 2016 and PY 2014/FY 2015
Data Validation and Performance Reporting Requirements and
Associated Timelines**

TEGL No. 22-15

Data Validation for NFJP

Grantees are required to submit individual participant records for NFJP, which are used by ETA to calculate the performance outcomes for each grantee. Therefore, grantees are not required to conduct report validation, but must conduct data element validation.

Please see *Attachment D* for the source documentation requirements for NFJP data element validation. NFJP grantees should use NFJP Data Validation Software Version 2.0.



Income Level Guidelines
Effective Date: 1/15/2020

Family Unit Size	METRO	NON-METRO
1	\$12,760	\$12,760
2	\$17,240	\$17,240
3	\$21,720	\$21,720
4	\$26,779	\$26,200
5	\$31,606	\$30,784
6	\$36,964	\$36,001
7	\$42,322	\$41,218
8	\$47,680	\$46,435
For each additional person in a family above eight, add	\$5,358 per person	\$5,217 per person

<https://www.employflorida.com/folders/case/wia/wiaLLSILTable.asp?eligdate=4/29/2020%2012:00:00%20AM&pu=1>

https://en.wikipedia.org/wiki/Metropolitan_area

1. Metro/Metropolitan

definition - A **metropolitan area**, sometimes referred to as a **metro area** or commuter belt, is a **region** consisting of a densely populated urban core and its less-populated surrounding territories, sharing industry, infrastructure, and housing.

2. Non-Metro

of, noting, or characteristic of a metropolis or its inhabitants, especially in culture, sophistication, or in accepting and combining a wide variety of people, ideas, etc. of or relating to a large city, its surrounding suburbs, and other neighboring communities: the New York **metropolitan** area.

Special Circumstances

- *Extension of 24-month period preceding application*

1. For applicants who, during the 24-month period, had been in the armed forces, incarcerated, hospitalized, or unavailable for work due to documented physical or mental disability, the 12 month eligibility determination period for determining qualifying farmwork may be extended to a total of 24 months plus the amount of time the person was in the armed forces, incarcerated, detained at any facility hospitalized, of physically or mentally disabled.
2. Such condition must be positively demonstrated by the applicant through documentary evidence satisfactory to the grantee.
3. Under such an extension of the 24 month period, a determination of “disadvantaged” shall be based on the 12 months immediately preceding application.



Farmworker Career Development Program Worksheet A Eligibility Review and Data Validation Worksheet

Instructions: Coordinator (authorized reviewer) completes no later than 30 calendar days after enrollment/date of participation. All sources used to verify data elements below *should be in Employ Florida and /or the participant's record*.

Participant Name: _____ State ID No: _____
 Enrollment/date of participation _____ Project: _____
 Participant: Adult Youth

Part A Section I: Review of Application/Enrollment Form

1. Is applicant a:
 - a. Citizen of the United States Yes No
 - b. Non-citizen permitted to accept permanent employment in the United States by the Immigration and Naturalization Service:
 Card Number: _____ Exp. Date: _____ Yes No
 - c. Non-citizen permitted to accept employment in the United States by the Immigration and Naturalization Services in accordance with TEGL 02-14 dealing with Deferred Action for Childhood Arrivals (DACA) participants:
 Card Number: _____ Exp. Date: _____ Yes No
2. If the applicant is eligible for registration under the Selective Service Act, is the applicant registered?
 Registration Number: _____ Yes No

Part A Section II: Review of the Family Income and Work History Record

Certification Period: From _____ To _____
 Applicant Six Month Pre-Program Earnings _____

1. Applicant is a farmworker Yes No Dependent of a farmworker Yes No

Who, during above certification period, must have:

- a. Gained at least 50% of total earned income from farmwork or employed in farmwork at least 50% of work time. TEGL No.18-16 (Work History must be documented) TEGL No.18-16 Yes No
2. Applicant meets Low-Income individual as defined in WIOA Section 3(36) (A) see TEGL No.18-16 – Section 6. Definitions E (i., ii., iii., iv., v., vi.) Yes No
3. Have remaining items of the Application/Enrollment Form, the Work History Record and the Family Income Record been completed? Yes No
4. Have the forms been signed by:

a. Applicant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Interviewer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c. Authorized reviewer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If all answers are YES, the information on the application is internally consistent and reasonable. If forms are incomplete or signatures are missing, corrective action must be taken immediately. If review reveals information that is unreasonable or is internally inconsistent, return to interviewer for correction/verification.

Signature of Coordinator / Authorized Reviewer

Date



Farmworker Career Development Program Worksheet B Eligibility Review and Data Validation Worksheet

Instructions: Authorized reviewer completes no later than 30 calendar days after enrollment/date of participation. All sources used to verify data elements below *should be in Employ Florida and /or in the participant's record*.

Participant Name: _____ State ID No: _____
 Enrollment/ date of participation: _____ Project: _____
 Participant: Adult Youth

Part B Section I		
Application/Enrollment, Work History and Family Income Record complete?	Yes []	No []
The above forms are reasonable and internally consistent?	Yes []	No []
Part B Section II		
Eligibility Item	Circle Verification Sources Used	
Citizen;	<ul style="list-style-type: none"> Passport Birth certificate Voter registration card Naturalization Certificate 	
Non-citizen;	<ul style="list-style-type: none"> Employment Authorization Card Alien registration documents Employment Authorization Card (DACA) 	
Family Size / Dependents;	<ul style="list-style-type: none"> Birth certificates Family Bible IRS 1040 form Marriage certificates 	
Birth Date; Age;	<ul style="list-style-type: none"> Federal, State, Local ID Birth certificate / Hospital record of birth Baptismal record Driver's license Passport Public assistance / Social service records School records/ID Tribal records Crossmatch w/Dept. of Vital Statistics Alien registration documents Voter's registration card 	
6 month pre-program earnings;	<ul style="list-style-type: none"> Pay stubs W-2 forms IRS 1040 form Employer payroll records/Income Verification Letter UI (unemployment) documents (SUNTAX / wage printout) 	
Farm work Income during 12 month eligibility determination period; Family income; Seasonal criteria; Migrant / seasonal status;	<ul style="list-style-type: none"> Pay stubs W-2 forms IRS 1040 form Employer payroll records/Income Verification Letter UI (unemployment) documents (SUNTAX / wage printout) 	

Eligibility Item	Circle Verification Sources Used
Registered for selective service; (if applicable)	<ul style="list-style-type: none"> • Registration card Screen shot from http://ww4.sss.gov/regver/verification1.asp • Selective service application
Low-Income individual as defined in WIOA Section 3(36) (A) <i>see</i> TEGL No.18-16 - Section 6. Definitions E (i., ii., iii., iv., v., vi.) TANF/SNAP Food Stamp Supplemental Nutrition Assistance program, Supplemental Security Income (SSI), General Assistance(GA), Refugee Cash Assistance(RCA), Federal School Lunch, Social Security Disability Insurance(SSDI):SSDI, Individual w/Disability, Homeless	<ul style="list-style-type: none"> • Public assistance records/printout • Social service agency verification • One Stop verification • Refugee assistance records • Current or 6 months authorization food stamps • Federal School Lunch verification (<i>see</i> NFJP Frequently Asked Questions) • Verification cash assistance letter • School IEP (for Individual w/ Disability (<i>see</i> TEGL No.18-16 – Section 6) https://wdr.doleta.gov/directives/corr_doc.cfm?docn=8849
Labor force status;	<ul style="list-style-type: none"> • Employer letter • One Stop verification • UI (unemployment) documents (SUNTAX / wage printout) • Pay Stubs • Layoff notice • *Case notes, initialed and dated
Extension of certification period: Disabled; Hospitalized; Military service; Incarcerated; other legal detainment	<ul style="list-style-type: none"> • Vocational rehab agency letter • Social service agency letter • Veteran's administration letter • Hospital / physician records • Prison record • Court documents • DD 214 • Discharge papers

Part B Section III		
a. Participant eligible:	Yes []	No []
b. Above data verified:	Yes []	No []
c. Additional support documents required:	Yes []	No []

Part B Section IV	
Review Item	Circle Verification Sources Used
Release information	<ul style="list-style-type: none"> • FCDP release information form (those who you look income in SUNTAX)
Date of participation;	<ul style="list-style-type: none"> • Application form with signature • Enrollment application with signature • IEP signed, dated • Case notes initialed, dated

Long-term agricultural employment if the applicant is a farmworker (4 years documented);	<ul style="list-style-type: none"> • IRS 1040 Form (4 years) • Application/Enrollment form with signature • Pay stubs (4 years) • SUNTAX/Wage printout (4years) • Employer letter • Self-declaration • *Case notes initialed, dated
Review Item	Circle Verification Sources Used
Date of first intensive service; Pre-test;	<ul style="list-style-type: none"> • Testing records • IEP signed, dated • Work Experience • Remedial reading • Short-term Prevocational Services • *Case notes initialed, dated
Date of first training service;	<ul style="list-style-type: none"> • IEP signed, dated • Classroom attendance record • Entrepreneurial training/enrollment record • Registered Apprenticeship • Enrollment record • Signed OJT agreement • Work Experience • Occupational Skills Training • *Case notes initialed, dated
Enrolled in a program training or activity leading to an educational or occupational credential or license;	<ul style="list-style-type: none"> • IEP signed, dated • Attendance records from institution or instructor signed, dated • Registration/educational or occupational credential / or license • *Case notes initialed, dated

Signature of Authorized Reviewer / Title

Date

**Note: All case notes must be in Employ Florida on monthly basis.*



Farmworker Career Development Program Worksheet C

Exit Management and Data Validation Worksheet

Instructions: Completed after participant exit by authorized reviewer. All sources used to verify data elements below *should be in Employ Florida and /or in the participant's record.*

Participant Name: _____ State. ID No: _____
 Enrollment /date of participation: _____ Project: _____
 Participant: Adult Youth

Part C Section I	
Review Item	Circle Verification Sources Used
Post-test;	<ul style="list-style-type: none"> Testing record Case notes initialed, dated
Customer Satisfaction Survey	<ul style="list-style-type: none"> • Survey in file
Measurable Skill Gains; Was the participant enrolled at any time during the Program Year in education or training program: Yes ___ No ___ Was a Measurable Skill Gain entered during each Program Year? Yes ___ No ___	<ul style="list-style-type: none"> • Transcript a minimum of 12 credit hours of two consecutive semesters during a program year • Report Card • Credential • High School Diploma • Case notes initialed, dated
Date of Exit/Outcome: _____ Was the participants Exit with Global Exclusion? Yes ___ No ___ Was school status at exit recorded and verified? Yes ___ No ___	<ul style="list-style-type: none"> • Medical Condition • Incarcerated • Hospitalized • Deceased • Reservists called to active duty • Case notes initialed, dated
Date of Closure: _____ Was the participant exit with Closure? Yes ___ No ___ Was school status at exit recorded and verified? Yes ___ No ___	<ul style="list-style-type: none"> • Transcript a minimum of 12 credit hours of two consecutive semesters during a program year • Report Card • Credential • High School Diploma • Outcome Information • Case notes initialed, dated
Entered unsubsidized employment Wage: \$ _____ Hours: _____	<ul style="list-style-type: none"> • Letter from employer • Case notes initialed, dated • IEP closed, dated • Add Employment (Employ Florida)
FOLLOW-UPS	<ul style="list-style-type: none"> • Employment Information
Was the 1 st quarter follow-up completed? Yes _____ No _____ Was the 1 st quarter follow-up completed on time? Yes _____ No _____	<ul style="list-style-type: none"> • Pay stubs • Employer payroll records • IRS tax forms • UI (unemployment) documents (Sun Tax / wage printout) • Case notes initialed, dated • Transcript a minimum of 12 credit hours of two consecutive semesters during a program year

<p>Was the 2nd quarter follow-up completed? Yes _____ No _____</p> <p>Was the 2nd quarter follow-up completed on time? Yes _____ No _____</p>	<ul style="list-style-type: none"> • Pay stubs • Employer payroll records • IRS tax forms • UI (unemployment) documents (Sun Tax / wage printout) • Case notes initialed, dated • Transcript a minimum of 12 credit hours of two consecutive semesters during a program year
<p>Was the 3rd quarter follow-up completed? Yes _____ No _____</p> <p>Was the 3rd quarter follow-up completed on time? Yes _____ No _____</p>	<ul style="list-style-type: none"> • Pay stubs • Employer payroll records • IRS tax forms • UI (unemployment) documents (Sun Tax / wage printout) • Case notes initialed, dated • Transcript a minimum of 12 credit hours of two consecutive semesters during a program year
<p>Was the 4th quarter follow-up completed? Yes _____ No _____</p> <p>Was the 4th quarter follow-up completed on time? Yes _____ No _____</p>	<ul style="list-style-type: none"> • Pay stubs • Employer payroll records • IRS tax forms • UI (unemployment) documents (Sun Tax / wage printout) • Case notes initialed, dated • Transcript a minimum of 12 credit hours of two consecutive semesters during a program year

Part C Section II	
a. Above data verified:	Yes [] No []
b. Additional support documents required:	Yes [] No []
If yes, explain:	

Signature of Authorized Reviewer / Title Date

**Note: Case notes must be in Employ Florida record on monthly basis.*

Attachments