

TECHNICAL ASSISTANCE

Date: 08/18/2023

Contact: GrantManagerTeam@dwd.in.gov

Program: National Dislocated Worker Grants

Subject: DWD Technical Assistance 2022-12, Change 1
Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG)

Purpose

To introduce the Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG) and provide an overview of the participant services component of the grant. Additional guidance regarding specific elements of the QUEST DWG will be released as processes are finalized.

Change 1 Summary

Major changes include the following:

- References have been moved to **Attachment A**.
- Inaccessible informational tables have been reformatted to meet accessibility standards.
- Additional clarification is provided on key activities and data entry requirements for Indiana Career Connect (ICC) and the Customer Relationship Manager (CRM) systems.

Rescission

DWD TA 2022-12 *Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG)*

References

See **Attachment A**.

Content

The goal of the QUEST DWG is to enable individuals who have been adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated, to enter, return to, or advance in high-quality jobs¹ in growth industries including infrastructure, environment and climate, and the care economy. Many of the workers most negatively impacted by the pandemic continue to face persistent challenges with finding quality jobs amidst the ongoing economic effects of the COVID-19

¹ See **Attachment B** *QUEST DWG Terminology* for the definition of “high-quality jobs”.

crisis. Historically marginalized individuals, including African Americans, Native Americans, Asian Americans, Native Hawaiians and Pacific Islanders, Latinos or Hispanics, and people with disabilities, as well as young adults aged 20 to 24 years, part-time workers, and people without high school diplomas, experienced the most significant employment hardships throughout the pandemic.² In Indiana there are currently 434,105 individuals, roughly 11% of Indiana adults ages 18 – 64, who lack their high school equivalency. Roughly 150,000 of those individuals are presently in the workforce. Given the 35% labor force participation rate for those lacking a high school diploma, there is tremendous opportunity to expand the available workforce with successful engagement with and training for this population. To position individuals and employers to rebound from the pandemic and become more resilient to future changes in the economic climate, through the QUEST-DWG, DWD will implement statewide strategies to connect and enroll these individuals in education and training, ideally reengaging them or helping them advance in the workforce.

DWD will pilot the implementation of this grant with two local workforce development areas (local areas or LWDAs): LWDA 1 and LWDA 9. DWD will release additional guidance if the participant services portion of the QUEST grant expands to other local areas. As QUEST is a DWG, DWD and all participating local areas will be expected to follow the overarching guidance regarding DWGs within DWD’s *National Dislocated Worker Grants* policy as well as any guidance specific to the QUEST DWG.

Grant Period of Performance (POP)

The table below illustrates the POP for DWD’s grant award. LWDA grant awards have slightly different POP dates, which can be found in the *Local Area Grant Management* section of this TA.

Table I: Grant POP Date Range - Sept. 26, 2022, thru Sept. 30, 2024 (Eight Quarters)

End of 2 nd Quarter POP (25%)	End of 4 th Quarter POP (50%)	End of 6 th Quarter POP (75%)	End of 8 th Quarter
September 26, 2022- March 2023	April 2023- September 2023	October 2023- March 2024	April 2024- September 30, 2024

Performance Goals

- Enroll 1,000 participants in QUEST DWG employment and training activities (for purposes of the pilot, the focus of such activities will be education and training).
- A 5% increase per year of project in co-enrollment between Adult Education and WIOA Title I (QUEST DWG or standard Title I services); and
- An 8% increase in credential attainment rate to improve economic mobility and outlook for target populations.

² TEGL 2-22.

Participant Eligibility³

Individuals eligible to receive services through the QUEST DWG must be one of the following⁴:

- A. A dislocated worker.⁵
- B. A long-term unemployed (LTU) individual, as defined by Indiana for purposes of QUEST DWG, is an individual who:
 - a. has no work history; or
 - b. has not worked for an extended period of at least 4 weeks; or
 - c. has an intermittent work history such as multiple terminations or separations, employment gaps, and/or temporary/seasonal employment;⁶ or
 - d. is underemployed, including individuals who:⁷
 - i. are employed less than full-time who are seeking full-time employment;
 - ii. are employed in a position that is inadequate with respect to their skills and training;
 - iii. are employed who meet the definition of a low-income individual in WIOA sec. 3(36); or
 - iv. are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.
 - e. has a barrier to employment (as defined by the state)⁸ and is unemployed.
- C. An individual temporarily or permanently laid off as a consequence of the disaster or emergency, including individuals who separated from their job due to the disaster or emergency.⁹
 - a. Examples of separating from a job due to the COVID-19 disaster/emergency include, but are not limited to, individuals who: contracted or were exposed to COVID and stayed home to quarantine/isolate or to care for a COVID-impacted individual; were in an at-risk health category; lacked access to daycare due to provider closures; experienced a change in work hours or shifts due to reduced schedule of business operations; or complied with CDC/State/local COVID requirements (e.g., required vaccinations; quarantine/isolation; testing; masking; etc.).
- D. A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster, including significantly underemployed individuals defined as those who:
 - a. experienced a substantial change in the need or demand for, or the ability to deliver their product or service; or

³ See DWD TA *Disaster Recovery Dislocated Worker Grant (DR-DWG)* Attachment F *DR-DWG ICC Application Category 12 Screenshot* for Indiana Career Connect Dislocated Worker Grant eligibility category guidance.

⁴ DWD's *National Dislocated Worker Grants* policy and TEGL 16-21 state that DWD has the latitude to define key terms including but not limited to "long-term unemployed" and "significantly underemployed."

⁵ As defined by WIOA Section 3(15).

⁶ Timeframes affiliated with each example of "intermittent employment" are determined at the local level and should be included in local guidance.

⁷ TEGL 19-16.

⁸ For purposes of QUEST DWG, Indiana has expanded the definition of barriers, WIOA Sec. 3(24), to include justice-involved individuals and individuals who lack a high school diploma or equivalency.

⁹ Per TEGL 2-22, ETA has determined that "laid off" in this context is different from "dislocated." For purposes of the QUEST DWG, DWD has the latitude to determine that individuals who were working prior to COVID but who became unemployed because of COVID are eligible to participate in grant activities.

- b. were unable to find or retain adequate staffing, suppliers, or vendors resulting in significant impact to operations; or
- c. experienced a substantial change in their costs or pricing because of the disaster/emergency.

Veterans and eligible spouses must receive priority of service for all DOL funded job training programs.¹⁰ Veterans must meet each program's eligibility criteria to receive services under the respective program.

WorkOne/American Job Center (WorkOne/AJC) staff must collect and maintain participant eligibility documentation¹¹ in DWD's case management system, Indiana Career Connect (ICC). Local areas must develop a protocol for staff to follow that demonstrates they have made a reasonable effort to collect eligibility documentation, with self-attestation utilized as a last resort in alignment with federal DWG guidance.¹² These efforts must be documented in ICC. Participating local areas must provide a copy of their protocol to the Grant Management Team (GMT) as directed in the grant award notification.¹³

All workforce staff must access, maintain, and store participant information in a manner that ensures confidentiality in accordance with all federal and state guidance related to confidentiality and the handling of protected information.¹⁴

Allowable Participant Activities

Pilot LWDAs will utilize grant funds to cover applicable costs associated with case management, education and training, and supportive services for eligible participants to ensure positive participant outcomes. Grantees are strongly encouraged take a demand-driven approach that focuses activities on partnering with employers to prepare and place participants in high quality employment in priority sectors.

DWD estimates an average cost of \$4,000 per participant under the QUEST DWG with approximately \$2,300 anticipated to cover applicable costs associated with relevant occupational training and supportive services.¹⁵ The local area will be responsible for payment to the training provider for relevant occupational training costs based on invoicing procedures agreed upon by the local area and the provider.

Grantees must provide supportive services as appropriate to increase the likelihood of program participants' successful completion of workforce services and the longer-term training associated with economic mobility.¹⁶ Supportive services provision through QUEST should be consistent with the policies

¹⁰ DWD's *Priority of Service for Veterans and Eligible Spouses in Indiana Department of Workforce Development's Integrated WorkOne Offices* policy.

¹¹ See **Attachment C** for a list of allowable documentation.

¹² TEGL 16-21.

¹³ Local protocols should be submitted via email, GrantManagerTeam@dwd.in.gov.

¹⁴ DWD's *Safeguarding Protected Information and DWD User Accounts Management* policy.

¹⁵ Direct services such as career, training, or supportive services that are funded by the QUEST grant must be limited to the eligible participants listed above and provided in alignment with local policies.

¹⁶ TEGL 2-22.

developed by local areas.¹⁷ This includes ensuring that supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the individual to participate in Title I activities.

The LWDA will invoice and receive reimbursement at designated payment points based on successful completion of identified participant activities and achievement of certain benchmarks. The benchmarks for this QUEST DWG pilot are identified in **Table II**.

Table II

Benchmark	Description / Details	Reimbursement Amount
Eligibility Determination and QUEST Enrollment	<ul style="list-style-type: none"> Includes eligibility determination, eligibility documentation collection, and program enrollment. Reimbursement available to the LWDA upon successful enrollment of the eligible participant in QUEST-DWG. 	\$200
Co-Enrollment with Adult Education (AE)	<ul style="list-style-type: none"> Participant must be co-enrolled under the QUEST grant and meet established AE enrollment status including completion of TABE testing and twelve (12) hours of face-to-face attendance. Reimbursement provided to the AE provider.¹⁸ 	\$200
High School Equivalency (HSE) Attainment	<ul style="list-style-type: none"> Reimbursement available upon participant receiving a High School Equivalency. 	\$425
Credential Attainment	<ul style="list-style-type: none"> Reimbursement available upon participant completion of an industry-recognized occupational skills certificate or credential.¹⁹ 	\$425
Unsubsidized, High-Quality Employment	<ul style="list-style-type: none"> Reimbursement when a participant enters employment, ideally in the identified QUEST-DWG industries. Employment must be considered high quality employment including family sustaining wages and as further defined in Attachment B. 	\$450

Participant Outreach

DWD, in collaboration with the pilot LWDA's, developed a comprehensive outreach strategy to attract and enroll potential participants in QUEST DWG activities. The outreach strategy is based on educational attainment levels for recent participants engaged with the WorkOne AJC system.²⁰ Participant outreach strategies will be further refined as DWD and the pilot LWDA's progress with QUEST DWG rollout.

¹⁷ TEGL 19-16 and DWD's *Workforce Innovation and Opportunity Act (WIOA) Supportive Services for Title I Adult and Dislocated Workers* policy.

¹⁸ LWDA's will reimburse AE providers for **only** the co-enrollment benchmark. The amount of reimbursement must align with the amount established for this benchmark.

¹⁹ Regular local processes apply when paying training providers. Training providers **must** be on the ETPL.

²⁰ Pilot LWDA's have access to a CRM guide and other outreach materials on the WorkOne Staff Portal.

Employer Partnerships

Pilot LWDAs will also utilize grant funds to support activities to build or expand strategic partnerships and/or support business engagement activities.²¹

This funding may be utilized to:

- Support activities to create an employer- and/or data-informed project to ensure the success of the goals of QUEST initiatives.
- Support additional strategic and operational work with local or regional businesses.²²
- Build or expand upon strategic partnerships.²³

Employer activities must be documented in DWD's Client Relationship Manager (CRM).

DWD Grant Management

DWGs are non-formula funded and are subject to the requirements and practices specified in DWD's *Non-Formula Grant Performance Management* policy.

The QUEST DWG will be managed by the GMT and will be included as part of the GMT's routine quarterly meetings.

The GMT will obtain grant information from appropriate DWD data systems²⁴ and provide local areas with a status update on grant progress and performance.²⁵ This information will be discussed during the quarterly meeting. Next steps will be developed based on each quarter's quantitative and qualitative reports.

In addition to the grant management and performance protocols described herein, grant performance outcomes will be reviewed and assessed during routine DWD grantee monitoring and may result in monitoring findings, including questioned or potentially disallowed costs, and corrective action requirements.

Local Area Grant Management

Local areas must submit to the GMT all items identified in the grant award notification. Local areas are responsible for entering participant interactions and information into appropriate DWD systems as grant activities occur (but no later than by the end of each quarter) and work with the GMT to create next steps as identified during quarterly reviews.

²¹ Prior to initiating activities utilizing these funds, the local area must submit a proposed project plan, associated deliverables and outcomes, and a proposed budget for DWD review and approval.

²² Applicable employer activities are defined in TEGL 2-22.

²³ Examples of strategic partnership activities are defined in TEGL 2-22.

²⁴ Systems include, but are not limited to, ICC, CRM, and InTERS.

²⁵ Grant performance goals, i.e., enrollments, co-enrollments, and credentials, will be reviewed on a quarterly basis to assist LWDAs in meeting overall target numbers/percentages.

Subgrantee Period of Performance (POP)

Table III: POP Date Range - October 1, 2022, thru August. 30, 2024

End of 2 nd Quarter POP (25%)	End of 4 th Quarter POP (50%)	End of 6 th Quarter POP (75%)	End of POP
October 1, 2022- March 2023	April 2023- September 2023	October 2023- March 2024	April 2024- August 30, 2024

Data Entry

Local areas must ensure staff fully document all grant activities in appropriate DWD information systems. The sections below provide an overview of key activities and data entry requirements for the ICC and CRM systems to ensure data integrity and grant performance outcomes. Local areas participating in the QUEST grant should enter all participant data into both the CRM and ICC.

Indiana Career Connect

Utilizing the National Dislocated Worker Grant (NDWG) customer group, staff should follow established data entry processes, including entering appropriate activities, associated case notes, and uploading documentation for the following:

- Participant eligibility;²⁶
- Eligibility documentation;²⁷
- Credential(s);
- Training activities (as applicable);²⁸ and
- Obtained Employment.²⁹

Customer Relationship Manager

LWDAs have access to a QUEST CRM User Guide through the WorkOne Staff Portal that includes step-by-step data entry instructions.

Local areas must ensure that the appropriate data entry and any associated documentation has been entered into ICC prior to updating participant benchmarks within the CRM, as this will be verified by DWD and the GMT.

QUEST business engagement activities must be documented in the CRM. Local areas should refer to the Business Consultant SOW for CRM data entry standards when working with employers.

²⁶ See DWD TA *Disaster Recovery Dislocated Worker Grant (DR-DWG)* Attachment F *DR-DWG ICC Application Category 12 Screenshot* for Indiana Career Connect Dislocated Worker Grant eligibility category guidance. **NOTE: If a participant meets the definition of a Dislocated Worker, eligibility for the grant must be Dislocated Worker. Other eligibility options under Category 12 must not be used.**

²⁷ See **Attachment C** for a list of allowable documentation.

²⁸ **NOTE: PER TEN 19-22, Change 1 Adult Basic Education classes that are not in conjunction with other training cannot be reported as training under Dislocated Worker Grants.**

²⁹ Includes updating the work history with employer/wage information.

Invoicing/Reimbursement Processes

Local areas must use the DWD approved grant invoice when requesting reimbursement for grant activities and specified benchmarks in the grant statement of work. Invoices must be submitted to the DWD GMT for review no more than monthly. All invoices must be completed in full and must align with the local area's ICC participant files for verification.³⁰

Local Grant Monitoring

Local areas must include DWGs in regular local grant monitoring processes to ensure grant funds are being spent appropriately and data entry and documentation requirements are being followed. Local grant monitoring results are to be shared with the GMT during their routine quarterly meetings.

Action

Participating local areas must ensure staff are trained on grant eligibility, documentation, allowable activity, and data entry requirements.

Attachments

Attachment A – References

Attachment B - QUEST DWG Terminology

Attachment C - QUEST Acceptable Participant Eligibility Documentation

Additional Information

Questions regarding this publication should be directed to GrantManagerTeam@dwd.in.gov.

³⁰ Appropriate supporting documentation for each benchmark must be maintained in the participant file.

Attachment A References

- *TEGL 02-22 QUEST: Disaster Recovery National Dislocated Worker Grants Funding Announcement*
- *TEGL 16-21 Updated National Dislocated Worker Grant Program Guidance*
- United States Department of Labor Employment and Training Administration (USDOL/ETA) *Grantee Handbook*, Issued June 2020³¹
- *TEGL 19-16 Guidance on Services provided through the Adult and Dislocated Worker 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*
- *TEGL 23-19, Change 2 Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*
- *TEN 19-22, Change 1 Reporting Training in the U.S. Department of Labor's (DOL) Participant Individual Record Layout (PIRL)*
- *DWD Policy 2015-08 Priority of Service for Veterans and Eligible Spouses in Indiana DWD's Integrated WorkOne Offices*
- *DWD Policy 2020-10 Workforce Innovation and Opportunity Act (WIOA) Title I Service Delivery*
- *DWD Policy 2021-02 Workforce Innovation and Opportunity Act (WIOA) Supportive Services for Title I Adult and Dislocated Workers*
- *DWD Policy 2021-10, Change 1 Safeguarding Protected Information and DWD User Accounts Management*
- *DWD Policy 2022-18 National Dislocated Worker Grants*
- *DWD Policy 2022-06 Non-Formula Grant Performance Management*
- *DWD TA CP20-01 Disaster Recovery Dislocated Worker Grant (DR-DWG)*

³¹ <https://www.dol.gov/agencies/eta/grants/management>.

Attachment B QUEST DWG Terminology

The following terms are defined in TEGL 2-22 *QUEST Disaster Recovery National Dislocated Worker Grants Funding Announcement*, Attachment A.

Culturally appropriate outreach (also known as culturally sensitive and culturally competent outreach) acknowledges and incorporates the importance of racial, ethnic, cultural, and linguistic experiences of the communities and individuals involved with a particular program, policy, or procedure.³²

Equity refers to fairness and justice and is distinguished from equality. Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances. The process is ongoing, requiring us to identify and overcome intentional and unintentional barriers arising from bias or systemic structures.³³

High-quality jobs, also referred to as high-quality employment opportunities and good jobs, pay an average wage of at least \$15/hour or the local living wage, whichever is higher, provide an average of at least 30 hours/week of paid employment, have transparent and nondiscriminatory hiring practices and clear paths for professional development and advancement, provide access to employer-provided benefits, including health care, paid vacation, and sick leave, prioritize worker health and safety and are in companies and organizations that support workers' rights.

High-road employers are businesses and organizations that offer high-quality jobs.

Historically marginalized populations are groups of people who have been excluded from full participation in mainstream educational, economic, cultural, social, and political activities. Examples of marginalized populations include, but are not limited to, groups excluded due to race, gender identity, sexual orientation, age, physical ability, language, and immigration status. Marginalization occurs due to unequal power relationships between social groups.³⁴

³² Race & Social Justice Initiative, Inclusive Outreach and Public Engagement Guide, <https://www.seattle.gov/documents/Departments/RSJI/GRE/IOPEguide01-11-12.pdf>.

³³ [National Association of Colleges and Employers](#).

³⁴ Baah FO, Teitelman AM, Riegel B. Marginalization: conceptualizing patient vulnerabilities in the framework of social determinants of health—An integrative review. *Nursing Inquiry*. 2019;26(1): e12268.

Attachment C

QUEST Acceptable Participant Eligibility Documentation³⁵

Eligibility Criteria	Acceptable Documentation
A dislocated worker	<ul style="list-style-type: none"> Required eligibility documentation is unchanged for QUEST
A long-term unemployed individual, as defined by Indiana for purposes of QUEST DWG eligibility as an individual that:	
Has no work history;	<ul style="list-style-type: none"> Self-attestation (initiates local protocol)
Has not worked for an extended period of at least 4 weeks;	<ul style="list-style-type: none"> UI claim printout RESEA paperwork Wage records Employment Records Self-attestation (initiates local protocol)
Has an intermittent work history such as multiple terminations or separations, employment gaps, and/or temporary/seasonal employment;	<ul style="list-style-type: none"> UI claim printout Employment records Self-attestation (initiates local protocol)
Is underemployed. An individual who is:	
Individuals employed less than full-time who are seeking full-time employment; or	<ul style="list-style-type: none"> Employment Records Self-attestation (initiates local protocol)
Individuals who are employed in a position that is inadequate with respect to their skills and training; or	<ul style="list-style-type: none"> Copy of current job description Occupational skills description for current or previous job title(s) from a reliable source³⁶ Copy of certification, degrees, etc. Self-attestation (initiates local protocol)
Individuals who are employed who meet the definition of a low-income individual; ³⁷	<ul style="list-style-type: none"> Employment Records; <li style="text-align: center;">And one of the following: Alimony Agreement Award letter from veteran's administration Bank statements Compensation award letter Court award letter Pension statement Employer statement/contact Family or business financial records Housing authority verification Public assistance records Quarterly estimated tax for self-employed persons Social Security benefits Unemployment Insurance documents Self-attestation (initiates local protocol)

³⁵ The "Assessment Test Results" documentation choice is referring to academic assessments such as Tests of Adult Basic Education (TABE) or other reliable skills assessments. Please note, DWD is developing additional guidance regarding assessments.

³⁶ Suggested sources include, but not limited to <https://www.onetonline.org/>, [Occupations | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/), and <https://www.bls.gov/ooh/>.

³⁷ As defined in WIOA Section 3(36).

Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.	<ul style="list-style-type: none"> • Employment records • Self-attestation (initiates local protocol)
Has a barrier to employment (as defined by the state) and is unemployed:	
Displaced homemakers;	<ul style="list-style-type: none"> • Intake Application or Enrollment Form • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Self-attestation (initiates local protocol)
Indian, Alaska Native, and Native Hawaiian individuals;	<ul style="list-style-type: none"> • Driver's License/State-Issued ID • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • Family Bible • Justice System Records • Selective Service Registration • Medical Records • Self-attestation (initiates local protocol)
individuals with disabilities;	<ul style="list-style-type: none"> • School 504 Records Provided by Student • Assessment Results • School Individualized Education Program (IEP) record • Self-attestation (initiates local protocol)
older individuals (age 55 or over);	<ul style="list-style-type: none"> • Driver's License/State-Issued ID • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • Family Bible • Justice System Records • Selective Service Registration • Medical Records • Self-attestation (initiates local protocol)

ex-offenders/justice-involved individuals;	<ul style="list-style-type: none"> • Justice System records • Letter of parole/letter from probation officer • Self-attestation (initiates local protocol)
homeless individuals;	<ul style="list-style-type: none"> • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • A letter from caseworker or support provider • Needs Assessment • Self-attestation (initiate local protocol)
youth who are in or have aged out of the foster care system;	<ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Foster Care Agency Referral Transmittal • Needs Assessment • Self-attestation (initiates local protocol)
individuals who are English language learners,	<ul style="list-style-type: none"> • Assessment Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Self-attestation (initiates local protocol)
individuals who have low levels of literacy;	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Self-attestation (initiates local protocol)
individuals facing substantial cultural barriers;	<ul style="list-style-type: none"> • Needs Assessment • Self-attestation (initiates local protocol)
eligible migrant and seasonal farmworkers;	<ul style="list-style-type: none"> • Employment records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Self-attestation (initiates local protocol)
individuals within 2 years of exhausting TANF lifetime eligibility; ³⁸	<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Self-attestation (initiates local protocol)
single parents (including single pregnant women);	<ul style="list-style-type: none"> • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Self-attestation (initiates local protocol)
individuals who lack a high school diploma or equivalency.	<ul style="list-style-type: none"> • Applicable records from education institution (attendance record, transcripts, drop out letter, school documentation) • Self-attestation (initiates local protocol)
An individual temporarily or permanently laid off as a consequence of the disaster or emergency, including individuals who separated from their job due to the disaster or emergency.	<ul style="list-style-type: none"> • UI Claim Printout • RESEA paperwork • Employer layoff notice • Rapid Response notification • WARN Notice • News article or other written announcement of business closure or layoffs • Self-attestation (initiates local protocol)

<p>A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster, including significantly underemployed individuals who:</p>	
<p>a. experienced a substantial change in the need or demand for, or the ability to deliver their product or service;</p> <p>b. were unable to find or retain adequate staffing, suppliers, or vendors resulting in significant impact to operations; or</p> <p>c. experienced a substantial change in their costs or pricing because of the disaster/emergency.</p>	<ul style="list-style-type: none"> • Invoices • Payroll records • Tax records • Bank statements • News articles describing COVID-related supply chain issues, price increases, etc. impacting the individual's business • Self-attestation (initiates local protocol)

³⁸ TEGL 23-19 Change 2, PIRL data element 601.