

# Dislocated Worker Policy

**DATE ISSUED:** December 18, 2018

**UPDATE ISSUED:** September 16, 2019

**TO:** Workforce Solutions Dislocated Worker Staff

**FROM:** Program Manager and Supervisor

**SUBJECT:** Dislocated Worker Programs Priority of Service and Eligibility Determination Policy

**PURPOSE:** This policy defines priority of service and eligibility for Dislocated Worker programs. To become a program participant, all applications need to be vetted and processed thoroughly and accurately as to not delay service to any individual.

**POLICY:**

Workforce Solutions' Dislocated Worker staff will determine eligibility from information received from program applicants utilizing the program eligibility criteria established by DEED listed below. Veterans and Spouses of Veterans receive priority of service. **A local priority of service will be given to Ramsey County residents.**

Eligibility for the **Dislocated Worker** program will be determined based on the following criteria in accord with the DEED Dislocated Worker Eligibility Policy and Definitions:

- Age 18 or older
- U.S. citizen or otherwise legally entitled to work in the United States
- In compliance with Selective Service Registration requirements

**AND** meet **one** or more of the following:

- Individual Layoff
  - formerly employed at twenty or more hours per week and
  - formerly employed at least six of the most recent thirty-six months in a single/primary occupation and
  - unlikely to return to previous occupation and
  - Is eligible for or has exhausted entitlement to unemployment compensation, or has been employed for a duration sufficient to demonstrate long attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under Minnesota's Unemployment Insurance law
- Mass Layoff

- Self-employed but unemployed as a result of general economic conditions in the community or because of natural disasters
- Displaced Homemaker
  - An individual who has been providing unpaid services to family in the home and has been dependent on the income of another family member but is no longer supported by that income
- Armed Services Spouse
- Armed Forces Veteran, National Guard Veteran, or Armed Forces Reserves Veteran
- Long-term Unemployed (15 weeks or more- State DW, 27 weeks or more- Federal DW)

**PROCEDURES:**

- The eligibility criteria above have been included in the Dislocated Worker application and MIS form given to program applicants.
- Program staff reviews applications for eligibility.
- Those deemed eligible for the program are offered an opportunity to enroll.
- Counselors are responsible for securing documentation of eligibility and placing it in the client file.
- If client is found ineligible after initial determination, client will be given referrals for other services. (See DW Referral Policy.)

**Forms and Eligibility Documentation to be included in Section 1 of all paper files:**

- Program Application.
- Photo ID for proof of age and residency. Utility bill with client name can also be utilized as proof of residency.
- Proof of eligibility to work in the U.S.
- Proof of Social Security Number.
- DD214 for Veterans or Veterans Spouse card.
- Proof of Selective Service Registration.
- Layoff or severance letter and/or proof of unemployment eligibility.

**EFFECTIVE DATE:** December 18, 2018

**CONTACT PERSON:** Program Manager, Supervisor or Planner