

OFFICE OF ADULT CAREER PATHWAYS
**Documentation Needed to
Support Participant Eligibility**

**Jobs Omnibus Bill
State Fiscal Year (SFY) 2022 and 2023
State Fiscal Year (SFY) 2024 and 2025**

Table of Contents

Introduction	3
Grant Requirements	4
Adult Direct Appropriation	4
Adult Support Services Competitive Grant.....	4
African Immigrant Community Competitive Grant – SFY22-23 ONLY	4
Getting To Work Competitive Grant.....	5
Internationally Trained Professionals Competitive Grant – SFY22-23 ONLY	5
Minnesota Family Resiliency Partnership (MFRP)	5
Minnesota Forward Tech Training Program	6
Minnesota Tech Training Pilot Program (MTTP) – SFY22-23 ONLY	6
Pathways to Prosperity Competitive Grant (P2P).....	6
Southeast Asian Economic Disparities Relief Competitive Grant (SEA).....	7
Women’s Economic Security Act Competitive Grant (WESA)	8
Xcel Energy Power Up Pilot Program.....	8
Participant Eligibility	9
Citizen or Right to Work.....	10
Date of Birth/Proof of Age	10
Proof of Name.....	10
Minnesota Residency Requirement.....	11
Social Security Number	12
(USCIS Form I-9) Employment Eligibility Verification	13
Equal Opportunity is the Law (Complaint Discrimination) and How We Use Your Personal Information (Data Privacy)	13
Additional Supporting Documentation.....	14
Selective Service Compliance	14
Individual Requirements – Veterans only.....	14
Updates to “Documentation Needed to Support Participant Eligibility”	15

Introduction

This guide lists the eligibility criteria for each Adult Career Pathways (ACP) grant program. In addition, grantees MUST collect eligibility documents, and retain a copy for each participant prior to enrolling a participant in your program.

Eligibility documentation collected by a grantee must be kept in either a secured physical file, a secured electronic system, or within Workforce One (WF1) Electronic Document Storage and must be made available upon request.

This guide is for the intended use of the following Office of Adult Career Pathways grant programs:

- Adult Direct Appropriations,
- Adult Support Service Competitive Grant Program,
- African Immigrant Community (AIC) – SFY22-23 ONLY,
- Getting to Work (GTW),
- Internationally Trained Professionals – SFY22-23 ONLY,
- Minnesota Family Resiliency Partnership (federally known as Displaced Homemaker (DHP))
- Minnesota Forward Tech Training Program,
- Minnesota Tech Training Pilot Program (MTTP) – SFY22-23 ONLY,
- Pathways to Prosperity (P2P),
 - On-Ramp to Career Pathways
 - Bridge to Career Pathways
 - Individual Training Pathways
- Southeast Asian Economic Disparities Relief (SEA), and
- Women’s Economic Security Act (WESA)
- Xcel Energy Power Up Pilot Program
- All other programs administered by the Office of Adult Career Pathways unless specifically stated otherwise.

For specific program/operational questions, please see [ACP Operations Guide](#). Please contact your DEED Adult Career Pathways Grant Coordinator should you have any questions.

Grant Requirements

This is a list of the Adult Career Pathway Grants and Request for Proposal (RFP) requirements for each grant for the Jobs Omnibus Bill State Fiscal Year (SFY) 2024 and 2025. Legislation can be found at [Minnesota Session Laws – 2023, Regular Session](#). State Fiscal Year (SFY) 2022 and 2023. Legislation can be found at [Minnesota Session Laws – 2021, 1st Special Session](#).

ACP has eligibility rules that apply to all programs, in addition to any legislative requirements. An organization's contracted work plan with DEED may further restrict participant eligibility. Review your organizational work plan/contract for full details.

Adult Direct Appropriation

Legislation: Specific requirements and services may be written into the legislation for your organization's direct appropriation and can be found at [Minnesota Session Laws – 2023, Regular Session](#). Refer to your organization's contract for any additional requirements.

Adult Support Services Competitive Grant

Legislation: [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Sec.2 Subd. 3 \(k\)](#)

RFP states: Grantee must serve individuals who require additional assistance to secure and maintain employment and are:

- 18 years of age or older at the time of enrollment and
- Not enrolled in high school and
- Eligible for Adult Basic Education (ABE) services at the time of enrollment and
- At or below [200 percent of the Federal Poverty Guidelines](#) adjusted for respective family size and/or
- An individual of color or identify that identifies as Hispanic.

Individual identification with a community of color, or the Hispanic community and at or below 200 percent of FPG is self-attested by the participant. Self-attestation needs to be signed and dated by the participant.

African Immigrant Community Competitive Grant – SFY22-23 ONLY

Legislation: [Laws of Minnesota 2021, 1st Special Session, Chapter 10, Article 1, Sec.2 Subd. 3 \(oo\)](#)

RFP states: The target population is African immigrants at least 18 years of age. African immigrants shall refer to individuals who left Africa and have taken permanent residence in Minnesota, and their families.

Individual identification with an African Immigrant community is self-attested by the participant. Self-attestation needs to be signed and dated by the participant.

Getting To Work Competitive Grant

Legislation: [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Sec.2 Subd. 3 \(s\).](#)

RFP states: To be eligible to receive program services a person must:

- have a household income at or below [200 percent of the Federal Poverty Guidelines](#)
- be at least 18 years of age (22 years of age for SFY22-23 Grantees);
- have a valid driver's license;
- provide grantee with proof of motor vehicle insurance;

Additionally, an applicant must be able to demonstrate to the grantee that they own the vehicle (participant's name is listed on the vehicle title) for vehicle repair or maintenance and a motor vehicle is required for them to obtain or maintain employment.

Required activities:

- Financial literacy education (required for participants receiving a motor vehicle in addition to one other service below)
- Education on budgeting for vehicle ownership;
- Car maintenance and repair instruction;
- Credit counseling; or Job training related to motor vehicle maintenance and repair

Expenses related to the above required activities are allowable including:

1. Appropriate car maintenance services;
2. Appropriate car loans; and
3. Appropriate educational services

Internationally Trained Professionals Competitive Grant – SFY22-23 ONLY

Legislation: [Laws of Minnesota 2021, 1st Special Session, Chapter 10, Article 1, Sec.2 Subd. 3 \(rr\)](#)

RFP states: Services must target internationally trained Healthcare professionals of at least 18 years of age, and:

- have been licensed for same or similar work in their country of origin,
- seek to re-enter the healthcare workforce requiring a post-secondary degree, diploma, or certificate for licensure and obtain professional licensure to do similar work in Minnesota.

Individual identification as an internationally trained healthcare professional can be self-attested by the participant. Self-attestation needs to be signed and dated by the participant.

Minnesota Family Resiliency Partnership (MFRP)

Legislation: Direct Appropriation allocation authorized in [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Sec.2 Subd. 3 \(y\)](#) and in [Laws of Minnesota 2022, Chapter 517, Sec. 517.08, Subd. 1c, Sec. \(b2\)](#) and [Laws of Minnesota, Chapter 357, Sec. 357.021, Subd. 1a.](#)

State statute: [116L.96 DISPLACED HOMEMAKER PROGRAMS](#) and defined in [116L.17 STATE DISLOCATED WORKER PROGRAM](#)

A displaced homemaker is defined as an individual who has spent a substantial number of years in the home providing homemaking services and:

1. has been dependent upon the financial support of another; and due to divorce, separation, death, or disability of that person, must now find employment to self-support, or
2. derived a substantial share of support from public assistance on account of dependents in the home and no longer receives such support AND
3. meets income guidelines (at or below [200 percent of the Federal Poverty Guidelines.](#))

Minnesota Forward Tech Training Program

Legislation: [Minnesota Statute 116L.17](#)

RFP states: Programs should target individuals from low-income neighborhoods or communities of color. In addition, all participants must meet the definition of a Dislocated Worker, as defined by [Minnesota Statute 116L.17.](#)

Minnesota Tech Training Pilot Program (MTTP) – SFY22-23 ONLY

Legislation: [Minnesota Statute 116L.17](#)

RFP states: Participants must be:

- between the ages of 18-30 at time of enrollment
- black, or indigenous, or a person of color

Individual identification with a black, indigenous, or community of color is self-attested by the participant. Self-attestation needs to be signed and dated by the participant.

Pathways to Prosperity Competitive Grant (P2P)

Legislation: [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Sec. 2 Subd. 3\(h\)](#)

RFP states: The participant is authorized to work in the United States, not enrolled in any K-12 school, and must be part of one or more of the following target populations:

*The identifications below are self-attested by the participant (except * criteria). Self-attestations need to be signed and dated by the participant.*

- individual of color,
- individual lacking stable housing,
- individual with a criminal record,
- individual without a high school diploma or equivalent,
- individual with disabilities,
- individual who has been unemployed for 26 or more of the past 52 weeks, or
- individual at or below [200 Percent of Federal Poverty Guidelines.](#)
- individual with limited English or math proficiency. *

**If using limited English or math proficiency as the sole eligibility criteria, a valid assessment must be on file.*

The Pathways to Prosperity program are separated into three (3) individual programs with additional requirements:

On-Ramp to Career Pathways:

- Services prepare participants with work readiness training and **On-Ramp certificate** training in a relevant, in-demand industry sector, Adult Basic Education (ABE) provided/partnered training, and wrap-around/Navigation services for entry into a Bridge or post-secondary training or increase skills to enter employment and/or earn higher wages.

Bridge to Career Pathways:

- Services must be aligned with industry sector(s), leading participants to earn an **industry-recognized credential(s)** and enter employment or continue on a career pathway to acquire higher-level skills coupled with work readiness skills training and navigation services to assist participants to remove barriers.

Individualized Training Pathway:

- Services are designed to serve participants on an individualized level. Programs will fund a degree, diploma, or certificate with a minimum of at least 12 credits or a minimum of 100 combined classroom, clinical, and/or lab hours for non-credit programs from an accredited post-secondary institution. Training and employment placement must be focused within four primary industry sectors: Healthcare, Information Technology, Skilled Trades, and/or Advanced Manufacturing.
- Individualized Training Pathway may also be utilized for training in other documented high growth and in-demand jobs in applicant's region as identified in the Regional Workforce Development Area, targeting positions earning a median wage of \$16.00 per hour or above.
- New for SFY2024-2025:
 - May also enroll participants who are:
 - Internationally Trained Professionals who:
 - Have a professional degree and licensure issued outside the United States **AND**
 - Seek to re-enter the skilled workforce and earn professional license(s) to do similar work in Minnesota
 - Workers currently employed in applicant RWDA sectors, earning less than a [living wage](#) based on respective family size.

Southeast Asian Economic Disparities Relief Competitive Grant (SEA)

Legislation: [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Section 2, Subd.3. \(j\)](#)

RFP states: Proposed services must target individuals of Southeast Asian descent of at least 18 years of age "including but not limited to Hmong, Lao, Vietnamese, Karen/Karenni, Filipino, Burmese, and/or Cambodian communities.

Individual identification with a Southeast Asian community is self-attested by the participant. Self-attestation needs to be signed and dated by the participant.

Women’s Economic Security Act Competitive Grant (WESA)

Legislation: [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Section 2, Subd.3. \(c\)](#)

RFP states: The participant identifies with one or more of the following:

The identifications below are self-attested by the participant. Self-attestation needs to be signed and dated by the participant.

- Women of color (American Indian, Asian, Black, or Hispanic) over age 18
- Girls of color (American Indian, Asian, Black, or Hispanic) under age 18
- Women over age 50
- Low-income women (income less than [200 Percent of Federal Poverty Guidelines](#))

Xcel Energy Power Up Pilot Program

These funds were allocated through its Employment & Training Division’s Adult Career Pathways programs in a public - private partnership with Xcel Energy to provide services through the Xcel Energy Power Up Program competitive grant program.

RFP states: The purpose of the Xcel Energy Power Up Program is to further Xcel Energy’s efforts to develop a skilled and diverse workforce and increase diversity in the building trades. Grantees must ensure program recruitment efforts are targeted toward the following populations:

- Individuals of color,
- Women, and
- Veterans.

Participant Eligibility

For all Adult Career Pathway Programs there are eligibility requirements that must be met prior to a participant being enrolled into a program. The following are the eligibility documentation that **MUST** be collected as part of the intake process and a copy kept in a secured physical file, a grantee's secured electronic system, or within WF1 Electronic Document Storage.

Proof of:

- ✓ [Citizen or Right to Work](#)
- ✓ [Date of Birth/Proof of Age](#)
- ✓ [Name](#)
- ✓ [Minnesota Residency Requirement](#)
- ✓ [Social Security Number](#)
- ✓ Signed [Equal Opportunity is the Law \(Complaint Discrimination\) and How We Use Your Personal Information \(Data Privacy\)](#)

Please see each section below for acceptable documentation to support each requirement.

Additional rules for eligibility documentation:

- All acceptable eligibility documentation must be collected *before* enrolling a participant into Workforce One. See [Eligibility \(Participant\)](#) for more information.
- The participant's enrollment date must be on or after the date all eligibility documentation is received. DEED cannot be billed until the participant is entered into WF1. Back billing is not permitted.
- All expenses associated with participants lacking acceptable eligibility documentation will be disallowed.
- If the name on the eligibility documentation does not match the name of the participant, proof of a legal change of name must be in file/uploaded to WF1.

Citizen or Right to Work

All participants must be citizens or have “right to work” status:

Citizen

The participant may self-attest to citizenship (self-attestation language) where they indicate that they are a citizen. Usually, this information can be found on the Grantee’s/Subgrantee’s application form. Self-attestations must be signed and dated by the participant.

Right to Work

The participant must submit “right to work” documentation satisfying the [I-9 requirements](#).

Date of Birth/Proof of Age

One of the following acceptable documents must be collected for this eligibility requirement:

- A copy of an age certificate issued by local school officials.
- A copy of a baptismal record, that lists participant’s birthdate.
- A copy of a birth certificate / hospital record of birth
- A copy of a driver’s license or state ID
- A DD-214 (US military card or draft record)
- Federal, state, or local government identification card
- Official school record
- Passport
- Public assistance or social service records
- Report of military transfer or discharge paper
- Social Security Administration printout
- State, county, or federal Department of Corrections “Face Sheet”
- Official tribal document with proof of age/date of birth
- Work permit/employment authorization document

Participants must be 18 years of age or older or receive a written waiver from your DEED Adult Career Pathways’ Grant Coordinator prior to enrollment.

Proof of Name

One of the following acceptable documents must be collected for this eligibility requirement:

- A copy of a driver’s license or state ID
- DD-214 (US military card or draft record)
- Health insurance card
- Official school records
- Official tribal document with proof of name
- Passport
- Social Security Card
- State, county, or federal Department of Corrections “Face Sheet”
- Federal, state, or local government identification card

Minnesota Residency Requirement

Participants must prove Minnesota residency with one of the following photo identifications (ID):

- Valid Minnesota ID
- Minnesota driver's license
- Tribal ID with a Minnesota address

* For currently incarcerated or recently released individuals, a "Face Sheet" issued by a State, county, or federal Department of Corrections (located within Minnesota) may be submitted as proof of Minnesota residency for enrollment. Upon release the individual must meet the requirements for proof of Minnesota residency within 60 days of release from the correctional facility.

If the prospective participant does not have one of these, residency must be documented by submitting an approved photo ID (list 1) AND an approved document (List 2).

List 1 – Photo ID

- a driver's license, state ID or learner's permit issued by any state.
- a U.S. Passport
- a U.S. Military or Veteran's ID
- Federal, state, or local government identification card with photo
- any Tribal ID (with name, signature, and photo)
- Minnesota university, college, or technical college ID or a Minnesota high school ID
- State, county or federal Department of Corrections "Face Sheet"

AND

List 2 – Approved document – Must have participant's full name on it AND a Minnesota address:

- a bill, account, or start-of-service statement due or dated within 30 days of application for solid waste, sewer, electric, gas, water, phone, TV, internet, banking, or credit card, or rent or mortgage statement.
- a residential lease or rent agreement valid at time of enrollment.
- a current student fee statement
- MAXIS or MEC2 printout dated within 30 days of application.
- current year Minnesota State high school information record/transcript for individuals under 18 years old ONLY

Social Security Number

Participants must submit verification of their Social Security number for program eligibility. If the participant uses a **Social Security Card** to verify the Social Security number, no further verification/action is required.

If the participant **DOES NOT** have a Social Security Card to verify the Social Security number, one of the following *alternative documents* **with the individual's full name and full Social Security number**, can be submitted to meet DEED program eligibility.

- 1095-A (Health Insurance Marketplace Statement)
- 1095-B (Health Coverage)
- 1095-C (Employer-Provided Health Insurance Offer and Coverage)
- 1099 (Miscellaneous Income)
- DD-214 (US military card or draft record)
- Health Insurance Card
- Institutional Student Information Record (ISIR) with an ISIR Value of 4 on the SSN Match Flag
- IRS official form letter(s)
- Letter from the Social Security office stating the participants' full social security number (This letter is issued when an individual has requested a new card and the individual must ask for the letter to include the full SSN on it.)
- MAXIS SSN verification printout
- Official school record
- Official tribal document with full name and full SSN
- Pay stub.
- Social Security Benefits statement
- State, county, or federal Department of Corrections "Face Sheet"
- W-2 form.

For participants being enrolled using *alternative documents* to verify social security number, Grantees MUST work with the participant to satisfy [\(USCIS Form I-9\) Employment Eligibility Verification](#) and include:

- the following Short-Term Objective: "Acquire I-9 Documentation" with the participant's Individual Employment Plan (IEP). The completion date of this objective must be within 90 days of the enrollment date.
- recording the need to obtain [I-9 documentation](#) by [date] and all efforts made to obtain the documentation within participant's WF1 case notes.
- opening the activity "Local Flag" in WF1.

If at any time the participant refuses to attempt to obtain [I-9 Employment Authorization](#) documentation, stop providing services and exit the participant as "Refused to Continue."

For more comprehensive guidance on the I-9 documentation process please see the [ACP Operations Guide Eligibility](#) section.

If the above process is not followed, Grantees will be responsible for all billing associated with the participant.

(USCIS Form I-9) Employment Eligibility Verification

To ensure participants are able to accept legal employment, all participants must submit documentation that satisfies the [I-9 Employment Authorization List of Acceptable Documents](#) (List A or B+C requirements) **within 90 days of enrollment**.

Additional guidance on this element can be found under I-9 in “[Social Security Number](#)” requirements, in this document.

Equal Opportunity is the Law (Complaint Discrimination) and How We Use Your Personal Information (Data Privacy)

Grantee must:

- Print *Equal Opportunity is the Law* and *How we Use Your Personal Information* back-to-back.
- Have participant **initial** both “I have read the...” attestations located above the signature line.
- Have participant print their name, sign, and date the form.
- Retain a copy of this form in the participant’s file.

This DEED form is **required** and is available in multiple languages from DEED.

- Tennessean Warning - English.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf>
- Tennessean Warning - Hmong.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-hmong.pdf>
- Tennessean Warning - Lao.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-lao.pdf>
- Tennessean Warning - Russian.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-russian.pdf>
- Tennessean Warning - Simple Chinese.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-simplified-chinese.pdf>
- Tennessean Warning - Somali.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-somali.pdf>
- Tennessean Warning - Spanish.pdf - <https://apps.deed.state.mn.us/assets/policies/pdf/notice-spanish.pdf>

Forms must be dated within the current grant cycle. For participants exited “Program Type Transfer” at the end of one grant cycle (SFY 21, for example) and re-enrolled into the next grant cycle (SFY 22, for example), new forms must be signed and dated when participant is re-enrolled.

Additional Supporting Documentation

Selective Service Compliance

Proof of Selective Service compliance is **NOT** required for Adult Career Pathway Programs. If a participant is co-enrolled in a federally funded program, Selective Service Compliance will be required for that program. For **Federally** funded programs, this is a required element for all individuals born male on or after 01-01-1960. All individuals born prior to 01-01-1960 are automatically compliant.

Grantees should encourage program participants to comply with Selective Service Requirements.

Individual Requirements – Veterans only

If a participant states they are a **US Military Veteran**, before selecting this option in WF1, one of the following documents must be collected:

- DD-214 (US military card or draft record)
- A letter from the Veteran’s Administration
- Veteran Designation on Driver’s License or State ID card
- Military Retiree ID card

If a participant states they are a **Disabled Vet**, before selecting this option in WF1, one of the following documents must be collected:

- US Department of Veterans Affairs “VA Healthcare Enrollee Service Connected” Card (Veterans Health Identification Card)
- Disability Award Letter

If the Veteran does not have documentation, capture the individual as a non-veteran in WF1.

Updates to “Documentation Needed to Support Participant Eligibility”

Jan 2023 – reformatted document adding directions to sections. Removed Reading/Math Assessment section and Public Assistance section. Combined MFRP eligibility within this document.

May 2023 – added MN residency option for individuals under 18 years old.

Aug 2023 – added residency information for currently incarcerated individuals.