

Questions and Answers

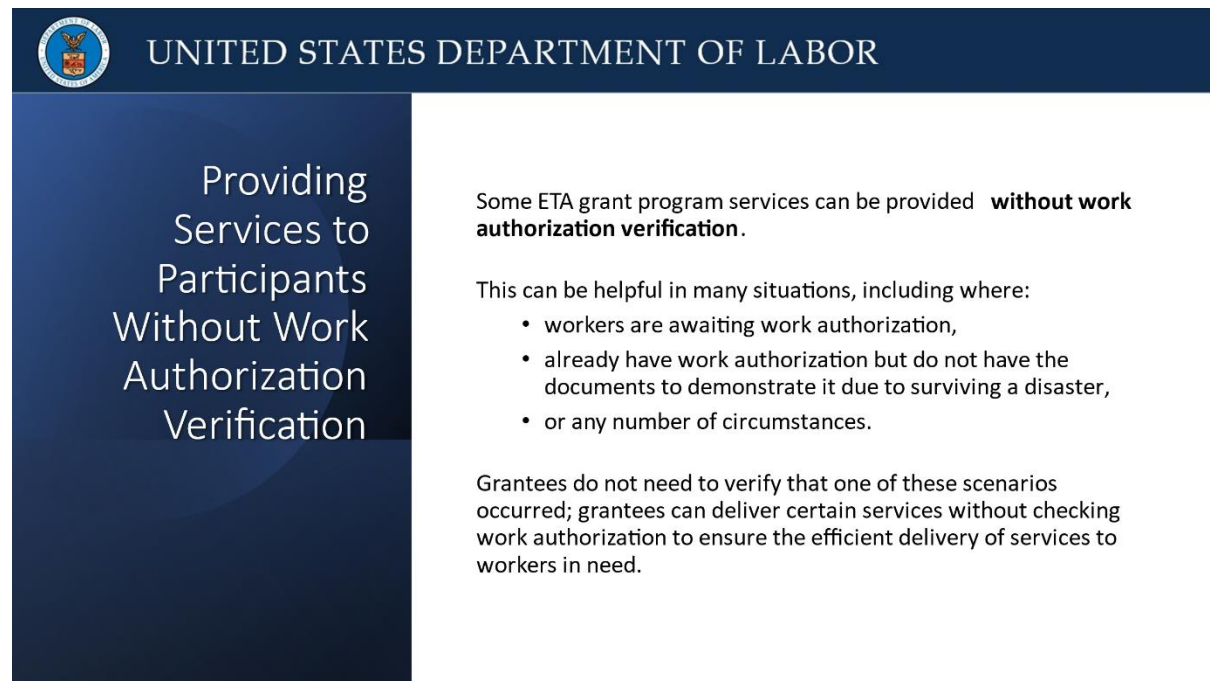
Question:


There has been a rumor lately that I9's may not be required in our paperwork for our programs: only the copies or viewing of documents that support the I9's. We heard that only the viewing of the documents and copies, if possible, is necessary. If this is the case, it would make things much easier for us to conduct our intake sessions. Please clarify if the I9 is required as part of our paperwork for Dislocated Worker and Federal Adult Programs (DWFAP).

Answer:

This is based on a federal TEGL 10-23 released a while back which requires states to reduce the administrative burden when enrolling participants. Senior leadership at DEED is currently working on official guidance to the field.

Until you hear otherwise, I9 paperwork is still required for DWFAP programs. We will push any official statement from the Senior Leadership team as soon as we know. In the meantime, the slides below may be helpful as service providers are thinking through this guidance.



 UNITED STATES DEPARTMENT OF LABOR

Providing Services to Participants Without Work Authorization Verification

Some ETA grant program services can be provided **without work authorization verification**.

This can be helpful in many situations, including where:

- workers are awaiting work authorization,
- already have work authorization but do not have the documents to demonstrate it due to surviving a disaster,
- or any number of circumstances.

Grantees do not need to verify that one of these scenarios occurred; grantees can deliver certain services without checking work authorization to ensure the efficient delivery of services to workers in need.



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Services that do NOT Require Work Authorization Verification

Grantees may deliver many services without proof of a participant's work authorization, including, but not limited to:

- **Labor exchange services** – LMI, career exploration, career guidance, resume writing assistance, and job search assistance.
- **Information** on worker rights and where to find legal assistance.
- **Referral to community resources** such as transportation, childcare support, food assistance, housing assistance, medical assistance, and other similar resources.
- **Individualized services** – career assessments, development of an individual employment plan, group counseling, one-on-one case management, career planning, information on foreign credential evaluation services and on obtaining credit for prior learning.
- **Basic skills education** including English language instruction, and high school equivalency.
- **Assistance in** completing paperwork to finalize work authorization.
- Assistance in applying for an occupational license
- **Outreach to workers** regarding the Employment Related Law **Complaint System** and processing such complaints.



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Services that do Require Work Authorization Verification

Services that require work authorization verification include, but are not limited to:

- **Job placement.**
- **Occupational post-secondary training.**
- **Work experience**, including community service employment assignments in SCSEP.
- **Supportive Services** that represent a direct financial benefit such as a voucher or reimbursement, relocation expenses, or needs-related payments.
- **Grantees may postpone** verifying work authorization documentation until the participant is moving into services that require authorization.
- **Grantees must verify** that an individual has been granted work authorization prior to delivering those services identified above
- A copy of such documentation is not required for a participant file, encourage viewing participant's documents and note in the case file that the participant has an employment authorization document.

Question:

Is the use of a QR code which provides the details required from the law allowable?

This is regarding Public Law 115-31, Division H, Title V, Section 505, which requires the following:

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

We have several providers who are struggling with fitting all the details of the acknowledgement onto their program flyers, etc. and are looking for more efficient options.

Answer:

Yes, you may use a QR code to capture the required disclaimer information above.