

ARRA HGEI Guidelines and Source Documentation: State Energy Sector Partnership Training

Issue	Criteria/Definition	Most Common Documentation (Examples)
<p style="text-align: center;">Age</p>	<p>Participant is no younger than the age of 18.</p>	<ul style="list-style-type: none"> •Driver's License or Government Identification Card •School Records/School Identification Card •Birth Certificate •Hospital Birth Record •U.S. Passport •Naturalization Certificate •Public Assistance/Social Service Records •Work Permit •Cross Match with Department of Vital Statistics •Native American Tribal Records
<p style="text-align: center;">Eligible Veteran</p>	<p>An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time Federal service in the National Guard or a Reserve Component.</p> <p>OR</p> <p>An individual who is:</p> <p>a) the spouse of any veteran who died of a service-connected disability;</p> <p>b) the spouse of any member of the Armed Forces serving on active duty, who at the time of application for the priority, is listed in one of more of the following categories and has been so listed for a total of more than 90 days: i) missing in action; ii) captured in the line of duty by a hostile force; or iii) forcibly detained or interned in the line of duty by a foreign government or power;</p> <p>c) the spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or</p> <p>d) the spouse of a veteran who died while a disability so evaluated was in existence.</p>	<ul style="list-style-type: none"> •DD-214, Cross Match with: •Veterans Data •State MIS records
<p style="text-align: center;">Unemployed Individuals</p>	<p>Individuals who are without a job and who want and are available to work.</p>	<ul style="list-style-type: none"> •Verification from Employer •Rapid Response List •Notice of Layoff •Public Announcement with follow-up cross-match with UI Records •UI Records •Public Assistance Records •Applicant Self Attestation
<p style="text-align: center;">Workers Impacted by National Energy and Environmental Policy</p>	<p>Individuals who:</p> <p>1) are currently employed in an occupation in the utilities; transportation and warehousing; manufacturing; construction; mining, quarrying, and oil and gas extraction; or other sectors that have been adversely affected by national energy and environmental policies; and have received a notice of termination or lay-off from employment; or</p> <p>2) were employed in an occupation in the utilities; transportation and warehousing; manufacturing; construction; mining, quarrying, and oil and gas extraction; or other sectors that have been adversely affected by national energy and environmental policies; and are now unemployed.</p>	<ul style="list-style-type: none"> •Pay Stub •Employer Verification •State MIS •Case Notes for Current WIA Participants •Rapid Response List •Notice of Layoff •Public Announcement with Follow-up Cross-Match with UI Records •Public Assistance Records •Applicant Self Attestation

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Individuals in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries	Individuals who are currently employed; or were terminated or laid-off or have received a notice of termination or lay-off from employment; or were self-employed but are now unemployed; and can benefit from training that will help them enter or advance in the energy efficiency and renewable energy industries identified in WIA section 171(e)(1)(B)(ii), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the "growth, enhanced, and emerging" green industries.	<ul style="list-style-type: none"> •Pay Stub •Employer Verification •State MIS •Case Notes for Current WIA Participants •Rapid Response List •Notice of Layoff •Public Announcement with Follow-up Cross-Match with UI Records •Public Assistance Records •Applicant Self Attestation
Individuals Seeking Employment Pathways Out of Poverty and into Economic Self-Sufficiency	Individuals who reside in high poverty areas, which are areas where the poverty rate is 15% or greater, who demonstrate that they could benefit from skill training that will help them enter or advance in the energy efficiency and renewable energy industries identified in WIA section 171(e)(1)(B)(ii), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the "growth, enhanced, and emerging" green industries.	Verification of Poverty Rate Using Qualified Census Tract Data (http://qct.huduser.org/index.html) Verification of All Age Poverty Rate from U.S. Census Bureau's Small Area Income and Poverty Estimates (SAIPE) Program State and County Data Files (http://www.census.gov/did/www/saipe/data/statecounty/data/index.html) •Proof of Residence in One of the Public Use Microdata Areas PUMA Where the Poverty Rate is 15% or Greater (Post PUMAs Online and Add URL Here): <ul style="list-style-type: none"> •Pay Stub •Employer Verification •State MIS •Case Notes for Current WIA Participants •Rapid Response List •Notice of Layoff •UI Records •Public Assistance Records •Applicant Self Attestation
Individuals with a Criminal Record	Individuals who are or have been subject to any stage of the juvenile or criminal justice process, for whom services under this Act may be beneficial; or who require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. ETA includes individuals with a juvenile or criminal record in the definition for this term.	<ul style="list-style-type: none"> •Documentation from Juvenile or Adult Criminal Justice System •Documentation Phone Call with Court Representatives •WIA Registration Form •Applicant Self Attestation

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<p>Individuals Impacted by Automotive-Related Restructuring</p>	<p>Individuals who reside in one of the 312 counties impacted by automotive-related restructuring as identified by The Center for Automotive Research. Only residents of the communities included on The Center for Automotive Research list will qualify for this status. Please see attachment for additional information on the counties impacted by automotive-related restructuring. You may also access a list of the counties impacted by automotive-related restructuring at: http://www.doleta.gov/grants/pdf/Amend-01-SGA-DFA-PY-08-20.pdf</p>	<ul style="list-style-type: none"> •Proof of Residence in One of the Counties Impacted by Automotive-Related Restructuring: •Utility Bill •Pay Check •Government Check •Mortgage Document •Voter Registration Card •Property Tax Receipt •Housing Rental Contract •Bank Statement