

WIOA Adult Eligibility Requirements Policy

Approved: July 10th, 2026

Purpose:

To establish eligibility requirements, documentation standards, and priority of service requirements for participation in Workforce Innovation and Opportunity Act (WIOA) Adult programs administered by Nevadaworks, consistent with federal and Nevada State Compliance Policies.

Policy:

Nevadaworks shall ensure that all individuals enrolled in WIOA Adult programs meet applicable eligibility requirements prior to receiving WIOA-funded career or training services. Eligibility determinations must be documented, verifiable, and retained in accordance with state and federal requirements.

Eligibility Determination Authority

The designated WIOA service provider is responsible for:

- Determining participant eligibility for WIOA Adult services;
- Verifying eligibility in accordance with WIOA, SCP 1.6, and applicable federal guidance;
- Documenting eligibility determinations and maintaining supporting documentation in the case file.

Nevadaworks retains oversight responsibility through monitoring and compliance review.

General Eligibility Requirements:

- **Age Requirement:** Individuals must be at least eighteen (18) years of age at the time of enrollment to receive WIOA Adult-funded services, consistent with SCP 1.6.
- **Employment Authorization:** Individuals must be authorized to work in the United States in accordance with federal law. Verification must align with acceptable documentation standards referenced in SCP 1.6.
- **Selective Service Registration:** Males born on or after January 1, 1960, must comply with Selective Service registration requirements.
- Individuals ages 18–26 who are not registered must be referred for registration prior to enrollment.
- For individuals age 26 or older who failed to register, eligibility must be determined in accordance with TEGL 11-11, Change 2 and Nevadaworks' Failure to Register with Selective Service Policy (NWP-3101).

Priority of Service

In accordance with WIOA and SCP 1.6, Nevadaworks establishes priority of service for WIOA Adult-funded individualized career and training services for:

- Recipients of public assistance;
- Other low-income individuals; and
- Individuals who are basic skills deficient.

Veterans and eligible spouses shall receive priority of service consistent with federal and state requirements.

Service providers must apply priority of service consistently and document priority determinations prior to enrollment in individualized career or training services.

Documentation and Recordkeeping

Eligibility documentation must:

- Be obtained and verified prior to enrollment;
- Be sufficient to support eligibility and priority determinations; and
- Be retained in accordance with record retention requirements and Data Element Validation standards.

Monitoring and Compliance

Failure to comply with eligibility, documentation, or priority of service requirements may result in monitoring findings, corrective action, or other remedies as determined by Nevadaworks.

References:

TEGL 11-11 Selective Service Registration Requirements for Employment and Training Administration Funded Programs

SCP 1.6 Eligibility for Adult and Dislocated Worker Career and Training Activities

SCP 1.8 WIOA Adult Programs Design, Career and Training Services