

STATEWIDE EMPLOYMENT RECOVERY DISLOCATED WORKER GRANT (DWG) CAREER PLANNER DESK GUIDE

OVERVIEW

The Statewide Employment Recovery DWG provides supplemental funding to local Workforce Development Boards (WDBs) to expand their capacity to offer Dislocated Worker Program services to eligible individuals. The [Project Implementation Plan](#) outlines all of the grant's policies and procedures.

PARTICIPANT ELIGIBILITY

Participants must:

- Be eligible to work in the United States;
- Be registered with Selective Service (if applicable); and
- Be a "dislocated worker" as defined in the [Dislocated Worker Program Eligibility](#) policy in the WIOA Titles I-A and I-B Policy & Procedure Manual.

Career planners may not add any additional eligibility requirements or implement a priority of service to groups beyond [veterans and eligible spouses](#). Anyone interested in being considered for this grant must be allowed to apply and receive an eligibility determination.

Eligibility Documentation

Career planners must follow the [file documentation](#) requirements as outlined in the WIOA Title I-A and I-B Policy & Procedure Manual.

Career planners should make reasonable attempts to collect documentation. If documentation cannot be obtained immediately because of the COVID-19 emergency, self-attestation is acceptable. However, prior to the end of the grant, career planners **must** collect the required documentation to demonstrate that the participant is eligible to work in the U.S. and is registered with Selective Service.

ALLOWABLE SERVICES

All three types of services are allowable under this grant: career, training, and supportive.

Any grant funds spent on a participant do not count towards any caps a local WDB may have for its Title I-B programs.

Recording Services in ASSET

Career planners must record services funded by this grant through the following steps:

1. Select the services from the Dislocated Worker Program services menu.
2. For the service's funding source, select "**DWG Funded Grant**" and for the grant identifier choose "**20XXDWG-WI-48**," where XX is the number for your local WDA.
3. Select "**Employment Recovery DWG**" from the dropdown list of Qualifying Employers for all services funded by this grant, instead of the actual name of the employer of dislocation.

Program Name: Title 1
Program Area: Dislocated Worker

Service Information
Service Name: Eligibility Determination
Service Category: Basic Career - Staff Assisted

* **Open: (One of the following is required)**

Planned Service Date: [mm/dd/yyyy] [Set As Today](#)

Actual Service Date: [mm/dd/yyyy] [Set As Today](#)

* **Close: (One of the following is required)**

Planned Service Date: [mm/dd/yyyy] [Set As Today](#)

Actual Service Date: [mm/dd/yyyy] [Set As Today](#)

Funding Source:

Grant Identifier:

* **Qualifying Employer:**

[Select Employer](#)

CO-ENROLLMENT

Current Participants: Eligible participants who are being funded by local formula and/or Rapid Response Additional Assistance grants may be co-enrolled (i.e., co-funded) in this grant. Career services may be transferred to this grant retroactive to the start date of your WDB's subaward. Training and similar ongoing services can be transitioned to this grant at the first "logical break." For example, training that began before your WDB's subaward start date could be funded by this grant at the beginning of the next semester or quarter.

New Participants: Participants in this grant may be co-enrolled in other Title I-B programs, as needed, as well as the Trade Adjustment Assistance (TAA) Program, as applicable.