

Workforce Development Application Instructions

Please make sure to review and complete the Office of Economic and Workforce Development (OEWD) Workforce Development Application with all clients you will enroll in services funded by General Fund (GF) or Community Development Block Grant (CDBG) dollars. **Providers funded by Workforce Innovation Opportunity Act (WIOA) dollars will use a separate client application.** Your participation in this process will help ensure proper completion and full understanding by clients of how collected information is protected and used by your organization and OEWD. This process also ensures compliance with both federal and local regulations and requirements, and is required for all OEWD projects supported by federal CDBG funds, as well as local General Funds. Data is used to collect demographic information to assess the impact and proper execution of OEWD's Grant Programs in partnership with OEWD-funded program partners.

Your agency may use an alternate form if it 1) contains all required elements from the OEWD Workforce Development Application, and 2) has been approved by your OEWD program staff. This is imperative in order to be in compliance with program monitoring protocols.

Application Instructions and Definitions

Contact Information - Must fill out the following:

- First Name
- Last Name
- Date of Birth
- Social Security Number *(Leave blank if client does not have or does not want to provide this information)*

Note For Youth 17 And Under

- All youth 17 and under must have parent/guardian complete and sign the OEWD Workforce Development Application.
- The following sections should reflect information for the youth client:
 - Contact Information
 - Demographic Information
 - Education and Employment
- The following sections should reflect information for the parent/guardian/family:
 - Income and Public Benefits
- Parent/guardian must complete and sign form.

Demographic Information:

OEWD uses Office of Management and Budget Race & Ethnicity categories required by the U.S. Department of Housing and Urban Development (HUD) for all its grants, federally funded and otherwise. Please go over definitions to assist clients in making an informed selection.

Race or Ethnicity - Mark all applicable boxes in this section.

Definitions:

- **American Indian or Alaska Native:** a person having origins in any of the original peoples of North, Central and South America and who maintains affiliation or community attachment.
- **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** a person having origins in any of the black racial groups of Africa.
- **Hispanic, Latino, or Spanish:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
- **Native Hawaiian or Other Pacific Islanders:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** a person having origins in any of the original peoples of Europe

- **Middle Eastern or Northern African:** a person who identifies with one or more nationalities or ethnic groups originating in the Middle East or North Africa.

Primary Language

- Mark client's primary language spoken at home.

Gender Identity Definitions:

- **Female** - the behavioral, cultural, biological, or psychological traits typically associated with females.
- **Male** - the behavioral, cultural, biological, or psychological traits typically associated with males.
- **Genderqueer/Gender Non-binary** - describes people who experience their gender identity and/or gender expression as falling outside or beyond the categories of man and woman. They may define their gender as falling somewhere in between man and woman, as a combination of masculinity and femininity, or as beyond the concepts of woman and man.
- **Trans Female** - a narrowing from the umbrella term 'transgender' used to describe individuals who are trans and express and/or identify with being female, woman, and/or femme. For example, someone who identifies as female or a woman and was assigned male at birth. Another commonly used term is trans woman.
- **Trans Male** - individuals who are transgender and express and/or identify as male, man, and/or masculine. For example, someone who identifies as male or a man and was assigned female at birth. Another commonly used term is trans man.
- **If not listed, please specify** - this category provides options for people to state their specific transgender identity (or identities), as well as an "additional category" which will help clarify the many possible transgender identities.

Sexual Orientation or Sexual Identity:

- Mark client's sexual orientation or sexual identity.

Education and Employment

- Mark client's education and employment status.

Income and Public Benefits

- Please ask clients to indicate the number of persons living in their household that make up their family (including themselves).
 - Family includes, but is not limited to, the following regardless of actual or perceived sexual orientation, gender identity, or marital status: a single person or a group of persons residing together.
- Write the estimated annual family income for all adult members
- Mark all public benefits assistance the client is receiving

Signatures

- Signatures of **client** and interviewing **agency staff** are **both required**.
- All youth 17 and under must have parent/guardian complete and sign the OEWD Workforce Development Client Application.

For Agency Use Only - Community Development Block Grant (CDBG) Program Income Certification:

- Staff should review HUD income limits chart and **make their best effort to view income certification documents, and to both collect and keep on file** one of the income documents listed in this section. Staff signature on the form serves as verification that all information on the form is accurate (including review of income certification documents). Staff must **make their best effort to view income certification documents, and to both collect and keep on file** for all clients. In the case of CDBG grants, failure to properly certify income and collect a completed and signed form for clients could result in your agency having to repay CDBG funding.
- If the client is unable to produce an income document, staff will use the "Self-Certified" box and provide an explanation for why self-certification was necessary, and if the client does receive one of the income-qualified benefits listed. For example, "Client on food stamps, but did not have income document at time of interview" or "Client is low-income, but did not have proof of income at time of interview." In addition, ensure case comment is documented in client's file. **Self-certification is only allowable if all other options have been exhausted to collect.**
- If client brings income documents in at a later date, please update the form with that information.
- **In order to protect Personally Identifiable Information (PII), clients should not email income certification documents to agency staff.**