

## Participant Eligibility Appeal Policy

Participant eligibility will be conducted by the program services contractor. No applicant may be enrolled in a program without eligibility approval by the program services contractor staff. If a participant believes the eligibility review results are incorrect, he/she is welcome to appeal the decision in the following manner:

**Step One:**

The participant appeal letter should be submitted to the program services contractor via mail or email, stating the reasons the participant believes the decision should be reconsidered.

**Step Two:**

The participant will be provided an opportunity for a formal conference with the program services contractor within ten (10) days of receipt of the appeal in attempt to resolve the issue.

**Step Three:**

If the parties agree that the initial information submitted was incorrect or incomplete, then the participant will be afforded every opportunity to obtain additional documentation to prove their eligible status. If a resolution cannot be reached at this point, a request to:

Bureau Director  
 PA Department of Labor and Industry  
 Bureau of Workforce Partnership and Operations  
 Labor and Industry Building  
 651 Boas Street, 12<sup>th</sup> Floor  
 Harrisburg, PA 17121

**REFERENCE**

WIOA Section 181(c)  
 20 CFR 683.600

**HISTORY**

Name	Date	Rev Level	Description of change	Effective Date
Deb O'Neil	10/20/2014	A	New Policy per Local Plan	12/17/2014
Deb O'Neil	03/15/2017	B	Update language per WIOA	06/09/2017