

Dislocated Worker and Federal Adult Programs (DWFAP)

ADVISORY: Technical Assistance Bulletin (TAB) 26-11

TO: All Dislocated Worker and Federal Adult Programs (DWFAP) Grantees

FROM: Minnesota Department of Employment and Economic Development (DEED) DWFAP Unit

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EXPIRATION DATE: None (Continuing)

NUMBER: 26-11

SUBJECT: Self-Attestation Guidance for Minnesota's Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker (DW) and State DW Programs

1. Purpose

This TAB shares guidance, best practices, and resources for ensuring compliance with Minnesota's WIOA Adult, WIOA DW and State DW programs self-attestation requirements.

2. Action Requested

Stakeholders are encouraged to review this TAB and update their processes and procedures as appropriate.

3. Relevant Laws, Policies and References

[Training and Employment Guidance Letter \(TEGL\) 23-19, Change 3](#) (December 1, 2025)

4. Updates to Advisories

None

5. Summary and Background

On December 1 2025, the U.S. Department of Labor's (DOL) Employment and Training Administration published [TEGL 23-19, Change 3](#). This TEGL updated DOL's data and reporting requirements to various data elements, including no longer allowing self-attestation on certain data elements. These updates were effective July 1, 2026. This TAB provides guidance, best practices, and resources to help stakeholders comply with TEGL 23-19, Change 3's self-attestation requirements.

Other DOL programs are included in TEGL 23-19, Change 3's self-attestation (such as the Senior Community Service Employment Program) however they are not included in this TAB. This TAB only applies to Minnesota's WIOA Adult, WIOA DW and State DW programs.

Attachment One shares a Self-Attestation Form that stakeholders can use to document self-attestation of various data elements by WIOA Adult, WIOA DW and State DW participants. Stakeholders are encouraged to use Attachment One when documenting self-attestation. Stakeholders can also use Attachment One as a template and can edit its contents in a way that works best for their processes.

6. Self-Attestation Definition and Requirements

[TEGL 23-19, Change 3 Attachment II Page One](#) defines self-attestation. Self-attestation means a written declaration of information for a data element that is signed and dated by the participant. Providers must retain documentation of self-attestations made by participants. This includes electronic/digital declarations/signatures.

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Self-attestation includes electronic/digital declarations/signatures. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response, are considered an electronic signature or verification. It must be participant-generated and traceable to the participant.

The participant must sign and date the self-attestation document for the self-attestation to be valid. If a self-attestation document is not signed and/or dated by the participant, the self-attestation is invalid.

7. Self-Attestation Restrictions

Self-attestation cannot be used on several data elements including, but not limited to, Data Elements 200 (Date of Birth) and 802 (Low Income Status at Program Entry). As of July 1 2026, WIOA Adult, WIOA DW and State DW participants cannot self-attest to being low-income status at program entry. Stakeholders must carefully review [DWFAP's Acceptable Documentation List](#) and [TEGL 23-19, Change 3 Attachment II](#) to see which data elements can and cannot accept self-attestation.

8. Self-Attestation Guidance and Best Practices

See below for guidance and best practices on using self-attestation within Minnesota's WIOA Adult, WIOA DW and State DW programs.

General Use of Self-Attestation:

Stakeholders should not overuse self-attestation. Self-attestation should be used as a last resort when acceptable documentation does not exist or used temporally so not to delay enrollment while other acceptable documentation is being completed, collected, and/or shared. Stakeholders should use other source documentation whenever possible.

Using Electronic/Digital Declarations and Signatures:

Self-attestation using electronic/digital declarations/signatures should include a date and the signature of the participant. Case notes should also be used to capture and give context to electronic signatures.

For example, if a participant John Doe is self-attesting to Data Element 402: Long-Term Unemployed at Program Entry via text/email, that text/email should include the date sent, John Doe's name and John Doe's signature. "I, John Doe, self-attest to being unemployed for 27 months or longer. John Doe signed. July 10, 2026."

Following these best practices on electronic self-attestation helps both providers and DEED meet acceptable documentation and data validation requirements.

Temporary Self-Attestation to Not Delay Enrollment:

Stakeholders can and should use self-attestation in cases where other acceptable documentation is being completed, collected, and/or shared. This includes situations where acceptable documentation is being finalized or in the process of being shared. For example, if someone is in the process of having their name changed (marriage, divorce, etc.). Stakeholders should carefully note these circumstances and note when the acceptable documentation is expected to arrive. This ensures enrollment and the start of needed career, training, and or supportive services is not delayed.

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After the acceptable documentation stakeholders should case note its arrival and upload those documents into Electronic Document Storage (EDS) in compliance with [DEED's EDS Policy](#). If the expected acceptable documentation does not arrive within a reasonable timeframe (for example, 90 days) stakeholders should consider remediation (see below) or use case notes to explain that only self-attestation is being used for that particular data element.

Temporary Self-Attestation Restrictions:

Stakeholders are reminded that temporary self-attestation (just like all self-attestation) can only be used on data elements that accept it. Temporary self-attestation can never be used on data elements that do not accept self-attestation. In those cases, other acceptable documentation must be provided.

Develop Standard Forms and Procedures:

Stakeholders are encouraged to develop standard forms (see Attachment One below for an example) and procedures to capture self-attestation by participants. These forms and procedures should be reviewed at least once a year and updated as needed.

Case Note and Upload Self-Attestation Documentation:

After a participant signs and dates a self-attestation document, stakeholders should case note and upload that document into EDS. If self-attestation is done by other electronic means (i.e. text message, email, etc.) a copy of that self-attestation (such as a screenshot of a text message from the participant, etc.) should also be documented and uploaded into EDS.

9. Failure to Capture and Document Self-Attestation

If a participant's self-attestation is inadequate (i.e. not signed and dated, etc.) that self-attestation is invalid. This may lead to issues with program eligibility if self-attestation was used for a program's eligibility criteria.

For example, State DW Category Six (long-term unemployed) allows participants to self-attest to Data Element 402: Long-Term Unemployed at Program Entry. Inadequate self-attestation of Data Element 402 for a State DW participant enrolled under Category Six could lead to the participant being removed from the program and lead to providers being responsible for unallowed costs.

10. Self-Attestation Remediation

Stakeholders that discover self-attestation documentation is inadequate (not signed and dated or was used on a data element that does not accept self-attestation) must attempt to find other acceptable documentation. When trying to replace a participant's self-attestation with other documents, stakeholders must make sure the new documents clearly show the information as it was on the date the person first signed the self-attestation.

For example, if a participant signed a self-attestation on July 10, 2026, to show they were long-term unemployed at program entry, then any replacement documents must prove they were long-term unemployed on July 10, 2026—not on the date you found the mistake. If the original self-attestation does not meet the requirements, it cannot be used. This may affect whether the person is eligible for the program and could result in costs that are not allowed.

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11. Inquiries

Questions related to this TAB should be directed to the DWFAP email:

Dwfaprograms.deed@state.mn.us

12. Attachments

- Attachment One: Self-Attestation Form for the WIOA Adult, WIOA and State DW Programs

13. Advisory History

Version Number	Description	Date
TAB 26-11	Original Publication	9/30/26

WIOA Adult, WIOA DW, and State DW Self-Attestation Form

Instructions:

Use this form to document self-attestation to various eligibility or program elements listed below. This form include common WIOA Adult, WIOA DW and State DW elements and space below for additional self-attested items. Providers can download and edit this form as needed to ensure it fits into their enrollment processes.

Reminders:

- Providers are strongly encouraged to use other forms of source documentation whenever possible.
- Be sure that only elements that can be self-attested to are self-attested below. See [TEGL 23-19, Change 3 Attachment II](#) for a complete list of data elements.
- Use the “Comments” section below each element to provide additional information and context including:
 - Why documentation cannot be provided and why self-attestation is necessary.
 - If documentation is pending, an approximate follow-up date and action items.
 - Background or additional information that may be case noted elsewhere.
- The participant must sign and date the form.
- Providers must retain documentation of self-attestation provided by participants.

Participant Information

First Name:

Last Name:

Enrolling into the Following Program(s):

Additional Information:

**Self-Attestation Elements Applicable to WIOA Adult, WIOA DW and State DW Participants
(Select All That Apply)**

1. Disability Status/ Individual With a Disability (Data Element 202)

Self-Attesting: ☐ Yes ☐ No

Comments:

2. Homeless at Program Entry (Data Element 400)

Self-Attesting: ☐ Yes ☐ No

Comments:

3. Date of Actual Dislocation/Dislocated Worker Status (Data Element 410)

Self-Attesting: ☐ Yes ☐ No

Comments:

4. Migrant Seasonal Farmworker Status (Data Element 808)

Self-Attesting: ☐ Yes ☐ No

Comments:

5. Received Rapid Response Services (Data Element 908)

Self-Attesting: ☐ Yes ☐ No

Comments:

6. School Status at Program Entry (Data Element 409)

Self-Attesting: ☐ Yes ☐ No

Comments:

7. Displaced Homemaker at Program Entry (Data Element 807)

Note: WIOA and State DW programs only. Not allowable for WIOA Adult.

Self-Attesting: ☐ Yes ☐ No

Comments:

8. Ex-Offender Status at Program Entry (Data Element 801)

Self-Attesting: ☐ Yes ☐ No

Comments:

9. Single Parent at Program Entry (Data Element 806)

Self-Attesting: ☐ Yes ☐ No

Comments:

10. English Language Learner at Program Entry (Data Element 803)

Self-Attesting: ☐ Yes ☐ No

Comments:

11. Long Term Unemployed at Program Entry (Data Element 402)

Note: The Federal definition of “Long Term Unemployed” for the WIOA Adult and WIOA DW programs includes individuals who are unemployed for 27 consecutive weeks or longer. The State definition of “Long Term Unemployed” for the State DW Program includes individuals who are unemployed for 15 weeks out of the past 52 weeks (weeks do not need to be consecutive). Make sure to use the correct definition.

Self-Attesting: ☐ Yes ☐ No

Comments:

Self-Attestation Elements Applicable to State DW Participants Only (Select All That Apply)

1. Minnesota Residency or Working in Minnesota at the Time Employment Ended

Note: Homeless individuals can meet State DW residency requirements by documenting: 1) Self-Attestation (see above) 2) Written Statement from Minnesota Resident Providing Temporary Residence or 3) Written Statement from Minnesota Shelter

Self-Attesting: ☐ Yes ☐ No

Comments:

2. Non-Work Relatedness of the Injury or Illness (State DW Category Eight Eligibility)

Note: Participants can only self-attest to the non-work relatedness of the injury or illness. There must still be documentation of injury/illness conditions (i.e., Referral document from RETAIN to the State DW program, written note/form documentation in electronic medical record prior to enrollment, etc.).

Self-Attesting: ☐ Yes ☐ No

Comments:

Additional Self-Attestation Elements (Add As Needed):

1. Element Self-Attesting to:

Self-Attesting: ☐ Yes ☐ No

Comments:

2. Element Self-Attesting to:

Self-Attesting: ☐ Yes ☐ No

Comments:

3. Element Self-Attesting to:

Self-Attesting: ☐ Yes ☐ No

Comments:

Participant Declaration

I certify that the information I self-attested above (and any additional comments or information above) is true and accurate to the best of my knowledge and belief. I understand that self-attestation is being used to avoid delays in enrollment and receipt of services.

Participant Signature:

Date:

Participant Printed Name:

Staff Verification

I confirm that the participants provided the information above. I attempted to obtain documentation for the items self-attested to above. Self-attestation is used to avoid delays in enrollment/services.

Staff Signature:

Date

Staff Printed Name:

Title/Program: