

State of Alaska Department of Labor and Workforce Development					
Divisions: Employment and Training Services (DETS)	Policy: 07-565				
Subject: Wagner-Peyser (WP) Enrollment Policy	Pages: 4				
Reference: Workforce Innovation and Opportunity Act, Pub. L. 113-128; Wagner-Peyser Act, 29 U.S.C. 49 et seq.; TEGL 10-23, Change 2 (and references incorporated) Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration; TEGL 10-16 Change 3, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs; TEGL 23-19, Change 2, Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs eCFR : 20 CFR Chapter V -- Employment and Training Administration, Department of Labor; eCFR: 29 CFR part 38 Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act; Fair Labor Standards Act, 29 U.S.C. 203; eCFR: 29 CFR Part 570 Child Labor Regulations, Orders and Statements of Interpretation	Effective: 10/10/2025				
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1. Purpose

To communicate eligibility guidelines and documentation requirements for the Wagner-Peyser Act (WP), as amended by Title III of the [Workforce Innovation and Opportunity Act \(WIOA\)](#) services provided by DETS through the Alaska Job Center Network.

2. Parties Affected

This policy applies to DETS staff and job seekers receiving WP services from DETS.

3. Background

DETS is committed to providing WP labor exchange services to individuals and employers alike. This eligibility policy communicates guidelines and documentation requirements for the registration of individuals into WP services including Registered Individuals Only and enrollment into WP participant-level services.

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4. WP Enrollment and Eligibility Policy

Registered Individuals Only (RIOs) Eligibility:

RIOs are reportable individuals who take part in self-services or receive information-only services or activities through interaction with AlaskaJobs or with Alaska job center network staff and do not receive WP participant level services.

- a. **Age:** Minimum age is 14 in accordance with [29 U.S.C. 203\(l\)](#) and [29 CFR 570.2](#).
- b. **Social Security Numbers (SSNs):** SSNs are not required at time of registration as a RIO, unless an individual residing in Alaska is filing for unemployment insurance (UI) in Alaska and wishes to meet UI registration requirements. A pop-up warning launches in Alaska's labor exchange system if an individual opts not to provide a valid SSN and informs them they will be unable to access certain services without a valid SSN.

WP Participant-Level Services Eligibility:

WP participants are reportable individuals who receive participant-level services as described in Attachment VII of [TEGL 10-16, Change 3](#).

- a. **Date of Birth/Data Validation:** Minimum of 14 years of age in accordance with [29 U.S.C. 203\(l\)](#) and [29 CFR 570.2](#). WP staff must collect and verify date of birth as outlined in [TEGL 23-19, change 2](#) and per Alaska's [Data Integrity Policy 07-541](#).
- b. **SSNs:** Some WP participant-level services, such as participation in UI's Reemployment Services and Eligibility Assessment (RESEA) program, require a valid SSN to be in the labor exchange system. For a full range of services, individuals are encouraged to provide a valid SSN in Alaska's labor exchange system.
- c. **Work Authorization:** WP participants must be legally authorized to work in the United States (U.S.). As indicated in [TEGL 10-23, Change 2](#), and in alignment with nondiscrimination provisions in [Section 188 of WIOA](#) and its implementing regulations of [29 CFR part 38](#), DETS staff will conduct verification of work authorization and collect work authorization documents for all individuals who meet participant eligibility requirements prior to the delivery of participant-level services outlined in [TEGL 10-16, Change 3](#) attachment VII.

Acceptable Work Authorization Documents

Acceptable documents that may be collected to prove the legal right to work in the U.S. are the same as those required for [Form I-9](#), which includes, but is not limited to:

- 1) an unrestricted social security card;
- 2) Form I-551;
- 3) permanent resident cards (also known as a green card);
- 4) Form I-765;
- 5) an employment authorization document (EAD);
- 6) a U.S. birth certificate; and
- 7) a U.S. Passport.

A complete list of acceptable work authorization documents can be found on page two of Form I-9. Form I-9 does not need to be supplied by individuals for work authorization verification.

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Work Authorization Responsibilities

DETS staff are responsible for:

- 1) Giving individuals the Lists of Acceptable Documents included on the Form I-9, so that individuals know which documents they can use to establish their work authorization;
- 2) Collecting acceptable work authorization documents at the time of participant application;
 - i. For individuals that certify that they are non-citizens or if their documentation indicates they are non-citizens, valid work authorization may be verified through the U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements (SAVE) system.
- 3) Uploading work authorization documents to Alaska's labor exchange system, AlaskaJobs;
- 4) Retaining work authorization documents in accordance with Alaska's record retention policy;
- 5) Verifying continued work authorization via the SAVE system for those participants whose authorization is temporary at regular intervals determined by when their temporary authorization is expected to expire, but not less than once every three months; and
- 6) Immediately exiting participants who, at any time, have expired or revoked work authorization.
 - i. Refer to [Participant Common Exit Policy \(07-539\)](#) for common exit requirements.

Single Work Authorization Verification Process

To reduce repetitive requests for work verification documents, Alaska Job Center Network programs with work authorization verification requirements should coordinate verification practices whenever possible and allowable under their specific program.

5. Definitions

- a. Information-Only Services or Activities are defined [at 20 CFR 677.150\(a\)\(3\)\(iii\)](#).
- b. Participant is defined at [20 CFR 651.10](#).
- c. Participant Level Services are defined at [20 CFR 677.150\(a\)](#) and described in Attachment 7 of [TEGL 10-16, Change 3](#).
- d. Reportable Individual is defined at [20 CFR Section 677.150\(b\)](#).
- e. Self-Service is defined at [20 CFR 677.150\(a\)\(3\)\(iii\)](#).

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