

The Washington Worker Retraining (WRT) Program plays a major role in Washington State's economic development by providing funds for **eligible dislocated and unemployed workers** in training or retraining that will assist them in regaining employment.

- **Dislocated Worker, claiming UI benefits:** Laid-off or otherwise lost employment through no fault of their own and actively claiming WA state UI benefits. **Required Documentation:** WIA 001 report, self-service portal printout or most recent UI check stub.
- **Dislocated Worker, exhausted benefits:** Is unemployed and has exhausted UI benefits within the 48 months. **Required Documentation:** WIA 001 report or self-service portal printout showing the student has exhausted UI benefits within the past 48 months.
- **Dislocated Worker, received notice of lay-off:**
Required Documentation: Lay-off notice from employer and current WA state UI Monetary Determination form. Student must provide acceptable documentation when they start claiming UI.
- **Vulnerable Worker, Expanded Eligibility Policy:** Meets two of three published criteria. **Required Documentation:** Evidence occupation “not in demand”, self-attestation and/or employer statement.
- **Stop Gap Employment:** Student has taken a stop gap job as defined in published eligibility guidelines. **Required Documentation:** Self-sufficiency calculator, recent pay stub showing income at or below 175% federal poverty level, or signed Worker Retraining Self-Attestation.
- **Displaced Homemaker:** Has been providing unpaid services to family members in the home and (a) has been dependent on the income of another family member but lost that supporting income within the last 24 months; and (b) is unemployed, or underemployed as defined in the eligibility guidelines. **Required Documentation:** Signed attestation by eligible student supported by a copy of WA state legal document, such as divorce decree, legal separation, death certificate. If employed, proof that net earned income (pay stub or tax return) is at or below 175 percent of poverty level.
- **Formerly Self-Employed:** unemployed as a result of general economic conditions in the WA state community which the individual resides, or as the result of a natural disaster. **Required Documentation:** Attestation by eligible students, most recent tax return indicating self-employment, and proof of economic condition or natural disaster which resulted in unemployment.
- **Active Duty Military Member:** Active duty military service member with an official notice of separation. **Required Documentation:** Official notice of separation.
- **Unemployed Veteran:** Separated from the U.S. armed services in the last 48 months, is a WA state resident, and is currently unemployed. **Required Documentation:** DD214 (discharge papers) showing a separation date within the past 48 months and a WA state-issued identification card.