

# TEAMS 6.9.4|Release Date 2/6/2026

## PARTICIPANT ELIGIBILITY EXPIRATION DATE ENHANCEMENTS

This release introduces significant improvements to how participant eligibility and expiration dates are managed and enforced in TEAMS.

### General Participant Eligibility and Service Type Requirements

- **Purpose:** To ensure accurate recording of AEL services.
- **Service Type:** For participants actively receiving AEL services (e.g., contact hours), the "Service Type" on the participant information page **must be set to "AEL Services"**.
- **Validation Message:** If "AEL Services" is not selected, the system will display a validation message requiring specific selections for "AEL Services", SSN/SSN Did Not Disclose, REAL ID/No REAL ID, and details for Eligibility Verification Document, Eligibility Verified By, and Date to Complete verification.
- **Mandatory Expiration Date:** When "AEL Services" is selected, the 'Expiration Date' field for eligibility information is **mandatory** and must be a future date based on the Eligibility Verification Document Type. The system already prevents entry of past dates for this field.

### Enforcement of Eligibility Expiration Dates (General Fix)

- **Problem Addressed:** Previously, TEAMS allowed data entry for participants even if their eligibility verification document had expired. As of January 29, 2026, 232 participants had contact hours recorded after their documents expired.
- **New Validation:** An additional validation ensures participants have **unexpired eligibility documents**.
- **Blocked Actions:** If an eligibility document has expired, **data entry will be blocked** on the following pages, and a validation message will be displayed:
  - **Profile**
  - **Class Registration**
  - **Contact Hours** (daily or monthly)

### Enhancement 1: REAL ID Expiration Date Consistency

- **Applicability:** This rule applies when the **REAL ID checkbox is selected AND the Eligibility Verification Document is "REAL ID"**.
- **Previous Behavior:** TEAMS would auto-populate the Eligibility Verification Document as REAL ID, copying its expiration date from the REAL ID section. However, users could then modify the Eligibility Verification expiration date, leading to mismatched dates.
- **New Business Rule:** The **REAL ID checkbox expiration date and the Eligibility Verification Document expiration date must be identical**.
- **Validation Message:** If these dates do not match, the system will display: **"When the REAL ID check box is selected and Eligibility Verification Document is REAL ID both expiration dates must match."**

Home > Participants > testerTWO, test

## Participant

• When the REAL ID checkbox is selected and Eligibility Verification Document is REAL ID, both expiration dates must match.

Test Summary | Educational Outcomes | Pre/Post Test Gains | Career and Training Services | Support Services | Employment Outcomes  
Public Assistance Data | Education Plan | Participant Notes | Summary

### Personal Information

You must choose a **Service Type**, **SSN Option** (SSN or SSN Did Not Disclose), and **REAL ID Option** (REAL ID or No REAL ID) to proceed. Please complete all required fields depending on the selected Service Type. When Service Type is **AEL Services**: Provide the Eligibility Verification Document, and Eligibility Verified By and Verification Date. When Service Type is **HSE Vouchers Only**: Choose the Identity Document Used.

Last Name\*  First Name\*  Middle Name  Participant ID  Service Type\*  AEL Services  HSE Voucher Only

SSN  Recorded By  Collection Date   SSN Received from TEA

SSN Did Not Disclose Recorded By\*  Collection Date\*

REAL ID State\*  Number\*  Expiration Date\*

Recorded By\*  Collection Date\*

No REAL ID Recorded By  Collection Date

Eligibility Verification Document\*  Document Name  Document Number  Expiration Date

Eligibility Verified By \*  Verification Date\*

## Enhancement 2: Comprehensive Eligibility Expiration Enforced

This enhancement introduces a more robust enforcement of eligibility expiration dates across key TEAMS functionalities.

- **Applicability:** This applies when the **REAL ID/No REAL ID checkbox is selected**, and the Eligibility Verification Document is one of the following:
  - **REAL ID** (expiration date required)
  - **SAVE** (expiration date required)
  - **DHS-issued documentation** (expiration date may or may not be required)
- **Maximum Expiration Date:** The system identifies all relevant expiration dates (REAL ID checkbox and selected Eligibility Verification Document) and **determines the latest (maximum) expiration date**.
- **Inclusive Date:** The expiration date itself is **inclusive**; actions are permitted on this date but are restricted *after* it.
- **Validation Enforcement Details:**
  - **Participant Profile Creation:**
    - A profile can be created for any Program Year (PY) that includes or ends by the maximum expiration date.

- **Creation is blocked** for any PY that begins *after* the eligibility expiration date.
- **Validation Message: “Eligibility verification expired on [expiration date]. A participant profile cannot be created for a PY that begins after this date.”**
- Example: If eligibility expires on 1/1/2026, a profile for PY2025-2026 is allowed, but not for PY2026-2027.
- **Class Registration:**
  - Registration is allowed if the begin date is **less than or equal to the maximum expiration date**.
  - **Registration is blocked** if the begin date is *after* the maximum expiration date.
  - **Validation Message: “Eligibility verification expired on [expiration date]. A registration begin date cannot be after this date.”**

Prototype Screen – Home > Participant > Participant Search > Select Participant ID > Add Class Registration

Home > Participants > TESTone, TEST Hlei > 2HSD

## Class Registration

• Eligibility verification expired on 1/1/2026. The registration begin date cannot be after this date.

### Class Information

\*

Number 2HSD Name

Date  Staff

Days Class Meets

Description (Class Timings)

### Registration Information

**Grant Recipient** 548 - SL HSE HSD PILOT

Funding Source\*  Instrument Group\*

Begin Date\*  Drop Date

- **Contact Hours (Monthly/Daily) - Add/Update:**
  - Contact hours can be added or updated if the contact hour date is **less than or equal to the maximum expiration date**.
  - **Entry is blocked** when the contact hour date is *after* the maximum eligibility expiration date.
  - **Validation Message:** “For Participant [Participant Name], the Eligibility Verification Document has expired on [expiration date]. Contact Hours cannot be entered for dates after this expiration.”.
- **Contact Hours - Delete:**
  - **Deletion of contact hours is always permitted**, irrespective of the eligibility expiration date, to facilitate cleanup of previously entered data.

Prototype Screen – Home > Class > Class Search > Direct Hours > Month [February] > 0.00 link

Home > Classes > HSD1A > Monthly Contact Hours for February

### Monthly Contact Hours

**Class Information**

Grant Recipient Name: SL HSE HSD PILOT      Begin Date: 7/1/2025      Month: **February**

Site Name: TTU\_HSD SITE      End Date: 6/30/2026      Participants: 3

Class Name: HSD1A      Class Number: HSD1

Distance Learning: Clock Time Model

• For Participant **TESTone, TEST Hlei**, Eligibility Verification Document has expired on **1/1/2026**. Contact Hours cannot be entered for dates after this expiration.

Save   Save & Exit   Cancel   Last Updated: 2/4/2026 1:19:05 PM   **Contact Hours Saved.**    AutoSave

Participant Name	02	03	Funding Source
testerTWO, test	D 3	3	Virtual HS (State Leadership) ▼
	P		
<b>TESTone, TEST Hlei</b>	D 2	2	Virtual HS (State Leadership) ▼

Prototype Screen – Home > Class > Class Search > Month > Calendar Date > Day [2/2/2026]

Home > Classes > HSD2A > Daily Contact Hours on 2/2/2026

### Daily Contact Hours

**Class Information**

Grant Recipient Name: SL HSE HSD PILOT      Begin Date: 7/1/2025      Class Date: **2/2/2026**

Site Name: TTU\_HSD SITE      End Date: 6/30/2026      Distance Learning: Clock Time Model

Class Name: HSD2A      Class Number: 2HSD

Print With Hours   Print Sign-In Sheet   Next >>

• For Participant **TESTone, TEST Hlei**, Eligibility Verification Document has expired on **1/1/2026**. Contact Hours cannot be entered for dates after this expiration.

Save   Cancel

SSN	Document Type	Document Number	Participant Name	Hours	Funding Source
XXX-XX-1234			TESTone, TEST Hlei	D 2	Virtual HS (State Leadership) ▼

## Exceptions to Expiration Enforcement

Data entry is allowed, and expiration date checks are bypassed, in the following specific scenarios:

- When the Eligibility Verification Document is **"US Birth Certificate"**.
- When the Eligibility Verification Document is **"DHS-issued documentation"** **AND** the **Eligibility Verification Expiration Date is null**.

## Reports for Expired Eligibility Documents

To identify participants with expired eligibility documents, run the following reports by selecting "Reporting Options" and "Include Additional Identifying Information" on the Extract:

- **Period of Participation (POP) Report**
- **MSG Management Report**
- **POP Exiter Management Report**

## Prototype Screen – Home > Report > Participant > MSG/POP/POP Exiter Report > Report Options

**Report Options**

Participants (Individuals with 12+ Direct Contact Hours) Only

With Chart

Include SSN on the Extract (SSN is not a column on the Summary)

Include Additional Identifying Information on the Extract

Include Contact Information on the Extract

Order By:

Prototype Screen – Home > Report > Participant > MSG/POP/POP Exiter Report > Report Options > Extract Report > Including Additional Identifying Information (Columns AM -AQ)

AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
Date of Birth	Sex	Ethnicity	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Eligibility Verification Document	Document Name	Document Number	Expiration Date	Days Until Eligibility Doc Expires	Local Provider Document Number
6/8/1967	Female	Not Hispanic/Latino					Yes	REAL ID		52061275	6/8/2031	1948	
5/23/1975	Female	Hispanic/Latino	Yes					DHS-issued doc US Employment Authorization		10E920926093	8/4/2029	1275	
1/5/1984	Female	Hispanic/Latino					Yes	DHS-issued doc Permanent Resident		086285207	5/24/2032	2299	
12/31/2007	Female	Hispanic/Latino					Yes	U.S. Birth Certifi		2007-0230901			
12/30/1971	Male	Hispanic/Latino					Yes	DHS-issued doc US Employment Authorization		246642738	7/27/2026	171	338 4
5/11/2005	Female	Hispanic/Latino					Yes	DHS-issued doc US Passport		668497035	6/18/2026	132	