

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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SUBJECT ELIGIBILITY SELECTION FOR YOUTH

PURPOSE

This policy establishes priorities for enrolling youth.

POLICY

Under the Workforce Innovation and Opportunities Act (WIOA), at least 75% of the funds expended on youth must be for out-of-school youth, and at least 95% of the youth that are enrolled must be:

Out-of-School Youth

- 1) not attending any school (as defined by state law).
- 2) Not younger than age 16 or older than age 24.
- 3) And one or more of the following:
 - a) A school dropout.
 - b) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
 - c) A recipient of a secondary school diploma or it is recognized equivalent who is a low-income individual and is
 - i) Basic skills deficient; or
 - ii) An English language learner.
 - d) An individual who is subject to the juvenile or adult justice system.
 - e) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - f) An individual who is pregnant or parenting
 - g) A youth who is an individual with a disability.
 - h) A low-income individual who “*requires additional assistance*” to enter or complete an educational program or to secure or hold employment.

In-School Youth

- 1) Attending school (as defined by State law)
- 2) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21.
- 3) A low-income individual; and
- 4) One or more of the following:
 - a) Basic Skills deficient.
 - b) An English language learner
 - c) An offender
 - d) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - e) Pregnant or parenting
 - f) A youth who is an individual with a disability
 - g) An individual who requires additional assistance to complete an educational program or secure or hold employment.

The WDC Youth Committee defines “*an individual who requires additional assistance*” as a person who has one or more of these barriers:

- one or more disabilities, including learning disabilities
- an approved Individual Education Plan
- personal or family substance abuse issues
- gang involvement/affiliation/affected
- enrolled in alternative education program or at risk of dropping out of school
- lacks affordable housing
- victim of domestic violence or sexual/child abuse
- an identified social adjustment or mental health issue
- lacking a significant or positive work history
- member of migrant family
- limited English speaking ability
- not at grade parity and one or more grade levels below grade level to her/his age
- lacking work maturity
- other barrier as determined significant by the Youth Committee

In addition, up to 5% of total youth enrollments may be non-economically disadvantaged if they have one or more of the barriers listed above,

- school dropout
- basic literacy skills deficiency
- one or more grade levels below the grade level appropriate to the individual’s age
- pregnant or parenting
- one or more disabilities, including learning disability
- homeless or runaway
- offender
- face serious barriers to employment (see barriers for individuals requiring additional assistance)

The WDC requires WIOA youth program operators to maintain copies of the documents used to determine eligibility for each youth participant. If an applicant is unable to obtain documentation for an individual eligibility category (see Attachment 1 for the list of acceptable documentation items), he/she may submit a self-certification statement in its place. If an applicant statement is used to self-certify any eligibility criteria, the document must be signed by the person that is self-certifying. The statement must include an acknowledgement that falsification of the information shall be grounds for immediate termination and may subject the applicant to other penalties under the law.

Attachment 1

Acceptable Documentation for Determining Eligibility for WIOA Youth Services

Eligibility Criteria WIOA Youth Services	Conditions	<u>Commonly Used Documentation</u> – Local Policy may allow for other acceptable documentation.
a. Age	<p>Out-of-School Youth: 16 through 24 years of age at time of enrollment.</p> <p>In-School Youth: 14 through 21 years of age at time of enrollment.</p>	<ul style="list-style-type: none"> ▪ Birth Certificate or hospital record of birth ▪ Drivers License or DMV Identification ▪ Baptismal Certificate ▪ Voter Registration Card ▪ DD Form 214 (Report of Transfer or Discharge) ▪ Alien Registration Card ▪ Food Stamp Records or Medical Coupons ▪ School enrollment documents ▪ Naturalization Certificate ▪ Public Assistance Records ▪ US Passport ▪ Native American Tribal Document(s) ▪ Other documents or procedures as established by WDC policy
b. Citizenship or eligible non-citizen	<p>If the applicant is to be employed as an activity within WIOA Youth Services, then the applicant must be legally entitled to work in the United States.</p>	<ul style="list-style-type: none"> ▪ Social Security Card ▪ Birth certificate ▪ Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility ▪ Other documents or procedures as established by WDC policy
c. Selective Service Registration	<p>Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. This rule applies to applicants who are 18 through 24 years of age at the time of enrollment.</p>	<ul style="list-style-type: none"> ▪ Selective Service Registration Card ▪ Receipt of registration ▪ On-line confirmation or Telephonic verification with Selective Service ▪ DD Form 214 (Report of Transfer or Discharge) ▪ Other documents or procedures as established by WDC policy

Eligibility Criteria WIA Youth Services	Conditions	<u>Commonly Used Documentation</u> – Local Policy may allow for other acceptable documentation.
d. Family Income and Family Size	<p>An applicant to a WIOA Youth Program must be either in a low-income family or enrolled in the 5 percent window for exceptions</p> <p>A youth who meets the criteria for “an individual with disabilities” constitutes a family of one and only the youth’s income needs to be calculated and documented for the purpose of meeting the income requirement for eligibility.</p>	<ul style="list-style-type: none"> ▪ Pay Stubs ▪ Employer Records ▪ Public Assistance Award Letters ▪ Child Support Records ▪ Self-certification can be used as an alternative means to determine eligibility. If self-certification is used for an applicant under the legal age of 18, then consider requiring someone who is 18 or older to act as a co-signer. Also consider requiring self-certifiers to acknowledge that knowingly providing false information will be grounds for immediate exit and possible penalties under the law. ▪ Any written policies and procedures for documentation and validation as established by the local council.