

# **Youth Program Eligibility and Documentation**

## **Technical Assistance Guide**

**Missouri Office of Workforce Development  
301 West High Street  
Jefferson City, MO 65101**



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## **ALTERNATE FORMS OF DOCUMENTATION**

### **Electronic Records vs. Hard-Copy Files:**

As the organization moves towards a paperless approach, OWD is strongly encouraging Boards/Subs to utilize the upload feature in MoJobs. Once staff verify the upload was successful, there is no reason to keep hard-copy documentation and staff may return the documentation to the participant or properly dispose of it. The one exception is when the participant has a confidential or Equal Opportunity issue; all confidential information should be kept in separate and secure hard file.

### **Case Note requirements:**

WIOA eligibility criteria may, if no other forms of documentation are available **AND** it is an approved source documentation requirement (see table), be verified by entering detailed case notes into OWD's statewide electronic case-management system with the following information:

- Date of contact
- Person/Agency contacted including name, address, and contact number
- Eligibility items that were verified

Information recorded must be adequate to enable a monitor or auditor to trace back to the agency providing the information or the document used.

### **Applicant Statement requirements:**

After review of the eligibility criteria along with possible ways to document the criteria, it was found that much of the documentation was readily available through a number of agencies or resources. Although, in some cases, definitive documentation is required, e.g., eligibility to work (I-9 requirements under IRCA) and Selective Service registration or exemption for males.

This TAG allows for limited use of Applicant Statements to document those items which, in some cases, are not verifiable or which may cause undue hardship for individuals to obtain. An Applicant Statement may be used only in the cases described below and only after all practicable attempts to secure documentation have failed, and those attempts have been documented. The following requirements must be met:

- The authorized Applicant Statement form (see page 7) must be used
- The corroborative contact or reliable witness must sign the statement attesting to the accuracy of the statement.

### **Additional requirements:**

To use the Applicant Statement as documentation, the following requirements must be adhered to:

1. The OWD WIOA Applicant Statement form, or facsimile, or other form containing all of the same required information must be used.
2. A corroborative contact or witness must be included on the Applicant Statement form. The corroboration is acknowledged via witness signature. In those rare instances when an applicant cannot obtain a satisfactory witness or provide a telephone contact, the applicant needs to explain why such corroboration is not possible.
3. Use of the Applicant Statement is limited to the following instances:
  - A) Family Size - when birth certificates or federal IRS Forms 1040 are not available
  - B) Individual Status - Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must complete an Applicant Statement attesting to their individual status. Such statements should be corroborated by the head of household in which that person resides, if possible. Individual must also show source of his/her support.
  - C) Proof of income for individuals who claim no income or undocumented income – Statement must indicate means of support; e.g., unemployment compensation, for previous six month period. Statement should also indicate corroborative witness to verify indicated means of support.

## EXAMPLES

Use of the sample Applicant Statement form on the following page is as follows:

If an applicant states that he/she cannot provide evidence that no income was received during the past six months, and that he/she was unemployed for that period, the blank spaces following the words "I certify, under penalty of perjury, that I..." may be completed, for example, as follows: "...have received no income from any source during the past six months, that I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends." This should be corroborated by the person(s) providing the support.

## APPLICANT STATEMENT VS SELF ATTESTATION

An Applicant statement must only be used in the three situations described above and must contain a corroborative witness signature. The Applicant Statement is used for those specific eligibility requirements that, in most instances, hard documentation would have been available. Self-Attestation is a signed statement by the applicant attesting to specific data elements that allow for self disclosure. The signed Self-Attestation does not require a corroborative witness signature. **Please refer to the table and/or TEGL 23-19 for specific source documentation requirements.**

# WIOA APPLICANT STATEMENT

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT

I, \_\_\_\_\_,

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If applicant cannot obtain a satisfactory witness or provide a telephone contact, explain above.

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES BY LAW.

\_\_\_\_\_  
APPLICANT'S SIGNATURE and DATE

\_\_\_\_\_  
CORROBORATING WITNESS'S SIGNATURE and DATE

\_\_\_\_\_  
APPLICANT'S ADDRESS

\_\_\_\_\_  
WITNESS'S RELATIONSHIP TO APPLICANT

\_\_\_\_\_  
WITNESS'S ADDRESS

\_\_\_\_\_  
WITNESS'S PHONE NUMBER

## OFFICE USE ONLY

The above applicant statement is being utilized for documentation of the following eligibility criteria:

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SIGNATURE and DATE OF CERTIFYING OFFICIAL

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year



# WIOA SELF-ATTESTATION FORM

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT

I, \_\_\_\_\_,

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If applicant cannot obtain a satisfactory witness or provide a telephone contact, explain above.

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES BY LAW.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
APPLICANT'S ADDRESS

\_\_\_\_\_  
APPLICANT'S PHONE NUMBER

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The above attestation is being utilized for documentation of the following eligibility criteria:

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\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year



## I. WIOA YOUTH PARTICIPANT ELIGIBILITY REQUIREMENTS

The Office of Workforce Development and the Local Workforce Development Boards are required to establish and document the eligibility of youth participants served with WIOA funds. Youth Program participants must meet general eligibility requirements and must be documented as having a defined barrier. The attached table provides descriptions of the eligibility criteria and the corresponding source documentation required for eligibility in the WIOA Youth Program.

All eligible youth are classified as either Out-of-School or In-School at the point of registration. An overview of the eligibility criteria for both Out-of-School and In-School Youth programs is as follows:

### **Out-of-School Youth**

An individual is eligible to participate in the Out-of-School Youth program under the following guidelines:

- Not attending any school
  - Attending Title-II funded AEL, Job Corps, YouthBuild activities, high school equivalency programs, or dropout re-engagement programs are not recognized by DOL as schools. Participants in these activities are considered Out-of-School.
  - Exception: Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public K-12 school system that are classified by the school as still enrolled in school are considered In-School Youth (ISY).
- 16-24 years of age
- At least one of these Barriers:
  - A school dropout
  - Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance)
  - Low Income high school graduate, and is an individual who is basic skills deficient or an English language learner
  - Offender
  - Homeless or a runaway,
  - Foster child, or aged out of foster system
  - Pregnant or parenting
  - Individual with a disability
  - Low Income individual who needs additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)

Note: Staff **must** record all barriers for which documentation can be obtained.



## **In-School Youth**

An individual is eligible to participate in the In-School Youth program under the following guidelines:

- Attending any school
- 14-21 years of age
- Low Income
- At least one of these Barriers:
  - Basic skills deficient
  - English language learner
  - Offender
  - Homeless or runaway
  - Foster child, or aged out of foster system
  - Pregnant or parenting
  - Individual with a disability
  - Individual who needs additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)

Note: Staff **must** record all barriers for which documentation can be obtained.

## **WIOA Youth Program Regulations**

### **Consistency with Compulsory Attendance Laws:**

- In providing assistance, under this section, to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.

### **Special Rule:**

- Low Income includes youth living in a high-poverty area.

### **Exception and Limitation:**

- Exception for persons who are not low-income individuals: Up to 5 percent of people in barriers that require low income may be over-income (5% Window). This includes all the In-School barriers and the two Out-of-School barriers that require low income.
- Limitation: No more than 5 percent of the In-School Youth may be made eligible under the Needs Additional Assistance barrier.

### **Percent of Youth Funding Allocation:**

- At least 75 percent of the local area's total youth funding allocation must be used to provide activities to out-of-school youth, and 20 percent must be spent on work experiences.

## II. GENERAL ELIGIBILITY CRITERIA FOR THE YOUTH PROGRAM

General eligibility criteria include the following data elements and definitions:

### **Social Security Number**

Staff must request the applicant's Social Security Number.

In instances where the applicant is hesitant to provide the SSN, staff should:

- Explain the State's requirement to maintain confidentiality of their SSN and that the SSN cannot be made public.
- The State must ensure that the SSN is maintained in a secure and confidential manner.
- The States reporting system uses the SSN to match a program participant's record with that individual's quarterly wage record information to assess the impact of the program's services

When an applicant refuses to provide his or her SSN and still requests workforce services: If it is determined, the applicant is eligible to receive the services requiring an SSN, staff will: (1) Create a "pseudo SSN" in the statewide electronic case management system; (2) Proceed with enrollment; and, (3) Provide services.

Additionally, staff should document in case notes their attempts to obtain the SSN.

Participants with a pseudo SSN will be included in the outcomes for the performance measures.

Local Workforce Development Boards (Local WDBs) may use supplemental employment data to document a participant's entry and retention in employment for those participants not covered by wage records or enrolled under a pseudo SSN, under established policy in line with their approved local plans.

### **Date of Birth**

Refer to table for source documentation requirements.

### **Citizenship/Eligibility to Work in the United States**

Refer to table for source documentation requirements.

### **Equal Opportunity (EO) and Complaint and Grievance Rights Notification**

The nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA) prohibit discrimination against applicants, beneficiaries, and

employees on the basis of race, color, national origin, age, disability, sex, religion, and political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA financially assisted program or activity.

A copy must be provided of the *Equal Opportunity Notice* and the *Complaint & Grievance Notice* OWD-EO-15 to each employee, applicant, registrant, eligible applicant/registant, employer, and participant; and retain original signed copies in that individual's file. This applies to WIOA Adult and Dislocated Worker, WIOA Youth, National Dislocated Worker Grant, Trade Adjustment Assistance, and any other program funded and tracked in OWD's statewide electronic case management system.

### **Selective Service Registration**

To be eligible to receive WIOA Title I-funded services, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirements or exceptions, or local areas must determine that the failure to register was not knowing and willful. Complete Selective Service registration requirements and exceptions are found in TEGL 11-11, Change 2, including acceptable documentation to determine registration status and procedures for determining whether failure to register was knowing and willful.

Staff **must** verify registration (for males born after 1959) on the Selective Service website and record the registration number into OWD's statewide electronic case management system. This is considered ideal documentation, and no further documentation is required for this element.

### **Determining Knowing and Willful Failure to Register:**

TEGL 11-11, Change 2 provides local areas with detailed information about requesting a Status Information Letter and the process for determining knowing and willful failure to register. The intent of the TEGL is to provide a framework for local areas to make determinations through a local process where determinations are based on the individual circumstances (e.g. questions, considerations, statements, status information letter) and relevant documentation (i.e. documentation that supports the reason for not registering or further supports the belief that it was not knowing or willful). Because circumstances vary and will need to be considered, there is not an established list of acceptable documentation.

### **Males 25 Years and Under:**

Before being enrolled in WIOA Title I-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website, or provide documentation indicating they are covered by an exception (i.e., serving in the military on full-time active duty or a non-U.S. male on a valid non-immigrant visa).

**Males turning 18 during Participation:**

Males turning 18 while participating in WIOA Title I-funded services, must complete Selective Service registration no later than 30 days after becoming 18 in order to continue to receive WIOA Title I-funded services. Males between 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOA Title I-funded services until registered.

If a youth has failed to provide verification of Selective Service registration within 30 days of his 18<sup>th</sup> birthday, services must be suspended (i.e. on the 31<sup>st</sup> day after his 18<sup>th</sup> birthday). The Workforce Development Board (WDB) must stop providing services to a participant who has not met the Selective Service registration requirement until the requirement is met.

**Eligible Veteran Status**

Eligibility is based on one of the following three criteria:

- If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.
- If the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.
- If the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total permanent disability resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

When completing the Veteran's Information screen during the WIOA enrollment in OWD's statewide electronic case management system, staff should only report an individual as having Veteran status if they have reviewed the Veterans Employment and Training Services (VETS) program information contained in the system. This cross match with the VETS database is only valid if there is evidence of a staff-assisted

service delivered by a Disabled Veteran Outreach Program (DVOP) or Local Veterans Employment Representative (LVER).

Individuals with no VETS staff-assisted service, but who can produce documentation of Veteran status (DD-214), should also be reported as having Veteran status and documentation must be retained in the participant's record.

### **Employment Status at Participation**

Determination of the employment status of the participant is required and includes the following definition:

- An individual who is working in a paid, unsubsidized job or working 15 hours or more a week in an unpaid job on a farm or business operated by a family member or participant; or
- If unemployed; documentation of unemployment is required. Staff may document unemployed status in Case Notes in OWD's statewide electronic case management system.

### **School Status at Participation**

#### **Participant is Considered In-School:**

- If the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.
- If the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.
- If the participant has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.

#### **Participant is Considered Not Attending School:**

- If the participant is no longer attending any school, and has not received a secondary school diploma or its recognized equivalent.
- If the participant is not attending any school and has either graduated from high school or holds a high school equivalency certificate.
- If the participant is attending Title-II funded AEL, Job Corps, or YouthBuild.
- If the participant is attending a high school equivalency program or dropout re-engagement programs.

### **III. YOUTH LOW-INCOME DETERMINATION**

#### **WIOA Definition of Low-Income Individual**

In general, the term “low-income individual” means an individual who:

- 1) Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families program (TANF), the Supplemental Security Income program, or State or local income-based public assistance programs
- 2) Is in a family with total family income that does not exceed the higher of the two:
  - The poverty line, or
  - 70 percent of the Lower Living Standard Income Level (LLSIL);
- 3) Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C 1404e-2(6)), or a homeless child or youth as defined under section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)00;
- 4) Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C 1751 et seq.);
  - When a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, whole school receipt of free or reduced price lunch cannot be used to determine WIOA low-income status for ISY. In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA.
- 5) Is a foster child on behalf of whom State or local government payments are made; or
- 6) Is an individual with a disability whose own income meets the income requirement of clause 2, but who is a member of a family whose income does not meet this requirement.
- 7) Is a youth who lives in a high poverty area (Census tract, a set of contiguous Census tracts, or county that has a poverty rate of at least 25 percent).

#### **SNAP and TANF Indicators**

OWD’s statewide electronic case management system communicates with the FSD case management system through an overnight batch process. This process will identify those individuals who are currently receiving or have received SNAP and/or TANF

benefits in the last six months. This indicator may be used to qualify applicants as “low-income” without the need for additional low-income documentation. This automatic indicator is visible to staff. Staff will need to place a printout of the indicator(s) in the file.

The indicator located within MoJobs can be located by selecting the following when assisting an applicant:

**My Individual Profiles>>Personal Profile>>General Information>>Staff info>Indicators**

If the individual is receiving SNAP and/or TANF, staff will see “SNAP-yes” or “TANF-yes”. If staff does not see these indicators, the individual that they are assist does not have automatic proof of low-income, and other documentation will need to be obtained.

### **Family Size and Income Compared to the Poverty Line or LLSIL**

To determine whether an individual is low-income in relation to the poverty line or LLSIL, it is necessary to consider family size and family income.

#### **Determining Family Size:**

For these purposes, “family” under WIOA, means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple, and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

Even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria. The disabled individual would be considered a family of one and only the individual’s income would be considered when determining low-income.

#### **Family-of-One**

In addition to meeting, one of the five categories below, the individual must also meet low-income guidelines.

1. Any individual who has a verified, documented disability.
2. A single, widowed, permanently separated, or divorces person without one or more dependent children living in a single residence with that individual, and who is a not a dependent child.
3. A foster child on behalf of whom state or local government payments are made.
4. A runaway youth who is separated from the family.
5. An emancipated or court-adjudicated youth who is separated from the family.

#### **Defining Dependent**

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, please refer to IRS 26 U.S.C.152.

IRS defines “dependent” as a “qualifying child” which includes the following criteria:

- Bears a relationship to the taxpayer (i.e. child of taxpayer, or descendant of such child).
- Has not attained the age of 19 as of the close of the calendar year
- Is a student who has not attained the age of 24 as of the close of such calendar year
- Has not provided over one-half of such individual's own support for the calendar year
- A stepchild or stepparent shall be considered to be related by marriage.

If staff have person that would meet the definition of a dependent, but are claiming independent status then documentation must be provided to prove independent status (i.e. Tax Returns).

### **Income Eligibility:**

In order to determine income eligibility, use the following guidelines for family income, family composition and family size.

The income period for the applicant is from six months prior to application to the date of application.

### **Includable and Excludable Family Income:**

Family income calculations **include** the following:

- Wages (applicant);
- Wages (mother, father or spouse, dependent child);
- Other wages (siblings or other individuals adding to the family income);
- Other personal or family income including: Net self-employment income, money from rents, alimony, and regular income from insurance policy annuities, union fund strike benefits, workers compensation, private sector disability insurance payments, dividends, interest, periodic receipts from estates or trusts, winnings from contests and/or lotteries and other taxable income;
- Unemployment compensation;
- Child support payments;
- Non-Social Security retirement, disability or death benefits;
- Student grants (non-needs-based);
- Pensions (whether private, civilian government employee, or military); and
- Old Age, Survivors, and Disability Insurance (OASDI), aka Social Security

Family income calculations **exclude** the following:

- Veterans payments (education, disability, death);
- Military pay;
- Foster care payments;
- Any cash payments under a Federal, State, or local income-based public assistance program such as Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA), and Supplemental Aid to the Blind (SAB);
- Loans, Pell Grants and needs-based grants and scholarships;



- Supplemental Security Income (SSI); and
- Any allowances, earnings, or payments funded by WIOA or other OWD or Federally funded programs (e.g., SJL, DRJP, AARP, SCSEP, etc.).

### **Family Size:**

Determine the family size (number) and use the “at or below Poverty Line or 70 percent LLSIL” to calculate the total previous six-month income and then double (times two), and compare it to the income limit for eligibility.

**Family size and income fields must be completed**, even if the information is not required for eligibility determination. Information entered must be true and as accurate as possible. Additionally, this documentation is not required to be maintained in the hard file. These fields are reported on the Participant Individual Record Layout (PIRL) reports to the US Department of Labor. **Staff cannot continue to report individuals as being low-income, (using 1/\$0) when the participant is, in fact, not low-income.**

### **Income Calculation Methods**

In calculating the annualized income, staff must determine the average six months gross earnings and then multiply by 2. Staff will then need to compare the applicant’s annual income and family size to the poverty line or LLSIL.

When calculating income, local areas should utilize one of the following methods as appropriate:

***Note: The following examples are illustrative only and staff should obtain as many pay stubs as possible.***

#### **Straight Pay / Salary Method:**

To determine the straight pay/salary method, staff must use pay stubs with no variation in the wages for any of the pay stubs submitted from the most recent six months of family income. Based upon the length of the pay period, (weekly, bi-weekly or monthly) the gross income is multiplied by the number of pay periods in a year. The result will be the annualized income used to determine eligibility. For example: Five pay stubs are provided with gross wages of \$548.00 each; the pay stubs cover a period of three months, and the pay frequency is bi-weekly. Multiply the gross wages indicated on the pay stub by the frequency occurrence (bi-weekly):  $13 \times \$548 = \$7,124$  (income for 6 months).

#### **Average Pay Method:**

To determine the average pay method, staff must total the gross earnings of all the pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. Staff will then determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year. For example: Six pay stubs are submitted which show variations in the gross earnings. (The variations may result from overtime, lost time or work for different

employers.) Staff should add the six pay stubs of \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00 = \$2,973.00. The pay frequency is weekly. Divide: \$2,973 by 6 = \$495.50 = average gross earnings. Multiply: \$495.50 x 26 = \$12,883 (income for 6 months).

#### Year-to-Date Method:

To determine the year-to-date method, staff must total the gross earnings of recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the intake worker counts the number of pays that have occurred since January 1, and divides that number into the gross year-to-date earnings indicated on the pay stub. (After this computation, the steps are the same as for the average pay method.) The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in a year to determine the annualized gross earnings.

For example: The pay stubs gross year-to-date earnings are \$13,756. The pay period ended September 30. The pay frequency is bi-weekly. The number of pays since January 1 is 19. To calculate the gross annualized income divide \$13,756 by 19 bi-weekly pays = \$724.00 and multiply \$724.00 by 13 = \$9,412 semi-annual income (based upon bi-weekly pay frequency 13 pays per half year). This amount is then multiplied by 2.

#### Intermittent Work Method:

When an applicant has not had steady work with one or more employers, she/he should supply as many pay stubs as possible and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six months. In such cases, staff should total all wages for the six-month period and multiply the result by two, to annualize the wage income.

#### No Documented Income:

If the applicant reports no income or undocumented income, she/he should indicate other resources relied upon for support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.

If Self-Attestation is used, the applicant must certify that the information is true and correct. The Parent/Guardian must also sign and date if the applicant is under 18 years of age. The Case Manager must also sign and date the form.

#### **IV. YOUTH TRAINING SERVICES**

WIOA allows out-of-school Youth to receive training through an Individual Training Account (ITA). If this option is used, the case file must contain a determination of need for training services as determined through the objective assessment (OA) and individual service strategy (ISS) informed by local labor-market information and training-provider performance information. Explanations must include a clear description of the information, such as MERIC or BLS labor-market information, to prove the training chosen by the participant is linked to employment opportunity.

The case file also must contain documentation from the Eligible Training Provider System showing that the program of study was approved on the date the training eligibility determination was made.

The record in OWD's statewide electronic case management system also must contain case notes that meet the following guidelines:

- Record participant's progress toward reaching the Employment Plan (EP) goals;
- Document the need for and the delivery of additional services;
- Document all contacts with the participant; and
- Report any new information pertaining to the participant's employability.

The following payment-related documents must be retained in the case record:

- OJT or Work Experience records.
- Classroom Training records.
- Supportive Services payment records.
- Needs-Related Payments records.
- Records of any other payments made to, or on behalf of, the participant.

## V. OTHER REQUIRED DATA ELEMENTS

### Other Reasons for Exit

The following reasons for exit must be entered into OWD's statewide electronic case management system at the time of exit or during the fourth quarter measurement period following the quarter of exit:

- If the participant exits the program because he or she has become incarcerated in correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
- If the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- If the participant is deceased.
- If the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- **(Youth participants only)**. If the participant is in the foster care system as defined in 45 CFR 1255.20(a), and exits the program because the participant has moved from the area as part of such a program or system.
- If the participant is a criminal offender in a correction institution under section 225 of WIOA

## VI. SOURCE DOCUMENTATION REQUIREMENTS

Each criterion listed in the attached Table must be documented using one document listed under the heading: Source Documentation. The source documentation should be in the form of a copy of the relevant document. These documents must be validated.

### **Types of Source Documentation**

Documentation consists of records, certificates, identification cards and other items, which may be photocopied/uploaded and included in the participants' case records. Written statements from governmental, educational, judicial, human services or other appropriate sources may be used to document eligibility. Service providers may also document eligibility through oral contact with the same resources that could provide written statements. In documenting oral contact, the following information should be included in a detailed case note in OWD's statewide electronic case management system: a) date of contact, b) Person/Agency contacted including name, address, and contact number, and c) Eligibility items that were verified.

The primary types of documentation include the following:

- **Cross-Match:** A cross-match requires validators to find detailed supporting evidence for the data element in a database. An indicator or presence of a Social Security Number (SSN) in an administrative non-WIOA database, i.e., a database not maintained by a WIOA core program such as data from the State's Department of Motor Vehicles, is not sufficient evidence for a cross-match. State validators must also confirm supporting information such as dates of participation and services rendered. States must have data sharing agreements in place as appropriate.
- **Self-Attestation:** Self-attestation (**Self-Attestation form see pg. 7**) occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are:
  - (a) the participant identifying his or her status for permitted elements, and
  - (b) signing and dating a form attesting to this self-identification.
  - The form and signature can be on paper or in the State management information system, with an electronic signature.
- **Case Notes:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following:
  - (a) a participant's status for a specific data element,

- (b) the date on which the information was obtained, and
- (c) the case manager who obtained the information.
- **Electronic Records:** Electronic records are participant records created, stored or transferred in a form that only a computer can process and maintained in the State's management information system. Records can be numeric, graphic, or text. They can also include magnetic storage media such as tapes or disks.
- For most data elements, the validation guidelines provide multiple forms of acceptable source documentation (Please refer to TEGl 23-19). If the grantee collects multiple sources for the same data element and the sources conflict, the most objective source should be used to determine if the data element is valid and accurate.

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Eligibility and Data Validation Documentation Requirements Section I: General Eligibility Criteria for Youth Program		
Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
<p><b>Social Security Number (SSN)</b></p> <p><b>Missouri Requirement</b></p>	<p>Staff must <u>request</u> the Social Security number</p> <p>In instances where the applicant is hesitant to provide the SSN, staff should:</p> <ul style="list-style-type: none"> <li>• Explain the State’s requirement to maintain confidentiality of their SSN and that the SSN cannot be made public.</li> <li>• The State must ensure that the SSN is maintained in a secure and confidential manner.</li> <li>• The State’s reporting system uses the SSN to match a program applicant’s record with that individual’s quarterly wage record information to assess the impact of the program’s services.</li> </ul> <p>When an applicant <u>refuses</u> to provide his or her SSN and still requests workforce services:</p> <p>If it is determined the customer is eligible to receive the services requiring an SSN, staff will: (1) Create a “pseudo SSN”; (2) Proceed with enrollment; and, (3) Provide services.</p> <p>Additionally, staff should document their attempts to obtain the SSN in the participant’s record.</p> <p>Participants with a pseudo SSN will be included in the outcomes for the performance measures.</p> <p>Local Boards may use supplemental data to document a participant’s entry and retention in employment for those participants not covered by wage records or enrolled under a pseudo SSN.</p>	<p><b>Source Documentation (Must display Social Security Number)</b></p> <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Employment Records</li> <li>• Social Service Agency Records</li> <li>• Public Assistance Records</li> <li>• Social Security Benefits</li> <li>• Social Security Card</li> <li>• W-2 Form</li> <li>• Proof of UI eligibility</li> <li>• Selective Service Registration</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Eligibility and Data Validation Documentation Requirements Section I: General Eligibility Criteria for Youth Program		
Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
<p><b>Date of Birth</b></p> <p><b>Data Element (200)</b></p>	<p><u>Out-of-School Youth:</u></p> <p>Program Eligibility: Applicants must be age 16–24 at the time of participation for the Out-of-School Youth program.</p> <p><u>In-School Youth:</u></p> <p>Program Eligibility: Applicants must be age 14–21 at the time of participation to qualify for the In-School Youth program.</p> <p><b>Both In-School and Out-of-School Youth must show proof of Date of Birth.</b></p>	<p><b>Source Documentation (Must display Date of Birth)</b></p> <ul style="list-style-type: none"> <li>• Driver’s License (current or expired)</li> <li>• Federal-, State- or locally issued government ID Card</li> <li>• Birth Certificate</li> <li>• DD-214, Report of Transfer or Discharge papers</li> <li>• Passport</li> <li>• Public Assistance/Social Service Records (including Selective Service Registration)</li> <li>• School Records or ID Card</li> <li>• Work Permit</li> <li>• Hospital Record of Birth</li> <li>• Proof of UI eligibility</li> </ul>



VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Eligibility and Data Validation Documentation Requirements Section I: General Eligibility Criteria for Youth Program		
Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
<p><b>Citizenship/Eligible to Work in the United States</b></p>	<p>Citizenship/Alien Status documentation is required for General Eligibility.</p> <p>Participation in programs and activities financially assisted in whole or in part under WIOA shall be open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the U.S.</p>	<ul style="list-style-type: none"> <li>• DD-214</li> <li>• Alien Registration Card/Work Permit</li> <li>• Birth Certificate</li> <li>• Food Stamp Records</li> <li>• Foreign Passport (stamped eligible to work)</li> <li>• I-9 Supporting Documentation (staff do not have to complete the actual I-9 form)</li> <li>• Hospital Record of Birth</li> <li>• Naturalization Certification</li> <li>• Public Assistance Records</li> <li>• U.S. Passport</li> <li>• Proof of UI eligibility</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Eligibility and Data Validation Documentation Requirements Section I: General Eligibility Criteria for Youth Program		
Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
<b>Equal Opportunity (EO) and Complaint and Grievance Rights Notification</b>	All employees, former employees, customers, non-customers or employers must be made aware of their equal opportunity rights and responsibilities, as well as their complaint and grievance rights under the Workforce Innovation and Opportunity Act. In order to ensure equal opportunity for customers within the Workforce System, the Missouri Office of Workforce Development (OWD) and all of its sub-recipients must provide initial and continuing notice that they do not discriminate on any prohibited grounds, and that there is a process to resolve any complaints or grievances.	Job Center staff must provide a copy of the <i>Equal Opportunity Notice</i> , and the <i>Complaint &amp; Grievance Notice</i> OWD-EO-15 to each employee, applicant, registrant, eligible applicant/registant, and participant; and retain original signed copies in the participant's record.
<b>Selective Service Registration</b>	Selective Service registration documentation is required for General Eligibility.	<p>Staff must verify registration:</p> <ul style="list-style-type: none"> <li>• Selective Service website and record the registration number in OWD's statewide electronic case management system.</li> <li>• If the registration number is not found, follow the guidance on page 11-12.</li> </ul> <p><b>Reference:</b></p> <p>U.S. Selective Service Verification website: <a href="http://www.sss.gov">www.sss.gov</a></p>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Eligibility and Data Validation Documentation Requirements Section I: General Eligibility Criteria for Youth Program</b>		
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program and Eligibility Requirements</b>	<b>Source Documentation Requirements</b>
<p><b>Eligible Veteran Status:</b></p> <p><b>Data Element (301)</b></p>	<p>Eligibility is based on one of the following three criteria:</p> <ol style="list-style-type: none"> <li>1. If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</li> <li>2. If the applicant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</li> <li>3. If the applicant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total permanent disability resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</li> </ol>	<p>Eligible Veteran status is a required data element to be recorded in OWD’s statewide electronic case management system.</p> <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Services Database</li> <li>• Letter from the Veteran’s Administration</li> </ul> <p><b>Note: For WIOA Adult/DW/WP/DWG require only if participant received Individualized Career Services or Training Services.</b></p>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Eligibility and Data Validation Documentation Requirements Section I: GENERAL ELIGIBILITY		
Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
<p><b>Employment Status at Participation</b></p> <p><b>Data Element (400)</b></p>	<p>An individual who is working in a paid, unsubsidized job or working 15 hours or more a week in an unpaid job on a farm or business operated by a family member or participant; or If unemployed, documentation of unemployment is required. Staff may document unemployed status in Case Notes in OWD’s information management system.</p>	<ul style="list-style-type: none"> <li>• Pay stub</li> <li>• Employer letter</li> <li>• Case notes recording the information collected from participant to show either employed or unemployed.</li> <li>• Signed WIOA Intake form or signed Self-Attestation Form</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Eligibility and Date Validation Documentation Requirements Section II: Youth Program Eligibility -Out-Of-School Youth		
Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
<p><b>Out-of-School Youth</b></p>	<p><b>Out-of-School Youth:</b> <i>All eligible youth are classified as either Out-of-School or In-School, at the point of registration</i></p> <p>An individual is eligible to participate in the Out-of-School Youth program under the following guidelines:</p> <p>Not Attending Any School or is attending Title-II funded AEL, Job Corps, YouthBuild activities, high school equivalency programs, or drop re-engagement programs; 16–24 Years of Age; and One of These Barriers:</p> <ul style="list-style-type: none"> <li>• A School Dropout</li> <li>• Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance)</li> <li>• <u>Low Income</u> High School Graduate who is Basic Skills Deficient or an English language learner</li> <li>• Subject to the Juvenile or Adult justice system</li> <li>• Homeless or Runaway defined by the 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2))</li> <li>• Foster Child, or Aged Out of Foster System as defined by Section 477 of the Social Security Act</li> <li>• Pregnant or Parenting</li> <li>• Individual with a Disability</li> <li>• <u>Low Income</u> individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)</li> </ul> <p><b>See the following pages for Barriers</b></p>	<p><b>Not Attending Any School:</b></p> <ul style="list-style-type: none"> <li>• Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation.</li> <li>• Signed Intake form or signed WIOA Application</li> <li>• Self- attestation</li> </ul> <p><b>16–24 Years of Age:</b></p> <ul style="list-style-type: none"> <li>• Driver’s License (current or expired)</li> <li>• Federal-, State-, or Locally issued Government ID Card</li> <li>• Birth Certificate</li> <li>• DD-214, Report of Transfer or Discharge papers</li> <li>• Passport</li> <li>• Public Assistance Records/ Social Service Records</li> <li>• Work Permit</li> <li>• School Records/Identification Card if date of birth is included.</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
<p><b>Barrier: A School Dropout</b></p> <p>WIOA youth programs may consider a youth to be a dropout for purposes of WIOA youth program eligibility regardless of attendance in AEL, YouthBuild, or Job Corps.</p>	<ul style="list-style-type: none"> <li>• Applicable records from education institution:</li> <li>• Attendance records, transcripts, dropout letter, or school documentation.</li> <li>• Signed Intake form or signed WIOA Application (self-attestation)</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
<p><b>Barrier: Supposed to Be in School But Did Not Attend the Last Calendar Quarter (Compulsory Attendance)</b></p> <p>Consistency with Compulsory Attendance Laws: In providing assistance under this section to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.</p>	<p><b>Source Documentation</b></p> <ul style="list-style-type: none"> <li>• Applicable records from education institution:</li> <li>• Attendance records, transcripts, dropout letter, or school documentation.</li> <li>• Signed Intake form or signed WIOA Application (self-attestation)</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
<p><b>Barrier: Low Income High School Graduate Who is Basic Skills Deficient (Data Element 804) or English Language Learner (Data Element 803)</b></p> <p>Basic Skills Deficient is defined as an individual (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.</p> <p>English Language Learner is defined as an Individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.</p> <p>See Section IV for LOW INCOME DETERMINATION</p>	<ul style="list-style-type: none"> <li>• Standardized assessment test</li> <li>• School records</li> <li>• Other documentation, approved by OWD, of the applicant’s inability to function on the job, in the individual’s family, or in society (e.g., WorkKeys Bronze level or lower)</li> <li>• Documentation of English Language Learner status</li> </ul>



VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>Source Documentation Requirements</b>
<p><b>Barrier: Offender (Data Element 801)</b></p> <p>If the applicant is a person who either:</p> <ul style="list-style-type: none"> <li>• Is or has been subject to any stage of the criminal justice process and for whom services under this Act may be beneficial; or</li> <li>• Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Self-Attestation (see pg. 7)</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
<p><b>Barrier: Homeless or Runaway (Data Element 800)</b></p> <p>If the applicant is an individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16-24 who meets the criteria defined in sec. 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)) or a runaway.</p> <p>Homeless is defined as an individual <b>who lacks a fixed, regular, and adequate nighttime residence</b>; <u>and</u> includes an individual who:</p> <ul style="list-style-type: none"> <li>• is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</li> <li>• is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;</li> <li>• is living in an emergency or transitional shelter;</li> <li>• is abandoned in a hospital; or</li> <li>• is awaiting foster care placement; or</li> <li>• is using a primary nighttime residence that is a public or private place not designed for a regular sleeping accommodation for human beings; or</li> <li>• is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.</li> </ul> <p>For additional guidance see <a href="http://nche.ed.gov">http://nche.ed.gov</a></p>	<p><b>Source Documentation</b></p> <ul style="list-style-type: none"> <li>• Self-Attestation (see pg. 7)</li> <li>• Signed Intake WIOA Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>Source Documentation Requirements</b>
<p><b>Barrier: Foster Child, or Aged Out of Foster System (Data Element 704)</b></p> <p>The applicant is an individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardian ship or adoption, 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.</p>	<ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
<p><b>Barrier: Pregnant or Parenting (Data Element 701)</b></p> <p>If the applicant is a person who is either under 25 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under 18.</p> <p>Males do not qualify for this barrier until the birth of the child.</p>	<ul style="list-style-type: none"> <li>• Self-Attestation form (see pg. 7)</li> <li>• Case Notes</li> <li>• WIC Eligibility Verification</li> <li>• Signed WIOA Intake Application or Enrollment form</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
<p><b>Barrier: Individual with a Disability (Data Element 202)</b></p> <p>The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).</p>	<ul style="list-style-type: none"> <li>• Self-Attestation (see pg. 7)</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	Source Documentation Requirements
<p><b>Barrier: Youth Who Needs Additional Assistance (Data Element 702)</b></p> <p>This barrier should only be used as a last resort. Do not list it if the youth has an additional qualifying barrier.</p> <p>If the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment <b>as defined by Local Workforce Development Board policy approved by the State.</b></p>	<ul style="list-style-type: none"> <li>• Self-Attestation form (see pg. 7)</li> <li>• Individual service strategy</li> <li>• Case notes</li> <li>• Signed Intake form or signed WIOA Application</li> <li>• Other documentation that reasonably supports the defined barrier in the LWDB's Local Plan</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section III: Youth Program Eligibility – In-School Youth OVERVIEW</b>		
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>	<b>Source Documentation Requirements</b>
<b>In-School Youth:</b>	<p><b>In-School Youth:</b></p> <p><i>All eligible youth are classified as either Out-of-School or In-School, at the point of registration.</i></p> <p>An individual is eligible to participate in the In-School Youth program under the following guidelines:</p> <p>Attending Any School; 14–21 Years of Age; Low Income; and One of These Barriers:</p> <ul style="list-style-type: none"> <li>• Basic Skills Deficient</li> <li>• English Language Learner</li> <li>• Offender</li> <li>• Homeless or Runaway as defined by 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2))</li> <li>• Foster Child, or Aged Out of Foster System as defined by Section 477 of the Social Security Act</li> <li>• Pregnant or Parenting</li> <li>• Individual with a Disability</li> <li>• Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)</li> </ul> <p><b>See the following pages for Barriers</b></p>	<p><b>Attending Any School</b></p> <ul style="list-style-type: none"> <li>• Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation.</li> <li>• Signed Intake form or signed WIOA Application (self- attestation)</li> </ul> <p><b>14–21 Years of Age:</b></p> <ul style="list-style-type: none"> <li>• Driver’s License (current or expired)</li> <li>• Federal-, State-, or Locally issued Government ID Card</li> <li>• Birth Certificate</li> <li>• DD-214, Report of Transfer or Discharge papers</li> <li>• Passport</li> <li>• Public Assistance Records/ Social Service Records</li> <li>• Work Permit</li> <li>• School Records/Identification Card if date of birth is included</li> </ul> <p><b>See Section IV for Low Income Determination</b></p>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section III: Youth Program Eligibility – In-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>Source Documentation Requirements</b>
<p><b>Barrier: Basic Skills Deficient (Data Element 804)</b></p> <p>Basic Skills Deficient is defined as in individual (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th-grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.</p>	<ul style="list-style-type: none"> <li>• Standardized assessment test</li> <li>• School records</li> <li>• Other documentation, approved by OWD, of the applicant’s inability to function on the job, in the individual’s family, or in society</li> </ul>
<p><b>Barrier: English Language Learner (Data Element 803)</b></p> <p>English Language Learner is defined as an Individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.</p>	<ul style="list-style-type: none"> <li>• Standardized assessment test</li> <li>• School records</li> <li>• Documentation of English Language Learner status</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section III: Youth Program Eligibility – In-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>Source Documentation Requirements</b>
<p><b>Barrier: Offender (Data Element 801)</b></p> <p>If the applicant is a person who either:</p> <ul style="list-style-type: none"> <li>• Is or has been subject to any stage of the criminal justice process and for whom services under this Act may be beneficial; or</li> <li>• Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</li> </ul>	<p>Documentation from the Juvenile or Adult Criminal Justice System</p> <ul style="list-style-type: none"> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Self-Attestation (see pg. 7)</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>



VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section III: Youth Program Eligibility – In-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>Source Documentation Requirements</b>
<p><b>Barrier: Homeless or Runaway (Data Element 800)</b></p> <p>If the applicant is an individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16-24 who meets the criteria defined in sec. 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)) or a runaway</p> <p>Homeless is defined as an individual <b>who lacks a fixed, regular, and adequate nighttime residence</b>; <u>and</u> includes an individual who:</p> <ul style="list-style-type: none"> <li>• is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</li> <li>• is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;</li> <li>• is living in an emergency or transitional shelter;</li> <li>• is abandoned in a hospital; or</li> <li>• is awaiting foster care placement; or</li> <li>• is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or</li> <li>• is living in cars, parks, public spaces, abandoned buildings, substandard housings, bus or train stations, or similar settings.</li> </ul> <p>For additional guidance see: <a href="http://nche.ed.gov">http://nche.ed.gov</a></p>	<p><b>Homeless Individual and/or Runaway Youth:</b></p> <ul style="list-style-type: none"> <li>• Self-Attestation form (see pg. 7)</li> <li>• Written statement from an individual providing residence, shelter or social service agency</li> <li>• Signed Intake form or WIOA Application</li> </ul>

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<b>Section III: Youth Program Eligibility – In-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>
<p><b>Barrier: Foster Child, or Aged Out of Foster System (Data Element 704)</b></p> <p>The applicant is an individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardian ship or adoption, 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.</p>	<ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
<p><b>Barrier: Pregnant or Parenting (Data Element 701)</b></p> <p>If the applicant is a person who is either under 22 years of age or who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under 18.</p> <p>Males do not qualify for this barrier until the birth of the child</p>	<ul style="list-style-type: none"> <li>• Self-Attestation form (see pg. 7)</li> <li>• Case Notes</li> <li>• WIC Eligibility Verification</li> <li>• Signed WIOA Intake Application or Enrollment form</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section III: Youth Program Eligibility – In-School Youth BARRIERS</b>	
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>
<p><b>Barrier: Individual with a Disability (Data Element 202)</b></p> <p>The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).</p>	<ul style="list-style-type: none"> <li>• Self-Attestation (see pg. 7)</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>
<p><b>Barrier: Youth Who Needs Additional Assistance (Data Element 702)</b></p> <p>An in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy.</p> <p>Only 5% of In-School Youth may be determined eligible through this barrier, so this barrier should only be used as a last resort. Do not list it if the youth has another qualifying barrier.</p>	<ul style="list-style-type: none"> <li>• Self-Attestation form (see pg. 7)</li> <li>• Individual service strategy</li> <li>• Case notes</li> <li>• Signed Intake form or signed WIOA Application</li> <li>• Other documentation that reasonably supports the defined barrier in the LWDB’s Local Plan</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION		
Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
<p><b>Automatic Indicators of Low Income:</b></p> <p><b>*low income determinations are only required for ISY and for two OSY barriers.</b></p> <p><b>Low Income:</b></p>	<p>If the following documentation is provided, then the individual is automatically considered Low-income and additional income and family size documentation is <b>NOT</b> required.</p> <p>Determined when an individual received an income or is a member of a family that received an income for the six-month period prior to application for the program that in relation to family size does not exceed the higher of</p> <ul style="list-style-type: none"> <li>• the poverty line or</li> <li>• 70 percent of the lower living standard income.</li> </ul>	<p><b>Documentation for Automatic Low Income:</b></p> <ul style="list-style-type: none"> <li>• Homelessness (please refer to sub-section for source documentation)</li> <li>• SNAP (please refer to sub-section for source documentation)</li> <li>• TANF (please refer to sub-section for source documentation)</li> <li>• Supplemental Social Security (SSI)</li> <li>• Receiving Free or Reduced Lunch (please refer to sub-section for source documentation)</li> <li>• Living in a High Poverty Area (please refer to sub-section for source documentation)</li> </ul> <p><b>Documentation for Income</b></p> <ul style="list-style-type: none"> <li>• Applicant Statement (<b>see specific requirements on pg. 5</b>)</li> <li>• Pay Stubs</li> <li>• Award Letter from Veterans Administration</li> <li>• Compensation Award Letter</li> <li>• Court Documentation (Alimony Agreement, Court Award Letter)</li> <li>• Employer Statement/Contact</li> <li>• Housing Authority Verification</li> <li>• Social Security Benefits</li> <li>• Unemployment Insurance Documents</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section IV: Youth Program Eligibility LOW INCOME DETERMINATION</b>		
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>	<b>Source Documentation Requirements</b>
<p><b>Family Size:</b></p> <p><b>Data Element (802)</b></p>	<p>“Family” under WIOA means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ul style="list-style-type: none"> <li>• A married couple, and dependent children;</li> <li>• A parent or guardian and dependent children; or</li> <li>• A married couple.</li> </ul> <p>In addition to meeting, one of the five categories below, the individual must also meet low-income guidelines.</p> <ol style="list-style-type: none"> <li>1. Any individual who has a verified, documented disability.</li> <li>2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child.</li> <li>3. A foster child on behalf of whom state or local government payments are made</li> <li>4. A runaway youth who is separated from the family</li> <li>5. An emancipated or court-adjudicated youth who is separated from the family</li> </ol> <p>Typically, traditional college students are dependents therefore family income or independent status documentation is required.</p>	<p><b>Documentation for Family Size of 2 or more</b></p> <ul style="list-style-type: none"> <li>• Birth Certificates</li> <li>• Public Assistance Records (if all family members are listed)</li> <li>• Lease or Landlord Statement (if all family members are listed)</li> <li>• Marriage Records</li> <li>• Medical Records</li> <li>• Housing Authority Verification</li> <li>• Statement from a Public Care Facility (mental hospital, prison)</li> <li>• Most Recent Tax Return</li> <li>• Verification of Non-filing (formerly IRS 1722)</li> <li>• Last resort: Applicant Statement (see pg. 5)</li> </ul> <p><b>Documentation for Family-of-One</b></p> <ul style="list-style-type: none"> <li>• Most Recent Tax Return or Verification of IRS non-filing</li> <li>• Medical Records or Disability Documentation</li> <li>• Vocational Rehabilitation Record</li> <li>• Lease or Landlord Statement</li> <li>• Court Records (Decree of Court)</li> <li>• Public Assistance Records</li> <li>• Last resort: Applicant Statement (see pg. 5)</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section IV: Youth Program Eligibility LOW INCOME DETERMINATION</b>		
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>	<b>Source Documentation Requirements</b>
<p><b>Low Income, continued:</b></p> <p><b>Temporary Assistance to Needy Families</b></p> <p><b>Data Element (600)</b></p>	<p>If the applicant is a person who is listed on the TANF grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.</p>	<p><b>Temporary Assistance to Needy Families</b></p> <ul style="list-style-type: none"> <li>• Cross-Match with Public Assistance Records</li> <li>• Missouri Department of Social Services' Missouri Benefits Center website printout (TANF Eligibility Verification or TANF Period of Benefit Receipt Verification).</li> <li>• OWD's statewide electronic case management indicator for TANF (printout) (Referral Transmittal from TANF)</li> </ul>
<p><b>Supplemental Nutrition Assistance Program (SNAP)</b></p> <p><b>Data Element (603)</b></p>	<p>Participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)</p>	<ul style="list-style-type: none"> <li>• Cross-Match with Public Assistance Records</li> <li>• Missouri Department of Social Services' Missouri Benefits Center website printout (SNAP Eligibility Verification, Copy of Authorization to Receive Food Stamps or documentation of Food Stamp Benefit Receipt).</li> <li>• OWD's statewide electronic case management indicator for SNAP (printout) (Referral Transmittal from SNAP)</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

<b>Section IV: Youth Program Eligibility LOW INCOME DETERMINATION</b>		
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>	<b>Source Documentation Requirements</b>
<p><b>Other Public Assistance Recipient:</b></p> <p><b>Data Element (604)</b></p>	<p>Participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments.</p>	<ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with State MIS Database</li> </ul>
<p><b>Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)</b></p> <p><b>Data Element (602)</b></p>	<p>Participant is receiving or has received SSI or SSDI under Title XVI of the Social Security Act in the last six months prior to participation in the program.</p>	<ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>





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Section IV: Youth Program Eligibility LOW INCOME DETERMINATION		
Data Element / Eligibility Criteria	WIOA Program Eligibility	Source Documentation Requirements
<p><b>Low Income, continued:</b></p> <p><b>Foster Child:</b></p> <p><b>Data Element (704)</b></p> <p><b>Youth in High Poverty Area:</b></p>	<p>The applicant is a foster child on behalf of whom state and local government payments are made.</p> <p>Is a youth who lives in a high poverty area (Census tract, a set of contiguous Census tracts, or county that has a poverty rate of at least 25 percent).</p>	<p><b>Foster Child:</b></p> <ul style="list-style-type: none"> <li>• Court Documentation</li> <li>• Social Service Agency</li> <li>• Verification of Payments</li> </ul> <p><b>Youth in High Poverty Area:</b></p> <ul style="list-style-type: none"> <li>• Proof that home address is part of a high-poverty area.</li> </ul>

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<b>Section IV: Youth Program Eligibility LOW INCOME DETERMINATION</b>		
<b>Data Element / Eligibility Criteria</b>	<b>WIOA Program Eligibility</b>	<b>Source Documentation Requirements</b>
<p><b>Low Income, continued:</b></p> <p><b>Individual with a Disability:</b></p>	<p>The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).</p> <p>Even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets low income criteria. The disabled individual would be considered a family of one and only the individual’s income would be considered when determining low-income. Or,</p> <p>Is a person with a disability whose own income meets the income criteria, but is a member of a family whose income does not meet the established criteria.</p> <p><b>For ISY only, income documentation is required, but Family Size is “one”.</b></p>	<ul style="list-style-type: none"> <li>• Drug or Alcohol Rehabilitation Agency</li> <li>• Medical Card listing disability</li> <li>• Medical Records listing disability</li> <li>• School Records listing disability</li> <li>• Sheltered Workshop Certification</li> <li>• Social Service Agency Records listing disability</li> <li>• Social Security Disability Benefits</li> <li>• Vocational Rehabilitation Letter</li> <li>• Workers Compensation Records</li> <li>• Signed Intake form or signed WIOA Application (self- attestation)</li> </ul>

VII. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Please refer to [TEGL 23-19 Attachment 2](#) for Source Documentation Requirements in order validate the following Data Elements:

**WIOA Youth Elements**

<b>DATA ELEMENT #</b>	<b>DATA ELEMENT NAME</b>
409	School Status at Program Entry
900	Date of Program Entry
901	Date of Program Exit
906	Date of First WIOA Youth Service
923	Other Reasons for Exit
1205	Type of Work Experience
1206	Date Received Financial Literacy Services
1300	Received Training
1302	Date Entered Training #1
1303	Type of Training Service #1
1306	Occupational Skills Training Code #1
1307	Training Completed #1
1308	Date Completed or Withdrew from Training #1
1309	Date Entered Training #2
1310	Type of Training Service #2
1312	Training Completed #2
1313	Date Completed or Withdrew from Training #2
1314	Date Entered Training #3
1315	Type of Training Service #3
1332	Participated in Postsecondary Education During Program Participation
1401	Enrolled in Secondary Education Program (WIOA)
1402	Most Recent Date Received Educational Achievement Services
1403	Most Recent Date Received Alternative Secondary School Services
1405	Most Recent Date Received Work Experience Opportunities
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation
1408	Most Recent Date Received Leadership Development Opportunities
1409	Most Recent Date Received Supportive Services
1410	Most Recent Date Received Adult Mentoring Services
1411	Most Recent Date Received Comprehensive Guidance/Counseling Services

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1412	Most Recent Date Received Youth Follow- up Services
1413	Most Recent Date Youth Received Entrepreneurial Skills Training
1414	Most Recent Date Youth Received Services that provide labor market information and employment information
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities
1600	Employed in 1st Quarter After Exit Quarter
1602	Employed in 2nd Quarter After Exit Quarter
1604	Employed in 3rd Quarter After Exit Quarter
1606	Employed in 4th Quarter After Exit Quarter
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter
1704	Wages 2nd Quarter After Exit Quarter
1800	Type of Recognized Credential
1801	Date Attained Recognized Credential
1802	Type of Recognized Credential #2
1803	Date Attained Recognized Credential #2
1804	Type of Recognized Credential #3
1805	Date Attained Recognized Credential #3
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card
1809	Date of Most Recent Measurable Skill Gains: Training Milestone
1810	Date of Most Recent Measurable Skill Gains: Skills Progression
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
1813	Date Completed During Program Participation an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
1900	Youth 2nd Quarter Placement
1901	Youth 4th Quarter Placement