



Missouri Division of Workforce Development
DWD Issuance 02-2015

Issued: July 1, 2015
Effective: July 1, 2015

Subject: Workforce Innovation and Opportunity Act (WIOA) Youth Program Eligibility and Documentation Technical Assistance Guidance Policy

1. Purpose: This Issuance is written to transmit the Division of Workforce Development's (DWD) Technical Assistance eligibility and documentation requirements for the WIOA Youth program.
2. Background: This policy is necessary to implement the WIOA's eligibility and documentation requirements.
3. Substance: Attached is the Division of Workforce Development's Technical Assistance Guide (**ATTACHMENT**) for enrollments under the WIOA Youth program. This guidance is based on the WIOA and the Department of Labor's proposed rules. This guidance may be subject to change when the final Federal Regulations are issued.
4. Action: This Issuance and attached Youth Program Eligibility and Documentation Technical Assistance Guide are effective July 1, 2015. Please distribute to appropriate individuals.
5. Contact: Please direct comments or questions regarding this Issuance to Steve Reznicek, Manager, Quality Assurance, at 573-522-3015 or email steve.reznicek@ded.mo.gov.
6. Reference: Workforce Innovation and Opportunity Act of 2015 and the Department of Labor's proposed rules.
7. Rescissions: Previous Youth Eligibility Guidance in DWD Issuances 13-1999, 13-1999 C1, 13-1999 C2, and 13-1999 C3 has been rescinded in DWD Issuance 01-2015 dated July 1, 2015.
8. Attachments: Youth Program Eligibility and Documentation Technical Assistance Guide.

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Youth Program Eligibility and Documentation Technical Assistance Guide

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Missouri Division of Workforce Development
DWD Issuance 02-2015
ATTACHMENT

July 2015

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INTRODUCTION

The Workforce Innovation and Opportunity Act will provide the opportunities for workers and learners to obtain the foundation skills necessary for 21st century jobs and foster a modern workforce that can compete in a global economy. It makes key improvements in the nation's workforce development and education system, by emphasizing the creation of career pathway programs, improved training, and streamlined service delivery to individuals — especially for underserved youth and adults.

The *Technical Assistance Guide: Youth Program Eligibility* provides technical assistance and program guidance to local Workforce Development Boards and state staff concerning program eligibility requirements for the Out-of-School and In-School Youth Programs. The Workforce Innovation and Opportunity Act (WIOA) sets forth regulations on the use of funds for youth workforce investment activities and includes the Youth Participant Eligibility guidelines.

The *Eligibility and Documentation Requirements Table* lists the required eligibility criteria, and the corresponding sources of documentation approved by the U. S. Department of Labor/Employment and Training Administration. The table provides specific guidance and lists source documentation for each data element.

Alternate Forms of Documentation: Eligibility Verification by Telephone & Document Inspection:

WIOA eligibility criteria may, if no other forms of documentation are available, be verified by telephone contacts with governmental or social-service agencies, or by document inspection. The information obtained must be documented by recording the information on a standardized form such as the example on the following page.

Information recorded must be adequate to enable a monitor or auditor to trace back to the agency providing the information or the document used. Telephone verification must include the name of the agency representative providing the verification information. In some cases, the information provided by an agency through telephone contact may be sufficient to satisfy multiple WIOA eligibility criteria. For example, verification that an adult has been determined eligible to receive TANF can satisfy the priority requirements for Title I eligibility when adult funds for intensive/training services are limited.

Documentation of eligibility verification through document inspection is appropriate when documents cannot or may not be machine-copied. Since personal information must normally be kept confidential by governmental agencies, States and local areas will need to make prior arrangements to obtain such information. Some applications make provisions for a parent or guardian of youth to give up their rights to confidentiality for specific purposes.

Agencies which may assist in verifying eligibility via telephone contact include:

- Local schools
- Social Security Administration
- Veteran Administration
- Medical and Health facilities
- Vocational Rehabilitation Facilities
- Drug & Alcohol Rehabilitation Facilities
- Housing Authorities
- Homeless Shelters
- Judicial Agencies & Institution
- Other State or Local Govt. Agencies

When documentation of WIA eligibility verification is accomplished via telephone or document inspection, local areas and sub-state grantees are required to use a standardized form, such as the example on the following page, for monitoring and audit purposes.

WIOA ELIGIBILITY VERIFICATION BY TELEPHONE OR DOCUMENT INSPECTION

APPLICANT'S IDENTIFICATION NUMBER:		NAME OR NUMBER OF DOCUMENT:	
APPLICANT'S LAST NAME	FIRST NAME	MI.	SSN.
PRIMARY ELIGIBILITY ITEM TO BE VERIFIED:			
AGENCY PROVIDING VERIFICATION:		AGENT VERIFYING ELIGIBILITY ITEM:	
DATE & TIME OF VERIFICATION: ____/____/____ : ____ Day Month Yr. Hr. Min. AM or PM		APPLICANT'S AGENCY OR DOCUMENT I.D. #:	
TELEPHONE NUMBER OF AGENCY PROVIDING VERIFICATION: () _____ - _____ AC Prefix Number			
ADDITIONAL ELIGIBILITY ITEMS VERIFIED (LIST & RECORD DATA FOR EACH):			
		____/____/____	Day Month Yr.
		____/____/____	Day Month Yr.
		____/____/____	Day Month Yr.
		____/____/____	Day Month Yr.
		____/____/____	Day Month Yr.
		____/____/____	Day Month Yr.
I attest that the information recorded by me on this document was obtained through telephone contact or document inspection on the above Date is as indicated by the agent. All information was obtained from data previously determined and recorded in the applicant's records at the Agency providing the eligibility verification, or I attest that the document inspected, verified the primary/secondary items required to determine Eligibility for WIOA activities and services.			
INTAKE WORKER'S SIGNATURE and DATE:			
		____/____/____ Day Month Yr.	

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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 sources. 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. Applicant statements must be supported by a documented corroborative contact or reliable witness attesting to the accuracy of the statement.

REQUIREMENTS

To use the applicant statement as documentation, the following requirements must be adhered to:

1. The applicant statement form, or facsimile, must be used.
2. A corroborative contact or witness must be indicated on the statement. The corroboration may be via witness signature or supporting telephone verification form. 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. Economic Eligibility
 - 1) Family Size - when birth certificates or 1040 and IRS Letter 1722 are not available
 - 2) 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.
 - 3) Proof of income for individuals who claim little or no income – Statement should 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.

B. 5% Window

- 1) Dropout Status - Applicant statement is to be used only for out-of-state and/or applicants 16 or over when documentation from the school district cannot be obtained.
- 2) Offenders - When court records or other documentation are unobtainable.
- 3) Pregnant

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.

Some of the changes to the WIOA Youth Program include the following:

- All eligible youth are classified as either Out-of-School or In-School at the point of registration.
- 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 experience.
- An exception for persons who are not low-income individuals. In each local area, not more than 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.
- There is a limitation of no more than 5 percent of the in-school youth who may be made eligible under the "requires additional assistance" barrier in the local areas.
- Consistency with the compulsory school 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.
- A special rule where low income includes youth living in a high-poverty area. A youth who lives in a high poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract, a set of contiguous Census tracts, or county that has a poverty rate of at least 30 percent.

I. WIOA YOUTH PARTICIPANT ELIGIBILITY REQUIREMENTS

The Division 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, including economic eligibility requirements (low income), and must be documented as having one of six specific barriers. 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
- 16-24 years of age
- 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
 - Subject to the juvenile or adult justice system
 - Homeless, 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)

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
- One of these Barriers:
 - Basic skills deficient
 - English language learner
 - Offender
 - Homeless, 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)

New 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 SSN when the customer requests Training Services that include all training and education services, including assessment testing used to ascertain a participant's educational level and/or employability, occupational skills training, on-the-job training, educational and job training counseling, referral to educational services, pre-vocational training and related services.

Staff must request the SSN when a participant is co-enrolling in a program that offers training services or provides financial assistance.

The SSN is not required for customers:

- Who wish to review the list of services available through a Missouri Job Center.
- Who want to access labor market information.
- Who are conducting a job search without the assistance of staff and do not request a referral to a specific job.

At the point where a customer requests staff assistance, staff will then inform the customer that his or her SSN will be required. In instances where the customer 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 State's 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.

Date of Birth

Both In-School and Out-of-School Youth must show proof of Date of Birth, and staff must verify the date of birth.

Eligible to Work in the United States

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.

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.

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 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 18th birthday, services must be suspended (i.e. on the 31st day after his 18th 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.

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.

Eligible Veteran Status

Eligibility is based on one of the following three criteria:

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.
2. 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.
3. 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.

Priority of Service for Veterans and Eligible Spouses:

All WIOA programs and service delivery must align with federal law, regulations, and guidance on Priority of Service. Priority of service entitles eligible veterans or spouses to enrollment and services before eligible non-covered persons.

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 both the *Equal Opportunity Notice* DWD-120, and the *Complaint & Grievance Notice* DWD-121 to each employee, applicant, registrant, eligible applicant/registant, and participant; and retain original signed copies in that individual's file. This applies to WIOA Adult and Dislocated Worker (for participants who progress to the Training Service level), WIOA Youth, National Dislocated Worker Grant,

Trade Adjustment Assistance, and any other program for which a hard-copy participant file is required. (Reference: DWD Issuance 01-2014, Change 1)

Employment Status at Participation

If the participant is a person who:

- Did any work as a paid employee;
- Did any work at all in his or her own business, profession, or farm;
- Worked as an unpaid worker in an enterprise/business operated by a member of the family; or,
- Is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.
- If the participant is employed, and either has received a notice of termination of employment or the employer has issued a WARN or other notice that the business will close; or is a transitioning service member.

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 GED.

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 and individual service strategy 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 a printout from the Eligible Training Provider System showing that the program of study was approved on the date the training eligibility determination was made. If a program isn't ETPS approved, staff should work with the school in getting the application submitted.

While every effort is made to accommodate a participant's enrollment, there are times when unreasonable approval requests are submitted for a quick turnaround. ETPS staff work with hundreds of schools, and understand situations do arise, but do note that a review period of 30 days is allowed once an application is submitted.

It is suggested that staff encourage their area schools to make sure their application remains updated, to alleviate this type of last-minute request

III. 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 established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under Part A of Title IV of the Social Security Act, or the supplemental security income program established under Title XVI of the Social Security Act, or the State or local income-based public assistance;
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.);
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 30 percent).

Determining Family Size and Income

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 the poverty line or 70 percent of the lower living standard income.

“Family” under WIOA is defined as two or more individuals related by blood, marriage, or decree of court, which 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.

NOTE: 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.

Defining Dependent

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, the state has identified four examples in which a youth must be considered as a dependent of parent(s) or guardian(s), for determining family size for Youth Program eligibility. These four instances are:

- Youth not yet 18, who are not emancipated youth or runaway youth, living “at home” with their parents or guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
- Youth age 18-21 who are full-time students in a secondary school or post-secondary school, and are living “at home” with their parents or guardians.
- Youth age 18-21 who are not full-time students, and are living “at home” with their parents or guardians, and who are primarily supported by their parents.
- A guardian is a blood relative (e.g., grandparent, aunt or uncle) or another legally recognized relative (e.g., decree of court) who claims the youth as a dependent.

The key factors are:

- Relationship by blood or decree of court;
- Living in a single residence; and
- The youth is claimed as a dependent.

Income Eligibility

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

Family Income:

The term “family” means, two or more persons 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 husband, wife, and dependent children.
- A parent or guardian and dependent children.
- A husband and wife.

A stepchild or stepparent shall be considered to be related by marriage. The income period for the applicant is from six months prior to application to the date of application.

Family Composition:

If the applicant lives with parents but claims family size of one due to providing more than 50 percent of his/her support, then the following must be documented:

- Name (Including Self/Applicant)
- Relationship
- Date of Birth
- Age
- Income Source(s)
- Six-Month Income

Family Size:

Determine the family size (number) and use the “at or below Poverty Line or 70 percent LLSIL” to calculate the total six-month income (times two), and compare it to the income limit for eligibility. The applicant must certify that the information is true and correct by signing and dating the form. The Parent/Guardian must also sign and date if the applicant is under 18 years of age. The Case Manager must sign and date the form.

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 (net self employment income, money from rents, alimony, and regular income from insurance policy annuities, strike benefits from union funds, 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).

- Non-Social Security retirement, disability or death benefits.
- Student grants (non-needs-based).
- Pensions (whether private, civilian government employee, or military).

Family income calculations **exclude** the following:

- Veterans payments (education, disability, one time death).
- Military pay.
- Unemployment Compensation.
- Child support / foster 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.
- Social Security (including Social Security Retirement, Survivors Insurance, Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI)).

Income Calculation Methods

When calculating income, local areas should utilize one of the following methods as appropriate. In calculating the annualized income, staff must determine the average gross earnings based upon the number of pay stubs provided. The following examples are illustrative only and staff should obtain as many pay stubs as possible. (See DWD Issuance 02-2000, Change 1)

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): $26 \times \$548 = \$14,248$ annual income.

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 52 = \$25,766 annual income.

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 26 = \$18,824 annual income (based upon bi-weekly pay frequency 26 pays per year).

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.

If the applicant reports little or no includable income, as shown above, 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.

WIOA Youth Support Determination

The Case Manager must ask the questions listed below to determine how the applicant is being supported, and require the applicant to provide documentation.

If the applicant states that they have had little or no income or are a member of a family that has had little or no income for the six-month period prior to application, the

applicant must certify how household expenses are being paid, that include: groceries, rent and utilities, transportation expense (car payment, gas, bus, etc.), clothing and shoes, and entertainment.

If the applicant states he/she lives with his/her parents/guardians but is independent because of one or more of the following reasons:

- 24 years of age or older by December 31 of the current year.
- An orphan or ward of the court or was a ward of the court until he/she reached the age of 18.
- A veteran of the Armed Forces of the United States.
- A graduate or professional student (in college, beyond a bachelor's degree).
- A married individual.
- Have legal dependents other than a spouse.
- A student for whom a financial aid administrator made a documented determination of independence.

If the applicant states that he/she provides more than 50 percent of his/her own support, the following questions must be answered:

- During this time period, for what items (rent, utilities, food, insurance, clothing, etc.) did the parents pay? What is the total approximate cost of these items?
- During this time period, for what items (rent, utilities, food, insurance, clothing, etc.) did the applicant pay? What is the total approximate cost of these items?
- What is the approximate percentage of support that the applicant provided?
- Divide the total cost of all items by the total amount paid for by the applicant to calculate the percentage provided by the applicant.

The applicant and the Parent/Guardian (if applicant is under 18) must sign and date the attestation.

IV. 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 using one of two types of validation: Match or Support. The validation rules are as follows:

- Match: The data on the worksheet must be the same as the data in the source documentation.
- Support: The source documentation must provide evidence that the data on the worksheet is correct.

Types of Source Documentation

Documentation consists of records, certificates, identification cards and other items, which may be photocopied and included in the participants' files. 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: (a) date of contact; (b) person/agency contacted including name, address, and contact phone number; (c) information provided ensuring that the potential participant's name is noted; and (d) signature/initials of person making contact.

- Applicant Statement: (See *Using the Applicant Statement as Documentation* below).
- State MIS: Refers to specific, detailed information that is stored in the state's information system that supports a data element.
- Self-Attestation: The key elements for self-attestation are:
 - An applicant identifying his or her status for a permitted data element and,
 - Signing and dating a form attesting to this self-identification.
- Case / Service Notes: Refer to either paper or electronic statements by staff that identifies, at a minimum, the following:
 - A participant's status for a specific data element, the date on which the information was obtained and,
 - The staff who obtained the information.

Using the Applicant Statement as Documentation

The Technical Assistance Guidance on Documentation/Verification Systems allows for limited use of applicant statements to document items that are not verifiable. Applicant

statements may be used only for the criteria listed below and must be supported by a documented corroborative contact or reliable witness attesting to the accuracy of the statement. The following requirements must be met:

- The authorized Applicant Form must be used.
- The corroborative contact or witness must be listed on the statement.

The use of the Applicant Statement is limited to the following reasons:

- Economic Eligibility:
 - Family Size: When birth certificates or tax return documents are not available.
 - 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. The head of household in which the person resides, if possible, should corroborate the statement.
- Source of Support:
 - Individuals who claim little or no income must show proof of income.
 - The statement should indicate means of support, e.g., unemployment compensation, for previous six-month period.
 - The statement should indicate corroborative witness to verify indicated means of support.
- Youth Barriers
 - Individuals who disclose a barrier which would verify eligibility for services
 - The applicant statement must be signed by the youth and their parent or guardian, or corroborative witness
 - Should be utilized when other source documentation is not readily available

V. REFERENCES and REQUIRED FORMS

References:

The following references have been used in the Technical Assistance Guide:

- [Workforce Innovation and Opportunity Act](#) (WIOA)
- [US DOL's Website for WIOA](#)
- [WIOA TEGL](#) (Training Employment Guidance Letter 19-14)
- [DWD Issuance 07-2014: Nondiscrimination and Equal Opportunity \(EO\) Corrective Actions/Sanction Policy and Guidelines](#)
- [Complaint and Grievance Rights Notification: DWD Issuance: 01-2014, Change 1](#)
- [DWD Equal Opportunity Site](#)
- [ADA Amendment Act of 2008](#): U. S. Equal Opportunity Commission
- U. S. Selective Service Verification website: www.sss.gov
- [DWD Issuance 07-2008](#): Collection and Use of Social Security Numbers

Authorized Forms:

The following forms are required for WIOA Adult and Dislocated Worker Programs:

- WIOA Eligibility Verification By Telephone (see page 5)
- Applicant Statement (see page 8)

Section I: General Eligibility Criteria for Youth Program	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Social Security Number (SSN):</p> <p>Staff must <u>request</u> the SSN when the customer requests Training Services that include all training and education services, including assessment testing used to ascertain a participant’s educational level and/or employability, occupational skills training, on-the-job training, educational and job training counseling, referral to educational services, pre-vocational training and related services.</p> <p>Staff must <u>request</u> the SSN when a participant is co-enrolling in a program that offers training services or provides financial assistance.</p> <p>At the point where a customer requests staff assistance, staff will then inform the customer that his or her SSN will be required. In instances where the customer is hesitant to provide the SSN, staff should:</p> <ul style="list-style-type: none"> • 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 State’s 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. 	<p>Source Documentation</p> <ul style="list-style-type: none"> • DD-214 • Employment records • Drivers License • Social Service Agency Records • Public Assistance Records • Social Security Benefits • Social Security Card • W-2 Form <p>Reference:</p> <ul style="list-style-type: none"> • DWD Issuance 07-2008: Collection and Use of Social Security Numbers • Current DWD Issuance on Supplemental Data

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section I: General Eligibility Criteria for Youth Program	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Date of Birth</p> <p><u>Out-of-School Youth:</u></p> <p>Program Eligibility: Applicants must be age 16–24 at the time of participation to be eligible to participate in 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 be eligible to participate in the In-School Youth program.</p> <p>Both In-School and Out-of-School Youth must show proof of Date of Birth.</p>	<p>Source Documentation</p> <p>A Driver/Non-Driver license is the source document for Age/Date of Birth. If not based on Driver’s license, use one document from the list below.</p> <ul style="list-style-type: none"> • Driver License (current or expired) • Federal, State or Local Government ID Card • Birth Certificate • DD-214, Report of Transfer or Discharge papers • Passport • Public Assistance Records/ Social Service Records • Work Permit • School Records/Identification Card • Baptismal Record <p><u>Validation Rule:</u> Match</p>

Section I: General Eligibility Criteria for Youth Program	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Citizenship/Eligible to Work in the United States</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>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Missouri Driver/Non-Driver License • DD-214 • Alien Registration Card/Work Permit • Baptismal Record • Birth Certificate • Food Stamp Records • Foreign Passport (stamped eligible to work) • I-9 Supporting Documentation • Hospital Record of Birth • Naturalization Certification • Public Assistance Records • U.S. Passport <p>For an individual to access services funded by WIOA, eligibility to work in the United States is a required data element and must be entered into State MIS.</p>

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Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Selective Service Registration</p> <p>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 or not failure to register was knowing and willful.</p> <p>Please see the Youth Technical Assistance Guide for more detailed information about Selective Service Registration and regulations.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Staff must verify registration on the Selective Service website and record the registration number in DWD's information management system. • If the registration number is not found follow the guidance in DWD Issuance 16-2011. <p>Reference:</p> <ul style="list-style-type: none"> • DWD Issuance 16-2011 • U. S. Selective Service Verification website: www.sss.gov <p><u>Validation Rule:</u> Support</p>

Section I: General Eligibility Criteria for Youth Program	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Equal Opportunity (EO) and Complaint and Grievance Rights Notification</p> <p>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 Division of Workforce Development (DWD) 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.</p> <p>Career Center staff must provide a copy of both the <i>Equal Opportunity Notice</i> DWD-120, and the <i>Complaint & Grievance Notice</i> DWD-121 to each employee, applicant, registrant, eligible applicant/registant, and participant; and retain original signed copies in that individual's file.</p> <p>This applies to WIOA Adult and Dislocated Worker, WIOA Youth, National Emergency Grant, Trade Adjustment Assistance, and any other program for which a hard-copy participant file is required.</p> <p>This requirement does not apply to participants in programs for which there is no hard-copy file required. Examples include WIOA Adult and Dislocated Worker Career level enrollments, Required Job Service (RJS), Worker Profiling, or Jobs for Veterans State Grant.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Follow guidance in DWD Issuance 01-2014, Change 1 • Every WIOA participant must be advised of his or her complaint and grievance rights. <p>Reference:</p> <ul style="list-style-type: none"> • DWD Equal Opportunity Site • Complaint and Grievance Rights Notification: DWD Issuance: 01-2014, Change 1

Section I: General Eligibility Criteria for Youth Program	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Eligible Veteran Status:</p> <p>Eligibility is based on one of the following three criteria:</p> <ol style="list-style-type: none"> 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. 2. 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. 3. 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. 	<p>Source Documentation</p> <ul style="list-style-type: none"> • DD-214 • Cross-Match with Veterans Data • Letter from the Veterans Administration <p>Eligible Veteran status is a required data element to be recorded in State MIS.</p> <p>While completing the eligibility tab in DWD’s information 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 DWD’s information management system. This cross match with the VETS database is only valid if there is evidence of a staff-assisted service having been delivered by a Disabled Veteran Outreach Program (DVOP) or Local Veterans Employment Representative (LVER).</p> <p>Individuals with no VETS staff-assisted service, but who can produce documentation of Veteran status, should also be reported as having Veteran status. A hard copy (or electronic) file must be created in these cases.</p> <p><u>Validation Rule:</u> Support</p>

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Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Employment Status at Participation:</p> <p>1. If the participant is a person who:</p> <ul style="list-style-type: none"> • Did any work as a paid employee, • Did any work at all in his or her own business, profession, or farm, • Worked as an unpaid worker in an enterprise operated by a member of the family, or • Is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. <p>2. If the participant is employed, and either:</p> <ul style="list-style-type: none"> • Has received a notice of termination of employment or the employer has issued a WARN/ other notice that the facility/enterprise will close, or • Is a transitioning service member. 	<p>Source Documentation</p> <ul style="list-style-type: none"> • Pay stub • Case/Service notes showing information collected from participant. <p>Employment status at participation is a required data element for enrollment, and must be recorded in State MIS.</p> <p><u>Validation Rule:</u> Support</p>

Section I: General Eligibility Criteria for Youth Program	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>School Status at Participation</p> <p>Participant is considered In-School:</p> <ul style="list-style-type: none"> • 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. <p>Participant is considered Not Attending School:</p> <ul style="list-style-type: none"> • 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 GED. 	<p>Source Documentation</p> <p>Applicable records from education institution:</p> <ul style="list-style-type: none"> • GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • WIOA intake or registration form • State MIS • Self- attestation <p><u>Validation Rule:</u> Support</p>

Section II: Youth Program Eligibility – Out-Of-School Youth OVERVIEW	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Out-of-School Youth:</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 Out-of-School Youth program under the following guidelines:</p> <p>Not Attending Any School; 16–24 Years of Age; and One of These Barriers:</p> <ul style="list-style-type: none"> • A School Dropout • Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance) • <u>Low Income</u> High School Graduate who is Basic Skills Deficient or an English language learner • Subject to the Juvenile or Adult justice system • Homeless, Runaway, Foster Child, or Aged Out of Foster System as defined by 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2); and Section 477 of the Social Security Act • Pregnant or Parenting • Individual with a Disability • <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) <p>See the following pages for Barriers</p>	<p>Source Documentation</p> <p>Not Attending Any School:</p> <ul style="list-style-type: none"> • Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • WIOA intake or registration form • State MIS • Self- attestation <p>16–24 Years of Age:</p> <ul style="list-style-type: none"> • Driver License (current or expired) • Federal, State or Local Government ID Card • Birth Certificate • DD-214, Report of Transfer or Discharge papers • Passport • Public Assistance Records/ Social Service Records • Work Permit • School Records/Identification Card • Baptismal Record

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Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: A School Dropout</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>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Applicable records from education institution: • GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • WIOA intake or registration form • State MIS • Self- attestation <p><u>Validation Rule:</u> Support</p>

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Supposed to Be in School But Did Not Attend the Last Calendar Quarter (Compulsory Attendance)</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>Source Documentation</p> <ul style="list-style-type: none"> • Applicable records from education institution: • GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • WIOA intake or registration form • State MIS • Self- attestation <p><u>Validation Rule:</u> Support</p>

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Low Income High School Graduate Who is Basic Skills Deficient</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> <p>See Section IV for LOW INCOME DETERMINATION</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Standardized assessment test • School records • Case/Service notes <p><u>Validation Rule:</u> Support</p>

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Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barriers: Low Income High School Graduate Who is an English Language Learner</p> <p>The Department proposes defining this term as a participant who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is one other than English; or 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>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Standardized assessment test • School records • Case/Service notes <p><u>Validation Rule:</u> Support</p>

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Subject to the Juvenile or Adult Justice System</p> <p>If the participant is a person who either:</p> <ul style="list-style-type: none"> • Is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or, • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. 	<p>Source Documentation</p> <ul style="list-style-type: none"> • Documentation from juvenile or adult criminal justice system • Documented phone call with court or probation representatives • WIOA intake or registration form • Self-attestation <p><u>Validation Rule:</u> Support</p>

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Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Pregnant or Parenting</p> <p>If the participant 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>Source Documentation</p> <ul style="list-style-type: none"> • Copy of child’s birth certificate or baptismal record • Observation of pregnancy status • Self-attestation <p><u>Validation Rule:</u> Support</p>

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Individual with a Disability</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>Source Documentation</p> <ul style="list-style-type: none"> • Applicant Statement • Drug or Alcohol Rehabilitation Agency • Medical Card listing disability • Medical Records listing disability • School Records listing disability • Sheltered Workshop Certification • Social Service Agency records listing disability • Social Security Disability Benefits • Vocational Rehabilitation Letter • Workers Compensation Records <p><u>Validation Rule:</u> Support</p>

Section II: Youth Program Eligibility – Out-Of-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Low Income Individual Who Needs Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment</p> <p>If the participant is a person who is between the ages of 14 and 24, and requires additional assistance to complete an educational program, or to secure and hold employment as defined by local Workforce Development Board policy approved by the State.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Individual service strategy • Case/Service notes • WIOA intake or registration form • State MIS • Self- attestation • Other documentation that reasonably supports the locally defined barrier <p><u>Validation Rule:</u> Support</p>

Section III: Youth Program Eligibility – In-School Youth OVERVIEW	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>In-School Youth:</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"> • Basic Skills Deficient • English Language Learner • Offender • Homeless, Runaway, Foster Child, or Aged Out of Foster System as defined by 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2)); and Section 477 of the Social Security Act • Pregnant or Parenting • Individual with a Disability • Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board) <p>See the following pages for Barriers</p>	<p>Source Documentation</p> <p>Attending Any School</p> <ul style="list-style-type: none"> • Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation. • WIOA intake or registration form • State MIS • Self- attestation <p>14–21 Years of Age:</p> <ul style="list-style-type: none"> • Driver License (current or expired) • Federal, State or Local Government ID Card • Birth Certificate • DD-214, Report of Transfer or Discharge papers • Passport • Public Assistance Records/ Social Service Records • Work Permit • School Records/Identification Card • Baptismal Record <p>See Section IV for Low Income Determination</p>

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Basic Skills Deficient</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>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Standardized assessment test • School records • Case/Service notes <p><u>Validation Rule:</u> Support</p>

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Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: English Language Learner</p> <p>The Department proposes defining this term as a participant who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is one other than English; or who lives in a family or community environment where a language other than English is the dominant language.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Standardized assessment test • School records • Case/Service notes <p><u>Validation Rule:</u> Support</p>

Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Offender</p> <p>If the participant is a person who either:</p> <ul style="list-style-type: none"> • Is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or, • Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. 	<p>Source Documentation</p> <ul style="list-style-type: none"> • Documentation from juvenile or adult criminal justice system • Documented phone call with court or probation representatives • WIOA intake or registration form • Self-attestation <p><u>Validation Rule:</u> Support</p>

Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Homeless, Runaway, Foster Child, or Aged Out of Foster System as Defined By 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 A (2)); and Section 477 of the Social Security Act</p> <p>If the participant is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p>Foster Child or Aged Out of Foster System:</p> <p>The individual is a foster child on behalf of whom state and local government payments are made.</p>	<p>Source Documentation</p> <p>Homeless Individual and/or Runaway Youth:</p> <ul style="list-style-type: none"> • Written statement from an individual providing residence, shelter or social service agency • WIOA intake or registration form • Self-attestation <p><u>Validation Rule:</u> Support</p> <p>Foster Child or Aged Out of Foster System:</p> <ul style="list-style-type: none"> • Court Documentation • Social Service Agency • Verification of Payments

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Pregnant or Parenting</p> <p>If the participant 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>Source Documentation</p> <ul style="list-style-type: none"> • Copy of child’s birth certificate or baptismal record • Observation of pregnancy status • Self-attestation <p><u>Validation Rule:</u> Support</p>

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Individual with a Disability</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>Source Documentation</p> <ul style="list-style-type: none"> • Applicant Statement • Drug or Alcohol Rehabilitation Agency • Medical Card listing disability • Medical Records listing disability • School Records listing disability • Sheltered Workshop Certification • Social Service Agency records listing disability • Social Security Disability Benefits • Vocational Rehabilitation Letter • Workers Compensation Records

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section III: Youth Program Eligibility – In-School Youth BARRIERS	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Barrier: Individual Who Needs Additional Assistance to Enter or Complete an Educational Program or to Secure or Hold Employment</p> <p>If the participant is an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by local Workforce Development Board policy approved by the State.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Individual service strategy • Case/Service notes • WIOA intake or registration form • State MIS • Self- attestation <p><u>Validation Rule:</u> Support</p>

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Low Income:</p> <p>In general, the term “low-income individual” means an individual who:</p> <ol style="list-style-type: none"> 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 established under the Food and Nutrition Act of 2008, (the program of block grants to States for temporary assistance for needy families program under part A of Title IV of the Social Security Act), or the Supplemental Security Income program established under Title XVI of the Social Security Act, or the State or local income-based public assistance. 2. Is in a family with total family income that does not exceed the higher of: (1) The poverty line; or (2) 70 percent of the lower living standard income level. 3. Is a homeless individual (as defined in the Violence Against Women Act of 1994, or a homeless child or youth as defined in the McKinny-Vento Homeless Assistance Act. 4. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act. 5. Is a foster child on behalf of whom State or local government payments are made; or 	<p>Source Documentation</p> <ul style="list-style-type: none"> • Alimony Agreement • Applicant statement • Award letter from veteran’s administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact, • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • UI documents <p><u>Validation Rule:</u> Support</p>

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Low Income, <i>continued</i>:</p> <p>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.</p> <p>7. 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 30 percent).</p>	

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Temporary Assistance to Needy Families</p> <p>If the participant is a person who is listed on the welfare 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>Other Public Assistance Recipient: SNAP: Food Stamps, General Assistance, and Refugee Cash Assistance</p> <p>If the 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), Refugee Cash Assistance (RCA), or Food Stamp Assistance. Do not include foster child payments.</p>	<p>Source Documentation</p> <p>Temporary Assistance to Needy Families</p> <ul style="list-style-type: none"> • TANF public assistance records. <p><u>Validation Rule:</u> Support</p> <p>Other Public Assistance Recipient: SNAP: Food Stamps, General Assistance, and Refugee Cash Assistance</p> <ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records <p><u>Validation Rule:</u> Support</p>

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Homeless:</p> <p>Homeless as defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2))</p> <p>Free or Reduced School Lunch:</p> <p>An individual who is receiving a free school lunch or a school lunch at a reduced cost.</p> <p>Foster Child:</p> <p>The individual is a foster child on behalf of whom state and local government payments are made.</p>	<p>Source Documentation</p> <p>Homeless:</p> <ul style="list-style-type: none"> • Applicant Statement • Food Stamp Agency • Statement from Shelter <p>Free or Reduced School Lunch:</p> <ul style="list-style-type: none"> • School records • Case note indicating information obtained from school • Verification of attending a school which has declared all students eligible for free lunch through the Community Eligibility Provision. <p>Foster Child:</p> <ul style="list-style-type: none"> • Court Documentation • Social Service Agency • Verification of Payments <p><u>Validation Rule:</u> Support</p>

Section IV: Youth Program Eligibility LOW INCOME DETERMINATION	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Individual with a Disability:</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>Source Documentation</p> <p>Individual with a Disability:</p> <ul style="list-style-type: none"> • Applicant Statement • Child Study Team • Drug or Alcohol Rehabilitation Agency • Medical Card • Medical Records • School Records • Sheltered Workshop Certification • Social Service Agency • Social Security Benefits • Vocational Rehabilitation Letter • Workers Compensation Records <p><u>Validation Rule:</u> Support</p>

Section V: Youth Program Eligibility – Data Elements OTHER REASONS TO EXIT	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Other Reasons for Exit:</p> <p>At the time of exit or during 3-quarter measurement period following the quarter of exit:</p> <ol style="list-style-type: none"> 1. If the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. 2. If the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. 3. If the participant was found to be deceased or no longer living. 4. If the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. 5. If 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. 6. If the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only). 	<p>Source Documentation</p> <ul style="list-style-type: none"> • Information from partner services MIS systems • WIOA status/exit form • Case/Service notes • Information from institution or facility <p><u>Validation Rule:</u> Support</p>

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section V: Youth Program Eligibility – Data Elements SUPPLEMENTAL EMPLOYMENT DATA	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Supplemental Employment Data:</p> <p>If UI wage records cannot be used to establish employment status, supplemental data may be used to document the first, second, and third quarters of employment, as defined in DWD Issuance 01-2001.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Case management • Follow-up services • Surveys of participants • Verification with the employer <p><u>Validation Rule:</u> Support</p>

Section V: Youth Program Eligibility – Data Elements EDUCATION AND CREDENTIAL DATA	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Type of Recognized Credential:</p> <p>Type of recognized diploma, degree, or certificate attained by the participant who received training services.</p> <p>Diplomas, degree, or certificates must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Transcripts • Certificates • Diploma • Surveys • Case/Service notes <p><u>Validation Rule:</u> Match</p>

Section V: Youth Program Eligibility – Data Elements EDUCATION AND CREDENTIAL DATA	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>School Status at Exit:</p> <ul style="list-style-type: none"> • In School: High School or Less • In School: Alternative School • In School: Post High School • Not Attending: High School Dropout • Not Attending: High School Graduate <p>Youth Placement Information:</p> <ul style="list-style-type: none"> • Entered Post Secondary Education • Entered Advanced Training • Entered Military • Entered Qualified Apprenticeship 	<p>Source Documentation</p> <p>School Status at Exit:</p> <ul style="list-style-type: none"> • Transcripts • Certificates • Diploma • Letter or documentation from school system • Case/Service notes <p><u>Validation Rule:</u> Support</p> <p>Youth Placement Information:</p> <ul style="list-style-type: none"> • Cross-match with other agencies • Apprenticeship verification • Documentation of military service • Advanced training • Post secondary education • Transcripts • Registration forms • Community college info • Employer contacts • U.I. wage records • WRIS • Case/Service notes <p><u>Validation Rule:</u> Support</p>

Section V: Youth Program Eligibility – Data Elements EDUCATION AND CREDENTIAL DATA	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Attained Diploma, Degree or Certificate and Date Attained:</p> <p>Record the type of recognized diploma, degree, or certificate attained by the participant who received training services. Also, indicate if the participant received training services, but did not attain a recognized diploma, degree, or certificate. Diplomas, degree, or certificates must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).</p> <p>Record the type of credential and the date attained in MIS.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • Transcripts • Certificates • Diploma • Letter or other documentation from school system <p><u>Validation Rule:</u></p> <ul style="list-style-type: none"> • Attained: Support • Date: Match

VI. ELIGIBILITY and DOCUMENTATION REQUIREMENTS TABLES

Section V: Youth Program Eligibility – Data Elements LITERACY AND NUMERACY ASSESSMENT DATA	
Data Element / Eligibility Criteria	WIOA Program Eligibility and Source Documentation Requirements
<p>Youth Literacy and Numeracy Assessment Data</p> <p>Use only the TABE or CASAS assessments.</p>	<p>Source Documentation</p> <ul style="list-style-type: none"> • A copy of the test scoring sheet that shows the date of the test, total score and grade levels. <p><u>Validation Rule:</u></p> <ul style="list-style-type: none"> • Assessment: Support • Date of Assessment: Match