



# OWD Issuance 05-2020

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August 28, 2020  
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Continuous, until further notice

**Missouri Office  
of Workforce Development**  
Missouri Department of Higher Education and  
Workforce Development

**SUBJECT:**

## WIOA Youth Program Eligibility and Documentation Technical Assistance Guidance

**ATTACHMENTS:** (1) Technical Assistance Guide (TAG): Youth Program Eligibility

*This Issuance is Official Policy  
of the Missouri Division  
of Workforce Development*

**ISSUING AUTHORITY:**

Mardy Leathers  
Director  
Missouri Office of  
Workforce Development

**THIS ISSUANCE DOES NOT REQUIRE  
CREATION OR ALTERATION OF A  
CORRESPONDING LOCAL POLICY**

**KEYWORDS:**

Youth; Eligibility; Technical  
Assistance Guide (TAG); Workforce  
Innovation and Opportunity Act  
(WIOA).

**THIS ISSUANCE AFFECTS:**

Missouri One-Stop Delivery System (MJC/AJCs)  
WIOA Title I Performance/Accountability  
WIOA Title I One-Stop Delivery/Service Providers  
WIOA Youth Employment/Training  
WIOA Fiscal/Administrative Procedures  
State of Missouri Workforce System Procedures

**FOR THE ATTENTION OF:**

DWD State Professional Staff  
One-Stop frontline staff  
Local Fiscal Agents  
Local WDB Directors  
One-Stop Operators  
One-Stop Functional Leaders  
Service Providers  
Local Equal Opportunity Officers  
Local Quality Assurance Monitors  
Local JVSG Veterans Reps  
Local Trade Act Reps

**RESCISSIONS:**

OWD Issuance 09-2018, "Workforce Innovation and Opportunity Act Youth Program Eligibility and Documentation Technical Assistance Guidance Policy," March 19, 2019.

**REFERENCES:**

WIOA Section 129 [[29 U.S.C. 3164](#)]  
[20 CFR Part 681](#).

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [No. 23-19](#), "Guidance for Validating Required Performance Data Submitted By Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs. June 18, 2020.

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [No. 07-18](#), "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)," December 19, 2018.

**SUMMARY:**

This Issuance transmits the Technical Assistance eligibility and documentation requirements of the Office of Workforce Development (OWD) for the WIOA<sup>1</sup> Youth Program. It includes source documentation requirements and information on Measurable Skill Gains, Credential Attainment, and minor language changes.

**BACKGROUND:**

WIOA requires determinations of whether youths are eligible to participate in activities under Title I.<sup>2</sup> The implementing rules at [20 CFR Part 681](#) establish general eligibility criteria, and periodic guidance from the U.S. Department of Labor (DOL) updates and refines the definitions of valid data and documentation. The most recent guidance<sup>3</sup> of this type has prompted the need for this updated Issuance.

**SUBSTANCE:**

OWD’s *Technical Assistance Guide (TAG): Youth Program Eligibility* (Attachment 1), including a table of Eligibility and Data Validation documentation requirements provides technical assistance and program guidance to assist workforce system personnel in making determinations for program eligibility, maintaining acceptable documentation, and aligning with WIOA and State regulations, policies, and procedures. The WIOA Title I Adult and Dislocated Worker programs are addressed in a separate Issuance and TAG.

The *Eligibility and Documentation Requirements Table* lists required data elements, program eligibility criteria and requirements, and the sources of documentation approved by the DOL’s Employment and Training Administration and OWD. The sections of the Table include General Eligibility and Other Required Data Elements.

**ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:**

All Local Workforce Development Board Directors and Supervisors should immediately inform frontline workforce system staff of the rules in the referenced online document.

All frontline workforce system staff handling enrollments and posting services to the State electronic case-management system (MoJobs) should immediately apply these rules as described to determining eligibility for basic career services, and individualized career services, and training services.

**TIMELINE:**

All Missouri Workforce System Staff — Implementation..... **August 28, 2020**

**INQUIRIES:**

Please direct all questions or comments regarding this Issuance document to [dwdpolicy@dhewd.mo.gov](mailto:dwdpolicy@dhewd.mo.gov). All active Workforce Issuances are available at [jobs.mo.gov/dwdissuances](http://jobs.mo.gov/dwdissuances). Expired/rescinded Issuances are available on request.

*For information about [Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-(888)-728-JOBS (5627).*

*Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711*

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<sup>1</sup> Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

<sup>2</sup> WIOA sec. 129(a)(1) [[29 U.S.C. 3164\(a\)\(1\)](#)].

<sup>3</sup> U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) No. 23-19, “Guidance for Validating Required Performance Data Submitted By Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs. June 18, 2020.