



**Workforce Development Council Seattle-King County**

## **Technical Assistance Memorandum # 15**

**TO:** All WDC ARRA Summer Youth Employment Service Providers

**FROM:** Workforce Development Council of Seattle-King County (WDC)

**DATE:** June 12, 2009

**SUBJECT:** ARRA 2009 Summer Youth Employment Program eligibility guidelines

Background: This memorandum is to establish eligibility criteria for the Summer Youth Employment Program that is consistent with WIA Law and Regulations, the American Recovery and Reinvestment Act (ARRA) of 2009 and WDC priorities. The WDC is targeting this program to youth and young adults ages 16-24.

### **Eligibility Policy**

For the purpose of this program eligible individuals are:

- Between the ages of 16 and 24;
- a United States citizen or non-citizen who is employment authorized by the Immigration and Naturalization Service;
- in compliance with the Selective Service Act; and:
- low-income, as defined in WIA section 101(25), with one or more of the characteristics listed below;

The characteristics which apply to low-income youth, whether they are in-school or out-of-school, are as follows\*:

1. School dropout
2. Deficient in basic literacy skills
3. Homeless, runaway, or foster child
4. Pregnant or parenting
5. Offender (and/or involved in the juvenile justice system)
6. An individual including a youth with a disability, who requires additional assistance to complete an educational program, or to secure and hold employment locally defined as:
  - a. Having one or more disabilities including learning disabilities
  - b. Personal/family substance abuse
  - c. Gang involved/affiliated/affected
  - d. Lacking affordable housing
  - e. Victim of domestic violence/sexual or child abuse
  - f. Lacking a significant or positive work history

- g. 'At risk of dropping out of school' defined as;
- i. One or more grade levels below the age –appropriate grade;
  - ii. Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age
  - iii. Has at any time been a school dropout or is not attending school consistently
  - iv. Determined to be at risk by school staff based on an assessment that health, social or family problems are impairing the student's ability to succeed in school.
7. Veteran or spouse of a Veteran<sup>1</sup>
8. Other life circumstances not listed that contractor staff deems as barriers to education or employment can be submitted to the Workforce Development Council of Seattle-King County for consideration of approval prior to program participation

*\*The above characteristics are not listed in priority order; each should receive equal weight during the eligibility determination process.*

In terms of the Summer Youth Program, an Out-of-School Youth is defined as: An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but is unemployed, or underemployed (WIA section 101(33)). For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

<sup>1</sup> States and local areas are required to provide priority of services for veterans and their spouses pursuant to CFR 20 part 1010, the regulations implementing priority of service for veterans and eligible spouses in DOL job training programs under the Jobs for Veterans Act at 73 Fed Reg 78132 on 12/19/08 located at <http://edocket.access.gpo.gov/2008/pdf/E8-30133.pdf>.

## **Eligibility Verification**

The Workforce Development Council of Seattle-King County's WIA Youth Eligibility Policy 08-2002 <http://www.seakingwdc.org/pdf/PolicyGuidelines/p08-2002.pdf> describes the eligibility verification and documentation requirements for WIA youth programs. These guidelines apply to the ARRA Summer Employment program.