

**Policy 08-2002**

**~ WIA Youth Eligibility ~**

DRAFT or  FINAL

Version: R1 7/1/07 R2 1/22/2009

Prior Version: Original R1 7/707

Committee: YC

Category:  Internal  External

Implementation Date: March 1, 2009

**Background**

The Workforce Investment Act Part 664/Subpart B describes eligibility requirements for youth seeking services under WIA. In regulations #664.200(c) (6) and 664.220(h), refinement of specific eligibility categories is left to State or Local boards. Washington State policy in turn delegates this responsibility to local WDC's.

The provisional guidelines below describe a WIA mandated youth-eligibility categories and additional categories developed at the local level.

**References**

- Workforce Investment Act (WIA) of 1998
- WIA Regulations, 20 CFR part 652 et al
- Washington State Policy #3638 Sec. D.: WIA Title I-B Youth Eligibility & Application
- Washington State Policy No. 3641 Sec. C: WIA Title 1-B General Administration
- Jobs for Veterans Act of 2002—Public Law 107-288
- Training and Employment Guidance Letter No. 5-03

**Policy**

To be eligible for WIA Title I-B services a participant must be:

- Between the ages of 14 and 21;
- 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 either:
- low-income, as defined in WIA section 101(25), with one or more of the characteristics listed below; or

- Non-low-income, with one or more of the characteristics listed below. The number of non-low-income youth cannot exceed 5% of all registered youth in a local area.

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. 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.*

The characteristics which apply to non 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, Pregnant or parenting

4. Pregnant or parenting
5. Offender (and /or involved in the juvenile/adult legal 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;
    - v. One or more grade levels below the age –appropriate grade;
    - vi. Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age
    - vii. Has at any time been a school dropout or is not attending school consistently
    - viii. 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. 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.*

### **WIA Non- Low income Youth**

WIA Youth Service providers will be required to request permission to register non low-income youth. Providers will use the Exception Request form available at the WDC's website [http://www.seakingwdc.org/Templates/sp\\_policies.html](http://www.seakingwdc.org/Templates/sp_policies.html)

The Exception Request form must contain the following information:

- The specific information about the applicant, including family size and income and the barriers/ characteristics of the individual that necessitate WIA intervention. The request must also include the current number and percentage of non low-income youth registrants on the provider's contract. This total includes all participants served during the program year.
- The WDC planner assigned to the specific youth contract will respond within seven days to all requests. The written determination from the WDC must be kept along with all other eligibility and assessment documents in the individual's file.

## **Eligibility Verification**

When registering a Youth participant for WIA services, service providers must ensure that the individuals are eligible in accordance with the eligibility requirements for WIA (age, selective service registration, and citizenship, or eligible non-citizen) as defined in WIA Section 101 (9). Each file must include a completed application for each applicant and documents that confirm eligibility. All questions on the intake form must be answered, and both the applicant and intake staff must sign the intake form. All documents supporting eligibility must be included in the participant's file and available for review by the administrative entity. Examples of acceptable documentation are included in Attachment A. The applicant must be informed that all information is subject to verification and that false information is grounds for termination and possible prosecution under the law.

The order of priority for methods of verification is:

1. Documentary evidence identified in Attachment A or approved by the WDC.
2. If documentary evidence is not available or if it cannot be provided when time is of the essence, collateral contacts that confirm the participant's eligibility by someone outside the participant's immediate family (Attachment B).
3. Notary-certification of eligibility criteria that includes reason why other documentation is unavailable (Attachment C).

## Attachment A:

### ***Acceptable Documentation for Determining WIA Youth Participant Eligibility***

<b>Eligibility Criteria for WIA Youth</b>	<b>Conditions</b>	<b>Acceptable Documentation</b>
Age	14-21 years of age at time of application	<ul style="list-style-type: none"> <li>▪ Birth Certificate or hospital record of birth</li> <li>▪ Drivers License or DMV Identification</li> <li>▪ Baptismal Certificate</li> <li>▪ Voter Registration Card</li> <li>▪ DD Form 214 (Report of Transfer or Discharge)</li> <li>▪ Alien Registration Card</li> <li>▪ Food Stamp Records or Medical Coupons</li> <li>▪ School enrollment documents</li> <li>▪ Naturalization Certificate</li> <li>▪ Public Assistance Records</li> <li>▪ US Passport</li> <li>▪ Native American Tribal Document(s)</li> <li>▪ Other documents or procedures as provided by WDC policy</li> </ul>
Citizenship or Eligible non-citizen	Legally entitled to employment within the U.S. and territories	<ul style="list-style-type: none"> <li>▪ Social Security Card</li> <li>▪ Birth certificate</li> <li>▪ Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility</li> <li>▪ Other documents or procedures as provided by WDC policy</li> </ul>
Selective Service Registration	Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service.	<ul style="list-style-type: none"> <li>▪ Selective Service Registration Card</li> <li>▪ Receipt of registration</li> <li>▪ On-line confirmation or Telephonic verification with Selective Service</li> <li>▪ DD Form 214 (Report of Transfer or Discharge)</li> <li>▪ Other documents or procedures as provided by WDC policy</li> </ul>

<p><b>Family Income and Family Size</b></p>	<p>An applicant to a WIA youth Program must be either in a low- income family or enrolled in the 5 percent window for exceptions</p>	<ul style="list-style-type: none"> <li>▪ <b>Copy of authorization to receive cash public assistance</b></li> <li>▪ <b>Copy of Public Assistance Check</b></li> <li>▪ <b>Medical Card Showing Grant Status</b></li> <li>▪ <b>Public Assistance Identification Card Showing Cash Grant Status</b></li> <li>▪ <b>Refugee Assistance Records</b></li> <li>▪ <b>Authorization to obtain food stamps</b></li> <li>▪ <i>Social security administration disability records</i></li> <li>▪ <i>Veterans administration letter/records</i></li> <li>▪ <i>Vocational rehabilitation letter</i></li> <li>▪ <i>Workers compensation record</i></li> <li>▪ <i>Written statement from shelter</i></li> <li>▪ <b>Alimony Agreement</b></li> <li>▪ <b>Divorce Record</b></li> <li>▪ <b>Award Letter from Veterans Administration</b></li> <li>▪ <b>Bank Statement (Direct Deposit)</b></li> <li>▪ <b>Compensation Award Letter</b></li> <li>▪ <b>Court Award Letter</b></li> <li>▪ <b>Employer Statement/Contract</b></li> <li>▪ <b>Farm or Business Financial Records</b></li> <li>▪ <b>Housing Authority Verification</b></li> <li>▪ <b>Pay Stubs</b></li> <li>▪ <b>Rental income</b></li> <li>▪ <b>Strike benefits</b></li> <li>▪ <b>Child Support Legal Agreement</b></li> <li>▪ <b>Pension Statement</b></li> <li>▪ <b>Public Assistance Records</b></li> <li>▪ <b>Quarterly Estimated Tax for self-employed persons (schedule c)</b></li> <li>▪ <b>Social security benefits</b></li> </ul>

		<ul style="list-style-type: none"><li>▪ <b>UI documents and/or printout</b></li><li>▪ <b>Medical records/statements of substance abuse treatments</b></li><li>▪ <b>Assessment/test of disabilities</b></li><li>▪ <b>Applicant Statement</b></li><li>▪ <b>Telephone verification</b></li><li>▪ <b>Notary-certification in absence of other documents</b></li><li>▪ </li></ul>
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*Reason for Document Inspection:*

*Remote site eligibility, no copier available* \_\_\_\_\_

*On site eligibility, no copier available* \_\_\_\_\_

*Document cannot be copied* \_\_\_\_\_

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I ATTEST THAT THE INFORMATION RECORDED BY ME ON THIS DOCUMENT WAS OBTAINED THROUGH TELEPHONE CONTACT OR DOCUMENT INSPECTION ON THE DATE BELOW. 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 INSPECTION VERIFIED THE PRIMARY/SECONDARY ITEMS REQUIRED TO DETERMINE ELIGIBILITY FOR THE WIA PROGRAM.

\_\_\_\_\_  
Case manager's signature

\_\_\_\_\_  
Date

Attachment C

NOTARY CERTIFICATION FORM

Identifying Information

Applicant's Name Last First MI

Address

Social Security Number

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE FOLLOWING INFORMATION IS TRUE:

[Blank lines for information]

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

Applicant Signature Phone Number

The above notary-certification is being utilized for verification of the following eligibility criteria:

I notarize that the individual whose signature appears above provided the above information recorded on this form.

Notary Public Date Notary Seal