

YOUTH ELIGIBILITY DETERMINATION POLICY POLICY #: 400

Date of Original Policy: n/a
Effective Date: 9/27/11

Date of Current Revision: 9/27/11

BACKGROUND:

The Southwest Washington Workforce Development Council has adopted the State of Washington's Youth Eligibility and Application Policy that is consistent with WIA Law and Regulations. Determination of youth eligibility must be correct/valid and adequately documented.

POLICY/PROCEDURES:

Individuals registered as youth must be eligible in accordance with: 1) the basic eligibility requirements for WIA (selective service registration (if applicable) and citizenship or eligible non-citizen (using the I-9 method); and 2) the basic eligibility criteria for youth as defined in WIA, including age, low-income (or "5% window") and barrier criteria.

Self-certification procedures may be used when all attempts to obtain documentation of eligibility criteria have failed. Both the signer and the co-signer must acknowledge that falsification of information on the applicant statement shall be grounds for immediate program exit and may be subject to prosecution under the law. SKIES case notes must include an explanation of attempts to obtain all other possible documentation and why it is not available.

5% Window Option

Up to five percent (5%) of youth participants served may be individuals who do not meet the income criterion for eligible youth. Youth served under the "5% window" option are required to meet one or more of eight categories:

- ◆ School dropout
- ◆ Basic skills deficient
- ◆ One or more grade levels below the grade level appropriate to the individual's age;
- ◆ Pregnant or parenting;
- ◆ Possess one or more disabilities, including learning disabilities;
- ◆ Homeless or runaway;
- ◆ Offender; or,
- ◆ Face serious barriers to employment.

Serious barriers to employment have been defined by locally by the WDC as "having limited business and community resources available, such as but not restricted to limited employment opportunities, few job shadow opportunities, lack of sufficient adult mentors, lack of public transportation, and limited number of nonprofit or public worksites."

Eligibility Item	Conditions	Acceptable Documentation (Only one of the following is required)
Minimum Eligibility Requirements		
Age	Age 14 -21 at time of enrollment	<ul style="list-style-type: none"> • Birth Certificate or hospital record of birth • Drivers License or DMV Identification • Baptismal Certificate • Voter Registration Card • DD Form 214 (Report of Transfer or Discharge) • Alien Registration Card • Food Stamp Records or Medical Coupons • School enrollment documents • Naturalization Certificate • Public Assistance Records • US Passport • Native American Tribal Document(s)
Family Income	See below ¹	<ul style="list-style-type: none"> • Pay Stubs • Public Assistance Award Letters • Tax Records • Employer Verification • Self-Employment/Tax Records • Child Support Records • Documentation that applicant is a foster child on behalf of whom State or local government payments are made • If not other documentation is available, self-certification can be used as an alternative means to determine eligibility**

¹ The term "low-income individual" means an individual who:

- (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of--
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- (C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

Eligibility Item	Conditions	Acceptable Documentation (Only one of the following is required)
Citizenship or Eligible Non-Citizen	Applicant must be a US Citizen or have Alien status.	<ul style="list-style-type: none"> • Social Security Card • US Birth Certificate • US Hospital Record of Birth • Naturalization Certificate • INS Card • Foreign passport stamped “eligible to work” (not expired) • Native American Tribal Document(s) • Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility (These documents will be required to work; if not available at time of enrollment, then they should be acquired within 90 days of enrollment)
Selective Service	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. This rule applies to applicants who are 18 through 21 years of age at the time of application.	<ul style="list-style-type: none"> • Receipt of Registration • On-Line Confirmation • Phone Verification • Selective Service Registration Card • DD 214 Form
Barriers		
School Dropout	A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma. No longer attending means a youth who is truant under the rules of the State of Washington, (i.e. 7 unexcused absences in the last month or 10 unexcused absences in the current school year).	<ul style="list-style-type: none"> • Document from School • If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**
Deficient in Basic Literacy Skills – Out of School Youth Only	Individual has English reading, writing, or computing skills at or below Educational Functioning Level (EFL) 6.	<ul style="list-style-type: none"> • CASAS Assessment documentation administered by provider
Education Below Level – In School Youth Only	Individual is functioning below current grade level.	<ul style="list-style-type: none"> • Document from school
Pregnant or Parenting		<ul style="list-style-type: none"> • Child's Birth Certificate • Doctor's note confirming pregnancy • If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**

Eligibility Item	Conditions	Acceptable Documentation (Only one of the following is required)
Homeless	<p>(1) an individual who lacks a fixed, regular, and adequate nighttime residence; and</p> <p>(2) an individual who has a primary nighttime residence that is--</p> <p>(A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);</p> <p>(B) an institution that provides a temporary residence for individuals intended to be institutionalized; or</p> <p>(C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</p>	<ul style="list-style-type: none"> • Written statements from an individual providing residence • Written statement from shelter • Written statement from social service agency • If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**
Runaway		<ul style="list-style-type: none"> • Self-certification**
Foster Child		<ul style="list-style-type: none"> • Document from social services agency
Offender (judicial process resulting in arrest or conviction)		<ul style="list-style-type: none"> • Document from criminal justice system supporting any level of offender • Documented phone call with court or probation representatives • If no other documentation is available, self-certification can be used as an alternative means to determine eligibility**
An individual who requires additional assistance to complete an educational program, or to secure and hold employment		<ul style="list-style-type: none"> • Documentation by program staff • Individual Service Strategy • Case notes
Serious Barriers to Employment		
Serious barriers to employment have been defined by locally by the WDC.	Having limited business and community resources available, such as but not restricted to limited employment opportunities, few job shadow opportunities, lack of sufficient adult mentors, lack of public transportation, and limited number of nonprofit or public worksites.	<ul style="list-style-type: none"> • Documentation by program staff

** Both the signer and the co-signer must acknowledge that falsification of information on the applicant statement shall be grounds for immediate program exit and may be subject to prosecution under the law.

RELATED FORMS:

A completed application (which may be on SKIES) and documentation for the above must be maintained on file. (See the State Policy for examples of acceptable documentation.) Self-certification may be used if other documents are not available (but must include an explanation of attempts to obtain all other possible documentation/why it is not available as self-certification and acknowledge that falsification of the information shall be grounds for immediate termination and may subject the applicant to other penalties under the law.)

REFERENCES/RESOURCES:

- TEGL 31-09