### A. General Eligibility Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Criteria</th>
<th>Source Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Eligible to Work &amp; Age</strong></td>
<td>A citizen or eligible non-citizen legally entitled to work in the United States. <strong>AND</strong> Is 16 – 21 years of age.</td>
<td><img src="%E2%98%90" alt="☐" /> <a href="%E2%98%90">I-9 or accepted I-9 documentation combinations, such as: passport; driver’s license / ID card &amp; Social Security card; driver’s license / ID card &amp; birth certificate; etc. See I-9 handbook for guidance.</a></td>
</tr>
<tr>
<td><strong>2. School Status</strong></td>
<td>Not attending school as defined by state law.</td>
<td><img src="%E2%98%90" alt="☐" /> <a href="%E2%98%90">Selective Service Verification (Form 3A), Selective Service Registration Card, Selective Service Registration Card, Selective Service Registration plus, Selective Service Verification (Form 3A), Selective Service Verification (Form 3A) letter, school documentation).</a></td>
</tr>
<tr>
<td><strong>3. Selective Service Registration</strong></td>
<td>Must be registered, or exempt from registering, with the U.S. Selective Service system. With only a few exceptions, the Selective Service Registration requirement applies to all male U.S. citizens and male aliens living in the U.S. who are 18 through 25. All men born on or after January 1, 1960 are required to register. Not applicable to females or males born prior to 1960.</td>
<td><img src="%E2%98%90" alt="☐" /> <a href="%E2%98%90">Self-attestation, Applicable records from education institution (HED certificate, diploma, attendance record, transcripts, drop out letter, school documentation), WIOA intake or registration form, State MIS (WorkSourceWA/ETO).</a></td>
</tr>
</tbody>
</table>

### B. Income Eligibility (choose only one category)

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
<th>Source Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Income Not Required</strong></td>
<td>Low-income status is not required for OSY categories 1, 2, 4, 5, 6, 7, and 8.</td>
<td><img src="%E2%98%90" alt="☐" /> <a href="%E2%98%90">No documentation required.</a></td>
</tr>
<tr>
<td><strong>2. Low-income</strong> <em>(OSY Categories 3 or 9)</em></td>
<td><img src="%E2%98%90" alt="☐" /> An individual who a member of a family that is receiving or in the past 6 months has received, assistance through SNAP, TANF, supplemental security income, or State or local income-based public assistance.</td>
<td><img src="%E2%98%90" alt="☐" /> <a href="%E2%98%90">If eligibility is based on receipt of TANF: Cross-match with public assistance records.</a></td>
</tr>
<tr>
<td></td>
<td><img src="%E2%98%90" alt="☐" /> An individual who 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 that, in relation to family size, does not exceed the corresponding income standard established in SWC Policy WS816 R1, Attachment B – WIOA Income Guidelines.</td>
<td><img src="%E2%98%90" alt="☐" /> Use the following list for Criteria 1.2 and 1.3 <a href="%E2%98%90">Applicant Statement, Award letter from veteran’s administration, Bank statements, Compensation award letter, Pay stubs, Social Security benefits, UI documents.</a></td>
</tr>
<tr>
<td></td>
<td><img src="%E2%98%90" alt="☐" /> An individual with a disability whose own income, for the 6-month period prior to application for the program, does not exceed the does not exceed the corresponding income standard established in SWC Policy WS816 R1, Attachment B – WIOA Income Guidelines.</td>
<td><img src="%E2%98%90" alt="☐" /> <a href="%E2%98%90">Case Notes, WIOA intake or registration form</a></td>
</tr>
<tr>
<td><strong>3. 5% Low-income Exception</strong> <em>(OSY Categories 3 or 9)</em></td>
<td>Qualifies as a youth who is being served by the 5% not low-income exception.</td>
<td><img src="%E2%98%90" alt="☐" /></td>
</tr>
</tbody>
</table>
# C. Out-of-School Youth Eligibility (choose only one category)

<table>
<thead>
<tr>
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<th>Criteria</th>
<th>Source Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. School Dropout</td>
<td>An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.</td>
<td>Refer to source documentation for School Status above.</td>
</tr>
<tr>
<td>2. Not Attending School</td>
<td>An individual who is within the age of compulsory school attendance (16 – 17 years of age) but has not attended school for at least the most recent complete school year calendar quarter.</td>
<td>Refer to source documentation for School Status above.</td>
</tr>
<tr>
<td>3. Recipient of Secondary School Diploma</td>
<td>3.1 An individual who is a recipient of a secondary school diploma or its recognized equivalent and is low-income; <strong>AND</strong> 3.2 Is basic skills deficient (BSD); <strong>OR</strong> 3.3 Is an English language learner (ELL).</td>
<td>Refer to source documentation for School Status and Low-Income Status above.</td>
</tr>
</tbody>
</table>
| 4. Subject to Justice System | 4.1 Is an individual who is or has been subject to any stage of the criminal justice process; **OR** 4.2 An individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. | Self-attestation  
Documentation from juvenile or adult criminal justice system  
Documented phone call with court or probation representatives  
WIOA intake or registration form |
| 5. Homeless or Runaway | Is a homeless individual or runaway youth as defined in SWC Policy WS816 R1, Attachment A – Services and Program Eligibility Handbook. | Self-attestation  
Written statement from an individual providing residence, shelter, or social service agency  
WIOA intake or registration form |
| 6. Foster Care Youth | Is a foster care youth as defined in SWC Policy WS816 R1, Attachment A – Services and Program Eligibility Handbook. | Case notes  
Written confirmation from social services agency |
| 7. Pregnant or Parenting | A mother or father who is parenting (custodial or non-custodial) or a pregnant mother. | Self-attestation  
Copy of child’s birth certificate  
Observation of pregnancy status  
Doctor’s note confirming pregnancy |
| 8. Individual with a Disability | A youth who is an individual with a disability. | Self-attestation  
Individual Service Strategy (ISS)  
Case notes  
WIOA intake or registration form  
State MIS (WorkSourceWA/ETO) |
| 9. Needs Additional Assistance | An individual who is low income and requires additional assistance due to: personal/family substance abuse, gang affiliated/affected, lacks affordable housing, victim of domestic/sexual violence, social adjustment or mental health issue(s), lacking a significant or positive work history, family recently exhausted TANF, or other reason for additional assistance not listed but approved by the SWC prior to program participation. | Self-attestation  
Individual Service Strategy (ISS)  
Case notes  
WIOA intake or registration form  
State MIS (WorkSourceWA/ETO)  
SWC Approval Letter  
For low-income status, refer to source documentation above under Low-income. |

## D. Required Registration Documents

- **1. Nondiscrimination – Notice of Rights & Complaint Process - Equal Opportunity is the law form**
  - Documented that participant has been notified of rights and process
- **2. Summary of Rights and Complaint and Grievance Procedures Form**
  - Documented that participant has been notified of rights and process

Complete Section A, B, C and D above. Documenting the above eligibility criteria is mandatory. Acceptable documentation of various eligibility criteria aligns with WIOA data element validation requirements.

**Initial Eligibility:**
- Eligible or Not Eligible

Signed by: ____________________________ Date: ______________

**Validation of Eligibility:**
- Eligible or Not Eligible

Signed by: ____________________________ Date: ______________

*Validation must be by staff other than the one who initially determined eligibility and completed the application.*