### WIOA Eligibility Policy

#### In-School Youth Program Eligibility Criteria Form

*Updated 2/22/2016*

**NAME:** ____________________________________________________ **SKIES ID #:________________________**

### Please choose one:
- [ ] Participant is attending secondary school
- [ ] Participant is enrolled in post-secondary education

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### A. Eligibility Requirements

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Source Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Citizenship or Eligible Non-Citizen &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>[ ] 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.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Source Documentation</th>
</tr>
</thead>
</table>
| **2. Selective Service Registration** | 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. | [ ] Selective Service acknowledgement letter  
[ ] Form DD-214 “Report of Separation”  
[ ] Screen printout of the Selective Service Verification site  
[ ] Selective Service Registration Card  
[ ] Selective Service Verification (Form 3A); or Stamped Post Office Receipt of Registration  
[ ] SAWDC Selective Service exception letter  
[ ] Not applicable. Reason: __________________________________________ |

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### B. Income Eligibility

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Source Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Low-income</strong></td>
<td>Eligible for or receiving free and reduced lunch under the Richard B. Russell National School Lunch Act</td>
<td>[ ] School verification letter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Source Documentation</th>
</tr>
</thead>
</table>
| **2. Not low-income** | 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 higher of:  
- the poverty line  
- 70% of the lower living standard income level (LLSIL)  
**OR**  
An individual with a disability whose own income, for the 6-month period prior to application for the program, does not exceed the higher of:  
- the poverty line  
- 70% of the lower living standard income level (LLSIL) | [ ] Alimony Agreement  
[ ] Award letter from veteran’s administration  
[ ] Bank statements  
[ ] Court award letter  
[ ] Compensation award letter  
[ ] Pension statement  
[ ] Employer statement/contact  
[ ] Family or business financial records  
[ ] Pay stubs  
[ ] Quarterly estimated tax for self-employed persons  
[ ] Social Security benefits  
[ ] UI documents  
[ ] Veterans Adm. Letter or Records  
[ ] Self-attestation |

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**Updated: 022216**
### C. In-School Youth Program Requirements (choose only one category)

<table>
<thead>
<tr>
<th>Category</th>
<th>Explanation</th>
<th>Source Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basic Literacy Skills Deficient</td>
<td>An individual who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.</td>
<td>□ Standardized assessment test □ School records □ Case notes</td>
</tr>
<tr>
<td>2. English Language Learner</td>
<td>English Language Learner</td>
<td>□ Standardized assessment test □ School records □ Case notes □ Self-attestation</td>
</tr>
<tr>
<td>3. Offender</td>
<td>An individual who is or has been subject to any stage of the criminal justice process, for whom services may be beneficial; OR An individual who requires assistance overcoming artificial barriers to employment resulting from a record of arrest or conviction.</td>
<td>□ Documentation from juvenile or adult criminal justice system □ Documented phone call with court or probation representatives □ WIA intake or registration form □ Self-attestation</td>
</tr>
<tr>
<td>4. Homeless, runaway, or foster child</td>
<td>An individual who is homeless as defined in the Violence Against Women Act of 1994 or the McKinney Homeless Assistance Act; OR Runaway: An individual under 18 years of age who absents from home or place of legal residence without the permission of parents or legal guardian; OR An individual who is in foster care or has been in the foster care system.</td>
<td>□ Written statement from an individual providing residence □ Verification from shelter or social service agency □ WIA intake or registration form □ Case Notes □ Self-attestation (<em>cannot use for foster care)</em></td>
</tr>
<tr>
<td>5. Pregnant or parenting</td>
<td>An individual who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.</td>
<td>□ Child’s birth certificate □ Baptismal record □ Observation of pregnancy status □ Doctor’s note confirming pregnancy □ Self-attestation</td>
</tr>
<tr>
<td>6. Individual with a disability</td>
<td>An individual having one or more disabilities, including learning disabilities.</td>
<td>□ Individual service strategy □ Case notes □ WIA intake or registration form □ Self-attestation</td>
</tr>
<tr>
<td>7. An individual who needs additional assistance (No more than 5% of all in-school youth can be registered in this category)</td>
<td>Personal or family substance abuse issue; OR Gang involved/affiliated/affect; OR Victim of domestic violence/sexual or child abuse; OR Identified a social adjustment or mental health issue; OR Lacking a significant or positive work history; OR Individual or member of a family who recently exhausted TANF benefits; OR At-risk of dropping out of school (defined by SAWDC policy); OR OTHER: additional assistance for education or employment can be submitted to the SAWDC for consideration prior to program participation.</td>
<td>□ Individual service strategy □ Case notes □ WIA intake or registration form □ State MIS □ Self-attestation</td>
</tr>
</tbody>
</table>

### D. 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
3. Veteran status (if applicable) - Veterans and other covered persons are eligible for Priority of Service (POS) as described in POS Policy 1009 Rev 1.
   - DD-214 for Veteran or Veteran of Eligible Spouse
   - DD-214 has been requested and will be received within 60 days
   - Veterans’ Administration Letter or Records
   - Any other documentation of veteran status from an official source, such as from any branch of the armed forces, veterans agency or DOL veterans rep.

(Complete Section A, B, C, and D above.)

Initial Eligibility: □ ELIGIBLE or □ NOT ELIGIBLE

Signature of Person Determining Eligibility: __________________________ Date: ________________

**VALIDATION OF ELIGIBILITY: Applicant is:**

□ ELIGIBLE or □ NOT ELIGIBLE

Signed by: __________________________ Date: ________________

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

Updated: 022216