

In-School Youth Eligibility Criteria Guide

A. General Eligibility Requirements

Requirement	Criteria	Source Documentation
1. Eligible to Work	<input type="checkbox"/> An individual legally entitled to work in the United States.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> I-9 or accepted I-9 documentation combinations. See I-9 handbook for guidance.
2. Age	<input type="checkbox"/> Is 14 – 21 years of age.	<input type="checkbox"/> Driver's license <input type="checkbox"/> Birth certificate <input type="checkbox"/> Federal, state, or local ID card <input type="checkbox"/> Other: _____
3. School Status	<input type="checkbox"/> Attending school as defined by state law.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Applicable records from education institution <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> State MIS (WorkSourceWA/ETO)
4. Selective Service Registration	<input type="checkbox"/> 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 <u>on or after</u> January 1, 1960 are required to register. Not applicable to females or males born prior to 1960.	<input type="checkbox"/> Selective Service acknowledgement letter <input type="checkbox"/> Form DD-214 "Report of Separation" <input type="checkbox"/> Selective Service Verification site <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> SWC Selective Service exception letter <input type="checkbox"/> Not applicable. Reason: _____

B. Income Eligibility (choose only one category)

Category	Criteria	Source Documentation
1. Low-income	<input type="checkbox"/> 1.1 An individual who receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act.	<input type="checkbox"/> School verification letter
	<input type="checkbox"/> 1.2 An individual who is 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.	<input type="checkbox"/> Eligibility verification <input type="checkbox"/> Referral transmittal <input type="checkbox"/> Other: _____
	<input type="checkbox"/> 1.3 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 R3, Attachment B – WIOA Income Guidelines.	Use the following list for Criteria 1.2 and 1.3 <input type="checkbox"/> Self-attestation <input type="checkbox"/> Bank statements <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Pay stubs <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Social Security Disability benefits <input type="checkbox"/> UI claim documents <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____
	<input type="checkbox"/> 1.4 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 R3, Attachment B – WIOA Income Guidelines.	
2. 5% Low-income Exception	<input type="checkbox"/> Qualifies as a youth who is being served by the 5% not low-income exception.	<input type="checkbox"/> Case Notes <input type="checkbox"/> WIOA intake or registration form

C. In-School Youth Eligibility (choose only one category)

Category	Criteria	Source Documentation
1. Basic Skills Deficient	<input type="checkbox"/> A youth who is basic skills deficient as defined in SWC Policy WS816 R3, Attachment A – Services and Program Eligibility Handbook.	<input type="checkbox"/> Case notes <input type="checkbox"/> Standardized assessment test(s) <input type="checkbox"/> School records
2. English Language Learner	<input type="checkbox"/> A youth who is an English language learner as defined in SWC Policy WS816 R3, Attachment A – Services and Program Eligibility Handbook.	<input type="checkbox"/> Case notes <input type="checkbox"/> Standardized assessment test(s) <input type="checkbox"/> School records
3. Subject to Justice System	<input type="checkbox"/> 3.1 Is an individual who is or has been subject to any stage of the criminal justice process; OR <input type="checkbox"/> 3.2 An individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Documentation from criminal justice system <input type="checkbox"/> Documented phone call with court or probation representatives <input type="checkbox"/> WIOA intake or registration form
4. Homeless or Runaway	<input type="checkbox"/> Is a homeless individual or runaway youth as defined in SWC Policy WS816 R3, Attachment A – Services and Program Eligibility Handbook.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Written statement or referral from shelter or social service agency <input type="checkbox"/> Case notes <input type="checkbox"/> WIOA intake or registration form
5. Foster Care Youth	<input type="checkbox"/> Is a foster care youth as defined in SWC Policy WS816 R3, Attachment A – Services and Program Eligibility Handbook.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Case notes <input type="checkbox"/> Written confirmation from social services agency
6. Pregnant or Parenting	<input type="checkbox"/> A mother or father who is parenting (custodial or non-custodial) or a pregnant mother.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Case notes <input type="checkbox"/> WIOA intake or registration form
7. Individual with a Disability	<input type="checkbox"/> A youth who is an individual with a disability.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> School 504 records provided by student <input type="checkbox"/> Assessment test results
8. Needs Additional Assistance	<input type="checkbox"/> An individual who 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, at-risk of dropping out of school, or other reason for additional assistance not listed but approved by the SWC prior to program participation. Note: No more than 5% of all in-school youth can be registered in this category.	<input type="checkbox"/> Self-attestation <input type="checkbox"/> Individual Service Strategy (ISS) <input type="checkbox"/> Case notes <input type="checkbox"/> WIOA intake or registration form <input type="checkbox"/> SWC Approval Letter

D. Required Registration Documents

1. Nondiscrimination – Notice of Rights & Complaint Process - Equal Opportunity is the law form	<input type="checkbox"/> Documented that participant has been notified of rights and process
2. Summary of Rights and Complaint and Grievance Procedures form	<input type="checkbox"/> Documented that participant has been notified of rights and process
3. Veteran Status (if applicable) – An individual who served in the active U.S. military and who was discharged or released from such service under conditions other than dishonorable, or is the spouse of a veteran (as defined in SWC Policy WS816, R3 - Attachment A - Services and Program Eligibility Handbook.)	<input type="checkbox"/> DD-214 for veteran or veteran of eligible spouse <input type="checkbox"/> Crossmatch with Department of Defense records <input type="checkbox"/> Cross match with Veteran's service database <input type="checkbox"/> A letter from the Veteran's Administration